

Welcome to VSPS for Lab Technicians

Thank you for your interest in the *Veterinary Service Process Streamlining (VSPS)*.

To use VSPS to enter results for electronic EIA (Coggins Forms) that veterinarians submit to your lab using VSPS, you will need to **complete all 3 steps** below:

Step 1: Create a Level 2 eAuthentication (E-Auth) account (a multi-step process). eAuthentication is a USDA imposed identity proofing concept for security purposes. It verifies your identity.

Step 2: Email your USDA Certificate of Training given by NVSL for EIA Diagnostic Tests OR an official memorandum from NVSL stating that you have successfully completed the EIA training course to the designated email address for your State.

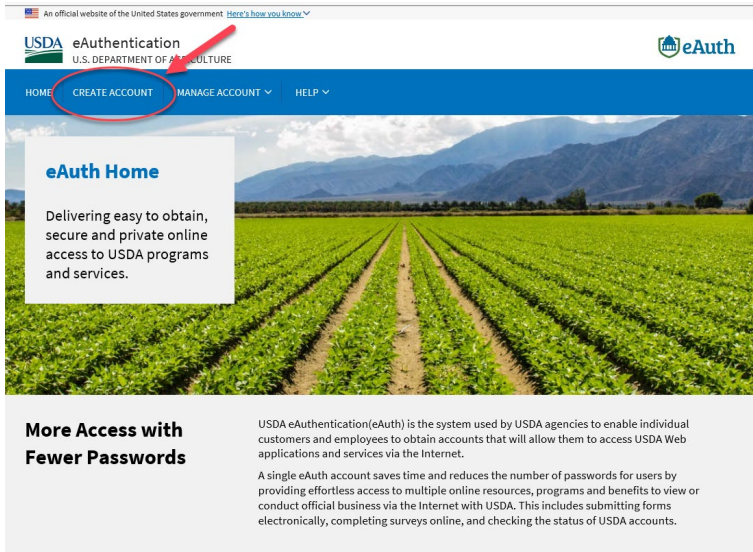
Step 3: Create a VSPS profile and request the Lab Technician role.

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Step 1: Creating a Level 2 e-Authentication Account

If you do not have an e-Authentication account, go to <http://www.eauth.usda.gov/> and apply for access. The USDA e-Authentication website will guide you through the steps needed to create your account. From the first screen, click on **Create Account**:



Select 'Customer' and click Continue.

Account Registration ?

What type of user are you?

Customer

USDA Employee / Contractor

Other Federal Employee / Contractor

Type your email address and click Submit.

Customer Account Registration ?

Please enter your email address

Email Address

You will see the following screen. You will need to check your email.

Registration Email Sent ?
We have sent an email to the address listed below. Follow the link in the email to complete the registration process.

██████████@gmail.com


[Resend Email](#)

[Use A Different Email](#)

Click on the 'Continue Registration' button in the email from eAuth:

eAuth - Confirm Email >

DoNotReply.ICAM@ocio.usda.gov
to me ▾

 **eAuth**

Complete Account Registration

Thanks for requesting a USDA eAuthentication account. Please click the link below or right-click on 'Continue Registration', copy the hyperlink and paste it into your browser.

[Continue Registration](#)

This link will expire soon.
Please do not reply to this message.
For more help, visit <https://www.eauth.usda.gov/eauth/b/usdafaq>

Enter the requested information and click Submit.

Customer Account Registration

Form Approved - OMB No. 0503-0014

Please provide the information requested below to complete the registration of your account.


Please enter your complete name as provided on a government issued photo ID (no nicknames).

First name

Middle name (optional)

Last name

Suffix (optional)

 **Your User ID Is Your Email Address**
User ID: ██████████@gmail.com

Please set your password ?

Password must be at least 12 characters long and cannot be a commonly used password.

Password
 12+

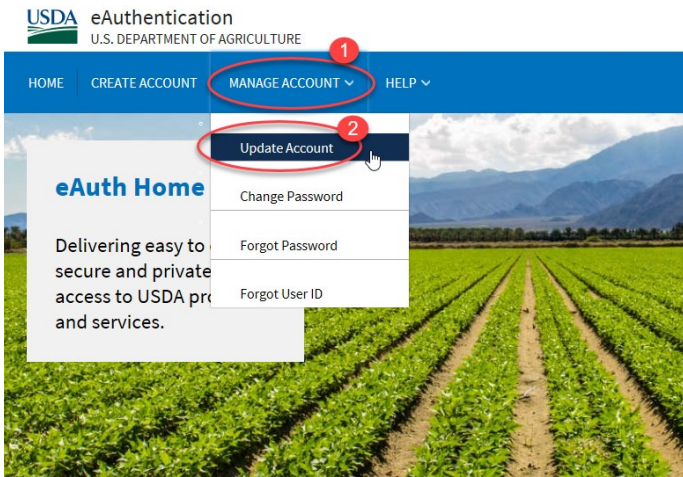
Show Password

Password Strength: Great!

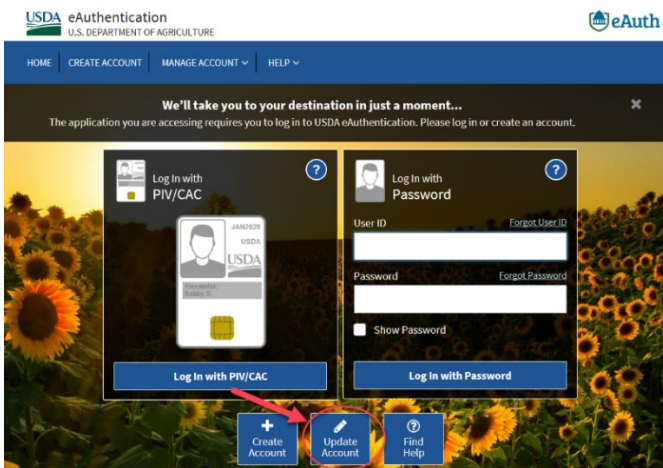
[Submit](#)

[Upgrading to a Level 2 eAuth account](#)

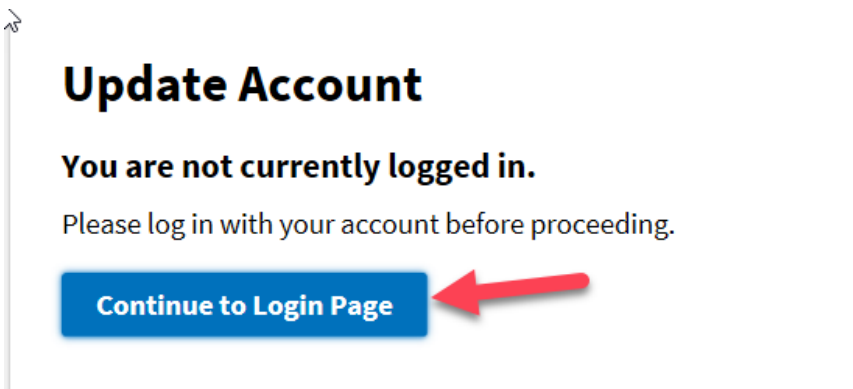
You will need to update your eAuth account to a Level 2 eAuth account.
Go to the eAuth website and click Manage Account then click Update Account.
<http://www.eauth.usda.gov/>



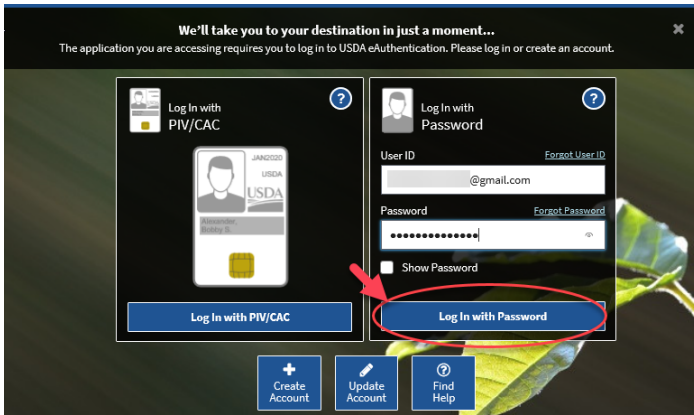
If you got to the eAuth login page from VSPS, the screen will look like the below screen.
Click on Update Account.



Click the 'Continue to Login Page' button.



Enter your eAuth userID and password.
Click Log In with Password.



Click the 'Verify My Identity' link.

Account Information Continue to Application Logout

Login Information

Your User ID is @gmail.com

Email address: @gmail.com [✉](#)

Password: [✉](#)

[Verify My Identity](#) ?

Personal Information Edit

Name:

Multi-Factor Authentication (MFA)

PIV/CAC Linking: Not linked ? Link PIV/CAC

Select 'Verify my identity online (recommended)'.

Verify Identity ?

The application you are accessing requires identity verification. Your account does not currently meet these requirements. Before continuing your identity must be verified by selecting a method below.

Verify my identity online (recommended)

Visit a USDA Service Center for in-person identity verification

Continue

Click I Agree.

Verify Identity ?

By clicking the "I Agree" button, you are providing written consent to the United States Department of Agriculture (USDA) under the Fair Credit Reporting Act authorizing the USDA to determine your identity based on information from your personal credit profile or other information from Experian. By clicking "I Agree", you agree to the Terms of Service, and you authorize the USDA to obtain such information solely to verify your identity for the purpose of avoiding fraudulent transactions in your name.

[Terms of Service](#)

I Agree Exit

Complete all fields and click Continue.

Verify Identity

Form Approved - OMB No. 0503-0014

Additional Information Required

Please complete the form below and confirm it is correct.
This information must match your government issued photo ID (e.g., Driver's License).

First name

Middle name (optional)

Last name

Suffix (optional)

Home country

Home address

Home city

Home state

Home zip/postal code

Home phone

Date of birth
For example: 04 28 1988
Month Day Year

To begin the process, you must enter your complete 9-digit Social Security Number (SSN).

Social Security Number (SSN)

Show SSN

Note: USDA eAuthentication does not retain your Social Security Number. It is only used for the identity verification purposes.



Answer all 5 identity verification questions.

Verify Identity ?

Identity Verification Quiz

Question 1 of 5:

Which state is associated with your relative



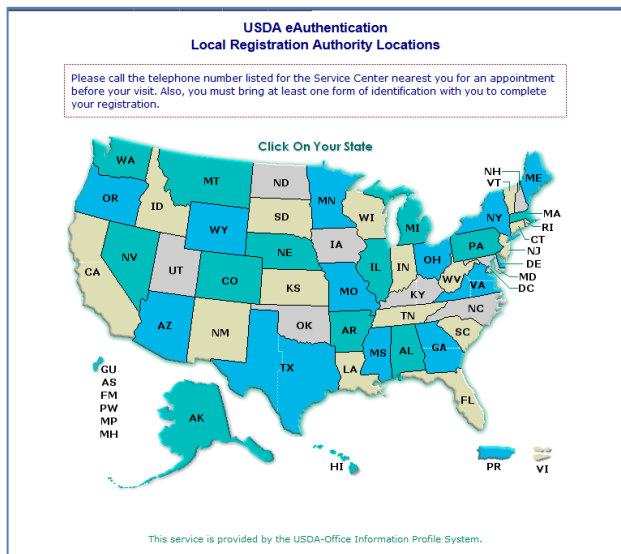
If you are unable to verify your identity using the On-Line Self-Service.

You will have to visit a Local Registration Authority (LRA) in person order to validate your identity and get your Level 2 account activated. Please CALL the LRA before visiting the office to make sure they will be available.

This link will take you to a map to select your State where you can find the closest LRA to you:

<http://offices.sc.egov.usda.gov>

Take your government issued photo ID (e.g. state issued drivers license) and present it in person to a Local Registration Authority (LRA) who can activate your account with Level 2 access. Most LRAs are located at a USDA Service Center office. We recommend that you call ahead to ensure that an employee trained as a Local Registration Authority (LRA) will be available to provide the service at the time you plan to visit the Service Center.



Step 2: Email your USDA Certificate of Training given by NVSL for EIA Diagnostic Tests OR an official memorandum from NVSL to the Federal Veterinarian in Charge for your State.

****This must be done before your Laboratory technician role will be approved in VSPS****

Email the below information to the Point of Contact for your State located here:

https://www.aphis.usda.gov/animal_health/contacts/field-operations-districts.pdf

Email Subject Line: Laboratory Technician Access Request in VSPS

In the email include: First Name, Last Name, Email address, eAuthentication username

Let them know you need to be added into the User Management System (UMS) to get access to VSPS.

Include which role and which lab you need access to: Lab Technician ****Include the lab name.****

****DO NOT include your eAuthentication password****

Step 3: Creating a VSPS Profile and requesting the Lab Technician role

Log into VSPS by going to the following web address and click LOG IN:

<https://vsapps.aphis.usda.gov/vsps/>



USDA United States Department of Agriculture
Animal and Plant Health Inspection Service

Veterinary Services
Process Streamlining

VSPS Home About VSPS Press Releases Contact Us

Welcome to VSPS: **Veterinary Services Process Streamlining**

VSPS provides a consistent and standard method of data capture at all levels and provides data dissemination to the appropriate existing databases. This provides a more comprehensive analysis tool for animal tracking and disease analysis which in turn, would allow VS to respond quickly to any threats to animal health in the United States.

VSPS Users:
Login here **LOG IN**
No login necessary when performing a public search. Use the search link to the right.

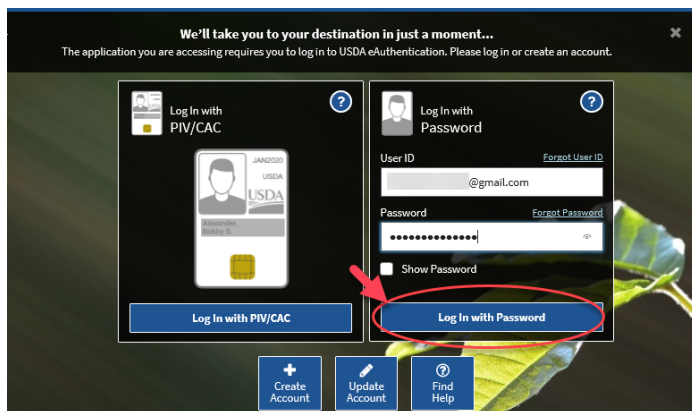
Don't know what to do, or how to use VSPS? Click on the questions below for an introduction to the system.

- What is VSPS?
- What can I do using VSPS?
- Who should register for an account?
- How do I register for an account?

Public Searches:
Find an Approved Establishment

VS Home | APHIS Home | USDA.gov
FOIA | Accessibility Statement | Privacy Policy | Non-Discrimination Statement | Information Quality | FirstGov | White House

Login using your E-Auth username and password.
Click Login.



We'll take you to your destination in just a moment...

The application you are accessing requires you to log in to USDA eAuthentication. Please log in or create an account.

Log In with PIV/CAC

Log In with Password

User ID Forgot User ID
@gmail.com

Password Forgot Password
••••••••

Show Password

Log In with PIV/CAC

Log In with Password

Create Account Update Account Find Help

Fill out your user profile (making sure to complete all fields with a red asterisk).

Please complete the profile contact information.

Contact Information

* All fields marked with red asterisks are required

Email Address *

Name Information		Address Information	
Prefix		Address 1 *	
First Name *		Address 2	
Middle Name		Postal Code *	
Last Name *		City *	
Suffix		State *	
Nickname		Country *	United States
Maiden Name			
Professional Title			
Business Name			

Telephone Number(s)

Type	Country Code	Number (nnn) nnn-xxxx	Ext.
Fax	1		
Mobile	1		
Phone	1 *		
TDD	1		
Toll Free	1		

Submit Cancel

Scroll down to **Lab Technician**. Click the 'Request Laboratory Authorization' link.

Please request at least one role for your newly created profile.

If you are an accredited veterinarian please select Request State Authorization next to the word Veterinarian.

Current Roles | Request a Role

So that VSPS may meet your needs, please complete a role request from the information below. Please review the choices and only choose the option(s) that best meet(s) your needs. Please note that if you request a role for which you are not eligible your request will be denied.

AIC Administrator	[Request Import Center Authorization]
AIC Administrator National	[Request National Authorization]
AIC Coordinator	[Request Import Center Authorization]
AIC Financial Staff	[Request Import Center Authorization]
AVIC	[Request Avic Area Authorization]
AVIC Administrator	[Request Avic Area Authorization] [Request National Authorization]
AVIC Office Staff	[Request Avic Area Authorization]
Animal Import Support Staff	[Request Port Authorization] [Request National Authorization]
Full View NVAP	[Request National Authorization]
Horse Transport Administrator	[Request Role]
Horse Transport Coordinator	[Request Role]
Importer	[Request Role]
Interstate Administrator	[Request Role]
Lab Technician	[Request Laboratory Authorization]
Laboratory Director	[Request Laboratory Authorization]
Labs Administrator	[Request Role]
Limited View NVAP	[Request National Authorization]
Live Export Administrator	[Request Role]

Select your lab name and click Request.

Request Role	
Role Name Lab Technician	Role Description I conduct laboratory tests for animal diseases. I am affiliated with an accredited laboratory.
Role Assignment Information	Role Assignment Data
Laboratory *	Select a Laboratory
Remarks	
<input type="button" value="Request"/>	<input type="button" value="Cancel"/>

****If you do not see your lab name in the list****

1. Follow the instructions under Step 2. In the email let them know your lab is not listed in VSPS and needs to be added. Along with the other information needed under Step 2 also give the lab name, city and State.
2. Someone will notify you when your lab has been added to VSPS so you can select it. When you log back into VSPS go to Personal Profile – My Roles and click the Request a Role tab.

After you have completed all 3 steps, the Lab Technician role will typically be approved in VSPS within 48 hours if requested during the work week. You can check to see if the role is approved by going to the Personal Profile – My Roles. Once the role is approved the status will say ‘**Approved**’.

If more than 2 working days have elapsed and your role is not approved, contact your point of contact listed for your State in the following document:

https://www.aphis.usda.gov/animal_health/contacts/field-operations-districts.pdf