

# NIC Portal – eAuthentication System Integration: A Transition Guide for NIC Portal Users

## Background

The National Information Center Application Portal (NIC Portal) is integrating with the USDA eAuthentication system. The primary reason for doing this is that it eliminates the need for NIC Portal users to maintain independent credentials. Instead it allows system users to maintain a single set of credentials that provides access to many U.S. Forest Service and/or USDA applications. This document provides details on the process that you will use to seamlessly migrate your existing NIC Portal account to a USDA eAuthentication account.

USDA United States Department of Agriculture  
USDA eAuthentication

login : 12  
Password :  
Home | About eAuthentication | Help | Contact Us | Find an LRA

You are here: eAuthentication Home > eAuthentication Login

**eAuthentication Login**

**LincPass (PIV)** ?

CLICK HERE TO  
**LOG IN**  
WITH YOUR  
**LincPass (PIV)**

**User ID & Password** ?

User ID:

Password:

I forgot my User ID | Password

**REGISTER** **LOGIN**

[Change my Password](#)

**WARNING**

**Upon Login You Agree to the Following Information:**

- You are accessing a U.S. Government information system, which includes (1) this computer, (2) this computer network, (3) all computers connected to this network, and (4) all devices and storage media attached to this network or to a computer on this network. This information system is provided for U.S. Government-authorized use only.
- Unauthorized or improper use of this system may result in disciplinary action, as well as civil and criminal penalties.
- By using this information system, you understand and consent to the following:
  - You have no reasonable expectation of privacy regarding any communications or data transiting or stored on this information system. At any time, the government may for any lawful government purpose monitor, intercept, search and seize any communication or data transiting or stored on this information system.
  - Any communications or data transiting or stored on this information system may be disclosed or used for any lawful government purpose.
  - Your consent is final and irrevocable. You may not rely on any statements or informal policies purporting to provide you with any expectation of privacy regarding communications on this system, whether oral or written, by your supervisor or any other official, except USDA's Chief Information Officer.

eAuthentication Home | USDA.gov | Site Map  
Accessibility Statement | Privacy Policy | Non-Discrimination Statement | USA.gov

Figure 1 - USDA eAuthentication Login page.

## Requirements

Once implemented, the new authentication process will require that you have an eAuthentication account. The first indication that the new eAuthentication process has been implemented, is that you will be prompted to login with eAuthentication credentials (Figure 1) when you browse to the [NIC Portal Internet address](https://apps.fs.usda.gov/nicportal/default.cfm) (<https://apps.fs.usda.gov/nicportal/default.cfm>). Instructions for requesting an eAuthentication account are provided in the next section of this document. If you have an existing

eAuthentication account, simply skip the next section and proceed to the section titled “Linking Your eAuthentication and NIC Portal Accounts” for first-time login instructions.

**Note:** Once implemented, you will need a USDA eAuthentication account to use the NIC Portal Application Suite. In the event that you do not have an existing eAuthentication account, you only need to request a Level 1 account to gain access to the NIC Portal Suite.

## Requesting an eAuthentication Account

1. Click on the “REGISTER” button on the eAuthentication Login page (Figure 1) to initiate an account request. The “Create an Account – Getting Started” page will be displayed (Figure 2).

The screenshot shows the USDA eAuthentication website's "Create an Account - Getting Started" page. At the top, there is a navigation bar with links for Home, About eAuthentication, Help, Contact Us, and Find an LRA. Below this is a breadcrumb trail: "You are here: eAuthentication > Account Creation". The main heading is "Create an Account - Getting Started".

The page is organized into several sections:

- USDA Federal Employees, Contractors, & Affiliates:** This section states that if you are a USDA Federal Employee, Contractor, or Affiliate, you must register for a USDA Internal Account. A button labeled "Register for an Internal Account" is provided.
- USDA Customers - What Level of Access Do You Need?:** This section is divided into two sub-sections:
  - Request Level 1 Access to:** Lists three requirements: visiting a USDA web page indicating a Level 1 account is necessary, obtaining general information about the USDA or its agencies, and participating in public surveys for a USDA agency. A button labeled "Register for a Level 1 Account" is located below this list.
  - Request Level 2 Access to:** Lists three requirements: submitting official business transactions via the Internet, entering into a contract with the USDA, and submitting forms or applications for the USDA via the Internet. A button labeled "Register for a Level 2 Account" is located below this list.
- Changing from Level 1 Access to Level 2 Access:** This section provides instructions for users who already have a Level 1 account but need Level 2 access. The steps are:
  1. Log into your profile
  2. Fill in and submit the required information
  3. Visit your Local Registration Authority (LRA)
 A button labeled "Log into Your Profile" is located below these steps.

A callout box on the left side of the page, with a yellow border and a pointer, contains the text: "A Level 1 is required to access all the NICPortal applications".

At the bottom of the page, there is a footer with links for "eAuthentication Home", "USDA.gov", "Site Map", "Accessibility Statement", "Privacy Policy", "Non-Discrimination Statement", and "USA.gov".

Figure 2 - Create an Account - Getting Started

2. Click on “Register for a Level 1 Account” button. The “Register for Your Account – Level 1” page will be displayed (Figure 3).

**USDA** United States Department of Agriculture  
**USDA eAuthentication**

Home About eAuthentication Help Contact Us Find an LRA

You are here: [eAuthentication](#) > [Account Creation](#) > [Account Request Form](#)

## Register for Your Account - Level 1

Form Approved OMB No. 0503-0014

### Step 1 of 4 - Level 1 Access Account Registration

USDA customers should complete the information below to create a USDA eAuthentication account. Please read the eAuthentication [Privacy Act Statement](#) and [Public Burden Statement](#) for more information on how your personal information will be protected.

All required fields are **red** and marked by an asterisk (i.e. \* ). Enter your first and last name exactly as it appears on your Government issued photo ID (e.g. state driver's license).

Note: The characters < > ^ | are not allowed on this form.

**User Information** ?

**First Name\*** Jane  
**Middle Initial**  
**Last Name\*** Doe

**Contact Information** ?

**Email\*** janedoe@city.state.us  
**Confirm Email\*** janedoe@city.state.us

**Login Information** ?

**User ID\*** JaneDoe  
**Password\*** ●●●●●●●●●●  
**Confirm Password\*** ●●●●●●●●●●

**Security Questions** ?

Please select and answer four distinct questions from the selections below. This information will be used to validate your identity if you forget your password. Each question may only be used once. For additional assistance, click the ? above.

1\* What is the name of your first pet?

2\* What city was your first job in?

3\* What is your best friend's last name?

4\* What is the name of the first street you remember living on?

[Continue](#)

[eAuthentication Home](#) | [USDA.gov](#) | [Site Map](#)  
[Accessibility Statement](#) | [Privacy Policy](#) | [Non-Discrimination Statement](#) | [USA.gov](#)

Figure 3 – Level 1 Access Account Registration page

3. Complete the form as instructed. Required are identified with an asterisk. Please provide your work email address.
4. Click the “Continue” button when you have completed the form. The system will display the “Access Account Verification” page (Figure 4).

The screenshot shows the USDA eAuthentication website interface. At the top left is the USDA logo and the text 'United States Department of Agriculture USDA eAuthentication'. Below this is a navigation bar with links for Home, About eAuthentication, Help, Contact Us, and Find an LRA. A breadcrumb trail indicates the current path: eAuthentication > Account Creation > Account Request Confirmation. The main heading is 'Create an eAuthentication Account' in a green banner. Below this, the page is titled 'Step 2 of 4 - Level 1 Access Account Verification'. A message states: 'If this information is incorrect, please click the edit. If the information is correct, please continue by clicking the submit button.' The form contains two sections: 'Verify User Information' and 'Verify Security Questions & Answers'. The user information section shows: User ID: JaneDoe, Name: Jane Doe, and Email: janedoe@city.state.us. The security questions section includes: Q: What is the name of your first pet (A: Oscar), Q: What city was your first job in (A: MyCity), Q: What is your best friend's last name (A: BestFriend), and Q: What is the name of the first street you remember living on (A: StreetName). At the bottom right of the form are 'Edit' and 'Submit' buttons. The footer contains links for eAuthentication Home, USDA.gov, Site Map, Accessibility Statement, Privacy Policy, Non-Discrimination Statement, and USA.gov.

Figure 4 - Create an eAuthentication Account

5. Review the displayed information. Click the Edit button if you need to make changes (see Step 2 above).
6. Click the “Submit” button. The “Print Confirmation email” page will be displayed (Figure 5) and you will be sent a system-generated email with instructions for activating your new eAuthentication account.

USDA United States Department of Agriculture  
USDA eAuthentication

login : YZ  
password :

Home About eAuthentication Help Contact Us Find an LRA

You are here: [eAuthentication](#) > [Account Creation](#) > [Account Request Confirmation](#)

## Create an eAuthentication Account

### Step 3 of 4 - Print Confirmation email

**Account Created:**

Your account has been created but you have one more step required to complete your registration!

Your confirmation email with the subject line, "**eAuthentication - FYI - Instructions to Activate Your USDA Account With Level 1 Access**", should arrive within 1 hour. Please follow the instructions in the email to complete step 4 of your registration.

**eAuthentication Account Information:**

**User ID:** JaneDoe  
**Email:** janedoe@city.state.us

If after 24 hours you do not receive the confirmation email:

1. Check the email "junk" folder, as some email applications may place this email there.
2. Search for the following subject line in your email application: "eAuthentication - FYI - Instructions to Activate Your USDA Account With Level 1 Access"

Once you have located the confirmation email:

1. Follow the instructions in the email to complete step 4 of your registration.

For additional information click [here](#) to review our Frequently Asked Questions.

Please [print](#) this page for future reference.

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[Accessibility Statement](#) | [Privacy Policy](#) | [Non-Discrimination Statement](#) | [USA.gov](#)

Figure 5 - Print Confirmation email

7. The last step is to wait until you get the email, and follow the instructions in that email to activate your account.

## Linking your eAuthentication and NIC Portal Accounts

Linking or mapping your eAuthentication account with your NIC Portal account is a one-time requirement. Once linked, you will never be asked for your NIC Portal account credentials again (i.e. you may throw away that sticky note). The following are step by step instructions for linking your accounts:

1. Browse to the [NIC Portal login page](https://apps.fs.usda.gov/nicportal/default.cfm) (<https://apps.fs.usda.gov/nicportal/default.cfm>). The system will display the "eAuthentication Login" page (Figure 6).

Enter your eAuthentication UserID and Password (A minimum of Level 1 credentials is required)

Quick Links

- What is an account?
- Create an account
- Update your account

Administrator Links

- Local Registration Authority Login

You are here: [eAuthentication Home](#) > [eAuthentication Login](#)

## eAuthentication Login

### LincPass (PIV) ?

CLICK HERE TO LOG IN WITH YOUR LincPass (PIV)

### User ID & Password ?

User ID:

Password:

[I forgot my User ID | Password](#)

[REGISTER](#) [LOGIN](#)

[Change my Password](#)

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  - You have no reasonable expectation of privacy regarding any communications or data transiting or stored on this information system. At any time, the government may for any lawful government purpose monitor, intercept, search and seize any communication or data transiting or stored on this information system.
  - Any communications or data transiting or stored on this information system may be disclosed or used for any lawful government purpose.
  - Your consent is final and irrevocable. You may not rely on any statements or informal policies purporting to provide you with any expectation of privacy regarding communications on this system, whether oral or written, by your supervisor or any other official, except USDA's Chief Information Officer.

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[Accessibility Statement](#) | [Privacy Policy](#) | [Non-Discrimination Statement](#) | [USA.gov](#)

If you have LinkPass credentials, click this button

Figure 6 - USDA eAuthentication Login page.

- Enter your eAuthentication User ID and password and click the "Login" button **or** click the "Login with your LincPass" button, if you have a LincPass, and enter your PIN if requested to log in. The system will display a page that is similar to the NIC Portal Login page (Figure 7), that allows you to a) link your existing NIC Portal account with your eAuthentication account, b) request a new NIC Portal account, or c) request assistance in linking your accounts.

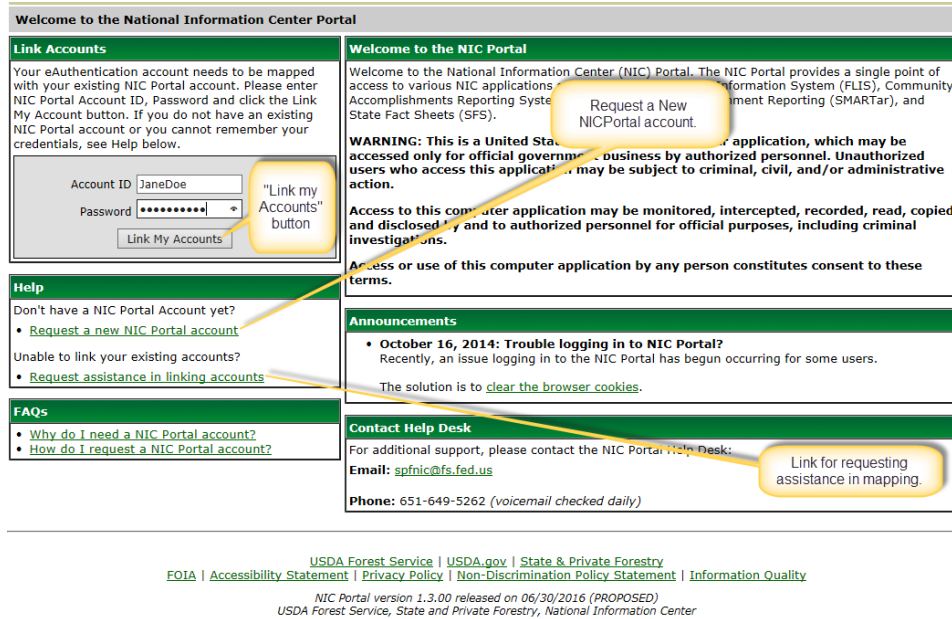


Figure 7 - NIC Portal - eAuthentication Link Accounts page.

3. Enter your NIC Portal Account ID and password, and click the “Link my Accounts” button. In the event of a successful linking of accounts, the system will display your familiar NIC Portal Home page (Figure 8). Once linked, your NIC Portal Home page will be displayed following your eAuthentication login (i.e. you will never be asked for your NIC Portal account credentials again).

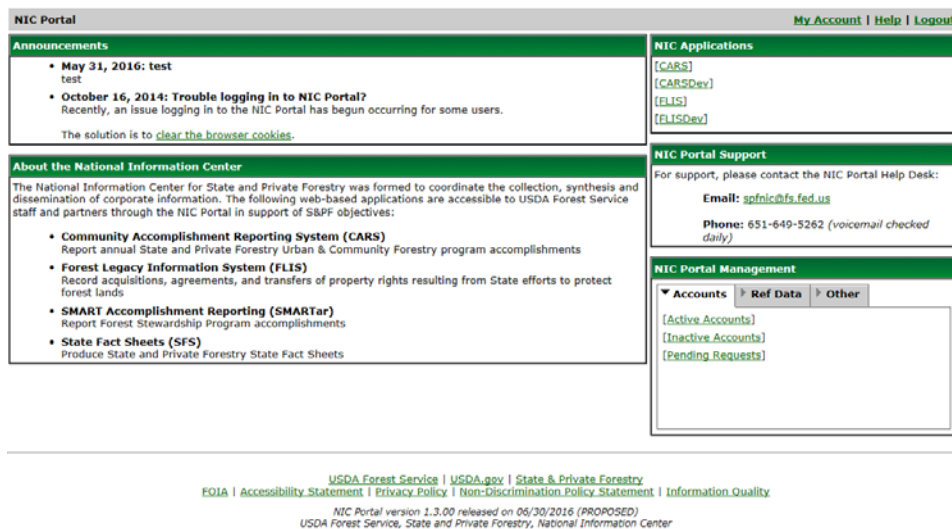


Figure 8 - NIC Portal Home page.



## Request Assistance with Mapping Accounts

1. In the event that the mapping process fails (e.g. wrong password), you will be returned to the “Link Accounts” page (Figure 7). To request assistance in linking your NIC Portal and eAuthentication accounts simply click the “Request assistance in linking accounts” link. The system will display an assistance request form (Figure 9).

Request Mapping Help	
<p><b>Request Mapping Help</b></p> <p>Account ID <input type="text"/></p> <p>* First Name <input type="text" value="Jane"/></p> <p>* Last Name <input type="text" value="Doe"/></p> <p>* Phone Number <input type="text" value="759-555-1212"/></p> <p>* Email address <input type="text" value="jdoe@fs.fed.us"/></p> <p style="text-align: center;"> <input type="button" value="Cancel"/> <input type="button" value="Submit"/> </p>	<p><b>Help</b></p> <p>If you are unable to Login to your NIC Portal account to complete the mapping of your eAuth Account to your original NIC Portal account, we will have to do this mapping manually.</p> <p>All fields marked with a red asterisk (*) are required.</p> <p>After completing the fields, please click the <i>Submit</i> button to send the NIC Help Desk a message requesting assistance. Click the <i>Cancel</i> button if you wish to cancel the Mapping assistance process.</p>

If you know the Account ID that you used in the past, enter it here, otherwise, just leave it blank.

[USDA Forest Service](#) | [USDA.gov](#) | [State & Private Forestry](#)  
[FOIA](#) | [Accessibility Statement](#) | [Privacy Policy](#) | [Non-Discrimination Policy Statement](#) | [Information Quality](#)

NIC Portal version 1.3.00 released on 06/30/2016 (PROPOSED)  
 USDA Forest Service, State and Private Forestry, National Information Center

Figure 9 - Request Mapping Help form.

2. Complete the form, then click the “Submit” button. Required fields are identified with a red asterisk.

The NIC Portal Help Desk will be notified of your assistance request. We will contact you as we work to resolve your request. Once resolved, you will be able to log into the NIC Portal Application Suite using your eAuthentication credentials.

## Request NIC Portal Account

1. If you have never had a NICPortal account, click the “Request a new NIC Portal Account” link on the “Link Accounts” page (Figure 7). The Create Account, Step 1 form will be displayed (Figure 7).
2. Enter your contact information in the top portion of the form. Required fields are identified with a red asterisk (\*). Please use your “official” or work e-mail address.



3. Identify the application or applications you need access to by selecting the “user role” in the drop down menu to the right of the application name.
4. Indicate (Yes or No) if system responsibilities require you to have data entry permission (i.e. read/write vs. read only).

Create Account, Step 1	
* First name	Jane
* Last name	Doe
* Phone number	555-123-1212
* Email address	jdoe@ci.mycity.xy.us
Request User Access	
* Community Accomplishment Reporting System	State Organization User
Data Entry Role	N/A
* State Fact Sheet System	National User
Data Entry Role	USDA FS Region User
* Forest Legacy Information System	State Organization User
Data Entry Role	National Administrator
* SMART Accomplishment Reports	N/A
Data Entry Role	No
Request Administrator Access	
* NIC Administrator Role	N/A
<input type="button" value="Cancel"/> <input type="button" value="Next &gt;"/>	

Figure 10 - Create Account Step 1 form.

**Note:** Answer “N/A” to NIC Administrator Role unless you have specifically been identified as a person who has the responsibility to administer NIC Portal user accounts. This responsibility requires additional training.

5. Click the Next button.

*Skip to Step 9 if you requested National User roles.*

6. The system will display the Create Account, Step 2 form (Figure 11).

Create Account, Step 2	
First name	Jane
Last name	Doe
Phone number	555-123-1212
Email address	jdoe@ci.mycity.xy.us
CARS	
User Role	State Organization User
Data Entry Role	Yes
* State Organization(s)	Alabama Forestry Commission AL <b>Alaska Division of Forestry AK</b> American Samoa Forestry Division Arizona State Forestry Division Az Arkansas Forestry Commission AF
SFS	
User Role	State Organization User
Data Entry Role	Yes
* State Organization(s)	Alabama Forestry Commission AL <b>Alaska Division of Forestry AK</b> American Samoa Forestry Division Arizona State Forestry Division Az Arkansas Forestry Commission AF
FLIS	
User Role	N/A
Data Entry Role	No
SMARTar	
User Role	N/A
Data Entry Role	No
NIC	
Administrator Role	N/A
<input type="button" value=" &lt; Back"/> <input type="button" value=" Cancel"/> <input type="button" value=" Next &gt;"/>	

Figure 11 - Create Account Step 2 form.

7. Select your organization from the drop down menu under each application that you have requested access to. Please contact the NIC Help Desk, if the name of your organization does not appear within the drop down menu.
8. Click the next button.
9. Review the displayed account request information. If needed, click the back button to return to the Create Account forms and correct any mistakes. If the information is correct, click the Next button.

This completes your account request. The system will display an acknowledgement form that confirms your request was received.

**Note:** Your account approval requires administrator action. For complex requests this may take several days to confirm. Please be patient. If you have questions please contact the NIC Help Desk.