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.

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). 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).

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).

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).

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.

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). The system will display the "eAuthentication Login" page (Figure 6).

Figure 6 - USDA eAuthentication Login page.

2. 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.
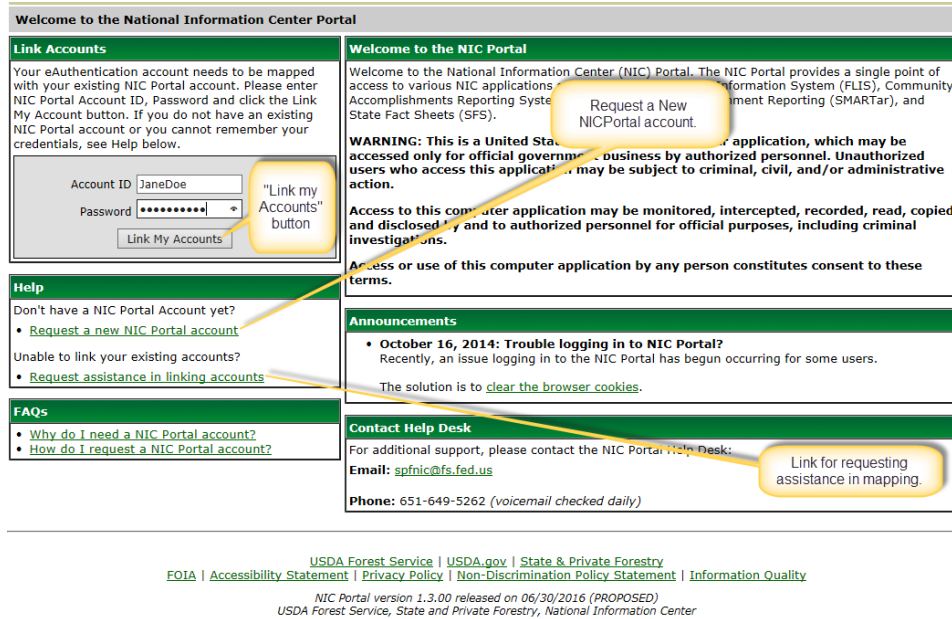
Figure 7 - NIC Portal - eAuthentication Link Accounts page.

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).
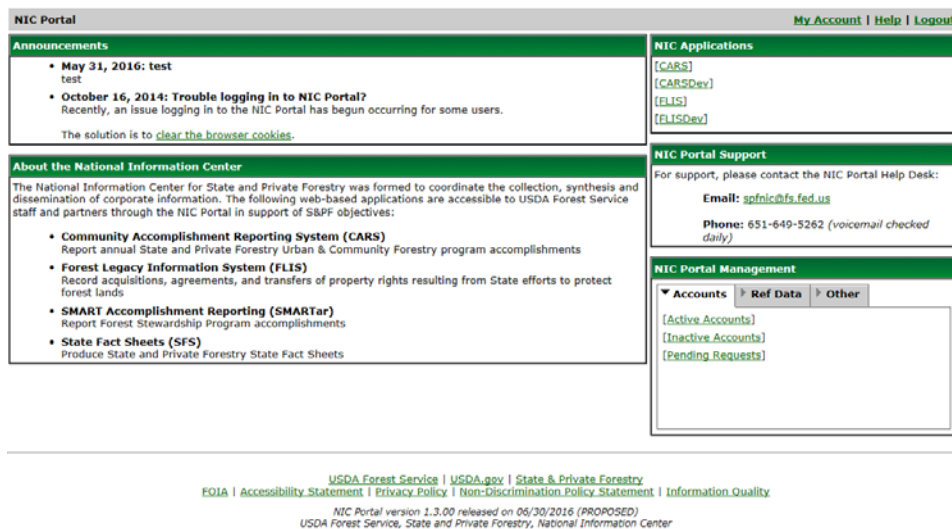
Figure 8 - NIC Portal Home page.

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).

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).

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).

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.