

FAQ – How do I activate my NICPortal account?

You must have NICPortal activation code to activate your account. The NICPortal activation code is simply a temporary password that must be changed before you can log into the NICPortal.

Activation codes are created when a new account request is approved or when a request to reset a password is made. Activation codes are system generated and only sent by e-mail (Figure 1).

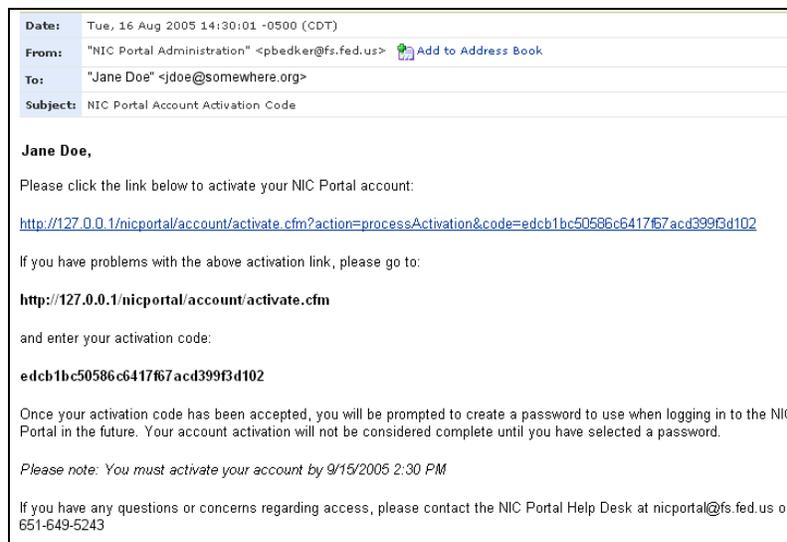


Figure 1. Sample account activation e-mail with an account activation code.

To activate your account simply click on the link provided in your activation e-mail or alternatively go to the following web address:

<http://spfnic.fs.fed.us/nicportal/activate.cfm> and enter your activation code when asked.

You will be asked to enter and confirm a password that you would like to use to access the NICPortal (Figure 2). Passwords must:

- Be at least eight characters long.
- Be no longer than 12 characters.
- Contain at least one capital or one lower case letter.
- Contain at least one number.
- Contain at least one special character (i.e. not a letter or a number).

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NIC Portal | National Information Center Portal - Microsoft Internet Explorer provided by USDA ...

File Edit View Favorites Tools Help

Address <http://127.0.0.1/nicportal/account/activate.cfm?action=processActivation&code=edcb1bc50586c6417167acd3> Go Links

Google Search Web AutoFill Options

NIC

NATIONAL INFORMATION CENTER STATE & PRIVATE FORESTRY

FOREST SERVICE
U.S. DEPARTMENT OF AGRICULTURE

Set Password

<p>* Password <input type="password"/></p> <p>* Confirm Password <input type="password"/></p> <p>Cancel Submit</p>	<h4>Help</h4> <p>Enter a <i>password</i> for your account and re-enter it to <i>confirm</i> your <i>password</i>.</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 activate your account with your selected password. Click the <i>Cancel</i> button if you wish to cancel the account activation process.</p>
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Done Internet

Enter and Confirm Your Password

Figure 2. To activate your account you must enter and confirm the password that you would like to use to access NICPortal.