FAQ – How do I request a NIC Portal account?

Introduction

NIC Portal user accounts are used to access several USDA Forest Service, State and Private Forestry applications thorough a common web interface. To request a NIC Portal user account, you must first have a USDA eAuthentication account.   If you have an existing eAuthentication account, simply skip the next section and proceed to the following section titled "Requesting Your NIC Portal Account" for step by step instructions.

Requesting an USDA eAuthentication Account

1. Navigate to the NIC Portal. It may be found at the following address: **https://apps.fs.usda.gov/nicportal**. You will be taken to the eAuthentication login screen (**Figure 1**).
    Note: You may want to bookmark the NIC Portal address or add it to your Favorites.
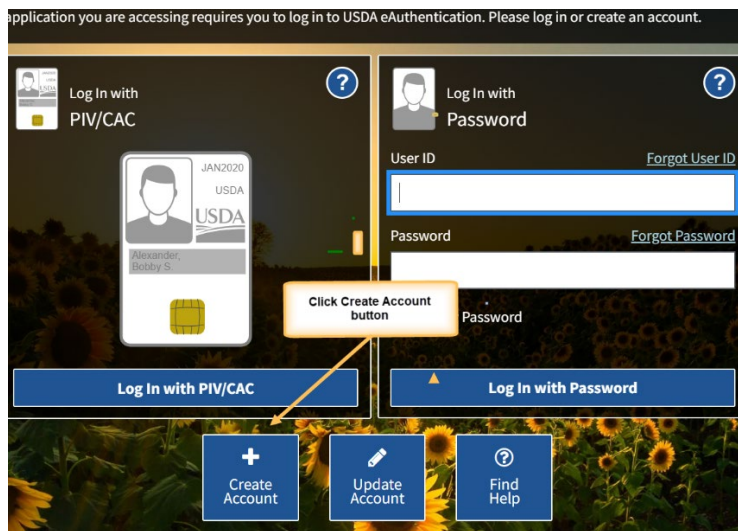2. Click on the **Create Account** button (**Figure 1**).

Figure 1 - USDA eAuthentication Login page.

3. The Account Registration page will appear (Figure 2). Select Customer and click the Continue button.

Figure 2 - USDA eAuthentication Create an Account – Account Registration

4. The Customer Account Registration form will be displayed (Figure 3). Please enter your email address and click Submit.
Note: Please use your work contact information when completing this request.
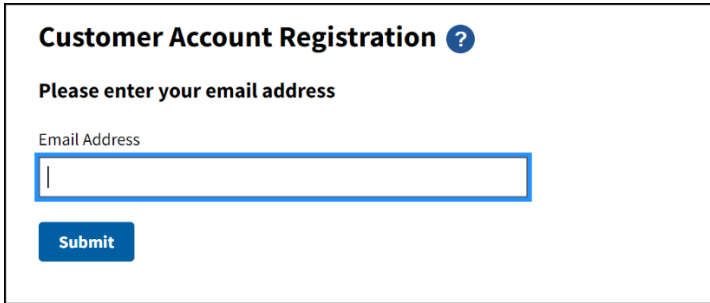

Figure 3 - USDA eAuthentication Customer Account Registration page.

5. The system will display the Registration Email Sent page (Figure 4). Review the displayed information for accuracy.
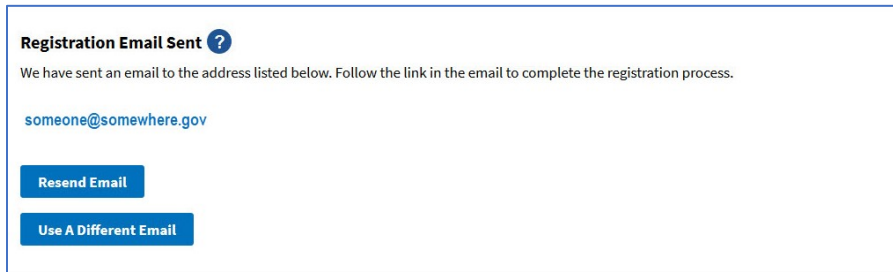

Figure 4 - USDA eAuthentication Registration Email Sent page.

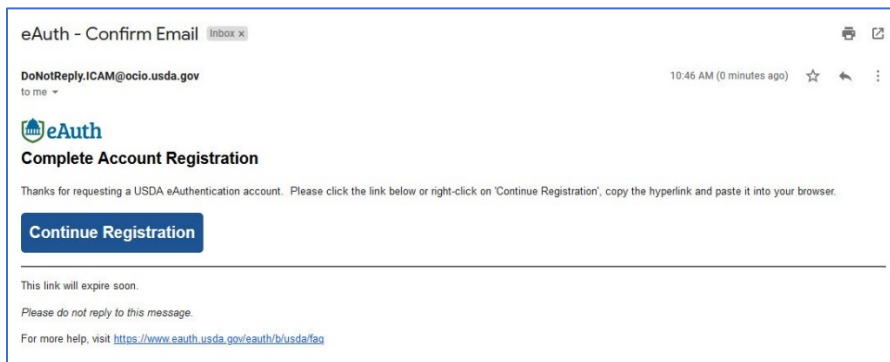6. The system will send you a system-generated email (Figure 5).

Figure 5 - USDA eAuthentication Confirmation Email.

7. Upon receipt of the system generated email, complete the activation of your eAuthentication account as instructed. Once activated, your eAuthentication account is available for use (Figure 6).
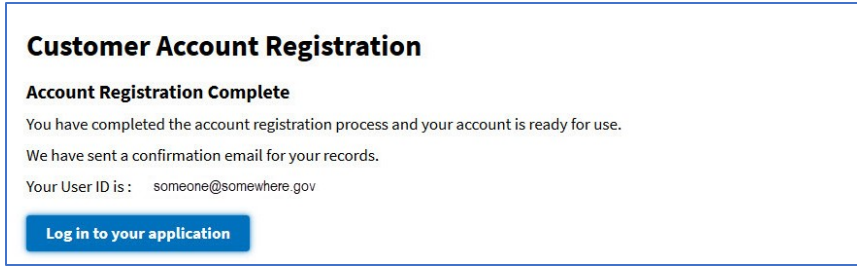
Figure 6 - USDA eAuthentication Confirmation Email.

Requesting Your NIC Portal Account

Your NIC Portal account controls which application(s) within the NIC Portal Suite you have access to. In the process of creating your NIC Portal Account you request user roles and permissions for the various applications that are part of the NIC Portal Suite. Your supervisor, state program coordinator and/or Forest Service regional program manager should be able to direct you regarding the roles and permissions that you need. For more information about the roles and permissions for the various applications please consult the NIC Portal User's Guide.

You create your NIC Portal user account as follows:

1. Navigate to the NIC Portal. It may be found at the following address: **https://apps.fs.usda.gov/nicportal**. You will be taken to the **eAuthentication login** page (**Figure 7**).
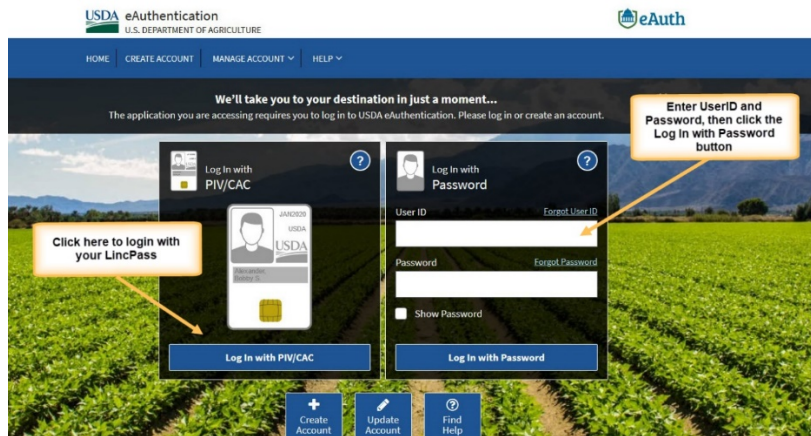

Figure 7 - USDA eAuthentication Login page.

2. Enter your **eAuthentication User ID** and **Password** and click the **Log in with Password** button. Alternatively, if you have a **LincPass**, simply click on the **Log In with PIV/CAC** (LincPass) button and enter your **PIN** if requested. The system will display the **NIC Portal Create Account** form.
3. In the first portlet of the **Create Account** page, verify and complete your contact information (**Figure 8**). Contact information includes: First Name, Last Name, Phone Number, and Email Address.

Figure 8 - Verify and complete account contact information.

4. In the **Request User Access** frame (**Figure 9**), select the user roles and permissions you need for each application.
   Note: Only select those roles and permissions that you know you need. Requesting unneeded roles and permissions has the potential of delaying the processing of your request because of the additional review required.

Figure 9 - Select application user roles and permission.

5. After making your selections (you may select access to multiple applications in the same request depending on what applications you need access to), click the **Next** button.
6. On the **Create Account, Step 2** page, select the appropriate **Organization(s) for each application that you are requesting access to**. In the example shown in **Figure 10**, the user is identifying as a member of the Alaska Division of Forestry.

Figure 10 - Selecting an Organization.

7. After selecting the appropriate organization(s), click the "Next" button. The Review Account page will be displayed (Figure 11). Review your account request and if the information is correct, click the "Submit" button. The Back button may be used to navigate back to preceding steps to make any corrections.

Review Account	
First name	Jane
Last name	Doe
Phone number	651-555-1212
Email address	jdoe@ak.gov
CARS	
User Role	State Organization User
Data Entry Permission	Yes
State Organization(s)	Alaska Division of Forestry AK

Figure 11 - The Review Account page.

8. The Account Submitted for Approval page will display (Figure 12); this confirms the submission of the account request.

Account Submitted for Approval
Your account has been submitted for NIC Administrator approval. You should receive an email notification when your account has been approved. At that time, please login to your account again.

Figure 12 - The Account Submitted for Approval page.

9. This completes the request process go ahead and close your web browser. Shortly after you submit your request, you will receive a system-generated email acknowledging receipt of your request. You will receive additional system generated emails as your request is considered.