

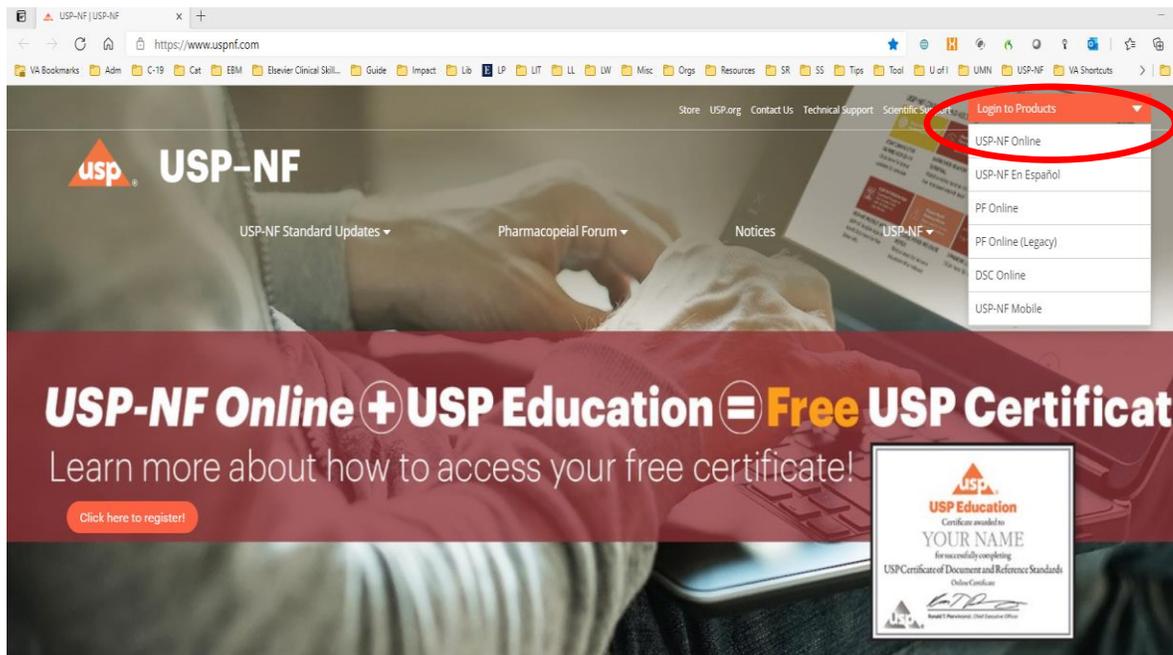
USP-NF Instructions for Creating an Account

The creation of a USP-NF account is a two-part process.

- **PART I:** Steps 1 – 7 create a USP Access Point account
- **PART II:** Steps 8 – 10 create a VA form which requests VA administrators link your VA email/identity to your USP Access Point account
- **Note:** If you already have a USP Access Point account, please complete PART II by following steps 8 – 10
- **PART II** Step 10 is the final step to access USP-NF

PART I:

1. Go to <https://www.uspnf.com/>
2. Select the Login to Products tab (near top right of screen)
3. Select USP-NF Online



4. At the bottom of the next screen, click on: [Create a new USP Access Point account, if you do not have one.](#) See below screenshot for where to click.



Welcome to Access Point!

Use your USP Access Point login to register for events and courses, access your subscriptions to resources, applications, and more.

Email

Password

Keep me signed in

Submit

Note: Please do not use this page. Refer to FAQs

USP will be performing maintenance on Friday, August 13th between 4:00 PM EST and 6:00 PM EST. During this period the system may become unavailable. We appreciate your patience and understanding while we work to improve our services.

Click here for Access Point Tutorial

[Create a new USP Access Point account, if you do not have one.](#)

[Need help or have technical questions?](#)

[Forgot password?](#)

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5.

6. Complete the form. You MUST use your va.gov email address.
- a. ONLY fill in the red asterisk required fields. DO NOT FILL IN OTHER FIELDS.
 - i. For Company – ONLY enter VA
 - ii. For Job Title – No special characters
 - iii. “Opt Out” is an option regarding notifications
 - iv. Check “I’m not a robot” Captcha
 - v. Check “I agree to USP’s Privacy Policy”

Create a New USP Access Point Account

All fields marked with * are required.

First Name*	Last Name*	Email Address*
Brian	Conn	brian.conn@va.gov <small>This will be your username</small>

Password*	Confirm Password*
*****	*****
<small>✓Lower case ✓Upper case ✓Numbers ✓Symbols: ~@!\$%^&*~ ✓Min. 8 char</small>	<small>✓Passwords match</small>

Company/Organization Information

Company*	Job Title*
VA	Lead Librarian

Street Address	City

State/Province	Country*	Zip/Postal Code
	UNITED STATES	

Phone	Role*
	Other

Industry	Subscription Key
--select--	<small>Enter key to access online resources (optional)</small>

By registering for information, event or course at USP you are automatically enrolled to receive future notifications regarding USP's products and services.

Opt Out

reCAPTCHA*
<input checked="" type="checkbox"/> I'm not a robot

I agree to USP's [Privacy Policy](#)

Submit

7. As soon as you click submit you will see instructions from USP pop up on your screen. **DO NOT FOLLOW THESE ON-SCREEN INSTRUCTIONS from USP. Proceed to PART II, Step 8 below.** You will also receive the following 2 emails from USP titled:
- a. [EXTERNAL] New USP Access Point Account Verification
 - b. [EXTERNAL] Welcome to USP Access Point
 - c. **DO NOT FOLLOW THESE INSTRUCTIONS FROM USP. Proceed instead to PART II, Step 8.**

PART II

NOTE: You will NOT have access to the USP-NF until the account you have created is linked to the VA subscription license by a VA National Account Administrator.

8. To notify a VA account administrator you have created a new USP-NF account, please complete the link here: [form](#). (You may need to enter your PIV Badge Security Code.) **STOP.** READ steps A – D below before proceeding! You must follow steps A – D exactly as they are written.
- Step A. – General Information
 - Contact Info – This is prepopulated for you
 - Service – From the drop down, select **1-LNO**
 - Priority – Leave as **NORMAL**
 - Title of Request – Type in: **USP**
 - Step B. – Select Type of Request
 - Check **1-USP-NF Access** (Subscribe to LNO's USP-NF)
 - Click button labeled “Click Here to Proceed”
 - Step C. – Fill in Required Fields
 - **First Name, Last Name**
 - **VA Email Address**
 - **Job Title (do not use any special characters)**
 - Select **Role** from the dropdown menu
 - Click button labeled “Next Question”

- Step D – Click button labeled “Submit Request” (near top middle of screen)
9. Please allow 1 – 2 business days for accounts to be linked. Once a National Account Administrator has taken action; you will receive 1 email titled:
- [EXTERNAL] USP Access Point – You have been associated to a New Key
 - You may now log into USP-NF!! Proceed to step 10.
10. To log into USP-NF, follow these steps:
- Go to uspnf.com
 - Select the **Login to Products** drop down (near top right of screen)
 - Select [USP-NF online](#)
 - Enter your username (VA email address) and the password you created.
 - Click Submit