

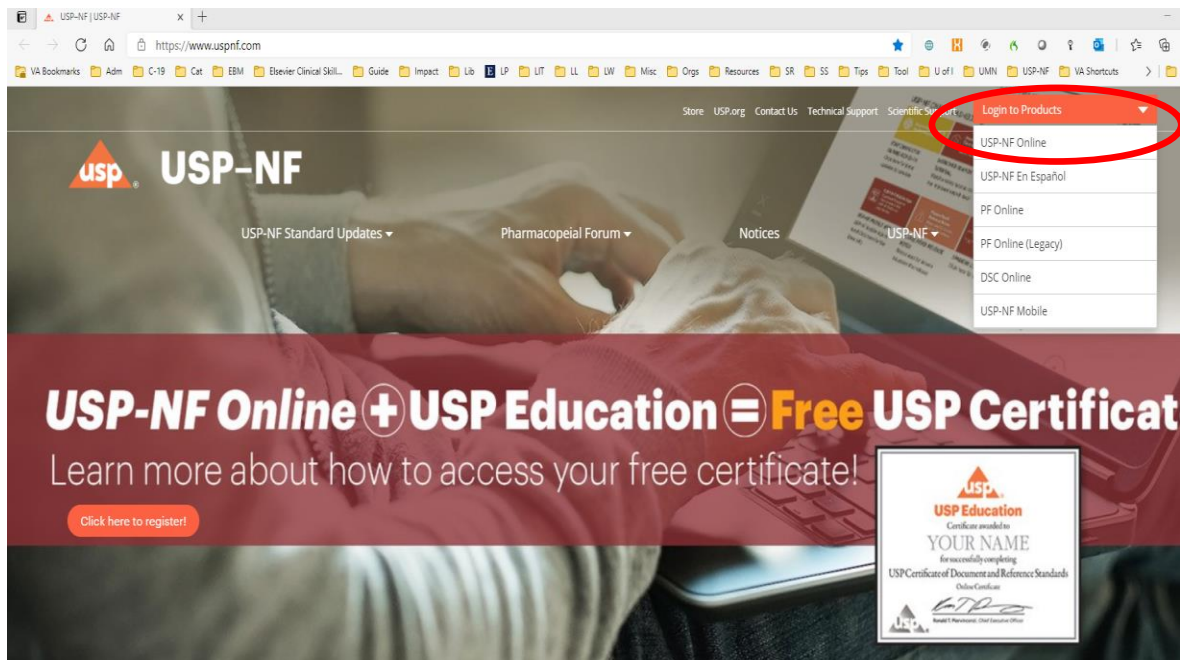
# USP-NF Instructions for Creating an Account

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

- **PART I:** Steps 1 – 9 create a USP Access Point account
- **PART II:** Steps 10-11 send an email 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 10-11
- **PART II** Step 12 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*	<a href="#">Password Guide</a>	Confirm Password*
*****		*****
<small>✓Lower case ✓Upper case ✓Numbers ✓Symbols: ~@!\$%^&amp;*~ ✓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--		

Enter key to access online resources (optional)

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

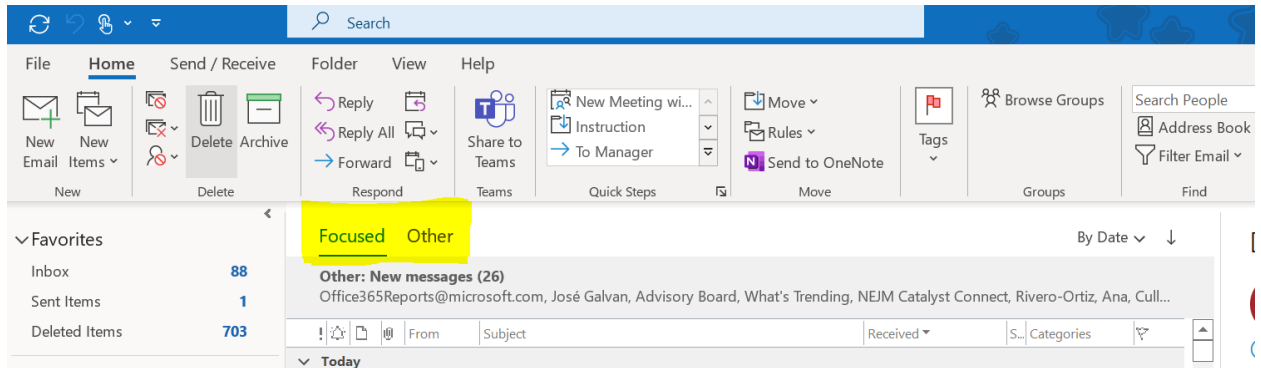
Opt Out

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

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

Submit

7. Click Submit.
8. You will receive an email from USP. It may go to your “Other” email inbox if you have Focused email set up. Click the Other tab to locate this email otherwise it will simply drop into your inbox.



The email will look like the following:

**From:** USP Create Account <[USP-DoNotReply@usp.org](mailto:USP-DoNotReply@usp.org)>  
**Sent:**  
**To:**  
**Subject:** [EXTERNAL] New USP Access Point Account Verification



Thank you for requesting a new USP Access Point account. Your account is not yet created. To complete the account creation process, please click on the following link which can only be used one time. Please also be aware that there might be a delay with the activation process:

[Activation link](#)

This link can only be used one time (or clicked one time) and is active for 30 days after which you will need to submit another account request. If you are experiencing issues

accessing the links in this email, please ensure your browser's pop-up blocker is disabled. If you continue to experience difficulties in accessing links, please contact your internal IT department to confirm that access to our website and content is not restricted.

Please do not reply to this email, as this email account is not monitored. If you have any questions regarding the USP Access Point account creation, please [contact us](#).

You do not need to take any action, if you did not request a USP Access Point account.

Para instrucciones en español, haga clic [aquí](#).

*The information contained in this electronic message (email) is intended for the named recipient(s) only. It may contain privileged and/or confidential information. If you are not the intended recipient, you must not copy, distribute, or take any action in reliance on it. To do so could violate state and Federal privacy laws. If you received this electronic message (email) in error, please delete it immediately. Thank you for your cooperation.*

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9. Click the Activation Link. This is a secure link.

## **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 from the VA Library Network Office.**

10. To notify a VA Library Network Office account administrator you have created a new USP-NF account, please email [vhalno@va.gov](mailto:vhalno@va.gov).
11. Please allow 1 – 2 business days for accounts to be linked. Once a National Account Administrator from the VA Library Network Office 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 12.

12. To log into USP-NF, follow these steps:

- Go to [uspnf.com](https://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