

USP-NF Instructions for Creating an Account.

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

The creation of an USP Access Point account (Steps 1 – 8)
Completion of a VA form that will allow administrators to link your VA email to your USP Access Point account (Steps 9 – 11)

If you already have a USP Access Point account, please complete the 2nd part by following steps 9-11.

1. Go to <https://www.uspnf.com>
2. Select the **Login** tab
3. Select USP-NF online

The screenshot shows the USP-NF website interface. At the top, there is a navigation bar with the USP logo and 'USP-NF' text. A dropdown menu is open, showing options: 'Login', 'USP-NF Online', 'PF Online', 'PF Online (Legacy)', and 'DSC Online'. The 'Login' option is circled in red. Below the navigation bar, there are several sections: 'Transition from Print/USB to Online', 'U.S. Pharmacopeia National Formulary USP-NF', 'USP-NF Updates' with a list of recent notices, and 'Related Resources' with links to various tools and standards. The browser's address bar shows the URL 'https://www.uspnf.com/' and the taskbar at the bottom indicates the date and time as 11:01 AM on 1/8/2020.

4. At the bottom of the next screen, click on Create a new USP Access Point account, if you do not have one.

https://login.usp.org/cas/login?service=http%3A%2F%2Fonline.uspnf.com%2Fcas%2Flogin

USP-NF | USP-NF | USP Self Service | USP-NF | Login - USP Access ... | Logout successful - US... | Paid Resources | USP-NF | USP-NF | USP-NF

File Edit View Favorites Tools Help

VA VHA National Desktop Lib...

usp | Access Point

Welcome to Access Point!

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

Email

Password

Keep me signed in

Submit

USP will be performing maintenance work on January 10th between 8:00 PM EST and 11:59 PM EST. During this period the system will be unavailable at times. We appreciate your patience and understanding while we perform maintenance work.

[Click here for Access Point Tutorial](#)

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

[Need help? Have technical questions?](#) [Forgot password?](#)

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Windows taskbar: 10:54 AM 1/8/2020

5. Complete the form. You MUST use your va.gov email address.
- The **red asterisk** fields are required.
 - You do not need to enter street address, city, etc.
 - Company – Please enter VA
 - The Subscription Key field is not required

Already have an account? [Sign-In](#) | [Need Help?](#)

Create a New USP Access Point Account

All fields marked with * are required.

First Name* **Last Name*** **Email Address***
This will be your username

Password* **Confirm Password***
[Password Guide](#)

Company/Organization Information

Company* **Job Title***

Street Address **City**

State/Province **Country*** **Zip/Postal Code**

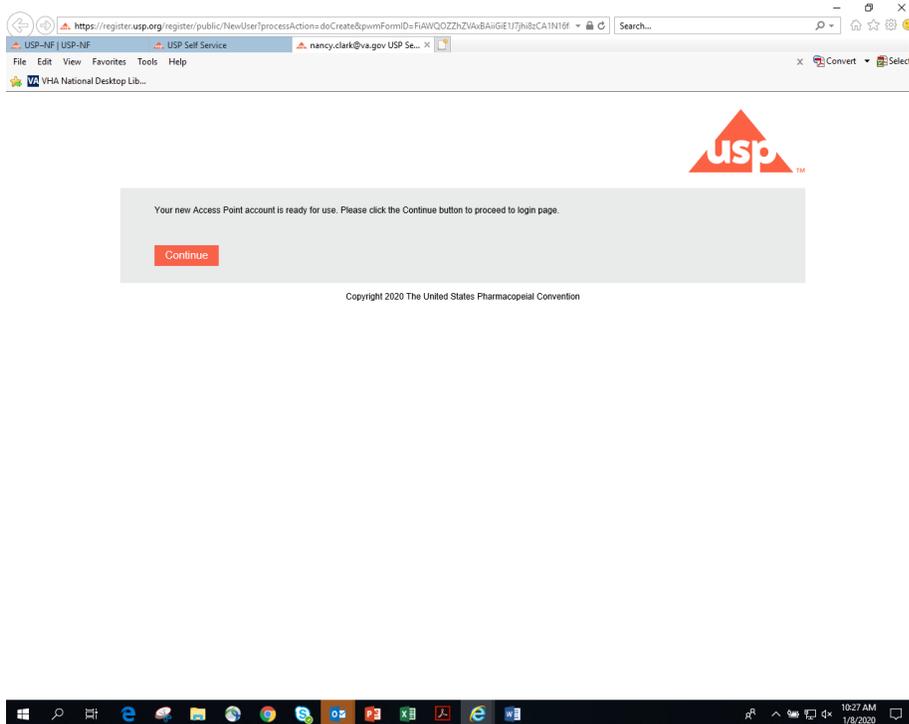
Phone **Role*** **Subscription Key**
Enter key to access online resources (optional)

6. Once you have submitted your account, you'll see the following screen.



Your account is not created yet. To complete the account creation process, please follow instructions in the activation email sent to faith.steele@va.gov. The activation link sent in the email is valid for 30 days. If you do not receive the email shortly, please contact support@usp.org

7. Once the Access Point account is created, a verification e-mail will be sent: New USP Access Point Account Verification. Please click on the link in the e-mail to activate the Access Point account. The following screen will display. Click on Continue.



8. You will be asked to login to the site. Once you've login, you'll see a screen that states you do not have access. This is because a VA administrator still needs to link your account.



No Access

You do not have access to the USP-NF Online.

Click [here](#) to logout.

9. You will **not** have access to the USP-NF until the account you have created is linked to the VA license by a VA account administrator.
10. To notify a VA account administrator that you have created a new USP-NF account, please complete this [form](#).

- Step 1 – 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 2 – Select Type of Request
 - Check 1-USP-NF Access (Subscribe to LNO’s USP-NF)
- Then Click to Proceed

On the next screen, complete the required fields:

- First Name
- Last Name
- VA Email Address
- What is your Job Title?

Do not delete or edit the fields for Company or Country.

Then Click on Next Question

https://leaf.va.gov/NATIONAL/ConnectedCare/portal/index.php?a=view&recordID=3416

10A7 Office of Health Informatics | Request #3416 - 10A7 Office of Health Informatics

File Edit View Favorites Tools Help

Convert Select

VA VHA National Desktop Lib...

Welcome, Nancy Clark! | Sign out

10A7 Office of Health Informatics

digital action hub

Main Page Links Request #3416

1. Request access to USP-NF

Form completion progress: 0%

Next Question

Request access to USP-NF

First Name * Required

Last Name * Required

VA Email Address * Required

Company (do not edit)

What is your job title? * Required

Country (do not edit)

Previous Question Next Question

Tools

- Show single page
- Cancel Request

VA Light Electronic Action Framework
Version 4.0.0 rPUBLIC

10:22 AM
1/9/2020

Click on Submit Request at the top of the page.

10A7 Office of Health Informatics
digital action hub

Welcome, Nancy Clark! | Sign out

Main Page Links Request #3416

Please review your request before submitting

Submit Request

USPNF
1-USP-NF Access

Service 1-LNO
Initiated by Nancy Clark

1 Request access to USP-NF

First Name	Last Name	VA Email Address	Company (do not edit)	What is your job title?	Country (do not edit)
Nancy	Clark	nancy.clark@va.gov	VA	Director, LNO	UNITED STATES

Tools

- Edit this form
- View History
- Write Email
- Print to PDF **BETA**
- Add Bookmark
- Cancel Request

Internal Use

- Main Request

Security Permissions

- You have read access
- You have write access

VA Light Electronic Action Framework
Version 4.0.0 rPUBLIC

The screen will display a banner that says, "Pending Submit to Records Management".

11. Accounts will be linked once a day. Once your account has been linked you will receive an email.

12. Once you receive that confirmation, simply login!

- Go to uspnf.com
- Select the **Login** tab
- Select USP-NF online
- Enter your username (VA email address) and the password you created.