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/](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.](https://www.uspnf.com/)
   See below screenshot for where to click.
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”
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>
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.

U.S. Pharmacopeial Convention
12601 Twinbrook Parkway
Rockville, MD 20852

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.

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
   • 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