Overview
All users of the NIFA Reporting System will need to complete registration by creating a Login.gov account and completing identify verification. New users will then need to request a role from their Organizational Administrator(s) at their institution.

Currently, users with already existing eAuth accounts may continue to login with their eAuth user/password; in the future those users will also be required to switch to using Login.gov so we recommend that you create a Login.gov account to link to eAuth prior to this change. Additionally, some users may have USDA employee/contractor logins and will not use the instructions in this guide. If you are not sure what type of account you have, contact the NRS Help Desk (nrs@usda.gov) for assistance in determining which one you have or if you need to create a new account.
Account Creation

1. Navigate to the NIFA Reporting System by clicking NIFA Reporting System.
2. The NIFA Reporting System home page is displayed.
3. Locate the ‘Launch the NIFA Reporting System’ section, mid-way down the page, select LAUNCH.

Launch the NIFA Reporting System

Capacity funded research projects and Extension programs are managed in NRS.
NOTE: If you receive the following message, select Refresh.

4. At the Login page select Customer as the customer type. If you would like the system to remember the selection, select the checkbox next to “Remember my user type”.

![Login page screenshot with Customer selection and Remember my user type checkbox highlighted]
5. To create a new account, select **Create Account** or **Need an account**?

6. Select **Continue to Login.gov**.
7. At the Login.gov page, select **Create an account**.
8. The “Create an account for new users” page will display. Input your email address, select email language preference and select the checkbox “I read and accept the Login.gov Rules of Use checkbox”, then select Submit. 
Note: If you are creating an account for an already existing NRS user account, make sure you use the same email address. Otherwise, your NRS user account will need to be edited.

9. You will receive an email to confirm your email address.

10. Open the “Confirm email address” email.
11. Click **Confirm email address**.

12. Email is confirmed. Create a strong password, select **Continue**.

   **NOTE**: Expand the Password safety tips for guidance on creating a strong password.
13. Login.gov utilizes multi-factor authentication methods to prevent unauthorized users access to your account. Please select at least one authentication method, select **Continue**.

14. Follow the onscreen prompts for the authentication method selected.
15. Upon successful completion of the selected authentication method, you will be presented with the option to **Add another method** (16) or **Skip for now** (17).

NOTE: It is highly recommended to complete two authentication methods to ensure you have a way to unlock your account if you lose one of your methods (i.e., changing your phone number).

16. Select **Add a second authentication method**, follow the onscreen prompts to complete the second authentication method.
17. Select **Skip for now**, the “Continue to USDA eAuth – Cert” page displays, select **Agree and continue** to allow your information to be shared with USDA eAuth - Cert.

NOTE: To add additional authentication methods, log in to Login.gov access your account profile, and select an additional authentication method. See [Updating Account Information](#).
18. The Link with Login.gov page displays with the option to **Use an existing eAuth account to link to my Login.gov account** (19) or **Continue without linking to an existing eAuth account** (22). If you are unsure if you have an existing eAuth account, please email [nrs@usda.gov](mailto:nrs@usda.gov) for assistance and include what email address you are using.

19. If you currently have an eAuth account, select **Use an existing eAuth account to link to my Login.gov account**, select **Continue**.

20. Select **Agree and continue** to allow Login.gov to share your information with the USDA eAuthentication.
21. You should receive an email confirming that you have successfully linked your Login.gov account with eAuth. Now that you have completed the registration process and your eAuthentication account is linked to your Login.gov account, please contact your Organizational Administrator to request a role if needed. Please see the next section on Identity Verification.

22. If you are a new user (no eAuth account), select Continue without linking to an existing eAuth account, select Continue.

   NOTE: This will automatically establish an eAuth account and link it to your Login.gov account.

23. The User Information Required page displays, input your First Name and Last Name, select Submit.
User Information Required

In order to complete setting up your Login.gov account with USDA eAuth, please provide the following information:

First name

Last name

Submit
24. Account information page is displayed, select **Logout**.

Now that you have completed the registration process and your eAuthentication account is linked to your Login.gov account, please contact your Organizational Administrator to **request a role** if needed.

New users see **Identity Verification**.
Identity Verification

For new users, upon first login you may be prompted to verify your identity.

1. Navigate to https://nrs.nifa.usda.gov/. If the Select your user type to continue page displays, select Customer.
2. Customer Login page displays, select **Login.gov**.
3. USDA eAuthentication page displays, input your **Email address** and **Password**, select **Sign in**.
4. The Verify Identity page may display, select **Verify my identity at Login.gov – Recommended**, select **Continue**.

**Online Identity Verification** requires you to have a state-issued ID, social security number and your phone number OR home address to complete the process.

**In-Person Identity Verification** requires you to visit a USDA Service Center and present your government-issued photo ID to a Local Registration Authority (LRA). The address on the photo ID used to verify your identity must match the address used when the account was registered.
5. Verify Identity at Login.gov page displays, select **Continue to Login.gov**.
6. The Verify Identity page will display. Ensure you have your \textit{state-issued ID, Social Security number, and a phone number} available for entry, then select \textit{Continue}.
7. **Getting started:** Select the “By checking this box…” checkbox at the bottom, then select **Continue**.
8. **Verify your ID:** In the “Use your phone to take photos (recommended)” section, input your phone number, then select **Send Link**.

NOTE: If you do not have a phone, you can click the **Upload Photos** link to upload photos located on your computer.
9. SMS Text message is sent to your phone. **DO NOT CLOSE** this window. It will automatically move to the next screen once you have completed the steps outlined in the SMS text message.
10. Select the link in the SMS text message sent to your phone. **Verify your ID.** Select **Take Photo** of the **Front of your ID** section then follow the directions to take the photo. Select **Take Photo** of the **Back of your ID** section then follow the directions to take the photo before selecting **Submit**.

**NOTE:** If you already have a photo saved on your phone, you can select the **Upload Photo** link.
11. “We verified your ID” will display on the login screen. Switch back to your computer to continue verifying your identity.
12. Enter your **Social Security number** then select **Continue**.

**Please note:** The verification service DOES NOT run a credit report or affect your credit score.
13. **Verify your information.** If you need to modify any information, select the **Update** link before submitting.
14. **Verify your phone number or address.** Input your phone number. Select *Text message (SMS)* (default) or *Phone Call* then select *Send Code*. A one-time code will be sent to your phone OR you will receive a phone call with the code.

![Login.gov Account Creation with Identify Verification](image)
15. Enter the **One-time code** then select **Submit**. If you do not receive the code, select **Send another code**.
16. Secure your account by re-entering your **Password**, then select **Continue**.
17. You will be presented with a personal key. Please make a note of this key in case you forget your password. Select the checkbox at the bottom “I saved my personal...”, then select Continue.
18. The **Connect your verified information to you USDA eAuth - Cert** page displays, select **Agree and continue**.

NOTE: If only one authentication method was set up a message will display at the bottom of the screen providing the option to add a second authentication method.
19. Identity verification complete. Account Information page is displayed with a ✔ next to **Linked** and **Verified Identity**. You will now be able to log into NRS if your email is a NRS user role.
Updating Account Information


2. Select Manage Account > Update Account.
3. If not already logged in, you will be prompted to **Continue to the Login Page**.

4. If prompted, select your customer type.
5. Select Login.gov.
6. Enter **Email address** and **Password**, then select **Sign In**.

7. If multi-factor authentication was set up, follow the onscreen prompts.

8. eAuth account Information page will be displayed.

9. To update account information, you must log into Login.gov. Select the **Login.gov** link.
10. Login.gov account information page is displayed.

11. Update sections as required, following the onscreen prompts.
Wrong Login Type: Switch from Federal Login to Customer

1. If you accidentally selected USDA Federal Employee or Contractor, just click on “Change user type” to go back.

2. Click on the checkbox for “Remember my user type” and then click on “Customer”. After that you should be able to select Login.gov to enter in your email/password or use an eAuth user/password to login.
Other Resources

- Authentication Account Help:
  - Visit [https://www.eauth.usda.gov/home](https://www.eauth.usda.gov/home), then click “Help” (FAQs, contacts, etc.).
  - Call 1-800-457-3642 select option 1, then select option 4.
  - Email [eAuthHelpDesk@ftc.usda.gov](mailto:eAuthHelpDesk@ftc.usda.gov)