

# Instructions for Creating a CEAP Account

*NOTE: Users are only allowed to create one account in this system. The system is set up in such a way that the same account can be used to log in to many applications. If you forgot your password, navigate to <https://www.nrisurvey.org/ceap/accounts> and choose the **Forgot Password** option rather than attempting to create a new account. If you forgot your username, please contact your supervisor. They can forward your request to support staff who will be able to retrieve your username.*

1. Open your internet browser and navigate to <https://www.nrisurvey.org/ceap/accounts>.
2. Click on the link to **Create a CEAP Account**.

**Log In**

Username

Password

**Create a CEAP Account** [Instructions](#))

[Instructions for requesting access to CEAP Applications](#)

[Forgot Password](#)

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3. Read the disclaimer about CEAP Account Registration. When you are finished reading, **check the box next to “I’m not a robot”** and click on the **Continue** button to accept the disclaimer. After checking this box, you may be asked to select some images to prove that you are a person. This can be difficult and may require several attempts, but it is necessary for the security of the system.


## Create a CEAP Account

CEAP Account Registration is provided for the exclusive use of USDA employees or other persons acting on behalf of USDA in work related to the Conservation Effects Assessment Program and specifically authorized by a signed confidentiality statement from the Director of Resources Inventory Division, NRCS, Beltsville, MD. Access to this application requires supervisor approval. All information provided or inferred from this web application, whether images, maps, spatial representations, inventory measurements and classifications, geographic coordinate values and descriptions, or sample identities are confidential and must be protected from unauthorized modification, destruction, or disclosure, whether accidental or intentional, under United States Code, Title 18, Section 1905; United States Code, Title 7, Section 2276, and United States Code, Title 7, Section 2204.

Please enter the CAPTCHA and click Continue to accept the disclaimer.

[Instructions for Creating a CEAP Account](#)

I'm not a robot

 reCAPTCHA  
Privacy · Terms

4. Enter your desired **username** and **password** and your **email address**. Your username must be at least five characters long and may only contain letters and numbers. Your password must be between eight and 127 characters long and must contain at least two types of characters (uppercase letters, lowercase letters, numbers, punctuation). You must enter a valid email address. An official government (.gov) or educational (.edu) email address is preferred if you have one. Once you have entered all the information, click on **Create Account**.

## Create a CEAP Account

### [Instructions for Creating a CEAP Account](#)

Choose a Username	<input type="text"/>	←	at least 5 characters (letters and numbers only)
Choose a Password	<input type="text"/>	←	8-127 characters (letters, numbers, punctuation)
Retype Password	<input type="text"/>	←	
Your email address	<input type="text"/>	←	
<input type="button" value="Create Account"/>			

5. You will see the following page, but **your account is not active yet**. You will receive a confirmation email at the email address you provided on the previous page. If you do not receive this email within 15 minutes of creating your account, check your junk or spam folder. If you still haven't received the confirmation, notify your supervisor so that support staff can address the issue.

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**Your account has successfully been created, but it is not yet activated.**

An email containing a link to activate your account was sent to the email address that you entered. If you do not see the email soon, please check your email spam folder.

6. Open the confirmation email. **Click on the link** in the email to activate your account.

Thank you for creating a CEAP Account with the username notarealuser.

Click on the link below to activate your account:

<https://www.nrisurvey.org:443/ceap/createAccount?action=validateEmail&u=notarealuser&e=notarealuser%40iastate.edu&c=vfauo2t7dh7fpt2mctrhvhfbv6ghfm>

7. You will be taken to the following confirmation page. Your account is now active. However, you will still be unable to access the CEAP application until you request access and that request is approved by a manager. To request access to CEAP, click on the **Log In** link. Instructions for requesting access to applications are posted on the Log In page.

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**Your account has been activated.**

You should now log in to request access to your CEAP region.

[Log In](#)

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