

## Instructions for Requesting Access to CEAP

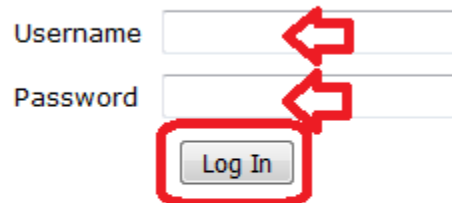
*Note: You must have a CEAP Account before you can request access to CEAP. If you do not have a CEAP Account, please navigate to <https://www.nrisurvey.org/ceap/accounts> and follow the instructions to **Create a CEAP Account** before proceeding.*

1. Open your internet browser and navigate to <https://www.nrisurvey.org/ceap/accounts>.
2. Enter your CEAP Account **username** and **password** on the Log In page and click the **Log In** button.

### Log In

Username

Password



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

[Instructions for requesting access to CEAP](#)

[Forgot Password](#)

3. Click on the link to **Request CEAP Access**.

### Choose a Task

- [Request CEAP Access](#)
  - [Change Password](#)
  - [Return to Screener](#)
  - [Log Out](#)
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4. The resulting page will show a list of CEAP Regions. To request access to your region, **click on the name of the region to which you would like to request access**. Note: if you have already requested access to a given region, the link will be disabled and a note will appear the Request Status column such as "Requested" or "Approved".

Click on your Region Name to request access to CEAP

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Request Status	Abbreviation	Region Name	States
	DLR	<a href="#">Delta</a>	Arkansas, Louisiana, Mississippi
	EMR	<a href="#">Eastern Mountain</a>	Kentucky, North Carolina, Tennessee, Virginia, West Virginia
	GLR	<a href="#">Great Lakes</a>	Indiana, Michigan, Ohio
	HLR	<a href="#">Heartland</a>	Illinois, Missouri
	MTR	<a href="#">Mountain</a>	Arizona, Colorado, Montana, New Mexico, Utah, Wyoming
	NER	<a href="#">Northeastern</a>	Connecticut, Delaware, Maine, Maryland, Massachusetts, New Hampshire, New Jersey, New York, Pennsylvania, Rhode Island, Vermont
	NPR	<a href="#">Northern Plains</a>	Kansas, Nebraska, North Dakota, South Dakota
	NWR	<a href="#">Northwest</a>	Alaska, Idaho, Oregon, Washington
	PCR	<a href="#">Pacific</a>	California, Hawaii, Nevada
	SOR	<a href="#">Southern</a>	Alabama, Florida, Georgia, South Carolina
	SPR	<a href="#">Southern Plains</a>	Oklahoma, Texas
	UMR	<a href="#">Upper Midwest</a>	Iowa, Minnesota, Wisconsin
	CSSM	<a href="#">CSSM</a>	Iowa State University CSSM employees only
	NASSHQ	<a href="#">NASS Headquarters</a>	NASS Headquarters employees only
	NRCS	<a href="#">NRCS</a>	NRCS employees only

5. Once your request has been made, you will receive the confirmation page below. At this point, you still **do not have access** to the requested application.

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**Your request has been made. You will be notified by email when your manager has granted you access.**

You have been automatically logged out.

[Home](#)

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6. A manager will receive your request to access the application. Once the manager approves your request, you will receive a confirmation email similar to the one below. **Once you receive the approval email, you will be able to log in to CEAP using your CEAP account.** *Note: you will also receive an email if the manager denies your request. The most common cause of this is that you inadvertently requested access to the wrong region. If this occurs, you will need to submit a new request for the appropriate region.*

Your request to access the CEAP application has been approved.

To log in, visit the CEAP application in your browser.