

Instructions for Requesting Access to CEAP

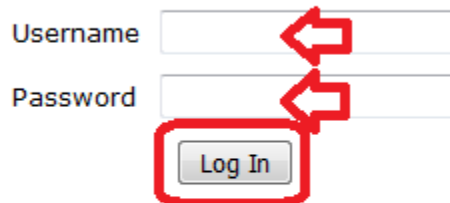
*Note: You must have a CEAP Account before you can request access to CEAP. If you do not have a CEAP Account, please navigate to <https://www.nrisurvey.org/ceap/accounts> and follow the instructions to **Create a CEAP Account** before proceeding.*

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



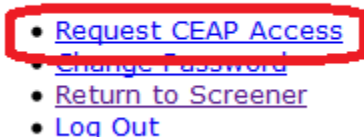
[Create a CEAP Account \(Instructions\)](#)

[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](#)
- 

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

[Home](#)

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

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](#)

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.