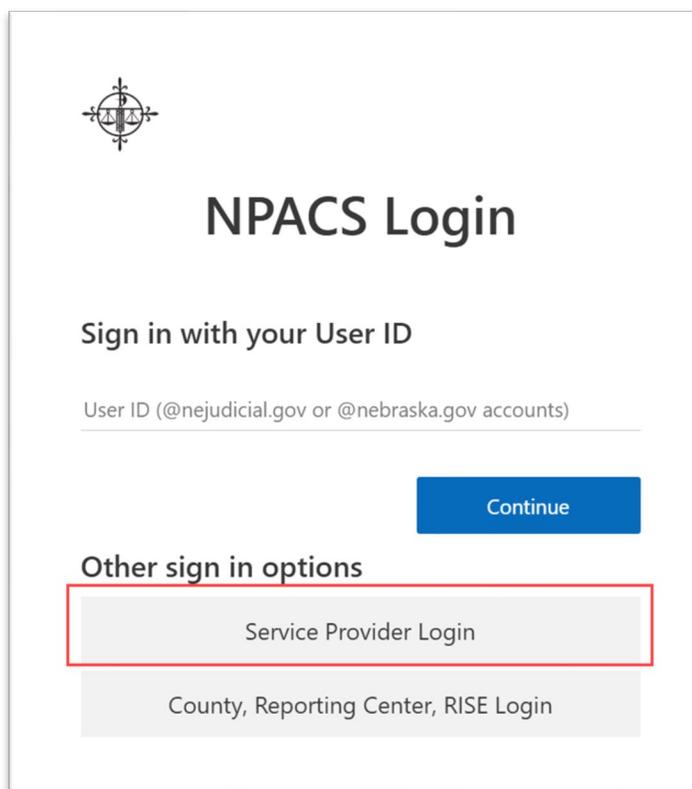


Service Provider Authentication for New Users

Action needed from new users: New users need to create authenticated accounts through OIDC to access the service provider user portals. This guide walks new service providers through how to create an authorized account in OIDC.

How to create an account:

1. Follow this link to access the service provider registration portal:
<https://npacs.nejudicial.gov/SPA/serviceProviderRegistration/>
2. Select "Service Provider Login".





NPACS Login

Sign in with your User ID

User ID (@nejudicial.gov or @nebraska.gov accounts)

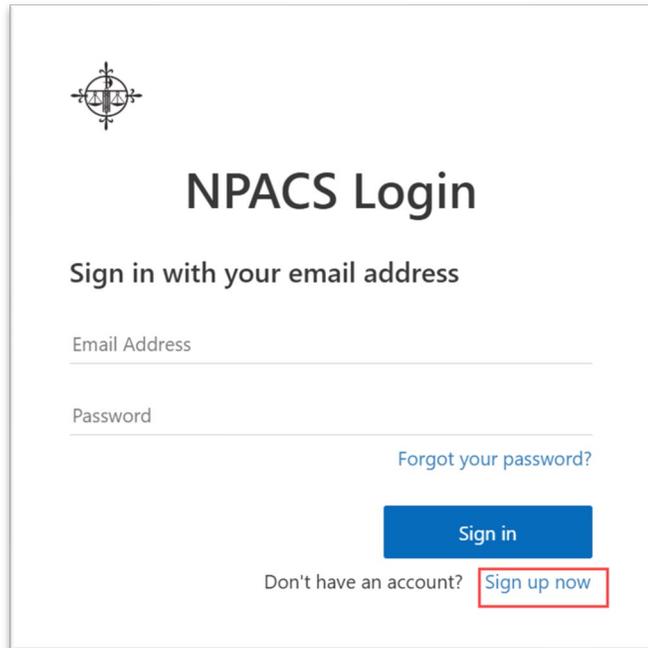
[Continue](#)

Other sign in options

[Service Provider Login](#)

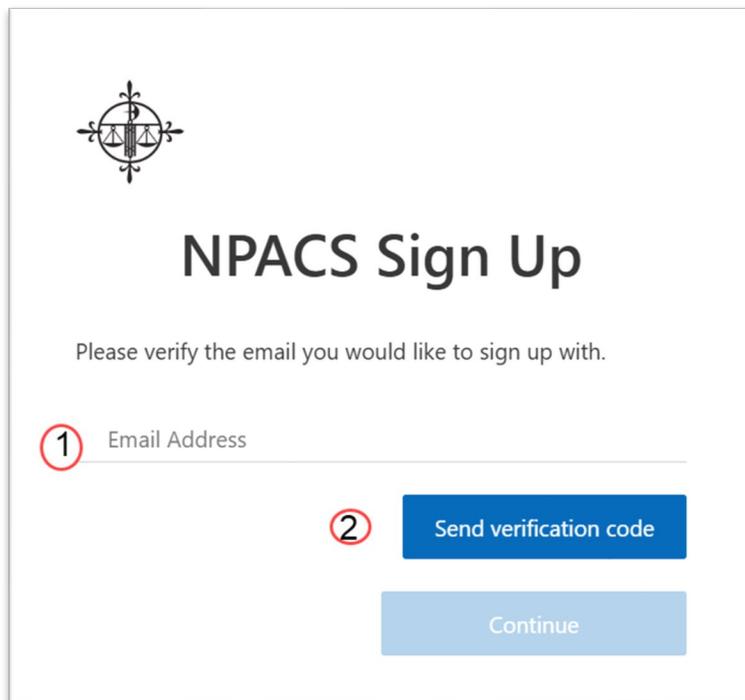
[County, Reporting Center, RISE Login](#)

3. Select "Sign up now".



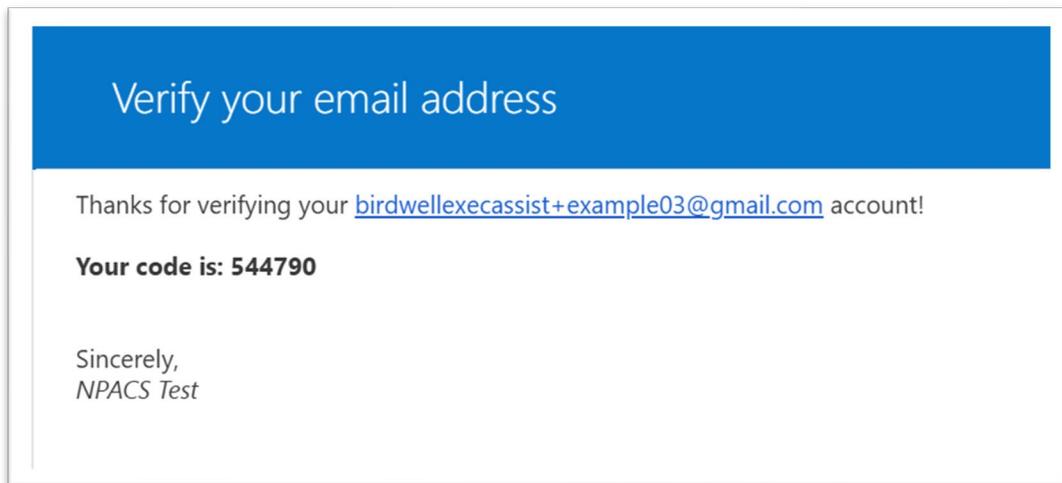
The image shows the NPACS Login screen. At the top left is a logo featuring a scale of justice inside a circle with a cross. Below the logo is the heading "NPACS Login" in a large, bold, black font. Underneath is the instruction "Sign in with your email address". There are two input fields: "Email Address" and "Password", both with horizontal lines below them. To the right of the "Password" field is a blue link that says "Forgot your password?". Below the input fields is a blue button labeled "Sign in". At the bottom, there is a link "Don't have an account?" followed by a red-bordered button labeled "Sign up now".

4. Enter the desired email address and select "Send verification code".

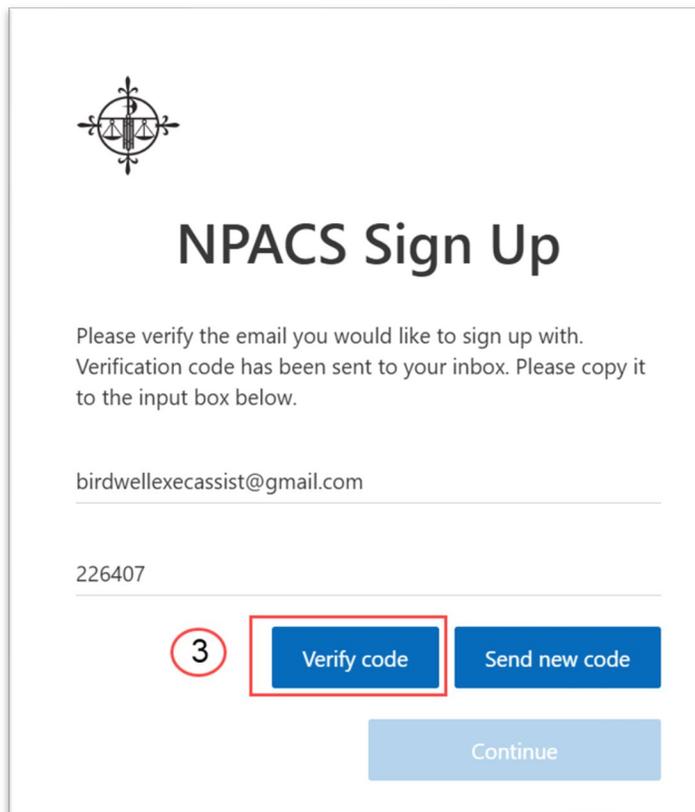


The image shows the NPACS Sign Up screen. At the top left is the same logo as in the previous screen. Below the logo is the heading "NPACS Sign Up" in a large, bold, black font. Underneath is the instruction "Please verify the email you would like to sign up with.". There is an input field labeled "Email Address" with a red circle containing the number "1" to its left. Below the input field is a blue button labeled "Send verification code" with a red circle containing the number "2" to its left. At the bottom is a light blue button labeled "Continue".

5. Check for an email such as in the example below which contains the code needed for email verification.



6. Type the code onto the line below the desired email and select "Verify code".



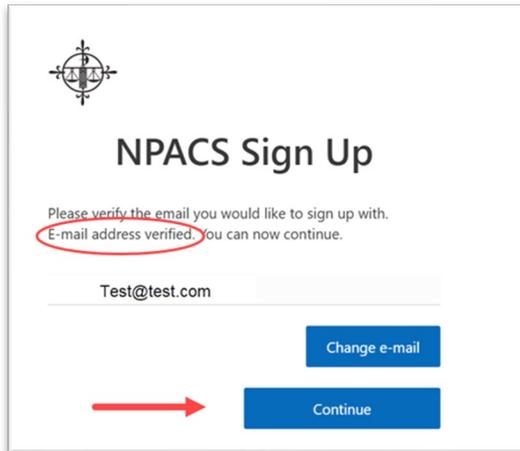


NPACS Sign Up

Please verify the email you would like to sign up with.
Verification code has been sent to your inbox. Please copy it to the input box below.

3

7. Select the Continue button once the email has been verified.



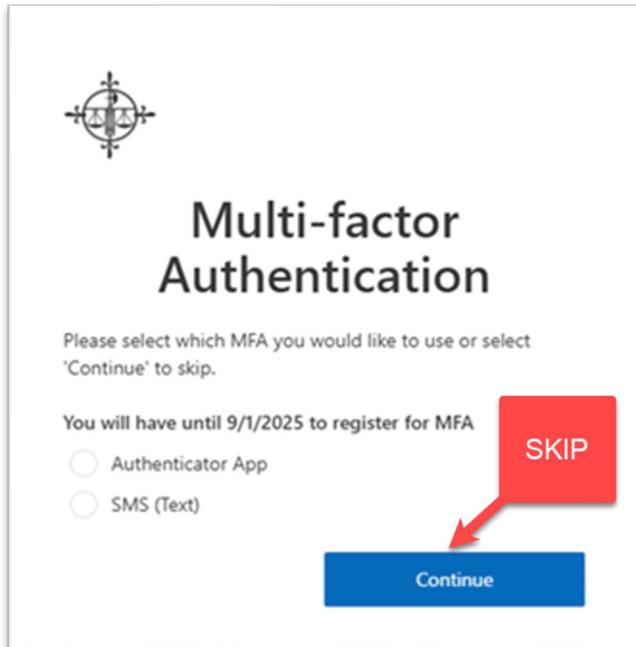
The screenshot shows the NPACS Sign Up interface. At the top left is a logo. Below it, the title "NPACS Sign Up" is displayed. A message reads: "Please verify the email you would like to sign up with. E-mail address verified. You can now continue." The phrase "E-mail address verified" is circled in red. Below the message is an input field containing "Test@test.com". To the right of the input field is a blue button labeled "Change e-mail". Below the input field and the "Change e-mail" button is another blue button labeled "Continue", which is pointed to by a red arrow.

8. Set a password.
 - a. Password requirements are:
 - i. At least 20 characters with three of the four following:
 - ii. A lowercase character
 - iii. An uppercase character
 - iv. A number
 - v. A symbol
 - b. Reset passwords once per year. Notice will be sent to users 14 days before their current password is set to expire.
 - c. Select Continue when done.



The screenshot shows the NPACS Sign Up interface for password creation. At the top left is a logo. Below it, the title "NPACS Sign Up" is displayed. Below the title is an input field containing "@gmail.com". Below that are two password input fields, each with a series of dots for masking. Below the second password field is an input field containing "Test01". Below that is an input field containing "Birdwell". At the bottom right, there is a blue button labeled "Continue" which is enclosed in a red rectangular box.

9. OIDC Authenticated accounts will utilize multi-factor authentication (MFA). Users are required to setup MFA by September 1st, 2025. Users who are comfortable navigating MFA are welcome to set it up as soon as desired. A detailed guide for MFA will be sent out shortly. All who are uncomfortable with MFA should not select any MFA preferences and select **CONTINUE TO SKIP**.





Multi-factor Authentication

Please select which MFA you would like to use or select 'Continue' to skip.

You will have until 9/1/2025 to register for MFA

Authenticator App

SMS (Text)

SKIP

10. This concludes OIDC authorized account setup. Users may proceed with service provider registration applications.