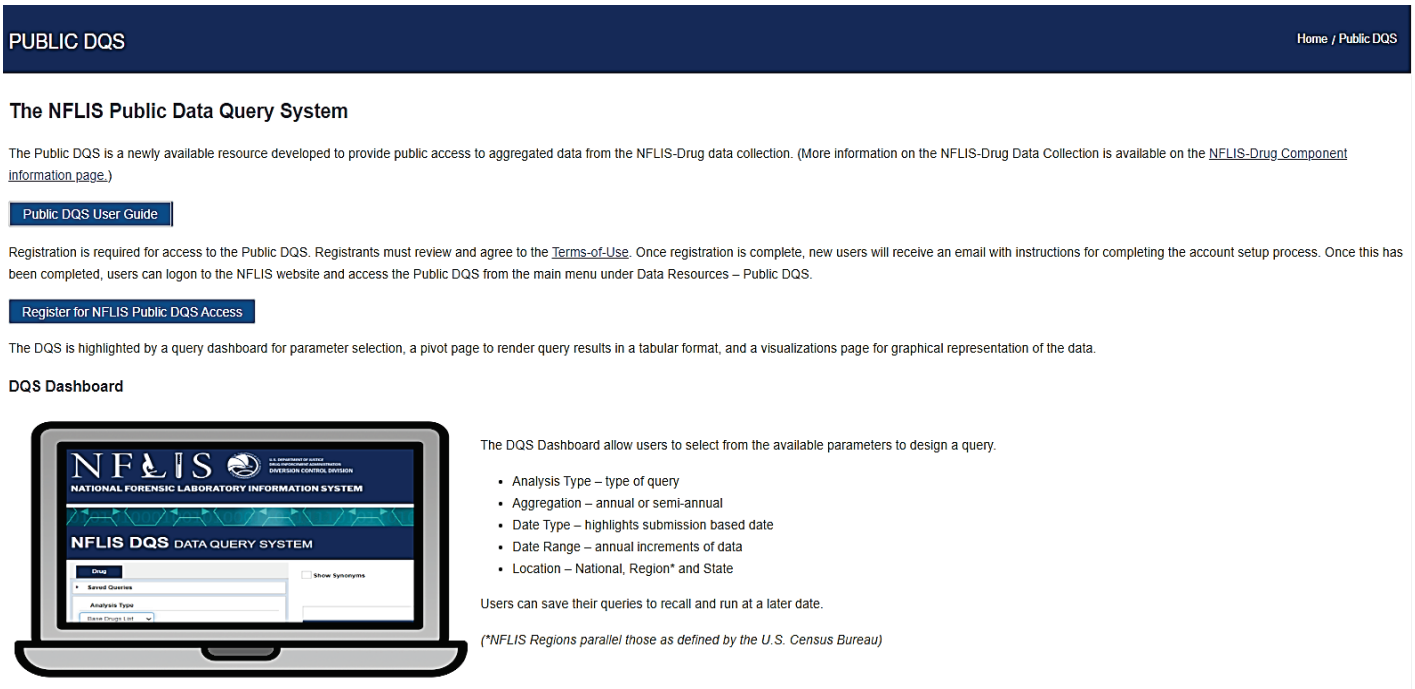
NFLIS-Drug Public Data Query System

User Registration Guide

The U.S. Drug Enforcement Administration's NFLIS-Drug public Data Query System (DQS) is an interface that allows you to query data in the NFLIS database. User accounts are required for access. This guide gives an overview of the new user registration process.

You can access the DQS information page via the Data Query System Overview button on the Home page or the Data Query System Overview option under the Data Resources menu. To register for access, click on the Register for NFLIS Public DQS Access button (Figure 1).

Figure 1. Public DQS Information Page



User Registration

User registration (Figure 2) is required to access the public DQS. You must review and acknowledge the terms of use of the interface before completing the registration request. Here are key points for registration and user accounts:

- Your registered email address becomes your username.
- An email address can be associated with only one user account.
- Information icons are available to explain individual sections.
- All of the following fields are required:
  - First Name
  - Last Name
  - Email
  - Organization
  - Reason for joining
  - In what discipline do you primarily work?
  - What is your agency affiliation or funding?
  - Country
- You should never share your username or password.
- NFLIS will never send any system-generated emails containing passwords.

Once you enter all the information, you MUST review the Terms of Use to enable the Agree checkbox. Failing to comply with the Terms of Use or misusing NFLIS data may result in termination of your account.

Check the Agree box, then click on the Register button to complete the registration request.

You will receive the following message:

> "Your registration was successful. Please check your email for instructions on how to reset your password. Please check your spam inbox if you don't receive the email."

Figure 3 shows an example of the email about resetting a password.

Figure 2. User Registration

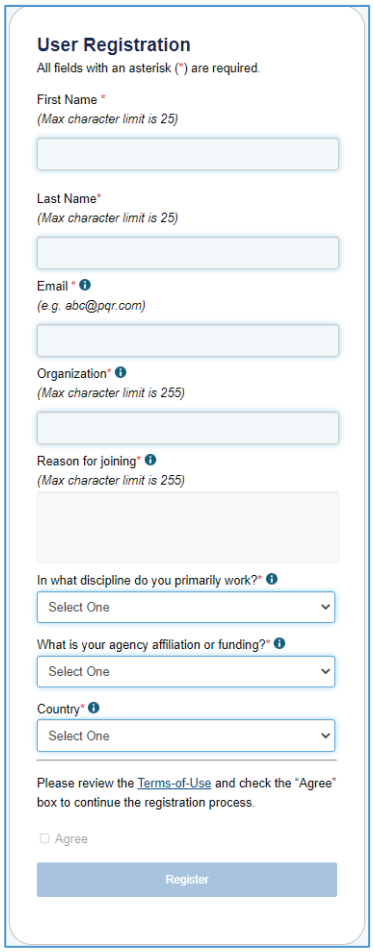
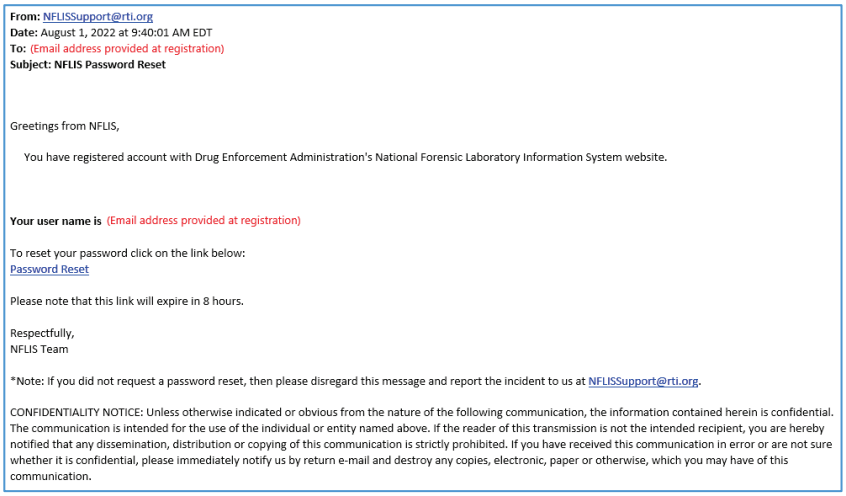


Figure 3. Example Password Reset Email



From: NFLISSupport@rti.org
Date: August 1, 2022 at 9:40:01 AM EDT
To: (Email address provided at registration)
Subject: NFLIS Password Reset

Greetings from NFLIS,

You have registered account with Drug Enforcement Administration's National Forensic Laboratory Information System website.

Your user name is (Email address provided at registration)

To reset your password click on the link below:
Password Reset

Please note that this link will expire in 8 hours.

Respectfully,
NFLIS Team

*Note: If you did not request a password reset, then please disregard this message and report the incident to us at NFLISSupport@rti.org.

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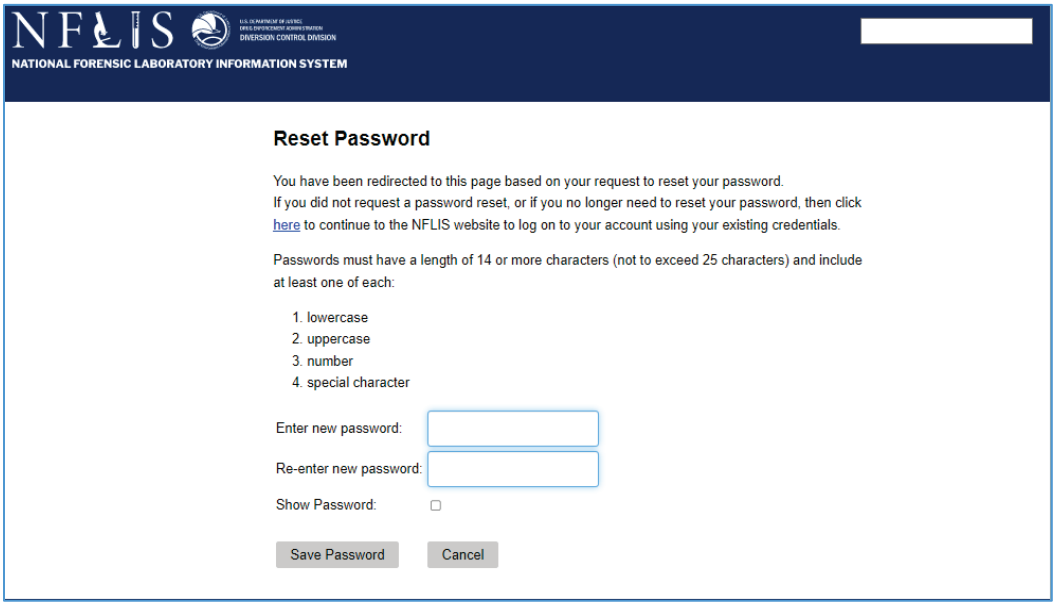
- The Password Reset link in the email will expire after 8 hours. If the link expires, go to the User Login page and use the *Forgot username or password* feature to reset the password.
- Click on the Password Reset link in the email to open the NFLIS Reset Password page (Figure 4) to set up a strong password.

Figure 4. Reset Password



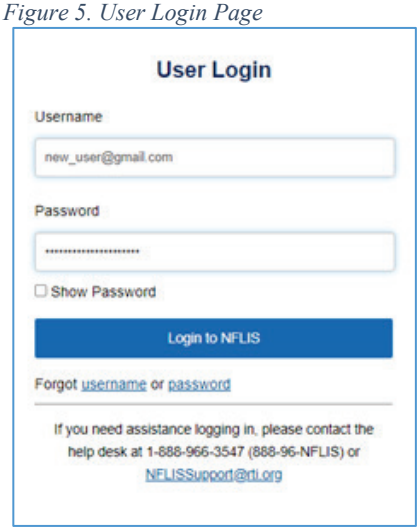
- Passwords must be 14–25 characters long and must include at least one of each of the following:
  - Lowercase letter
  - Uppercase letter
  - Number
  - Special character ($, #, !, etc.)
- Enter a new password in the *Enter new password* textbox, then re-enter the same text in the *Re-enter new password* textbox. These fields must match in order to successfully set a new password.
- By default, password entry is encrypted and displayed as asterisks (*), but clicking on the Show Password checkbox reveals the text in the password entry fields.
- Click on the Save Password button to save the password.
- Click on Cancel to abort setting a new password.
- Passwords expire every 45 days.
- After successfully updating your password, use the Login link to go to the User Login page.

Logging in to Your Account

You must log in to your account to access the public DQS..

- Click on the Login button in the upper right-hand corner of the page header to be directed to the User Login page (Figure 5).
- Enter your credentials to log in to your NFLIS user account.
- Use the *Forgot username or password* feature to recover a forgotten username or to reset an expired or forgotten password.
- Accounts are locked after six consecutive failed login attempts.
- Failed login attempts are cumulative over time.
- Once logged in, you will be able to navigate to and use the public DQS.
- Contact NFLIS for assistance at 1-888-966-3547 or NFLISSupport@rti.org.

Figure 5. User Login Page



Support

Please contact NFLIS with questions, support requests, or reports of issues with the registration process.

NFLIS Help Desk
Phone: 1-888-966-3547 (888-96-NFLIS)
Email: NFLISSupport@rti.org

Other Contacts

Drug Enforcement Administration Diversion Control Division
8701 Morrissette Drive
Springfield, VA 22152
Email: NFLIS@dea.gov

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3040 East Cornwallis Road
P.O. Box 12194
Research Triangle Park, NC 27709
Email: NFLISSupport@rti.org