# View and Edit My NSF Account Profile Information



### View and Edit My NSF Account Profile Information

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ONLINE GRANTS MANAGEMENT

Organization Credentials

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Sign In

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Sign In Register | Home | Contact | Help | At

Figure 1

Figure 2

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Login.gov Credentials

Sign In

My Profile

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Once you have a National Science Foundation (NSF) account, you can view and edit your account profile information at any time via the View/Edit My Profile page. Follow the step-by-step instructions below to update your account information including contact information, demographic information, and professional information. Demographic Information is only displayed for Principal Investigators (PIs) and reviewers.

#### Step 1: Access the View/Edit My Profile page

- Open <u>Research.gov</u>
- Click "Sign In" located at the top right of the screen. (Figure 1)
- Enter your credentials (e.g., NSF ID and password) and click "Sign In." (Figure 2)
- Click "My Profile" from the top right of the screen. (Figure 3)

<u>Important Note</u>: You can also access the View/Edit My Profile page by clicking on "View/Edit Profile" located on the left navigation bar. (Figure 4)

#### **Step 2: Edit your Contact Information**

- Click "Edit" at the bottom of the Contact Information tab in the My Profile page. (Figure 5)
- Enter your updated contact information and click "Save." (Figure 6)



page. Account management questions may be directed to the NSF Help Desk at 1-800-381-1532 or rgov@nsf.gov.



## View and Edit My NSF Account Profile Information (continued)

## Step 3: Edit your Demographic Information (Individuals with a PI role and for reviewers only)

- Click "Edit" at the bottom of the Demographic Information tab in the My Profile page. (Figure 7)
- Enter your demographic information for Gender, Race, Ethnicity and Disability status and click "Save." (Figure 8)

#### Important Notes:

My Profile

Name John Doe Alternate Name(s)

Contact Information

john\_doe@bc.com Secondary Email Address () None Provided Phone Number None Provided

Primary Email Address () (For NSF Account Password Recovery)

- Submission of the requested demographic information is required for individuals with a PI role and for reviewers. Until responses to all demographic questions are provided, the "Save" button will be disabled. (Figure 8)
- The "Other" option for the Race question will open an optional free text field for entry. (Figure 8)
- Users without a PI role or who are not reviewers will not have the Demographic Information tab within "My Profile." (Figure 9)

Academic/Professional Information

Contact Information	Demographic Information	Academic/Professional Information
NSF asks for demographic d opportunities in science and ensure that those in under-re ther research and educatior Gender	ata relating to gender, ethnicity/race an technology are fairly reaching and bene presented groups have the same know hal opportunities as everyone else. For	d disability to gauge whether our programs and other fitting everyone regardless of demographic category; and to ledge of and access to programs, meetings, vacancies, and more information, read the Privacy Act Statement.
Jnspecified, or another gend	ler identity	
Race White		
E <b>thnicity</b> Not Hispanic or Latino		
Do you have a disability?		
No.		

Figure 7

re not reviewers will mation tab within "My	My Profile			
	Contact Information	Demographic Information	Academic/Professional Information	
	NSF asks for demographic of opportunities in science and ensure that those in under-rr other research and education * Required	data relating to gender, ethnicity/race an technology are fairly reaching and bene epresented groups have the same know nal opportunities as everyone else. For	disability to gauge whether our programs and effling everyone regardless of demographic categ vledge of and access to programs, meetings, vac more information, read the Privacy Act Statemen	ther ory; and to ancies, and t.
	* Gender (Please select on	e)	* Ethnicity (Please select one)	
	O Male		O Hispanic or Latino ()	
	O Female		Not Hispanic or Latino	
	<ul> <li>Unspecified, or another g</li> </ul>	gender identity	<ul> <li>Do not wish to provide</li> </ul>	
	<ul> <li>Do not wish to provide</li> </ul>			
	* Race (Please select all that	at apply)	* Do you have a disability? (Please select one	:)
	Race Definitions		• What is considered a disability?	
	American Indian or Alask	a Native	○ Yes	
I	Asian		No	
	<ul> <li>Black or African America</li> </ul>	n	<ul> <li>Do not wish to provide</li> </ul>	
	<ul> <li>Native Hawaiian or Other</li> </ul>	r Pacific		
	Islander			
	<ul> <li>Other (Please specify)</li> </ul>			
	Carlor (risado opeany)			
	<ul> <li>Do not wish to provide</li> </ul>			
	Save Cancel	1		
				Figure 8
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Figure 9



## View and Edit My NSF Account Profile Information (continued)

#### Step 4: Edit your Academic/Professional Information

- Click "Edit" at the bottom of the Professional Information tab in the My Profile page. (Figure 10)
- Enter your updated academic and professional information and click "Save". (Figure 11)

#### Important Notes:

- Highest Degree and Area(s) of Expertise are required for PIs and reviewers and optional for all other users. (Figure 11)
- Upon selection of your Highest Degree, you will be prompted to provide the Year Completed. (Figure 11)
- If your Area(s) of Expertise is not listed, you may enter a free text entry using the "Other" option. (Figure 12)

	Demographic information	Academic/Professional Information	
O Update your profile info	rmation here. If you have a role at an	organization, you can update your organization-sp	pecific
VSF asks for professional in	formation to enable program officials	to manage reviewer selection, as well as related n	nerit review
unctions. For more informat	ion, read the Privacy Act Statement.		
Highest Degree			
ScD - Doctor of Science (198	89)		
Area(s) of Expertise			
Zoology			
Agricultural Engineering			
ORCID ID 💿			
Mana Descided			
None Provided			
Websites			
Websites Websites may be used for NSF	<sup>-</sup> selection of reviewers.		

Figure 1	0
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My Profile	Area(s) of Expertise
For NSF ID	Select up to five items that best describe your area(s) of expertise
	If your area of expertise is not listed, you may add your own by selecting "Other (Please specify)."
Contact Information Demographic Information Academic/Professional Information	* Area(s) of Expertise Add up to five * Other (Please specify)
	1. Other (Please specify) v Marine Biology
O Update your profile information here. If you have a role at an organization, you can update your organization-specific information on <u>View My Roles</u> .	+ Add Area of Expertise
	Einun de
fush asks for professional mormation to enable program omcass to manage reviewer selection, as well as related ment review functions. For more information, read the Privacy Act Statement.	Figure 12
* Required	
Degree	
* Highest Degree * Year Completed	
ScD - Doctor of Science v 1989	
Area(s) of Expertise	
Select up to five items that best describe your area(s) of expertise. If your area of expertise is not listed, you may add your own by selecting "Other (Please specify)."	
* Area(s) of Expertise Add up to five	
1. Zoology 🔻 🗎	
2. Agricultural Engineering v	
Add Area of Evnertise	
Professional References	
ORCID iD 😳 18-digits i.e., 1234-1234-1234	
Websites (e.g., Organizational faculty, staff profile, or professional website, Linkedin, Google Scholar)	
test.org	
T Add Website	
Save	
Figure 11	1

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## View and Edit My NSF Account Profile Information (continued)

## When updating my primary email, what do I do if I accidentally delete the verification email sent by NSF?

- Select the "View/Edit My Profile" option. (Refer to Step 1 in the <u>View and Edit My NSF Account Profile</u> <u>Information</u> job aid)
- Within the Contact Information tab on the My Profile page, click "Pending Your Verification" located to the right of the primary email address. (Figure 13)
- Select "Click here to Resend the verification link email." (Figure 14)
- A new verification email will be sent to your pending primary email address (i.e., the updated email address entered in Step 2 in the <u>View and Edit My</u> <u>NSF Account Profile Information</u> job aid).

<u>Important Note</u>: NSF will send you a verification email. You must verify the updated email address within four hours or your account email address will revert back to your last verified email address.

If the four hours have passed, the resend verification email option will not be available and you will need to restart the process by updating your email address again. (Refer to Step 2 in the <u>View and Edit My NSF Account Profile Information</u> job aid)



Figure 13



Figure 14



## View and Edit My NSF Account Profile Information (continued)

#### How do I change my password?

- Select the "View/Edit My Profile" option. (Refer to Step 1 on page 11)
- Click "Change Password" located in the left navigation bar. (Figure 13)
- Update your password and click "Change Password." (Figure 15)
- Once your password is successfully changed, you will receive a password change notification on the screen. (Figure 16)
- You have successfully changed your password!
- Click "Continue to Research.gov My Desktop" to keep working. (Figure 16)

For Research.gov and FastLane	
Enter your current password and then crea	te a new password.
Current Password	Your password needs to:
	O Have at least 8, but no more than 20 characters
New Password	Avoid using spaces
	Meet 3 of the 4 rules:
Confirm Password	At least one lowercase letter
commin Password	At least one capital letter
	At least one number
	At least one of the permitted special characters # & % ! @

Figure 15

Change Password	
For Research.gov and FastLane	
Success - Password Changed	
Your password has been successfully changed in Research.gov and FastLane.	
In the future, if you need to change your password, click the "My Profile" link on the top right of the page and select "Change Password".	
Continue to Research.gov My Desktop	
	Figure 46