



## View and Edit My NSF Account Profile Information



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 [Research.gov](https://www.research.gov)
- 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)

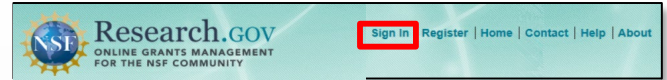


Figure 1



Figure 2

**Important Note:** 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)

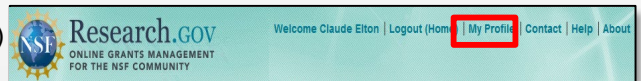


Figure 3

### Important Note:

- **If you change your primary email address (i.e., the email address used to create your NSF account), 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.**

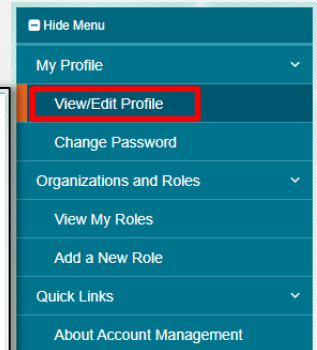


Figure 4

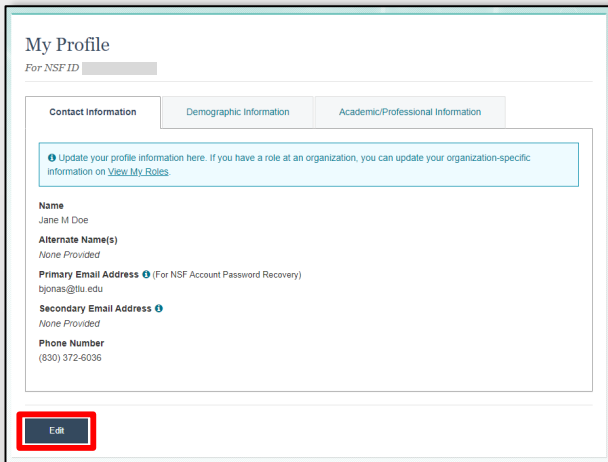


Figure 5

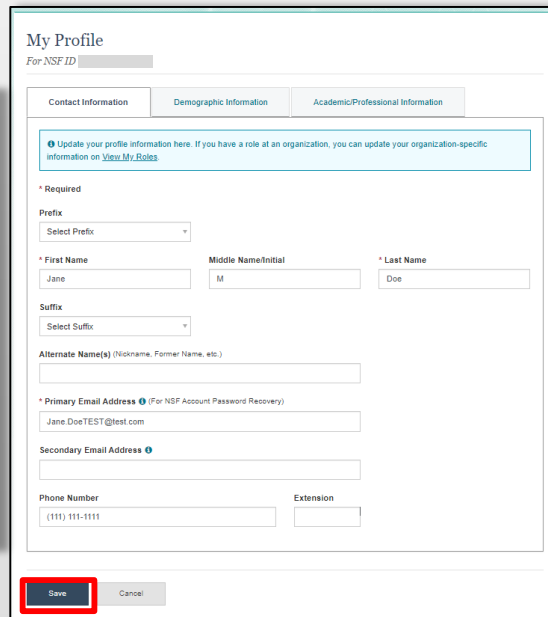


Figure 6



### Helpful Tip

To ensure compliance with NSF’s policy of allowing only one NSF account per user, you will not be able to save any email addresses to your account profile that are associated with another NSF account.



### 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:

- **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)

**My Profile**  
For NSF ID [redacted]

Contact Information | **Demographic Information** | Academic/Professional Information

NSF asks for demographic data relating to gender, ethnicity/race and disability to gauge whether our programs and other opportunities in science and technology are fairly reaching and benefiting everyone regardless of demographic category; and to ensure that those in under-represented groups have the same knowledge of and access to programs, meetings, vacancies, and other research and educational opportunities as everyone else. For more information, read the [Privacy Act Statement](#).

Gender  
Unspecified, or another gender identity

Race  
White

Ethnicity  
Not Hispanic or Latino

Do you have a disability?  
No

**Edit**

Figure 7

**My Profile**  
For NSF ID [redacted]

Contact Information | **Demographic Information** | Academic/Professional Information

NSF asks for demographic data relating to gender, ethnicity/race and disability to gauge whether our programs and other opportunities in science and technology are fairly reaching and benefiting everyone regardless of demographic category; and to ensure that those in under-represented groups have the same knowledge of and access to programs, meetings, vacancies, and other research and educational opportunities as everyone else. For more information, read the [Privacy Act Statement](#).

\* Required

\* Gender (Please select one)  
 Male  
 Female  
 Unspecified, or another gender identity  
 Do not wish to provide

\* Ethnicity (Please select one)  
 Hispanic or Latino  
 Not Hispanic or Latino  
 Do not wish to provide

\* Race (Please select all that apply)  
 Race Definitions  
 American Indian or Alaska Native  
 Asian  
 Black or African American  
 Native Hawaiian or Other Pacific Islander  
 White  
 Other (Please specify) [text field]  
 Do not wish to provide

\* Do you have a disability? (Please select one)  
 What is considered a disability?  
 Yes  
 No  
 Do not wish to provide

**Save** Cancel

Figure 8

**My Profile**  
For NSF ID [redacted]

Contact Information | **Academic/Professional Information**

Name  
John Doe

Alternate Name(s)  
None Provided

Primary Email Address ⓘ (For NSF Account Password Recovery)  
john\_doe@bc.com

Secondary Email Address ⓘ  
None Provided

Phone Number  
None Provided

**Edit**

Figure 9



## 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)

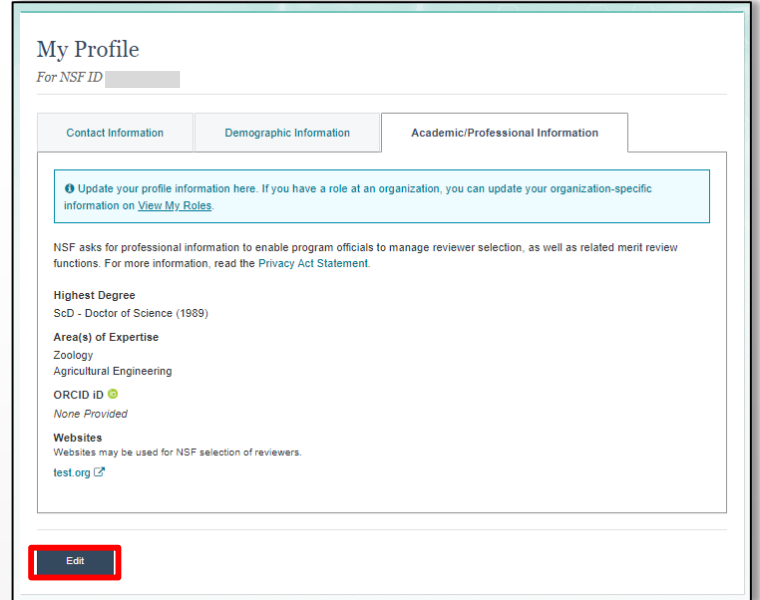


Figure 10

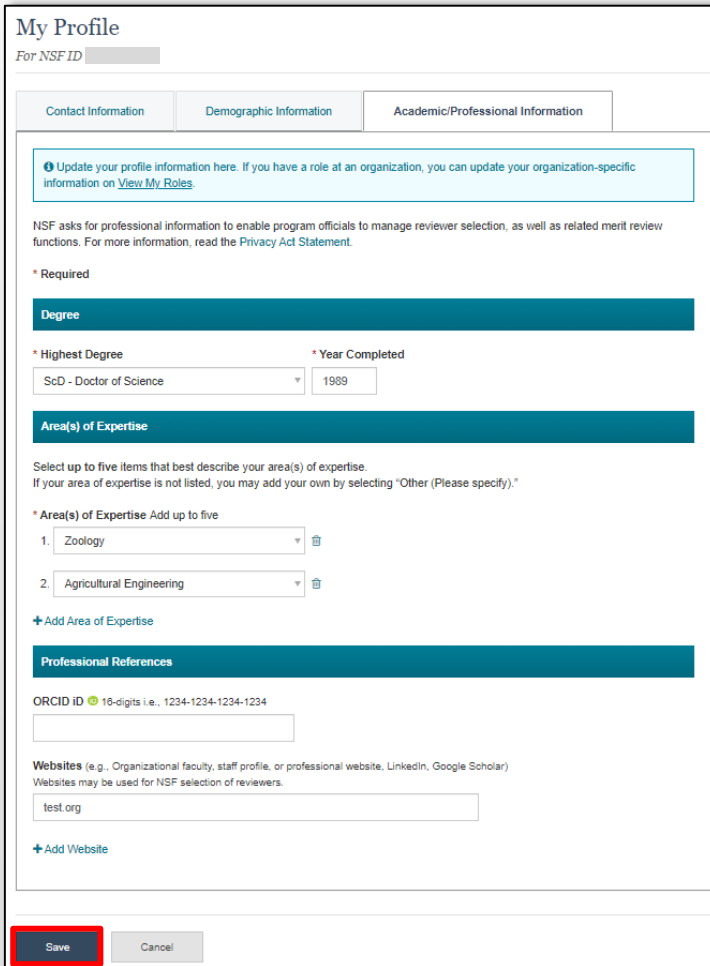


Figure 11

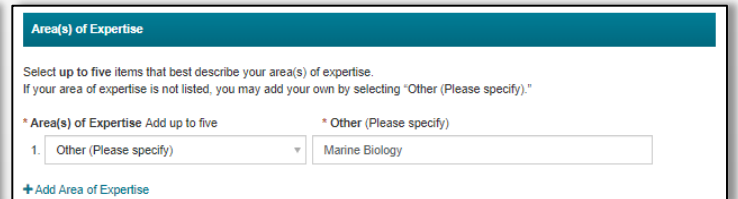


Figure 12



## 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 [View and Edit My NSF Account Profile Information](#) 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 [View and Edit My NSF Account Profile Information](#) job aid).

**Important Note:** 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 [View and Edit My NSF Account Profile Information](#) job aid)

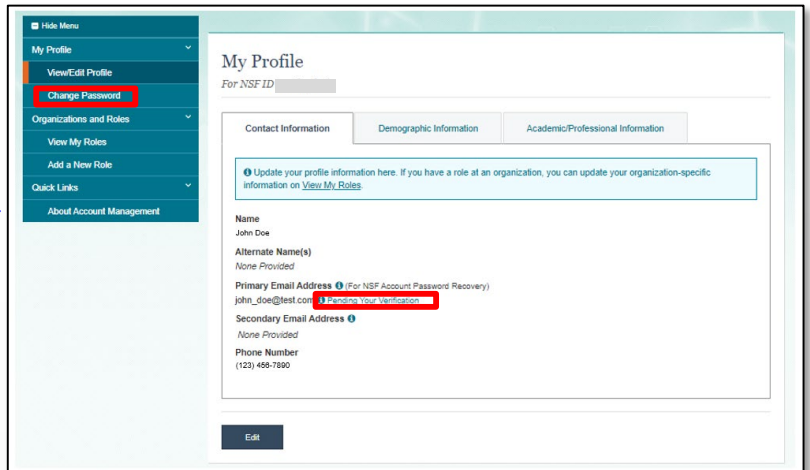


Figure 13

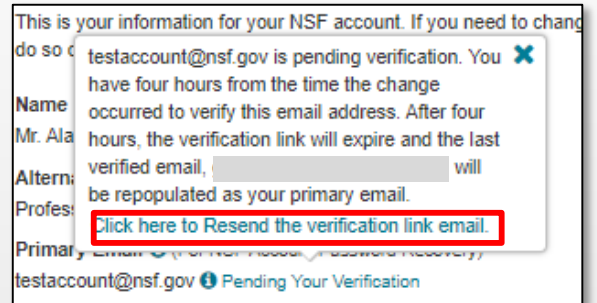


Figure 14



## 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)

Change Password  
For Research.gov and FastLane

Enter your current password and then create a new password.

**Current Password**

**New Password**

**Confirm Password**

**Your password needs to:**

- Have at least 8, but no more than 20 characters
- Avoid using spaces
- Meet 3 of the 4 rules:
  - At least one lowercase letter
  - At least one capital letter
  - At least one number
  - At least one of the permitted special characters # & % ! @ ( )

Note: you cannot re-use your last 6 passwords

**Change Password** Cancel

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 16