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Beth Pessetto

## Registering for an NSF Account

# National Science Foundation

We know—registering for an NSF account feels like it was designed by a committee of very cautious robots. It is oddly repetitive, more secure than your online banking, and somehow manages to ask for the same information three different ways. But hang in there. This maze of forms is the gateway to federal funding, and we're here to help every step of the way if it starts to feel like too much. Click below to get started!



**Registering for your NSF Account**

Lesson 1 of 1

# Registering for your NSF Account



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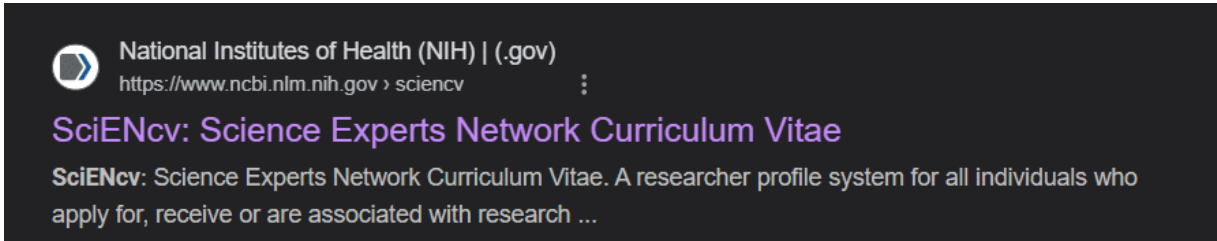


## **Registering Your NSF Account**

This module will walk you through finding SciENCv, registering for your account, and logging in successfully.

## Step 2

### Accessing SciENCv



The easiest way to register with the NSF and access SciENCv is through one of two methods. You can either Google "SciENCv" and click on the first result, or you can copy and paste this link to navigate directly to the page.

<https://www.ncbi.nlm.nih.gov/sciencv/>

### Step 3

## SciENcv Log In Page



### SciENcv: Science Experts Network Curriculum Vitae

A researcher profile system for all individuals who apply for, receive or are associated with research investments from federal agencies. SciENcv is available in My NCBI.

#### About SciENcv

- [Background Information](#)
- [Help Documentation](#)

#### Developer Tools

- [Data Documentation](#)
- [Data Schemas](#)

#### Log in

 eRA Commons

 National Science Foundation

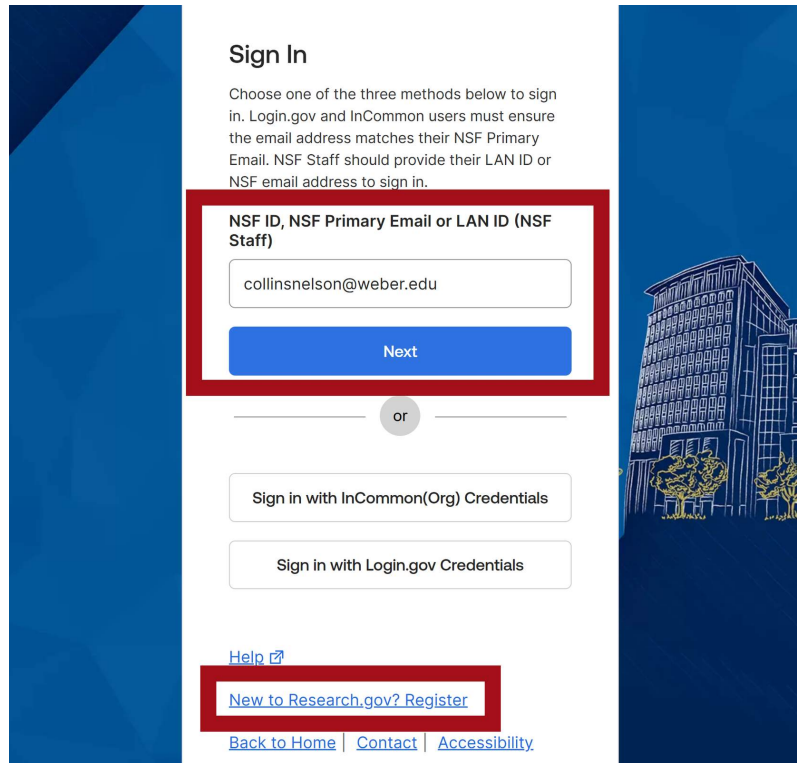
[More Options](#)

[Forgot your username/password?](#)

Once you have navigated to the log in page, you should see the following options. Please select **"National Science Foundation"** for your log in option, even if you have other credentials.

## Step 4

### NSF Log In Page

The image is a screenshot of the NSF Log In Page. It features a blue background with a white central content area. At the top, there's a 'Sign In' heading followed by instructions. Below this is a red-bordered box containing a text input field with the email 'collinsnelson@weber.edu' and a blue 'Next' button. Underneath is an 'or' separator. Then there are two buttons: 'Sign in with InCommon(Org) Credentials' and 'Sign in with Login.gov Credentials'. At the bottom, there's a 'Help' link, a red-bordered box around the 'New to Research.gov? Register' link, and a footer with 'Back to Home', 'Contact', and 'Accessibility' links. The right side of the page has a blue vertical bar with a white line-art illustration of a building.

**Sign In**

Choose one of the three methods below to sign in. Login.gov and InCommon users must ensure the email address matches their NSF Primary Email. NSF Staff should provide their LAN ID or NSF email address to sign in.

**NSF ID, NSF Primary Email or LAN ID (NSF Staff)**

collinsnelson@weber.edu

**Next**

or

Sign in with InCommon(Org) Credentials

Sign in with Login.gov Credentials

[Help](#)

**New to Research.gov? Register**

[Back to Home](#) | [Contact](#) | [Accessibility](#)

If you have already created an NSF account, then you can enter your credentials here. If you haven't, then you will need to click on "**New to Research.Gov? Register**".

## Step 5

# Account Registration

## Account Registration

📘 NSF Proposal & Award Policies & Procedures Guide (PAPPG) specifies that each individual user of NSF systems should not have more than one NSF ID (Chapter I.G.3, NSF ID).

### \* Required

Prefix	* First Name	Middle Name/Initial	* Last Name	Suffix
Select Prefix ▾	<input type="text"/>	<input type="text"/>	<input type="text"/>	Select Suffix ▾

Alternate Name(s) (Nickname, Former Name, etc.)

### \* Primary Email Address

📘 Which email address should I provide?

### \* Confirm Primary Email Address

### Secondary Email Address

📘 Which email address should I provide?

### Confirm Secondary Email Address

ORCID iD  (16-digits ie. 1234-1234-1234-1234)

Phone Number

Extension

If you need to register for your account, then you will need to create your account here. **As a reminder, every person can only have one (1) [Research.Gov](#) or NSF account**, if you have previously created an account then you need to either log in using that account or recover your account credentials.

## Step 6

# Account Verification

## Account Registration Confirmation

✔ Your account has been successfully created.

An activation email was sent to: **collinsnelson717@gmail.com**

Your NSF ID is: **0000A5CW0**

Activation of the account is required to sign in. To activate your account, please go to your email to complete the registration process and obtain your temporary password.

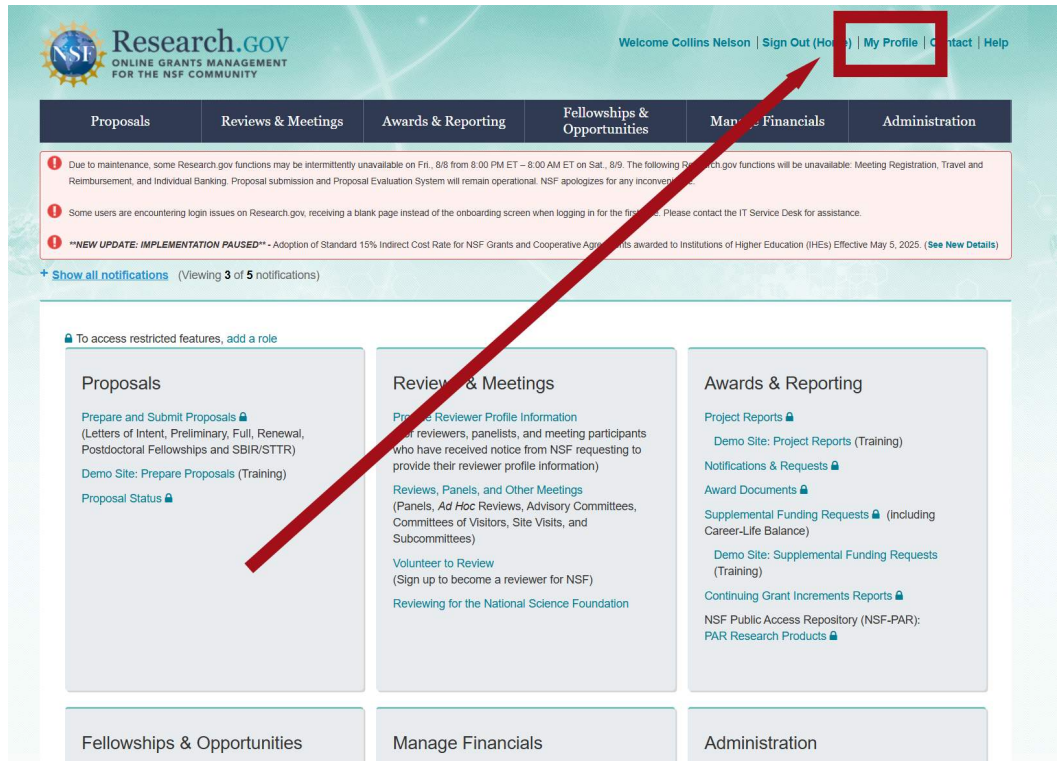
[< Return to Sign In](#)

If you are registering a new NSF Account, you will need to validate and verify your email address, where you will be provided a temporary password and set up two party authentication using Google Authenticator or your computer.



## Step 7

### Research.Gov Dashboard



After you have confirmed your account and completed the two factor verification, you will need to complete your profile. After signing in, you should be taken to a page that looks like the one below. Navigate to the section that says "**Profile**".

## Step 8

### Completing Your Profile

The screenshot displays a web interface for managing a user profile. On the left is a teal sidebar menu with options: 'Hide Menu', 'My Profile' (expanded), 'View/Edit Profile' (highlighted), 'Change Password or Security Methods' (with an external link icon), 'Organizations and Roles' (expanded), 'View My Roles', 'Add a New Role', 'Quick Links' (expanded), and 'About Account Management'. The main content area is titled 'My Profile' and includes the text 'For NSF ID 0000A5CW0'. It features two tabs: 'Contact Information' (active) and 'Academic/Professional Information'. The 'Contact Information' tab shows the following details: Name (Collins Nelson), Alternate Name(s) (None Provided), Primary Email Address (collinsnelson717@gmail.com, with a help icon and text 'Which email address should I provide?'), Secondary Email Address (None Provided, with a help icon and text 'Which email address should I provide?'), and Phone Number (None Provided). An 'Edit' button is located at the bottom of the profile section.

Please ensure that you complete all fields so that we can get you processed correctly. Once you have completed your profile, please reach out to our office and ask us to add you into the system. We will respond promptly and add you as a PI to our university profile.

Step 9

## Return to SciENcv Log In Page



### SciENcv: Science Experts Network Curriculum Vitae

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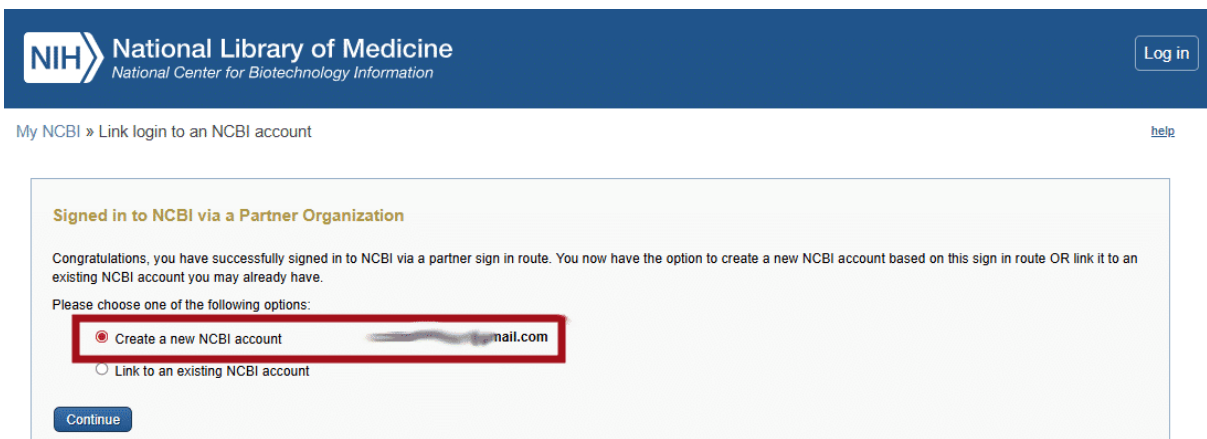
[More Options](#)

[Forgot your username/password?](#)

Unfortunately, the federal government has made signing into SciENcv a little tricky the first time. After your account is verified, you need to navigate back to the main SciENcv page that has the option to log in with either your NSF credentials or another way. Select the NSF method again, and use your confirmed email and password to sign in.

## Step 10

### Link Your Accounts



The screenshot shows the NCBI website header with the NIH logo and the text "National Library of Medicine National Center for Biotechnology Information". A "Log in" button is in the top right. Below the header, the breadcrumb "My NCBI » Link login to an NCBI account" is on the left, and a "help" link is on the right. The main content area has a title "Signed in to NCBI via a Partner Organization". The text reads: "Congratulations, you have successfully signed in to NCBI via a partner sign in route. You now have the option to create a new NCBI account based on this sign in route OR link it to an existing NCBI account you may already have. Please choose one of the following options:". There are two radio button options: "Create a new NCBI account" (which is selected and highlighted with a red box) and "Link to an existing NCBI account". To the right of the first option, an email address ending in "mail.com" is displayed. A "Continue" button is at the bottom left of the form.

When you log in the second time using your newly created and confirmed NSF credentials this page will appear. This will ask if you want to create a new NCBI account or if you want to link to an existing account. Please select the "**Create a new NCBI account**" and ensure that the email displayed on the right is the correct email for your NSF account.

## Step 11

### NCBI Dashboard

The screenshot displays the NCBI My NCBI dashboard. At the top, the NIH logo and "National Library of Medicine" text are visible, along with a user profile icon and email address "collinsnelson@web...". Below the header, the "My NCBI" title is shown on the left, and a row of links ("Customize this page | NCBI Site Preferences | Video Overview | Help") is on the right.

The dashboard is organized into several panels:

- Search NCBI databases:** Includes a search box with "PubMed" selected, a "Search" button, and a hint about the search function.
- Saved Searches:** A message stating "You don't have any saved searches yet." with a link to "Manage Saved Searches >".
- Collections:** A table showing bibliographies. The table has columns: Collection Name, Items, Settings/Sharing, and Type. One entry is visible: "Favorites" with 0 items, set to "Private", and of type "Standard". A link "Manage Collections >" is at the bottom.
- Filters:** A message stating "You do not have any active filters for this database." with a link to "Manage Filters >".
- Recent Activity:** A message stating "You do not have any recent activity." with links "Clear", "Turn Off", and "See All Recent Activity >".
- SciENcv:** A panel at the bottom, highlighted with a red box, containing a link "Click here to create a new CV."

After completing the previous steps you will be taken to the following page. This is where you will access the various documents in the SciENCv.

**Congratulations!**



# WEBER STATE UNIVERSITY

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## Office of Sponsored Projects

You have now created an NSF account and are ready to use SciENCv! To ensure prompt processing of your account, please reach out to our office upon completion of your account registration.