PROCESS FOR RENEWING AN ID BADGE IN NED – Administrative Officer (AO)

Step 1: Click the green arrow to run the Awaiting Badge Renewal task.
Step 2: Click the **Renew Badge** button.
Step 3: To enter or change information about the position, click the **Edit** button in the Position Information section.
Step 4: Enter or correct any missing or incorrect information. Click the **Next** button when complete.
Step 5: Enter or correct any missing or incorrect information about the badge holder's position/function or applicable exception factors. Click the **Next** button.
Step 6: Enter or correct the CAN and click the **Save Changes** button.
Step 7: Review the summary screen and click the **Submit Changes** button.
Step 8: Review or change the badge expiration date.
Step 9: To enter or update personal information about the badge holder, there are two options.

Note: If the badge holder will leave NIH prior to the badge expiration, click the **Allow Expiration** button.

If the badge holder has already left NIH and you want to deactivate the NED record, click the **Deactivate Record** button. (You'll be prompted to enter the date.)

Note: The default ID badge expiration date is set to the maximum of five years.

Option 1

Step 10: Click the **Update Record Myself** button.
Step 10a: Enter, correct, or validate the badge holder's personal (you will need a signed HHS- 745), work, and services information.
Step 10b: Click the **I agree** check box.
Step 10c: Click the **Submit Changes** button.

Option 2

Step 10: Click the **Send Request to Individual** button.

Note: Option 2 is only available if the badge holder has an NIH network account. If not, the button is grayed out and Option 1 must be used.

Legend

- = Administrative Tech (AT)
- = Administrative Officer (AO)
- = Badge Holder

Step 10a: Enter personal information using NED self-service.
Step 10b: Click the **Submit** button.

Step 11: Click the green arrow to run the Awaiting Sponsorship task.
Step 12: Review the information, and click the **I Agree** check box.
Step 13: Click the **Sponsor** button.

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