

# NED Self Service: How NIH Staff Can Update Their Own NED Record

Self Service - Overall Summary

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Personal Information

Edit

## STEP 1:

Staff can access their NED Record by visiting <https://ned.nih.gov/ned> (NIH login required).

To view your NED record, click on "Update My Record".

## STEP 2:

To update any section, click on the "Edit" button.

## STEP 3:

Update your record with the correct information. Please note that fields marked with an "\*" are required by NED.

Fields with a  icon appearing next to the data entry areas require AO approval before the updates/changes will appear in NED.

## STEP 4:

Updates to personal information, require checking the release of Information box.

Title:

\*First Name:

\*Middle Name:

No Legal Middle Name:

\*Last Name:

Generation:   (e.g., II,

Suffix:  (e.g., MBA,

Address Line 1:

Address Line 2:

City:

State:

Zip Code:

I hereby authorize the release of information verifying my identity. I also acknowledge that...

\*I Agree:

Cancel

Continue

## STEP 6

Finalize the changes by clicking "Submit."

STEP 5: after completing your updates, click the "Continue" button.