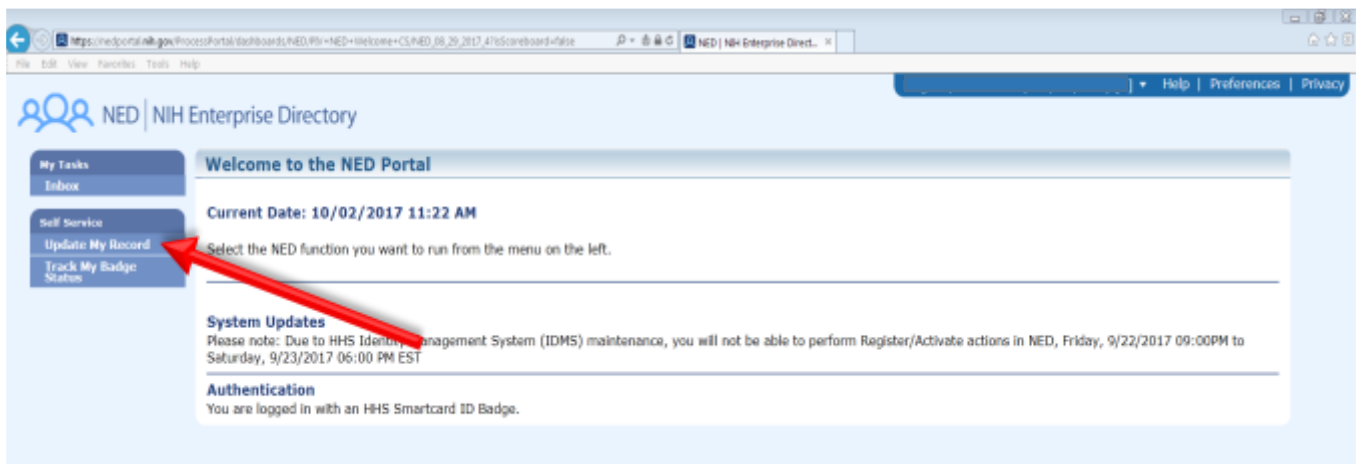


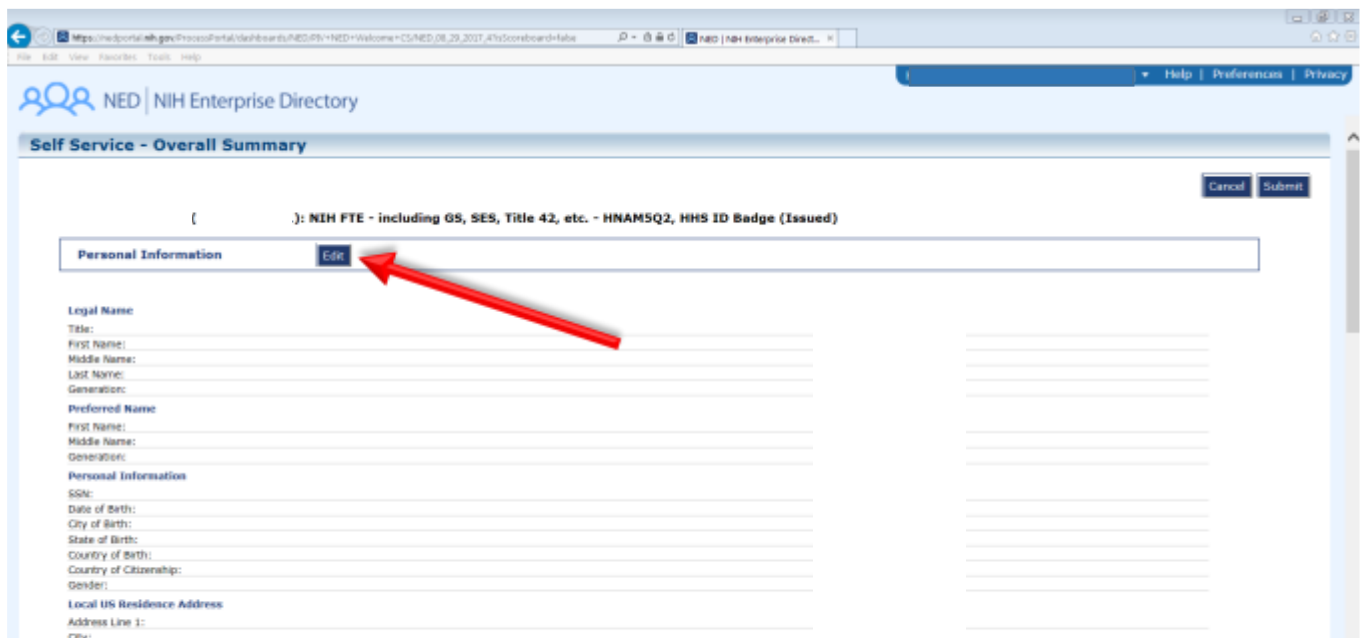
The steps below describe how you can update your personal and work contact information in NED as well as how to manage the receipt of AlertNIH notifications on personal communication devices. Information entered into the Personal Contact Information section will not be published to the Global Address List (GAL) or to the NED Staff Directory. **For technical assistance with NED, please contact the NIH IT Service Desk online at <http://itservicedesk.nih.gov> or call (301) 496-HELP.**

Warning: After updating your information, if you do not click “Submit” (even after clicking “Continue”), your information WILL NOT be saved.

1. Go to the [NIH Enterprise Directory \(NED\) Portal Website](https://nedportal.nih.gov) at <https://nedportal.nih.gov>.
2. Click “Update My Record” under the Self Service Menu on the left.



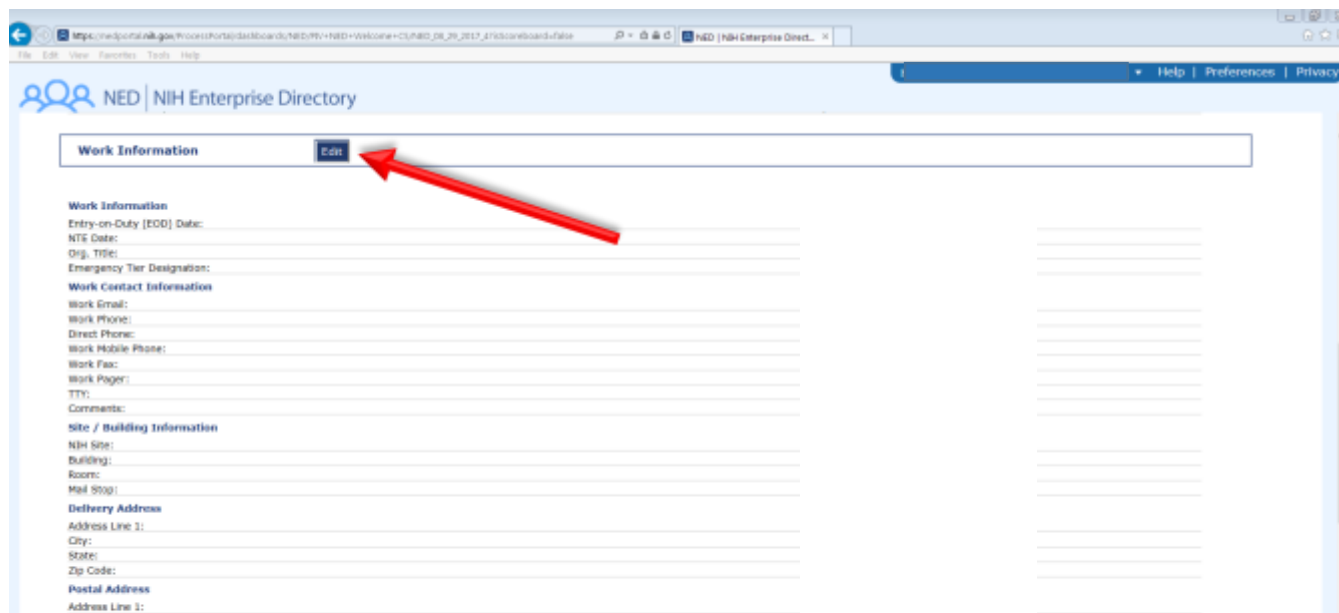
3. Click “Edit” next to Personal Information.



4. Verify and/or add Personal Contact Information.
 - a. Recommended minimum information:
 - i. Alternate email
 - ii. Personal Mobile
 - iii. Home Phone
 - iv. Emergency Contact information
5. Check (and uncheck if necessary) the “*I Agree” checkbox at the bottom.
6. Click “Continue”, and you will be taken back to the Overall Summary Page.

WARNING: Even after clicking “Continue”, your information has NOT been saved!

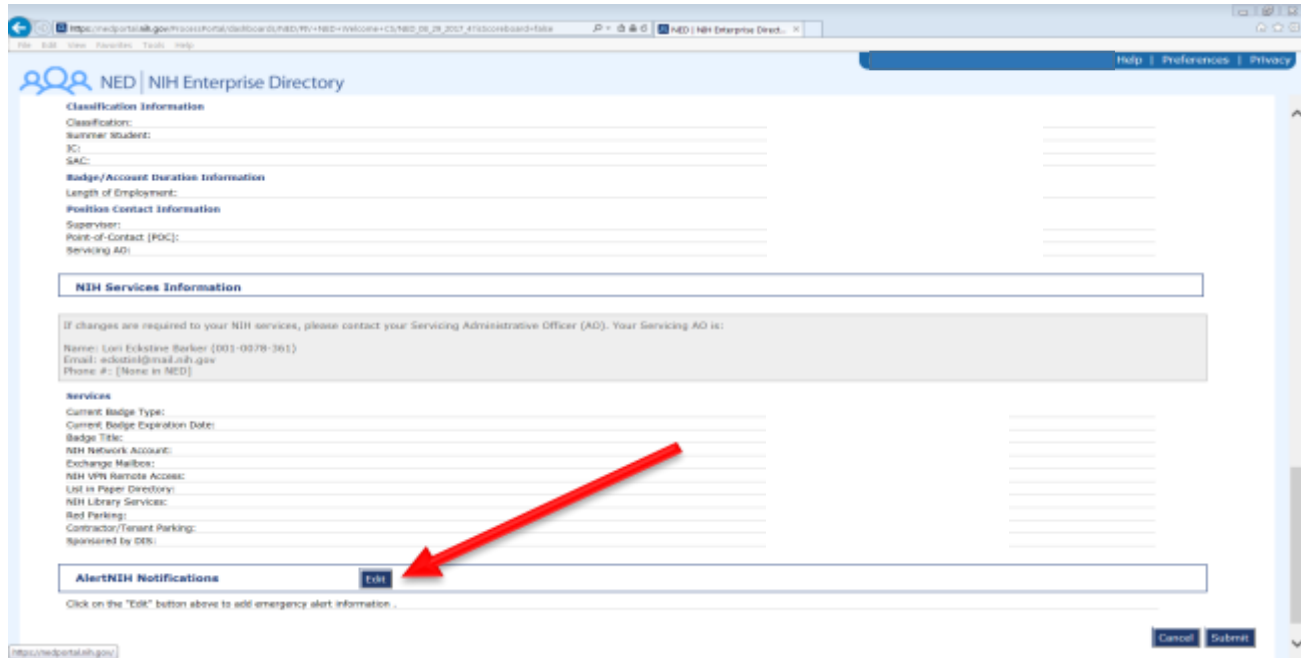
7. Scroll down to the Work Information section.
8. Click “Edit”.



9. Verify and/or add the following Contact Information:
 - a. Work Email
 - b. Work Phone
 - c. Work Mobile Phone
 - d. Building Information
10. Click “Continue”, and you will be taken back to the Overall Summary Page.

WARNING: Even after clicking “Continue”, your information has NOT been saved!

11. Scroll down to the bottom of the screen to the Alert NIH Notifications section.
12. Click "Edit".

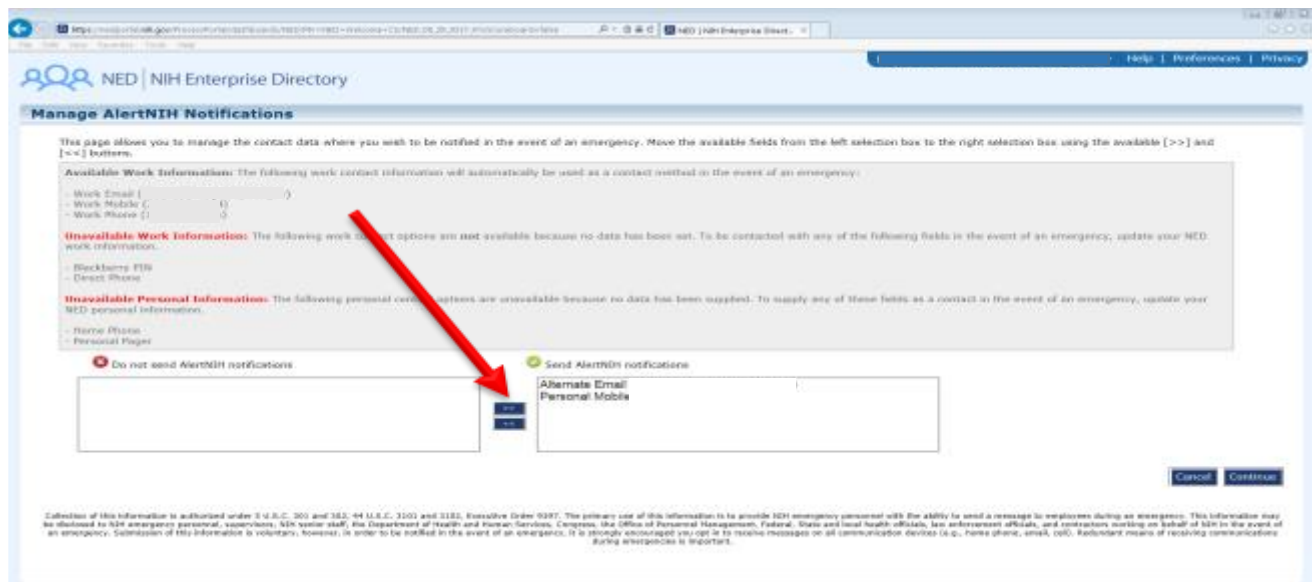


13. To opt into AlertNIH notifications, click to highlight your available Personal Contact Information in the left box, then click the top arrows ">>" to move your information to the box on the right with the green checkmark.

Note: You may move all contact options at once by holding down the control key while clicking each contact method.

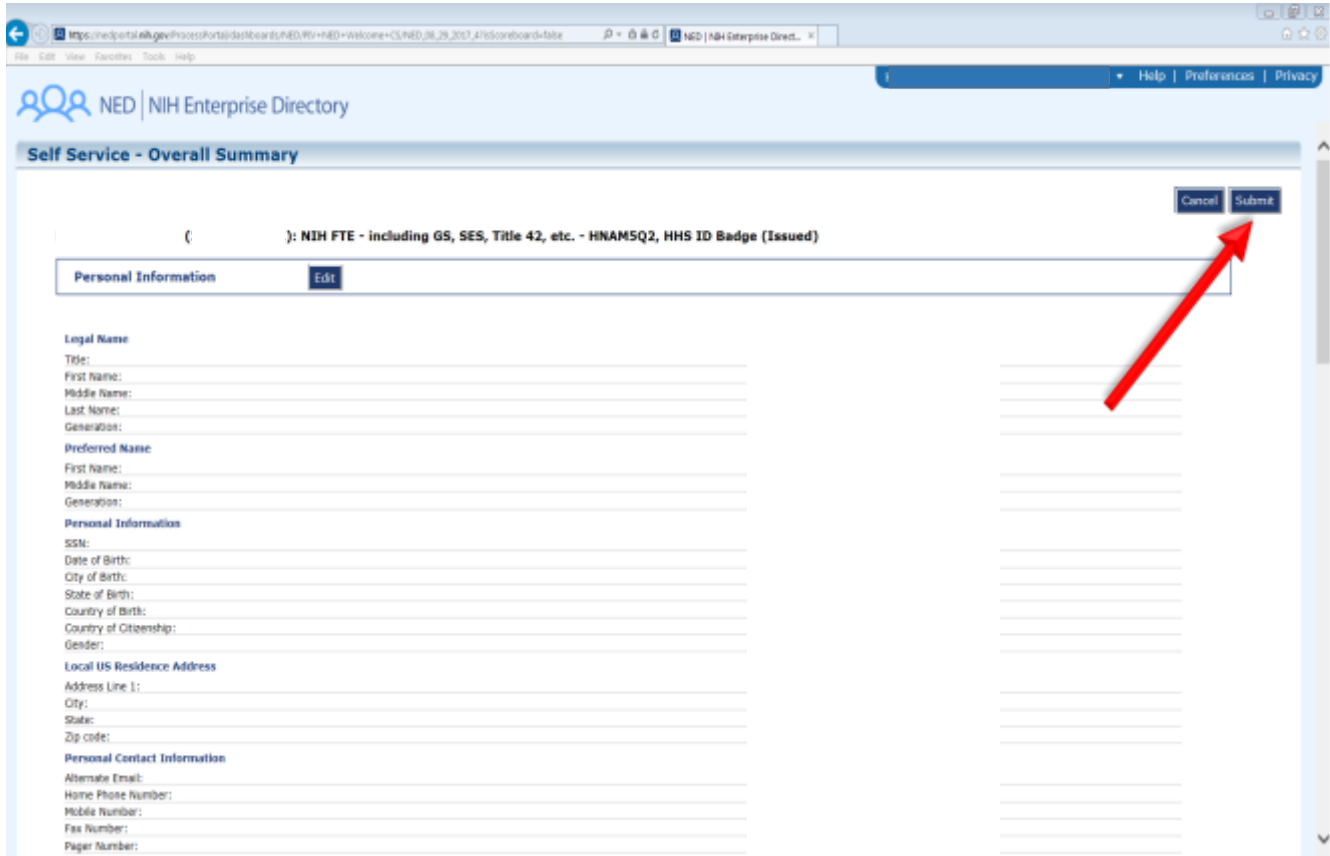
14. Click "Continue", and you will be taken back to the Overall Summary Page

WARNING: Even after clicking "Continue", your information has NOT been saved!

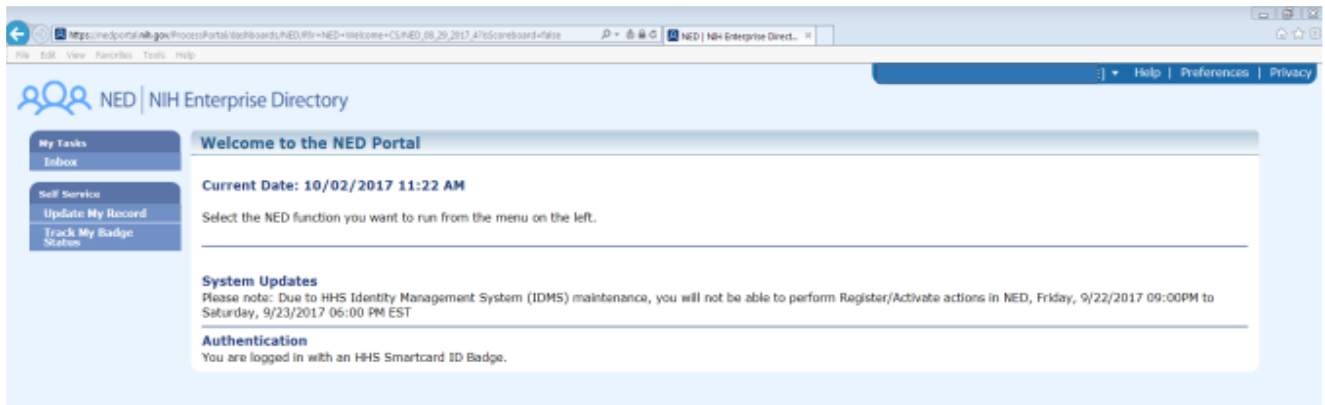


Warning: You must click "Submit" (even after clicking "Continue"), or your information WILL NOT be saved.

15. You have reached the Summary page: Verify all information is accurate.
16. Click “Submit” in either the top-right or bottom-right corner of the summary page.



17. Once you have been returned to the Welcome page, your information has been saved.



18. It is a best practice to click on Update My Record once more to verify your changes were saved.