



GET CONNECTED  
STAY INFORMED

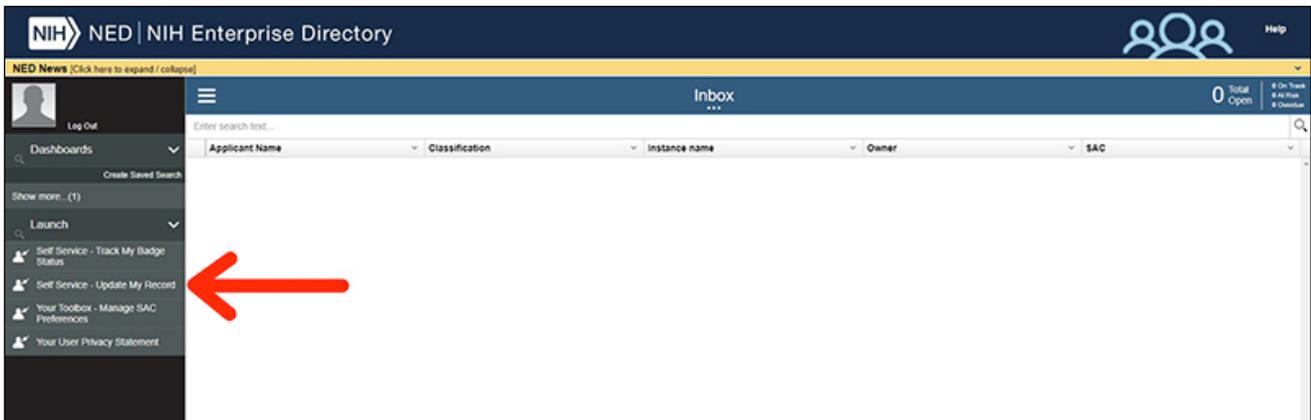
## NIH Enterprise Directory (NED) Contact Information and AlertNIH Notification Job Aid

Office of Research Services, Division of Emergency Management  
Email: orsdem@nih.gov; Phone: (301) 496-1985

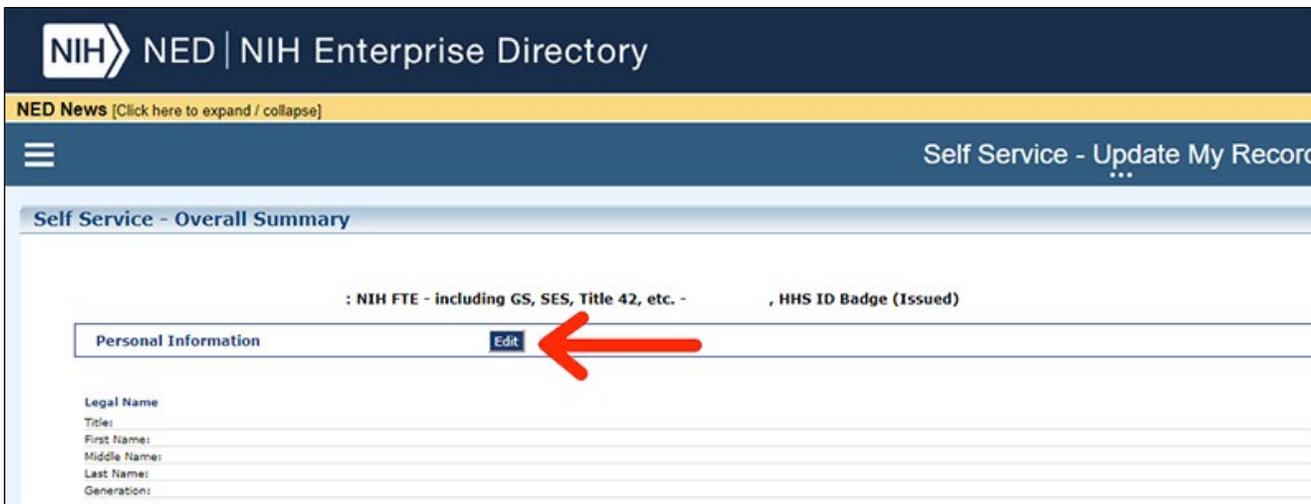
To receive AlertNIH notifications on your personal devices, you must complete a *two-step process* in NED. First, update the “*Personal Information*” page, then opt in on the “*AlertNIH Notifications*” page. Detailed instructions are provided below. Please note: Personal Contact Information will not be published to the Global Address List (GAL) or to the NED Staff Directory.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 at (301) 496-HELP or <http://itservicedesk.nih.gov>.**

**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.



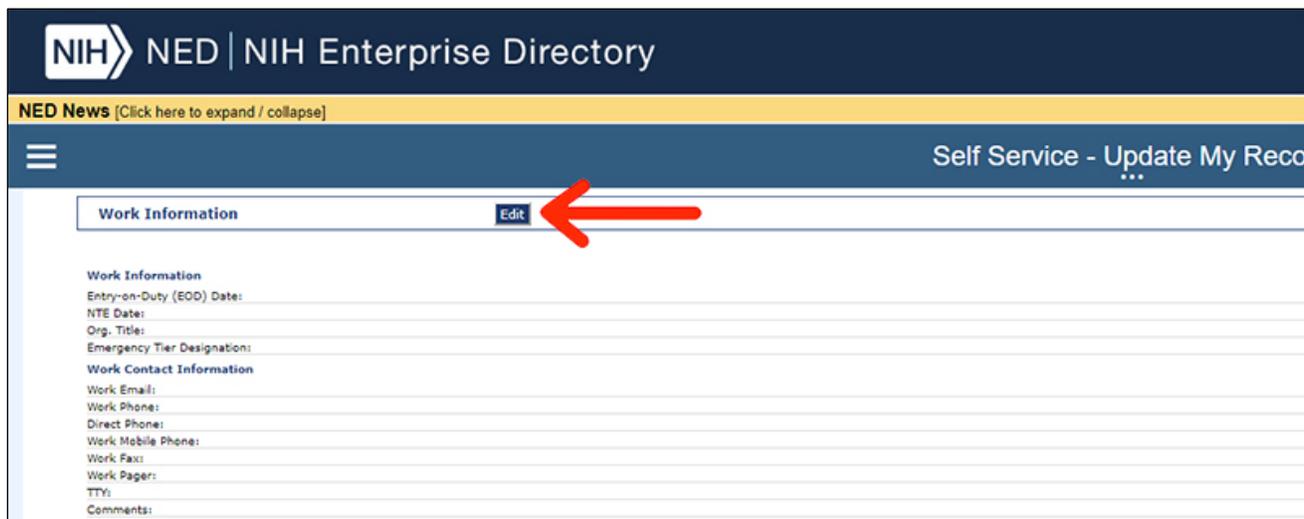
3. Click “Edit” next to Personal Information.



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 AlertNIH Notifications section.
12. Click "Edit".

The screenshot displays the NIH Enterprise Directory (NED) Self Service - Update My Record page. The page is divided into several sections:

- Classification Information:** Includes fields for Classification (Summer Student), IC, and SAC.
- Badge/Account Duration Information:** Includes Length of Employment.
- Position Contact Information:** Includes Supervisor, Point-of-Contact (POC), and Servicing AO.
- NIH Services Information:** Includes a section for Servicing Administrative Officer (AO) and a list of services such as Current Badge Type, Current Badge Expiration Date, Badge Title, NIH Network Account, Exchange Mailbox, NIH VPN Remote Access, List in Paper Directory, NIH Library Services, Red Parking, Contractor/Tenant Parking, and Sponsored by DIS.
- AlertNIH Notifications:** Includes an "Edit" button, which is highlighted by a red arrow.

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!**

**NIH** NED | NIH Enterprise Directory

NED News [Click here to expand / collapse]

Self Service - Update My Record

### Manage AlertNIH Notifications

This page allows you to manage the contact data where you wish to be notified in the event of an emergency. Move the available fields from the left selection box to the right selection box using the >> and << buttons.

**Available Work Information:** The following work contact information will automatically be used as a contact method in the event of an emergency:

- Work Email
- Work Mobile
- Work Phone

**Unavailable Work Information:** The following work contact options are **not** available because no data has been set. To be contacted with any of the following fields in the event of an emergency, you must first enter data for these fields in the event of an emergency page.

- Blackberry PIN
- Direct Phone

**Unavailable Personal Information:** The following personal contact options are unavailable because no data has been supplied. To supply any of these fields as a contact in the event of an emergency, you must first enter data for these fields in the event of an emergency page.

- Personal Pager

Do not send AlertNIH notifications

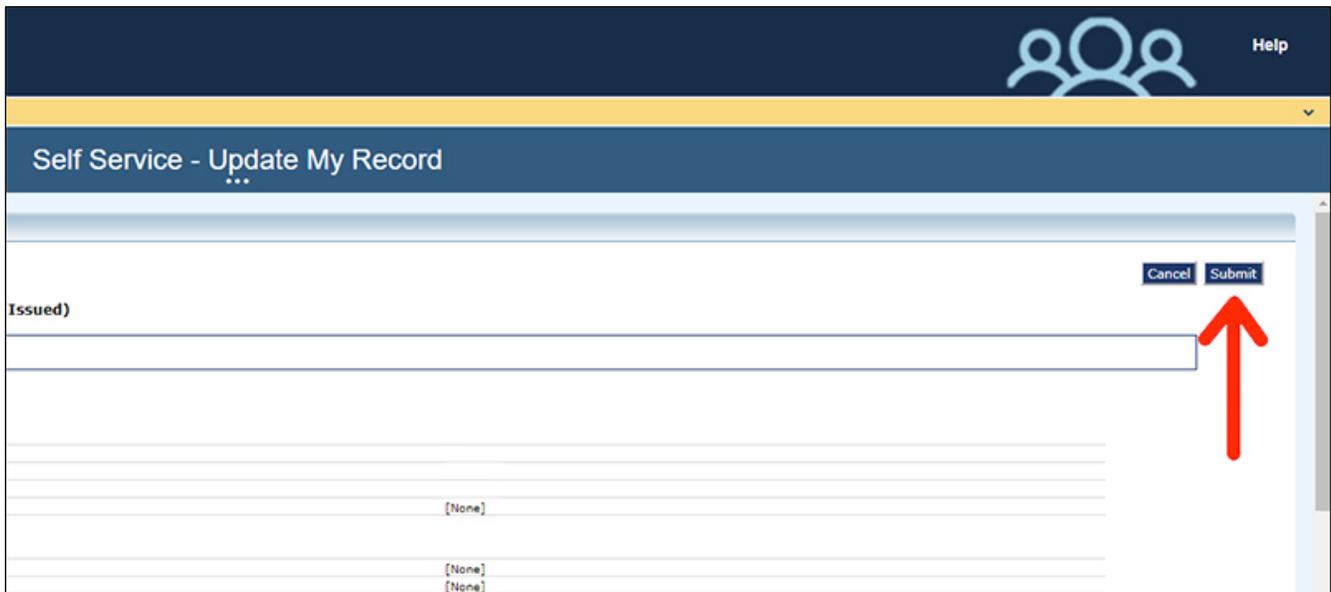
Send AlertNIH notifications

Alternate Email  
Home Phone  
Personal Mobile

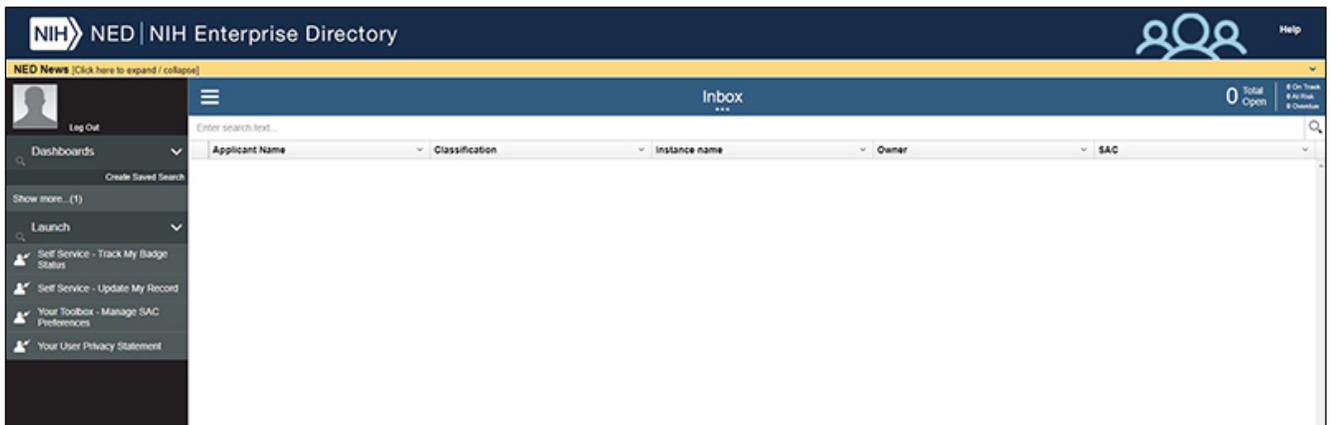
Collection of this information is authorized under 5 U.S.C. 301 and 302, 44 U.S.C. 3101 and 3102, Executive Order 9397. The primary use of this information is to provide NIH emergency personnel with the ability to send a message to employees, Congress, the Office of Personnel Management, Federal, State and local health officials, law enforcement officials, and contractors working on behalf of NIH in the event of an emergency. Submission of this information is voluntary, however, in an emergency, Redundant means of receiving communications during emergencies is important.

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.