

Using the NED "Update" and "Modify" Functions

Update - Overall Summary

- My Tasks
- Inbox
- History
- Awaiting Approval
- Awaiting Sponsorship
- Saved Tasks
- Scheduled Tasks
- Renewal Tasks
- Create/Modify Record
- Register/Activate
- Update**
- Transfer
- Deactivate
- Manage Services
- Modify**
- Self Service
- Update My Record
- Track My Badge Status
- View Record/Status
- Track Badge Status
- View Badge History
- View Account History
- Find Person
- Legacy Links
- Legacy NED

When to Use "Update"
 When you need to change information about a person's:

- Position,
- Their classification; their status as an FTE,
- Where they work/work phone numbers,
- Their personal information,
- Their supervisor,
- Their servicing AO.

Most of the changes to a badge involve using the "Update" feature.

Using "Update:"
 Click on "Update" in the menus on the left side of the NED Screen, search for the person whose badge you need to update, and then make changes by using the "Edit" buttons as illustrated below:



When to Use "Modify"
 When you need to change information about a person's services including:

- Their access to the NIH Main Campus or to Research Triangle park,
- Their NIH Exchange Email access,
- Their access to NIH Library Services,
- Whether they will be listed in the NIH Paper Directory,
- Cases where their badge was lost or stolen.

Cases where someone's badge is broken or demagnetized are no longer handled in NED. These situations are now completely handled by Access Control. Call 301-451-4766 for assistance, or have them bring their broken badge to any NIH badging station.

Using "Modify:"
 Click on "Modify" in the menus on the left side of the NED Screen, search for the person whose badge you need to modify, and then make changes by checking the boxes for those services you want the individual to have, as illustrated below:

