



Note: Please contact one of your IC's super users if you have questions about the sandbox or, please contact the NIH Help the "NED sandbox".

Setting Preferences/SAC Coverage in NED

Click Here to Open the Preferences/SAC Coverage Screen

- 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

Task Preferences

The two lists below contain all SACs within your authorized coverage. The SACs in the left list are your "Available SACs"; those in the right list are your "Primary SACs". For those SACs in the "Available SACs" list, tasks will not be shown in the Inbox or 'My Tasks' categories. For those SACs in the "Primary SACs" list, tasks will be shown in the Inbox and 'My Tasks' categories within NED. Please select the SACs that you would like to be in your primary SAC coverage list. [More Information...](#)

Available SACs

- HNB - NATL INST ARTHRITIS & MUSCULOSKELETAL & S...
- HNB-2-3 - ADMIV MGMT BR
- HNB-2-4 - OFC SCIENCE & TECHNOLOGY
- HNB-2-43 - CAREER DEVELOPMENT SECT
- HNB-2-44 - LAB ANIMAL CARE & USE SECT
- HNB-2-45 - LIGHT IMAGING SECT
- HNB-2-46 - BIODATA MINING & DISCOVER SECT

Primary SACs

Empty box for Primary SACs

Setting SAC coverage is a critical Step in Using the NED System.

Cancel Save Changes

- SACs are Standard Administrative Codes used to identify different work areas within Institutes and Centers at NIH.
- To set your SAC coverage, click on the "Preferences" item in the upper right corner of the NED Screen.
- This will bring up a NED page that looks like the one illustrated here.
- To set SAC coverage, select from the "Available SACs" list on the left, and move the SACs you will work with to the right under "Primary SACS." Use the arrow keys **>>** to move SAC Codes to the right.
- Be sure to select the major (parent) SAC Codes as well as all the sub-SAC codes underneath the parent to ensure you have the coverage you need.
- Click on "Save Changes" to finalize changes in the system. You can return to the "Preferences" screen at any time to make changes to your SAC coverage.