To register a new individual as a Volunteer (Clinical Rotator)

Click on Register/Activate, then click on the classification drop-down list and select Volunteer (Clinical Rotator).

Select the badge and account options. Normally, you’ll select Yes for both. Note that the answer to the question “How long will the applicant need their badge and account?” defaults to “Six months or less” and cannot be changed.

After entering the position and personal information for the individual, click on the (Optional) Badge Title drop-down list on the Services Information page and select the appropriate badge title, e.g., Physician. (N.B. The badge expiration date defaults to six months in the future to
match the “Six months of less” duration of the appointment selected previously. This date can be shortened, but it cannot be made longer without triggering a background investigation.

Indicate the other required services (e.g., Exchange mailbox, NIH Library access), then complete the registration process as usual, including AO approval (if necessary) and sponsorship.

To change the classification of an existing NED record to Volunteer (Clinical Rotator)

Click on Update in the NED menu.

Find the record you want to update.

Click on the Edit button in the Position Organization / Contact Information section. Click on the classification drop-down list and select Volunteer (Clinical Rotator).
Make whatever other changes are necessary and click on the Next button to return to the Update – Overall Summary page. A warning will indicate that the individual’s current badge will be disabled once the changes are authorized.

Scroll down on the Update – Overall Summary page and, if necessary, click on the Edit button for any sections that display a warning concerning missing information. When you’re done updating the record, click on the Submit Changes button.
To enter or change the badge title of an existing Volunteer (Clinical Rotator)

Click on Modify in the NED menu, find the record, click on the (Optional) Badge Title drop-down list, and select the appropriate badge title, e.g., Physician.

Click on the Update Services button.