NED Self Service: How NIH Staff Can Update Their Own NED Record

**STEP 1:**
Staff can access their NED record by visiting https://nedportal.nih.gov (NIH Login required).

To view your NED record, click on “Update My Record”.

**STEP 2:**
To update any section, click on the “Edit” button.

**STEP 3:**
Update your record with the correct information. Please note that fields marked with an ‘*’ are required by NED.

Fields with a icon appearing next to the data entry areas require AO approval before the updates/changes will appear in NED.

**STEP 4:**
Updates to personal information, require checking the release of Information box.

**STEP 5:**
after completing your updates, click the “Continue” button.

**STEP 6:**
Finalize the changes by clicking “Submit.”