

## How to Update AlertNIH Notifications in the NIH Enterprise Directory (NED)

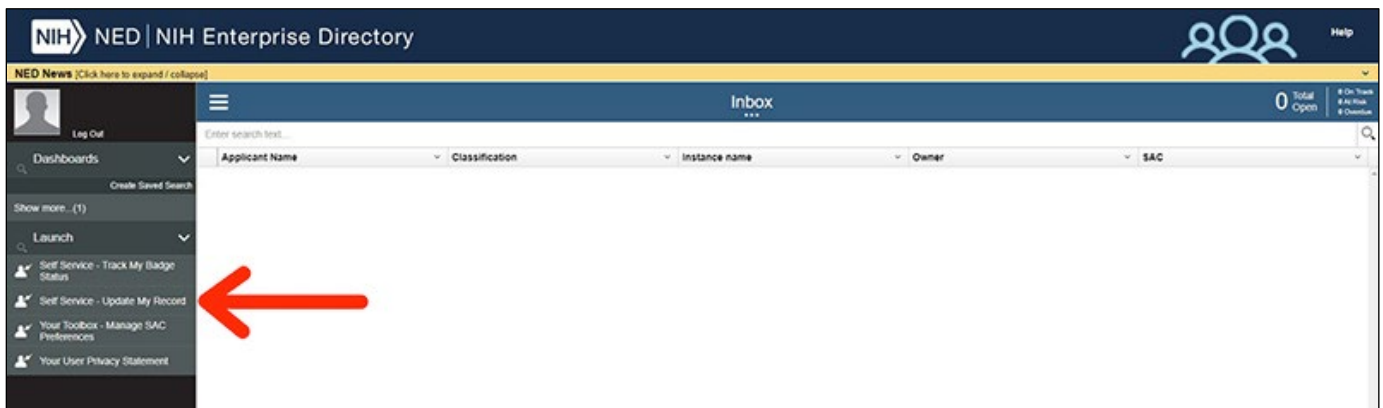
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To receive AlertNIH notifications on your personal devices, you must complete a *two-step process* in NED. First, update your contact information in the “*Personal*” Tab, then scroll down to the “*Manage AlertNIH Notifications*” section to opt in for notifications. 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Please note: Personal Contact Information will not be published to the Global Address List (GAL) or to the NED Staff Directory.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>.**

**Important:** If you close the browser window before clicking “Submit” (even after clicking “Next”), 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 “Self Service - Update My Record” in the Menu on the left.



3. Click “Edit” on the right side of the page.



4. Click the “Personal” Tab.

All fields marked with an asterisk (\*) are required.

Organization Access Position **Personal** Work Other Services

The legal name must match the full legal name on both official documents used for enrollment. During enrollment (identity verification) the capture of fingerprints and a photograph are necessary to determine suitability for filling a position at the NIH. Acceptable forms of but are not limited to, a passport, driver's license or other photo ID issued by a Federal, State or local government agency. For a full list of acceptable documents, please visit the [Division of Personnel Security and Access Control website](#).

**Name and Basic Personal Information**

Title: Mr (dropdown) | Legal First Name: Bugs | \* Legal Middle Name: Sandra |  No Legal Middle Name | \* Legal Last Name: Bunny | Generation: Jr (dropdown) | Suffix: H.B.

\* Personal Email: Rachel.Patterson@nih.gov | \* Re-Enter Personal Email: Rachel.Patterson@nih.gov |  Do Not Publish Legal Middle Name

Preferred First Name: Preferred First Name | Preferred Middle Name: Preferred Middle Name | Home Phone Number: 951-310-2849 | Mobile Phone Number: 123-456-7890

5. Verify and/or add Personal Contact Information.

- a. Recommended minimum information:
  - i. Personal (Alternate) Email
  - ii. Personal Mobile Phone

6. Scroll down and click to expand the “Manage AlertNIH Notifications” section.

**Self Service - My Record**

Preferred First Name: Preferred First Name | Preferred Middle Name: Preferred Middle ... | Home Phone Number: | Mobile Phone Number: 123-456-7890

Personal Information [Click here to expand / collapse] ▼

Local US Residence Address [Click here to expand / collapse] ▼

Emergency Contact Information [Click here to expand / collapse] ▼

Manage AlertNIH Notifications [Click here to expand / collapse] ▼ 

7. Select the personal contact information you would like receive emergency notifications by using the Add/Remove buttons.

8. Check the “I Agree” checkbox at the bottom.

## How to Update AlertNIH Notifications in the NIH Enterprise Directory (NED)

Manage AlertNIH Notifications [Click here to expand / collapse]

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 available [Add>>] and [<<Remove] 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 ( @nih.gov)
- Work Mobile ( )
- Work Phone ( )
- 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, update your NED personal information.

- Home Phone

Do not send AlertNIH notifications
 Add >>
<< Remove
Send AlertNIH notifications

Personal Mobile (123-456-7890)  
 Alternate Email (example-email@gmail.com)

I hereby authorize the release of information in this application to appropriate Federal agencies for the purposes of processing this application and verifying my identity. I also acknowledge that if I provide or assist in the provision of false information or non-verifiable information, and/or I purposely omit information, it could result in loss of access to HHS facilities and IT systems and in disciplinary action including removal from Federal service or a Federal contract, and I may be subject to prosecution under applicable Federal criminal and civil statute. I declare under penalty of perjury that the foregoing is true and correct.

I Agree

### 9. Scroll up and click the “Work” Tab.

All fields marked with an asterisk (\*) are required.

Organization Access Position Personal **Work** Other Services

Entry-on-Duty (EOD) Date: 06/07/2022      NTE Date: (e.g., 01/01/2000) ?

Org. Title:      Emergency Tier Designation: Tier III-Default - Non-Emergency/Non-T...

**Contact Information [Click here to expand / collapse]**

Work Email:      \* Work Phone: 301-435-6431 ?      Direct Phone: 646-555-9456 ?

Work Mobile:      Do Not Publish      Work Fax:      Work Pager: ?

### 10. Verify and/or add the following Contact Information:

- a. Work Email
- b. Work Phone
- c. Work Mobile Phone

### 11. Scroll down and update your work location in the “Building Information” section.

### 12. On the bottom right of the page, click “Next”.

### 13. Verify your changes and click “Submit”.