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

Office of Research Services, Division of Emergency Management
Email: orsdem@nih.gov; Phone: (301) 496-1985

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Please note: Personal Contact Information will not be published to the Global Address List (GAL) or to the NED Staff Directory.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 at https://nedportal.nih.gov.

2. Click "Self Service - Update My Record" in the Menu on the left.
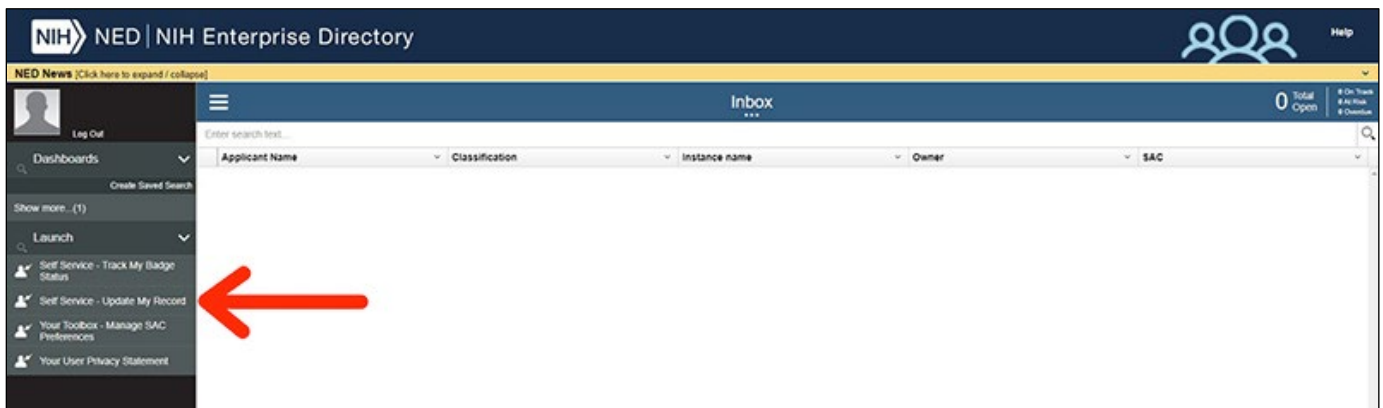
3. Click "Edit" on the right side of the page.

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	Legal First Name	* Legal Middle Name		* Legal Last Name	Generation	Suffix
Mr	Bugs	Sandra	☐ No Legal Middle Name	Bunny	Jr	H.B

* Personal Email	* Re-Enter Personal Email	☐ Do Not Publish Legal Middle Name ❓
Rachel.Patterson@nih.gov	Rachel.Patterson@nih.gov ❓	

Preferred First Name	Preferred Middle Name	Home Phone Number	Mobile Phone Number
Preferred First Name ❓	Preferred Middle Name	951-310-2849	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 Middle Name	Home Phone Number	Mobile Phone Number
Preferred First Name ❓	Preferred Middle ...		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.

9. Scroll up and click the "Work" Tab.

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".**