

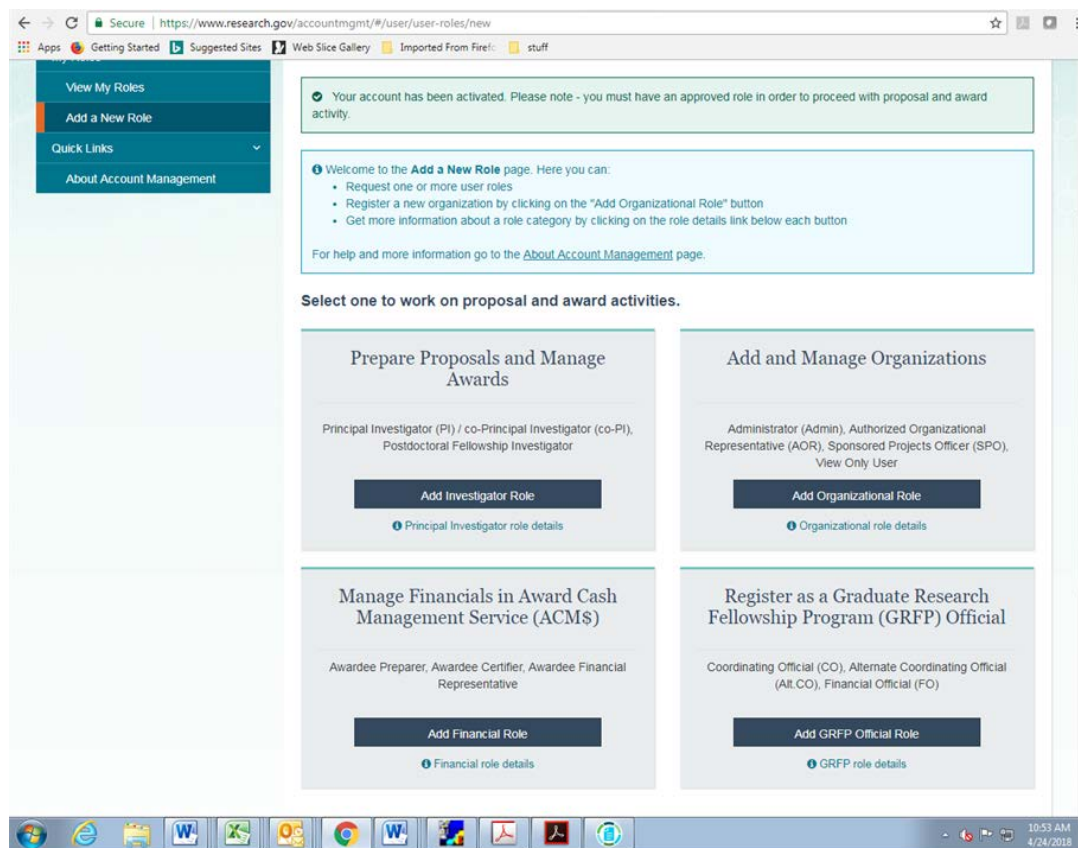
# UNIVERSITY OF ROCHESTER

## PROCESS TO ESTABLISH A NSF ACCOUNT

NSF has modified their process to establish a user account. At this time, new users begin the registration process at: <https://www.research.gov/accountmgmt/#/registration>

NSF will then send you 2 emails, one with your NSF ID and another with a temporary password. You will be prompted to log into Research.gov to change your password.

Once your account is confirmed, you will need to request roles within the system. The screen should look like this:



Most individuals will be selecting the PI role under the “Prepare Proposals and Manage Awards”. You will need the University’s Unique Entity Identifier (UEI) number: **F27KDXZMF9Y8**

If you are not a PI but need access to prepare and edit proposals, select the PI role and contact one of the individuals listed below to have the role “Other Authorized User” assigned by ORPA once your registration is completed.

A role must be selected for your ID to be linked to the University of Rochester.

Once you complete this process an email will be sent to the following individuals for approval.

Lori Hume, Tel. 275-9096, E-mail: [lori.hume@rochester.edu](mailto:lori.hume@rochester.edu)

Anne Corriveau, Tel. 273-2137, E-mail: [anne.corriveau@rochester.edu](mailto:anne.corriveau@rochester.edu)

Anthony Beckman, Tel. 275-1502, E-mail: [anthony.beckman@rochester.edu](mailto:anthony.beckman@rochester.edu)

NSF will notify users by email when their roles have been approved by ORPA. Users may need to then log into the system to update their profile and finalize the registration process.

### Helpful Links

[NSF ID FAQs](#)

[NSF ID registration manual](#)