

National Science Foundation New User Registration

Effective March 26, 2018, the National Science Foundation (NSF) transitioned to a Single Sign On feature for use on both Fastlane and Research.gov. New users are now able to register directly with NSF through Research.gov in a two-step process of requesting registration and then activating your account. This Instruction Guide details the new user registration process.

From [Research.gov](https://www.research.gov) select **Register** at the top right-hand corner and enter your information in the Account Registration screen.

Account Registration

! NSF Proposal & Award Policies & Procedures Guide (PAPPG) specifies that each individual user of NSF systems should not have more than one NSF ID (Chapter I.G.4, NSF ID). [Forgot/Look Up your NSF ID?](#)

*** Required Fields**

Prefix	* First Name	Middle Name	* Last Name	Suffix
<input type="text" value="Select One"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text" value="Select One"/>

Alternate Name(s) Nickname, maiden name, etc.

* Primary Email <small>! For account recovery</small>	* Confirm Primary Email
<input type="text"/>	<input type="text"/>
Secondary Email	Confirm Secondary Email
<input type="text"/>	<input type="text"/>
ORCID ID <small>! 16-digits ie. 1234-1234-1234-1234</small>	Phone Number
<input type="text"/>	<input type="text"/>

I'm not a robot

* I confirm that I am at least 13 years of age.

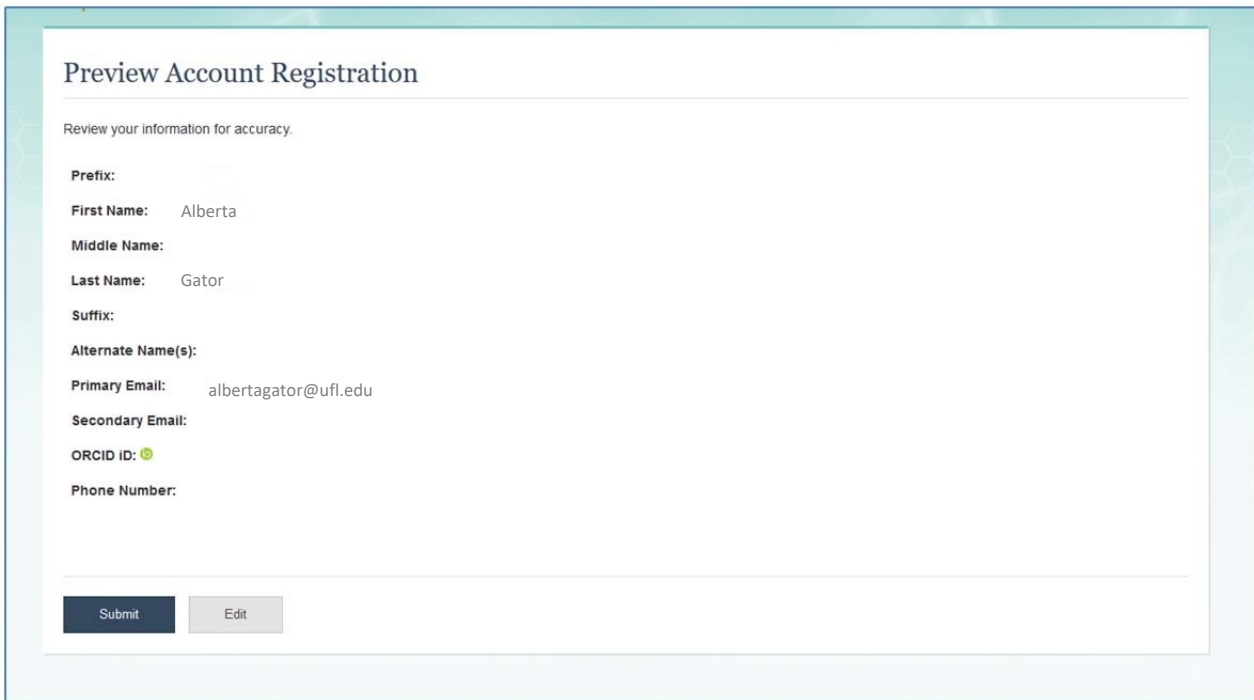
Save & Preview

Cancel

The *primary* email address must be unique to you and cannot be a group email alias. Your @ufl.edu address should be used as both your primary and work email addresses.

Click **Save & Preview**.

A preview of your registration details will appear. Edit these details if needed, otherwise click **Submit**.



Preview Account Registration

Review your information for accuracy.

Prefix:

First Name: Alberta

Middle Name:

Last Name: Gator

Suffix:

Alternate Name(s):

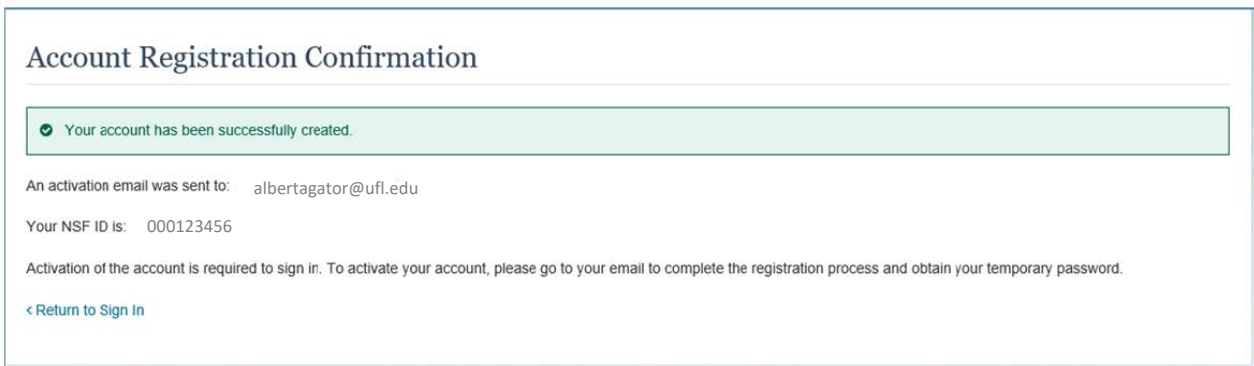
Primary Email: albertagator@ufl.edu

Secondary Email:

ORCID ID:

Phone Number:

You will receive a confirmation of your registration like the one shown below.



Account Registration Confirmation

Your account has been successfully created.

An activation email was sent to: albertagator@ufl.edu

Your NSF ID is: 000123456

Activation of the account is required to sign in. To activate your account, please go to your email to complete the registration process and obtain your temporary password.

[< Return to Sign In](#)

Research.gov will issue an email to your primary email address containing a temporary password. You must complete the following steps to activate your account and complete registration.

From [Research.gov](https://research.gov), click **Sign In** at the top right-hand corner. The NSF User Sign In page will appear. Enter your NSF ID and the temporary password obtained from the activation email. Click **Sign In**.

NSF User Sign In
There are 2 ways to sign in to Research.gov. Use your **NSF ID** or your **organization credentials**.

NSF ID
[Input Field] [Forgot? / Look Up NSF ID](#)

Password
[Input Field] [Forgot Password](#)

Sign In

New to NSF?
[Register](#)

Organization Credentials ⓘ
Select your organization from the drop-down menu below, to be taken to the InCommon Log In page for your organization.

Pick Your Organization
[Select an Option]

Sign In

Don't see your organization listed?
[Learn more / Register for InCommon](#)

[Sign In for NSF Staff](#)

The system will automatically prompt you to set a new password. Be sure to choose a password that conforms to NSF password requirements which are shown at right. Click **Change Password**.

Change Password
For Research.gov and FastLane

Enter your temporary password as received to change your password.

Enter your current password and then create a new password.

NSF ID

Current Password
[Input Field]

New Password
[Input Field]

Confirm Password
[Input Field]

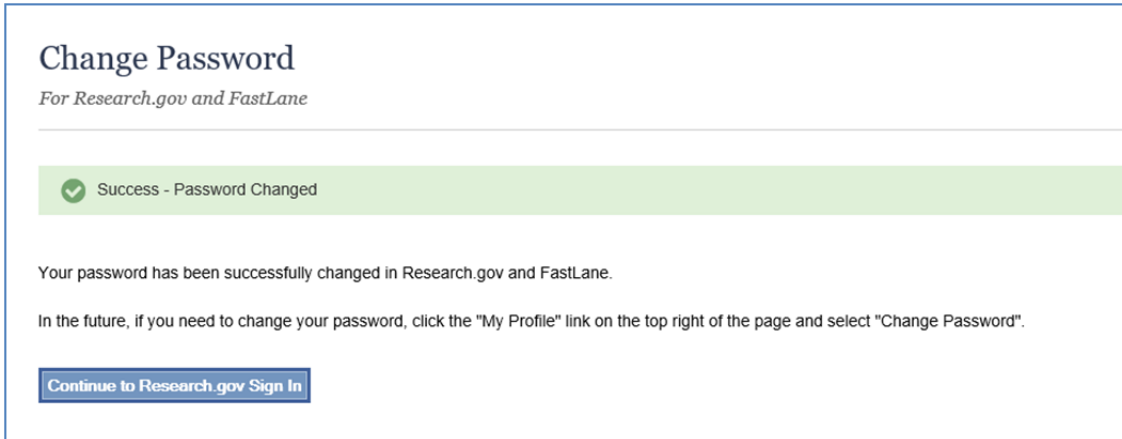
Your password needs to:


- ❌ Have at least 8, but no more than 20 characters
- ✅ Avoid using spaces
- ❌ Meet 3 of the 4 rules:
 - At least one lowercase letter
 - At least one capital letter
 - At least one number
 - At least one of the permitted special characters # & % ! @ ()

Note: you cannot re-use your last 6 passwords

Change Password **Cancel**

If your new password meets requirements you will see confirmation of success. You are now an active Research.gov user.



Click ***Continue to Research.gov Sign In*** to officially sign in as a user to Research.gov under the NSF User Sign In page. Once signed in, you will automatically land on the My Desktop tab of the user interface. As you explore your My Desktop and the other dark blue horizontal tabs you will notice that functions that are still hosted on Fastlane are noted with the  icon. Clicking on these functions will allow you to directly access Fastlane. After Fastlane is officially retired this cross-functionality will likely be removed as services migrate entirely to Research.gov.

In order to use Research.gov to manage and submit proposals and awards, you must still affiliate with UF and obtain Roles as a UF user. Please consult the Instructional Guide National Science Foundation User Role Request for the affiliation and Role request process.

As the functionalities and features of Research.gov and Fastlane change ahead of the official retirement of Fastlane, DSP will provide guidance on our website and via emails to our campus partners.

***** In order to finalize your account request, please complete the next step by following the instructions in the NSF User Role Request guide (#2). You will not be able to work within FastLane or Research.gov until this second step has been completed.**