



To submit proposals to the National Science Foundation (NSF) and conduct other award-related activities using NSF systems, you must have an NSF ID. You may only have one NSF ID. This ID is a unique numerical identifier assigned to users by NSF through the registration process outlined below. The NSF ID is yours for you to use no matter your affiliation(s) in the future. Follow the step-by-step process to create a new NSF account.

Step 1: Confirm you do not have an existing NSF account

- Access the [NSF ID Lookup](#) page to search for an existing NSF account.
- If you forgot your password for an established NSF account, [click here](#) to retrieve it. Note that your email address can only be associated with one NSF account. (only one NSF ID per person)
- If you do have an existing NSF account and you know your password, you can edit your account profile information by selecting the **“My Profile”** option located on the top right of [Research.gov](#) homepage. [Click here](#) for detailed information on **“My Profile”** functions.
- If you do not have an existing NSF account, proceed to Step 2.



Figure 1

Step 2: Access the Account Registration page

- Open [Research.gov](#)
- Click **“Register”** located at the top of the screen. (Figure 1)

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: Select Prefix: First Name: Middle Name/Initial: Last Name: Suffix: Select Suffix:

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

Primary Email: For NSF account password recovery Confirm Primary Email

Secondary Email Confirm Secondary Email

ORCID ID 16-digits in: 1234-1234-1234-1234 Phone Number Extension

I'm not a robot
 * I confirm that I am at least 13 years of age.

Save & Preview Cancel

Figure 2

Step 3: Create a new NSF account

- Input the requested account registration information (Figure 2)

Important Note: Your primary email address will be used for NSF account notifications including password resets. Please make sure you have ongoing access to this email account (e.g., Google email). It is critical that you have continued access to this email account, even if you were to ever change organizations.

- Check the boxes to confirm you are not a robot and that you are at least 13 years of age. (Figure 2)
- Click **“Save & Preview.”** (Figure 2)
- Verify that your account registration information is correct on the Preview Account Registration screen and then click **“Submit.”** (Figure 3)
- You will receive an Account Registration Confirmation on the screen. (Figure 4)
- Check the primary email account that you just used for two messages: one containing your new NSF ID and another containing your temporary password.
- Click **“Sign In”** on [Research.gov](#) and enter your new NSF ID and temporary password. (Figure 1)
- Follow the instructions to change your temporary password.
- You have successfully registered for a new NSF account!

Preview Account Registration

Review your information for accuracy.

Prefix: Mr.
First Name: Alpha
Middle Name/Initial: M
Last Name: Man
Suffix: Jr.
Alternate Name(s): Beta
Primary Email: Beta@nsf.gov
Secondary Email: Alpha@nsf.gov
ORCID ID:
Phone Number: (202) 571-7031
Extension: 1978

Submit Edit

Figure 3

Account Registration Confirmation

Your account has been successfully created.

An activation email was sent to: Claude7075@1.com
Your NSF ID is: 000900873
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.

Figure 4

Step 4: Add a New Role

- Now that you have an NSF account, you can add roles to your account profile. [Click here](#) for detailed instructions.