

REGISTRATION

User Guide | 2006

NSPIRES | INTERNAL

NASA RESEARCH AND EDUCATION SUPPORT SERVICES



Table of Contents

General Information.....	Pages 2-3
Accessing Internal NSPIRES	Page 4
Accepting Certification.....	Page 5
Entering User Information	Page 6
Entering Account Information	Page 7
Selecting Employee Type.....	Page 8
Adding Data Access	Page 9-10
Submitting a Request.....	Page 11
Completing System Request Access Form.....	Page 12

Registration: Requesting an Account

In order to use the many features of internal NSPIRES, you must first submit a request to NASA to become an NSPIRES internal user.

In this guide, you will learn how to request an account by...

- ✓ **Accessing internal NSPIRES**
- ✓ **Accepting certification**
- ✓ **Entering user information**
- ✓ **Entering account information**
- ✓ **Selecting Employee type**
- ✓ **Adding Data Access**
- ✓ **Submitting request**
- ✓ **Completing System Access Request form**

Internal NSPIRES

NSPIRES is a NASA web application designed to support the solicitation's peer review and selection at NASA Headquarters. It includes an External site for the scientific community, and an Internal site for NASA and NASA Research and Education Support Services (NRESS). You must have prior authorization to register for an Internal user account.

Internal NSPIRES provides a multifaceted approach to managing the submission and review of proposals. As you will learn in upcoming guides, the various modules currently available include Managing Solicitations, Managing Proposals, Administrating the External Site, and Administrating the Internal Site. Future modules will include Managing Reports, Awards and Grants Administration.

Depending upon your job requirements, the IT Manager may assign certain permissions to you before activating your Internal user account. The two categories of permissions are global and affiliation. Many of the global permissions affect Internal and External NSPIRES and are, therefore, restricted for use by only the IT Manager and Help Desk staff. Affiliation permissions, however, may include any or all of the following:

Permission	Description
Manage Solicitations	Create, print and edit a solicitation
Manage Submitted Proposal	View, print or edit submitted proposals
Manage Unsubmitted Proposal	View, edit or print unsubmitted proposals
Manage Submitted NOI	View or print submitted NOIs
Manage Unsubmitted NOI	View, edit or print unsubmitted NOIs
Create/Submit Proposal by Proxy	Create and submit a proposal on behalf of a PI
Create/Submit NOI by Proxy	Create and submit an NOI on behalf of a PI
Administer Reviews	Set up reviews (including panels)
Manage Reviews	Access and edit reviews (including panels)
Edit Evaluation	Access and edit an evaluation
Delete Evaluation	Access and delete an evaluation

You will know what permissions you have by what you can do once you have an Internal user account.

Registration: Requesting an Account

Step 1: Accessing Internal NSPIRES

Before you can submit a request for an NSPIRES internal user account, NASA must first authorize you to do so. Once authorized to register, proceed to the internal NSPIRES website to begin.

1. Access Internal NSPIRES website at <https://i-nspires.nasaprs.com/internal/index.faces>
2. Select the **Request NSPIRES Account** link from the Internal NSPIRES Login page

The screenshot shows the 'NSPIRES: Internal' login page. On the left, there is a vertical 'NSPIRES' logo. The main content area is split into two columns. The left column is titled 'NSPIRES Login:' and contains a 'Username:' field, a 'Password:' field, a 'Login' button, and two links: 'Forgot Your Password?' and 'Request NSPIRES Account'. The right column is titled 'WARNING:' and contains a disclaimer: 'This is a U.S. Government computer. This system is for the use of authorized users only. By accessing and using the computer system, your are consenting to the use of system monitoring. Unauthorized use of, or access to, this computer system may subject you to disciplinary action and criminal prosecution.' At the bottom of the page, there is a footer with the text: 'Developed and operated by: [NASA Research and Education Support Services](#)
NASA Application Owner: Greg Lindsay
[NSPIRES Privacy, Disclaimer and Accessibility Statement](#)'.



Step 2: Accepting Certification Message

This will take you to a Certification Message. Please take a moment to carefully read the provisions on the page, as NASA mandates your acceptance of the certification in order to proceed with the registration process.

1. Click the **Accept** button, OR
2. Click the **Cancel** button to terminate the session

Certification Message

I understand that user IDs and passwords issued to me as a result of this request and all files residing on NASA-owned computers are the property of NASA. I will safeguard passwords for which I have access and will not allow them to be accessible by other personnel. I understand that unauthorized access to or use of the requested computer services is a violation of the law and punishable under the provisions of 18 USC 1029, 18 USC 1030 and other statutes. I also understand that my failure to adhere to NASA system access and password policies can cause the revocation of my access to the NSPIRES system. Unauthorized use of the computer accounts and computer resources to which I am granted access is a violation of Section 799, Title 18 U.S. Code; constitutes theft; and is punishable by law. I understand that I am the only individual to access these accounts and will not knowingly permit access to others without written approval. I understand that my misuse of assigned accounts, and my accessing others' accounts without authorization is not allowed. I understand that this system and resources are subject to monitoring and recording. I further understand that failure to abide by these provisions may constitute grounds for termination of access privileges, administrative action, and/or civil or criminal prosecution.

Accept **Cancel**

Note

Failure to abide by these provisions may result in termination of access privileges, administrative action, and/or civil or criminal penalties.



Step 3: Entering User Information

The User Information page requires you to enter information about yourself.

1. Enter **personal information** in the required fields
2. Designate **citizenship**
3. Click the **Continue** button

The screenshot shows a 'User Information' form with the following fields and values:

- Salutation: Dr. (dropdown)
- First Name: * Konstantine
- Middle Initial: G
- Last Name: * Caruso
- Suffix: (dropdown)
- Job Title: * Senior Scientist
- NASA Center/Company: * GST
- Address: * 500 E Street SW, Suite 200
- City, ST, Zip: * Washington, DC, 20024
- Email: * konstantinecaruso@yahoo.com
- Office Phone: * 202-479-9030 (ie 555-555-1234) Ext: 277
- Mobile Phone: (ie 555-555-1234)
- Fax Number: (ie 555-555-1234)
- Home Phone: (ie 555-555-1234)
- Citizenship: * U.S. Citizen Permanent Resident Foreign National

Callouts and annotations:

- A box at the top right states: "NSPIRES designates required fields with an asterisk." with a red dotted arrow pointing to the asterisk on "First Name".
- A box on the right states: "Fields without an asterisk are optional." with a red dotted arrow pointing to the "Suffix" field.
- A red dotted arrow points from the "Continue" button to the "Citizenship" field.

(* Fields marked with an asterisk are required)



Step 4: Entering Account Information

Login Information

NSPIRES now displays the **Account Information** page where you must enter information pertinent to your user account in a **Login Information** section, and an **Account Recovery** section.

1. Enter **Username**
2. Enter **Password**

Username

- Each username is unique in NSPIRES.
- Usernames must range from 6 to 12 characters in length and may consist of a combination of letters and/or numbers.
- Usernames are **not** case-sensitive.

Password

- Passwords **are** case-sensitive.
- You must use a minimum of 8 characters in a combination of lower case letters, upper case letters, numbers and/or special characters.
- Passwords cannot contain any word found in a dictionary.

Account Recovery

The **Account Recovery** section allows you to enter information to login to the system in the event that you forget your username and/or password. To help confirm your identity, enter the following required information.

1. Enter **City of Birth**
2. Enter **Birthday**
3. Select **Challenge Question**
4. Enter **Answer** to Challenge Question
5. Click the **Continue** button

Continue

Cancel

Step 5: Selecting Type of Employee

NSPIRES now requests employee type information, which is either a NASA **Civil Servant** or **Government Contractor**. A Civil Servant is an individual who has received an official appointment to the civil service to perform a federal function, and whose supervisor is also a civil servant. If you are a Government Contractor, you must enter required contract information, such as Contract Number, Expiration Date of Contract, Company Name, Company Address as well as the name, email address and phone number of the COTR.

1. Select the **appropriate** radio button for employee type
2. Click the **Continue** button if you are a **Civil Servant**, OR
3. Enter **Contract Information** if you are a **Government Contractor**.
4. Click the **Continue** button

Employee Type

Declaration:

Employee Type: Civil Servant Government Contractor

IPAs should select "Civil Servant."



Employee Type

Declaration

Employee Type: Civil Servant Government Contractor

Contractor Information

Enter the following only if you selected government contractor.

Contract Number: * 34500988

Expiration Date: * Jan 1 2008

Company Name: * GST

Company Address: * 500 E Street SW Suite 200

City, ST, Zip * Washington DC 20024

COTR Name: * Jim Smith

COTR Email: * jim.smith@nasa.gov

COTR Phone: * 202-555-3344 (ie 555-555-1234) Ext: 56

(* Fields marked with an asterisk are required)

Note
A COTR is a Contracting Office's Technical Representative.



Step 6: Adding Data Access

The **Data Access Requests** page determines which areas of Internal NSPIRES you will be allowed to access based upon your job responsibilities. These access levels are Agency, Center, Directorate, Division, and Discipline. You must add at least one access level in order to continue with the registration process.

1. Click the **Add** button

The screenshot shows a window titled "Access Requested". Inside, there is a section "Data Access Requested:" with an "Add" button circled in red. A red dashed arrow points down to the "Add" button. Below this section are five labels: "Agency:", "Center:", "Directorate:", "Division:", and "Discipline:". At the bottom of the window are two buttons: "Continue" and "Cancel".

NSPIRES displays the **Organization Selection** window. In this example, the registrant requires system access at the Directorate level. NASA is the Agency default. Select current organization only.

1. Choose the **Select** link
2. Pick a **Center** from the drop-down menu
3. Choose the **Select** link to proceed to the next access level
4. Pick a **Directorate** from the drop-down menu
5. Select the **Add Directorate** link when finished

The screenshot shows a window titled "Organization Selection". It has five numbered steps:

1. Agency: NASA (dropdown)
2. Center: Headquarters (dropdown)
3. Directorate: Science Mission Directorate (dropdown)
4. Division: (empty)
5. Discipline: (empty)

 Below these steps is a section "Selected Organization:" with labels for Agency, Center, Directorate, Division, and Discipline. A "Cancel" button is at the bottom. To the right of the dropdowns is a grid of links:

Select	Add Agency
Select	Add Center
Select	Add Directorate

 A red dashed arrow points to the "Select" link for the Directorate level. Another red dashed arrow points from the "Add Directorate" link to a yellow note box. The note box contains the text: "Note: The Add links complete the selection."



Adding Data Access (cont.)

Take a moment to verify the information in the **Selected Organization** section.

1. Click the **Save** button

Organization Selection

1. Agency: [Select](#) [Add Agency](#)

2. Center: [Select](#) [Add Center](#)

3. Directorate: [Select](#) [Add Directorate](#)

4. Division

5. Discipline:

Selected Organization:				
Agency:	Center:	Directorate:	Division:	Discipline:
NASA	Headquarters	Science Mission Directorate		

Save **Cancel**

NSPIRES displays the information saved. In this example, the registrant requested access to data within the Science Mission Directorate at NASA Headquarters. If more than one level is required, you may add it before proceeding.

1. Click the **Add** button if more than one level is required, OR
2. Click the **Continue** button to proceed

Access Requested

Data Access Requested: [Add](#)

Agency:	Center:	Directorate:	Division:	Discipline:
NASA	Headquarters	Science Mission Directorate		

Continue **Cancel**

ICON KEY
Delete



Step 7: Submitting a Request

The **Account Request Summary** page is the last page for this part of the registration process, and, therefore, summarizes all information entered thus far. If the information is not correct, you may go back to any section by using the links within the **Left-side Navigation bar**. You must now complete the request for an internal NSPIRES account.

1. Click the **Submit** button

Note

The **Left-side Navigation bar** provides links to previous screens.

Request Account	
Certification Message	
User Information	
Account Information	
Employee Type	
Data Access Requests	
Confirmation	

Account Request Summary	
User Information:	
Name: Dr. Konstantine G Caruso	Email: konstantinecaruso@yahoo.com
Job Title: Senior Scientist	Office Phone: 202-479-9030 x 277
NASA Center: GST	Mobile Phone:
Address: 500 E Street SW Suite 200 Washington DC 20005	Fax Number:
Citizenship: U.S. Citizen	Home Phone:
Account Information:	
Username: konstantine	City of Birth: Virginia Beach
	Birthdate: 9 / 3
	Question: What is your pet's name?
	Answer: Fluffy
Employee Type:	
Type: GOVERNMENT_CONTRACTOR	Contract #: 34567
Company: GST	Exp Date: Sun Dec 31 13:30:28 EST 2006
500 E Street SW Suite 200 Washington DC 20005	COTR Info: Jim Smith jsmith@nasa.gov 202-555-1234 x 678
Data Access Requests:	
Agency: NASA	Center: Headquarters
Directorate: Science Mission Directorate	Division:
	Discipline:

Submit
Cancel

Congratulations! Your request has been submitted to NASA. There are a few additional steps you must now complete.

1. **Read** the instructions on this page
2. **Make** a note of your confirmation number
3. Click the **OK** button

Request Account: Submitted

Your request has been successfully submitted to NSPIRES. You will be receiving an email shortly containing further instructions and a form that you must sign to complete the process.

If you have any questions, please contact the NSPIRES Help Desk at (202) 479-9376, or by email at nspires-help@nasaprs.com

Confirmation Number(s): NSP-D29AS

OK

Step 8: Completing Request Form

NSPIRES will now process the registration request. You will receive an e-mail containing final instructions on how to complete the Internal NSPIRES registration process.

1. **Open** the attached NSPIRES Registration.pdf
2. **Print** the attached **System Access Request Form**
3. **Read** the certification statement on the form
4. **Sign** the form
5. **Have** the **COTR** (if you are a Government Contractor) and **NASA Organization Point of Contact** sign and date the form
6. **Return** the form to the address listed in the e-mail

NSPIRES Access Request Forms
nspires@nasaprs.com

Extra line breaks in this message were removed.

To: konstantin@nasaprs.com

Attachments: NSPIRES Registration.pdf (69 KB)

Welcome to NSPIRES!
You are receiving this e-mail as part of the NSPIRES user registration process. Attached to this e-mail message is one PDF form for each NASA organization to which you requested access. In order to complete the registration process, for each attached form you must:

1. Print the attached .pdf form.
2. Read the certification statement and sign the form.
3. If you are a contractor, have your COTR sign and date the printed form.
4. Have the NASA Organization Point of Contact, whose name appears on the form(s), sign and date the printed form.
5. Mail or deliver the printed and signed form to:
NSPIRES Operations Manager
NASA Peer Review Services
Suite 200
500 E Street, S.W.
Washington, D.C. 20024

To expedite your registration, the signed form(s) can be faxed to the attention of the NSPIRES Operations Manager at (202) 479-0511, but the original signed form(s) must still be mailed to the above address. Upon approval by the NASA Application Owner, your NSPIRES account will be activated, and you will receive an activation e-mail message.

For questions or assistance with registration, please email or call the NSPIRES Help Desk, and include your NSPIRES Tracking Number, which appears on the upper right of the form.
E-mail: nspires-help@nasaprs.com
Phone Support: (202) 479-9376 (Monday to Friday 8 AM to 6 PM EST/EDT) This message is being sent from an outbound-only mail server. Please do not reply to this message. Contact the NSPIRES Help Desk for any assistance you need.
Thank you for registering with NSPIRES.

NSPIRES System Access Request Form

Requestor's Signature (Must have user's signature on file. Do not sign "for" requestor.) Date

X

SECTION VII - APPROVALS

COTR (if contractor)	Name Jim Miller	Signature	Date	Phone 202-555-1234 x555
Organization Point of Contact	Name	Signature	Date	Phone
NASA Application Owner Signature			Date	

Greg Lindsay, Office of Infrastructure, Management, and HQ Operations, NASA Headquarters

After NASA receives the form, NASA will activate your NSPIRES internal account and grant you proper permissions depending upon your job responsibilities. NSPIRES will then notify you in a confirmation e-mail that you can login to NSPIRES as an Internal user.

NSPIRES Access Request Approved
nspires@nasaprs.com

To: konstantin@nasaprs.com

Welcome to NSPIRES!
Your NSPIRES account has been approved and is now activated. Your NSPIRES username is Konstantine. To login to the system, please go to <http://i-nspires.nasaprs.com>. Thank you for registering with NSPIRES.

For questions or assistance with your NSPIRES account, please email or call the NSPIRES Help Desk, and include your NSPIRES Tracking Number, which appears on the upper right of the form.
E-mail: nspires-help@nasaprs.com
Phone Support: (202) 479-9376 (Monday to Friday 8 AM to 6 PM EST/EDT) This message is being sent from an outbound-only mail server. Please do not reply to this message. Contact the NSPIRES Help Desk for any assistance you need.
Thank you for registering with NSPIRES.