View and Edit My NSF Account Profile Information

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Once you have a National Science Foundation (NSF) account, you can view and edit your account profile information at any time on your own via the View/Edit My Profile page. Follow the step-by-step instructions below to update your account information including contact information, ORCID iD, and account password.

Step 1: Access the View/Edit My Profile page

- Open Research.gov

- Click **"Sign In"** located at the top right of the screen. (Figure 1)

- Enter your NSF ID and password and click **"Sign In."** (Figure 2)

- Click **"My Profile"** from the top right of the screen. (Figure 3)

- Click **"View/Edit My Profile"** located on the left navigation bar. (Figure 4)

Figure 1

Step 2: Edit your NSF account profile information or ORCID iD

- Click **"Edit"** at the bottom of the page. (Figure 5)

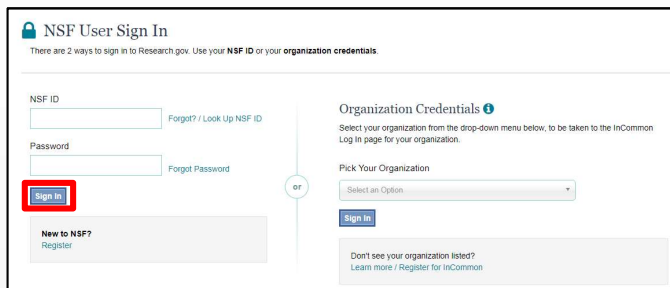- Enter your updated information and click **"Save."** (Figure 6)

**Important Note**: If you change your primary email address (i.e., the email address used to create your NSF account), NSF will send you a verification email. You must verify the updated email address within four hours or your account email address will revert back to your last verified email address.
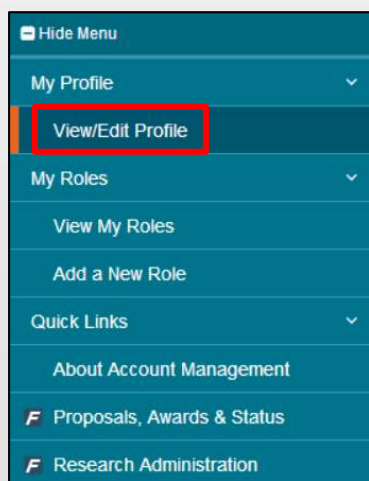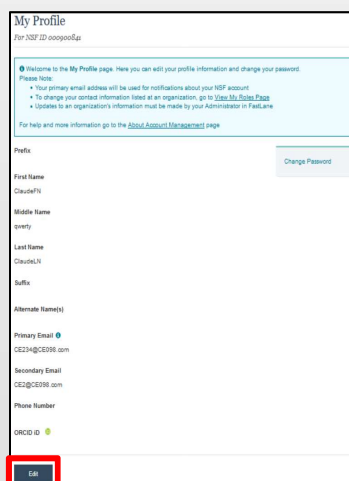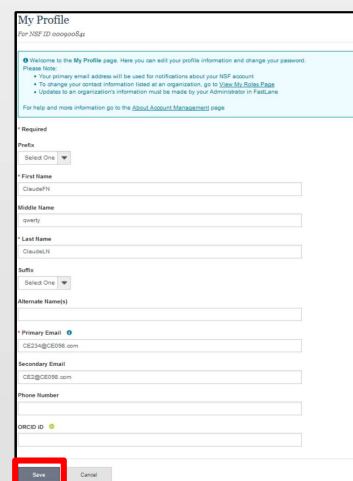
Figure 2

Figure 3

Figure 4

Figure 4

Figure 5

Helpful Tip

To ensure compliance with NSF's policy of allowing only one NSF account per user, you will not be able to save any email addresses to your account profile that are associated with another NSF account.

What do I do if I accidentally delete the verification email sent by NSF?

- Select the **"View/Edit My Profile"** option. (Refer to Step 1 on the previous page)

- Click **"Pending Your Verification"** located to the right of the primary email address. (Figure 6)

- Select **"Click here to Resend the verification link email."** (Figure 7)

- A new verification email will be sent to your pending primary email address (i.e., the updated email address entered in Step 2 on the previous page).

**Important Note**: NSF will send you a verification email. You must verify the updated email address within four hours or your account email address will revert back to your last verified email address.

If the four hours have passed, the resend verification email option will not be available and you will need to restart the process by updating your email address again. (Refer to Step 2 on the previous page)

Figure 6

Figure 7

How do I change my password?

- Select the **"View/Edit My Profile"** option (Refer to Step 1 on the previous page)

- Click **"Change Password"** located on the right side of the screen. (Figure 7)

- Update your password and click **"Change Password."** (Figure 8)

- Once your password is successfully changed, you will receive a password change notification on the screen. (Figure 9)

- You have successfully changed your password!

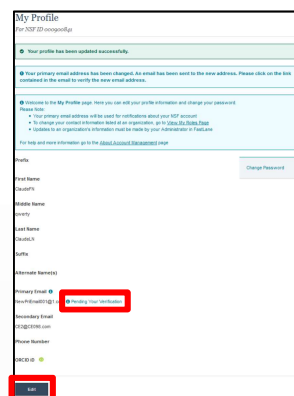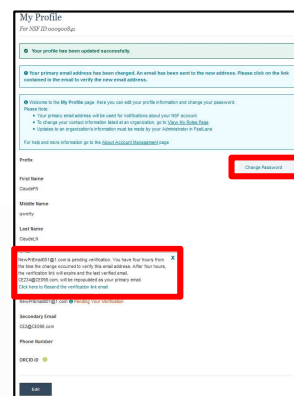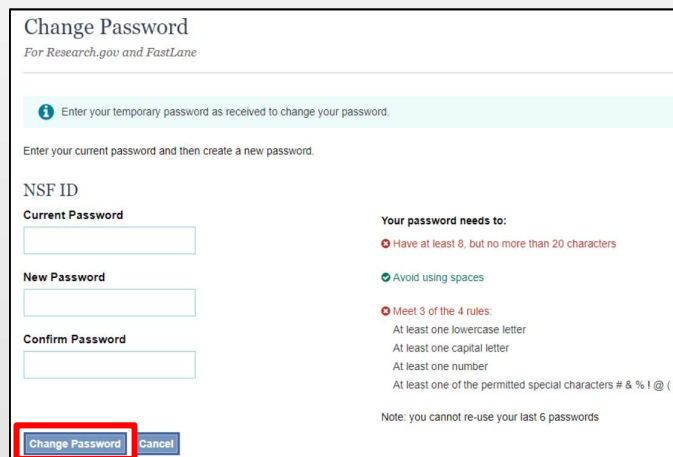- Click **"Continue to Research.gov"** to keep working. (Figure 9)

Figure 8

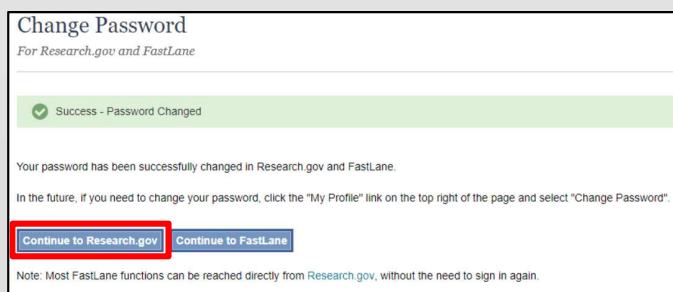### Helpful Tip

Passwords are valid for 365 days before required renewal.

Figure 9