NED Sandbox
(test environment)

Sandbox Exercise Tutorial: Register a New FTE
https://nedtest.nih.gov/ned/

Exercise I: Position Information

1. Log into the NED Sandbox by clicking on the link above.

2. Register a New Person in the System.

3. Your new person is an NIH FTE and will not need access to a restricted area, but will need and an NIH Network Account. They do not need access to a restricted area and will be need both the badge and the account more than six (6) months. Click "next".

4. Their start date is projected to be July 14th, 2008.

5. Organization Information (required). Please enter your SAC/Org. Unit.

6. Use the "look-up" features to select the supervisor (need to select an FTE), the Point of Contact (pick "Me" and your name will populate the field), and the servicing AO (only Administrative Officers assigned to that SAC in NED will be queried). Select "Me" or another AO. Click "Next".

7. The new person being hired is an "Accounting Technician." There are no exception factors.

8. What type of Background Check does your person need? Click "Next". How much will it cost? Please write these answers down.

9. Enter the CAN Number (1234567). Click "Next" to continue.

10. Generate the Form NIH-2866 for an Accounting Technician. After reviewing it, close the Adobe file (or print to view a copy then close the Adobe file) and return to NED.

11. Click on "Save for Later." once you have completed the exercise.

Exercise II: Collecting Personal Information

1. Create an "alter ego" to serve as a new applicant. You will register this person as a new applicant in the NED System. First name = name of your first pet; Last name = the name of the street you grew up on.

2. Log back into the NED Sandbox and find the new registration you created in your in-box during the Exercise I. Look in "Saved Actions" if you do not find it in your Inbox.

3. Find and run the saved task (green arrow) you created in the previous exercise. Then click "Next" at the bottom of screen.

4. Once opening the new registration, fill in the personal information for a new applicant using your "alter ego" information. As the AO/AT, enter your applicant's (your alter ego) name, personal e-mail (use your own NIH e-mail address), and a manufactured telephone number.

5. Then click "Send email to Applicant" to invite them to fill out the HHS-745 online. *Note: When you look at saved actions as the AO/AT the task will no longer appear. When the applicant (your alter ego) completes their data entry a new task will be generated.*

6. Log out of your NED e-mail account and close your Internet Explorer.

7. Open your personal NIH e-mail account, and open the message from NED.NIH.GOV that is addressed to your alter ego and from you as the AO. You are now using your "alter ego" to play the role of a new applicant. *Note: The link for the applicant is a one time link for them to enter personal information.*

8. Scroll down through the letter, click on the link that allows you to fill out your personal information online. Create personal information for your "alter ego", but make sure that they are a US Citizen and that they were born in the USA.

9. Check off the "I Agree" button and then click to "Submit" the HHS-745. *Note: We're capturing the applicant's consent for their information to be used to determine suitability for the position. Close the form and then log out of your NIH e-mail and close Internet Explorer.*

Exercise III: Completing Applicant Registration

1. Log back into the NED Sandbox and find the new registration you created in your In-box.

2. Find and run the task (green arrow) for your applicant, who is now awaiting Registration. Look in "Saved Actions" if you do not find it in your NED Inbox.

3. Review the summary of your applicant's personal information. Click "Next" to move to the "Work Info" Screen. For purposes of this exercise select an EOD Date of today's date and use your own NIH work phone number, mobile number, fax etc. Select a building number, room number, and mail stop code you are familiar with click "Next" when done.

4. Accept the default services and click "Next."

5. Fill in the "Services" screen for the new applicant.

6. Review the Overall Summary screen.

7. Click on the "Submit" button to complete the registration.

8. Wait for the task to reappear in your NED Inbox. Run the task and complete. *Note: If you are an AT in NED then your task will be sent to an AO with assigned responsibilities for your selected SAC and they will need to "Sponsor" your applicant (your alter ego). The AO can do this by reviewing the information, click "I Agree" at the bottom and "Sponsor". If you are an AO in NED then you will be able to "Sponsor" the applicant yourself.*

9. Click on the "Track Badge Status" menu item on the main NED Screen located under **View Record/Status**. Do a search on your alter ego to see a history of the tasks completed thus far. This tab is for administrative staff to check the status on anyone. *Note: If you click on the "Track Badge Status" menu item on the main NED Screen located under **Self-Service** your alter ego will not appear. This tab is for NIH employees to track their own status.*

10. Log out of the NED Sandbox and close Internet Explorer.