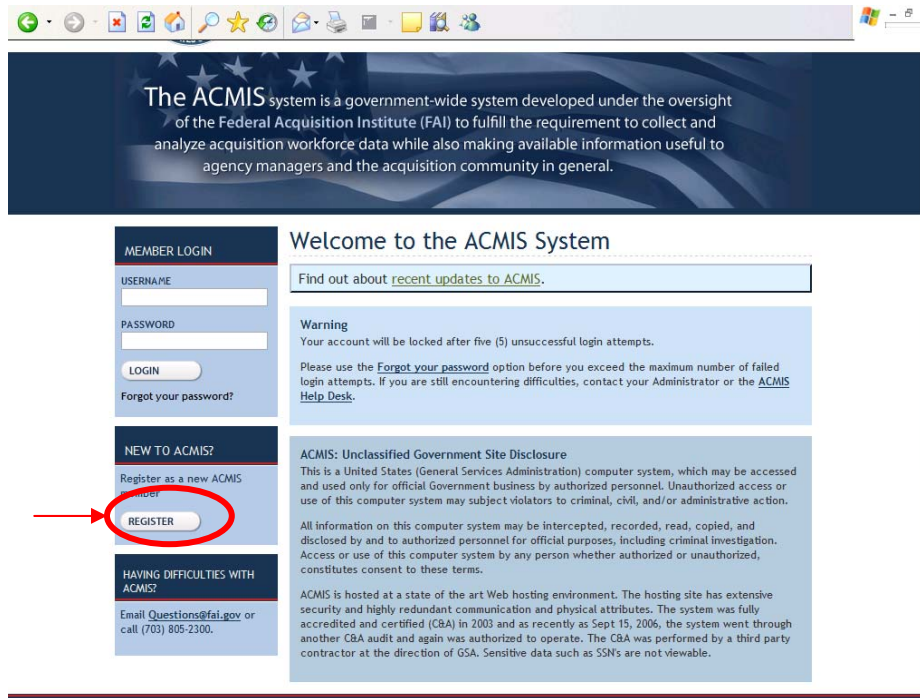


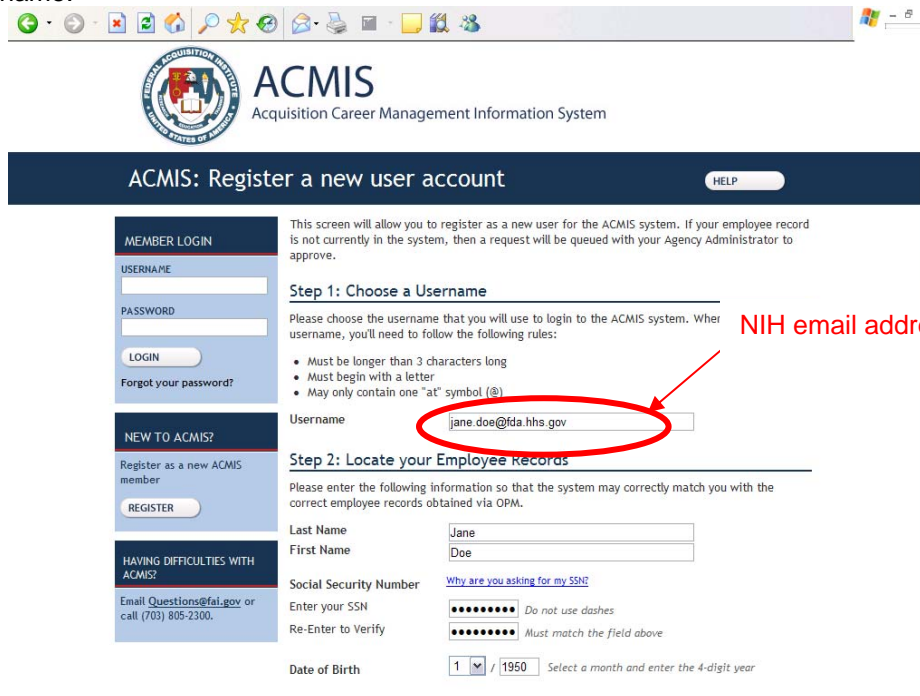
Registering For ACMIS

Registration

1. Go to <http://www.acmis.gov>
2. Click on the button that says "Register"



3. Fill in the required information. It is suggested that you use your NIH email address as your Username.



4. In the field where you are required to enter which agency you currently work for, select National Institutes of Health from the drop down list

Step 3: Enter your Email address

Please enter a valid Email address so that the system can send you your password. It is recommended that you use your work Email address rather than a Hotmail or Yahoo! address.

Your Email Address

Verify Email Address

Step 4: What Agency do you currently work for?

Step 5: Add a hint question

In the event that you lose or forget your password, you will be asked a "Hint Question" in order to correctly identify you. Please enter a question and the corresponding answer. For security reasons, please enter a question and answer that only you would know.

Hint Question

Hint Answer

Please note that registering a new user account can take a few minutes. Please be patient while the system sets up your account.

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5. Click on the "Register" button at the bottom of the page
6. A email that includes your user name and a temporary password will be sent to you within 24 hours

Changing your Password

1. Return to <http://www.acmis.gov>
2. When you reach the welcome screen enter your username and temporary password
3. Click the "Login" button
4. The system will automatically take you to the "Change Password" page

AC MIS: Change your Password

MENU

My Information

Analysis and Reports

HAVING DIFFICULTIES WITH AC MIS?

Email Questions@fai.gov or call (703) 805-2300.

LOGIN INFORMATION

Logged in as romfda

You are a(n) Employee

This screen allows you to change your existing password. Please follow the guidelines at the bottom of the page when choosing a new password. Passwords that do not meet minimum requirements will not be accepted.

Password Guidelines

- Shall be at least 8 characters in length.
- Shall contain a combination of alphabetic, numeric, and special characters.

Current Password

New Password

Confirm Password

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Build: 1.3.3.10071101.01

5. Reset your password. Your new password should be at least 8 characters and be a combination of alphabetic, numeric and special characters.