Listed below are several practice exercises to try in the NED Sandbox. To access the Sandbox, please visit https://nedtest.nih.gov/ned/. If you have any questions as you attempt the exercises below, please contact your IC Super User or the NIH Help Desk. To see a list of Super Users in your IC, please visit http://www.idbadge.nih.gov/training/nedweb.asp.

NED Sandbox: Practice Exercises

Registering New People
- A non-term FTE biologist who needs a badge and account
- A term FTE (Title 42) who needs a badge and account
- An IRTA
- A summer student
- A contractor

Updating Records
- Change the building/room/phone for someone who moves to a new office
- An FTE retires and returns as a contractor
- A person got married and changed their legal name
- Add an emergency contact for a person

Modifying Services
- Renew a badge
- Someone lost their badge
- Someone found their lost badge

Deactivating People
- Today is a person's last day at NIH
- A person's last day is one week from today

Transferring People
- A person currently affiliated with another IC will be coming to work in your IC one week from today
- An person currently affiliated with your IC is starting tomorrow with another IC

View Record / Status
- Lookup a person outside of your IC to find their phone number and the building in which they work
- After registering a new person in NED, view their badge history

Miscellaneous
- Modify your primary SAC coverage
- Access / run a report from legacy NED
- View a list of AOs /ATs in your IC (applicable for AOs only)