



# Using the NED "Update" and "Modify" Functions

## Update - Overall Summary

- My Tasks
  - Inbox
  - History
  - Awaiting Approval
  - Awaiting Sponsorship
  - Saved Tasks
  - Scheduled Tasks
  - Renewal Tasks
- Create/Modify Record
  - Register/Activate
  - Update**
  - Transfer
  - Deactivate
- Manage Services
  - Modify**
- Self Service
  - Update My Record
  - Track My Badge Status
- View Record/Status
  - Track Badge Status
  - View Badge History
  - View Account History
- Find Person
- Legacy Links
  - Legacy NED

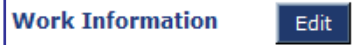
### When to Use "Update"

When you need to change information about a person's:

- Position,
- Classification (e.g. NIH FTE, contractor),
- Work information,
- Personal information,
- Position contact information (e.g. supervisor, servicing AO).

#### Using "Update:"

Click on "Update" in the menus on the left side of the NED Screen, search for the person you need to update, and then make changes by using the "Edit" buttons as illustrated below:



### When to Use "Modify"

When you need to request or revoke NIH services including:

- an ID badge (except a badge renewal),
- an NIH network account or Exchange mailbox,
- access to NIH Library Services,
- listing in the NIH Paper Directory.

**Note: It is no longer possible to request the reissue/replacement of a broken badge in NED.** An individual possessing an unexpired badge that is no longer working may visit the NIH badge office and exchange the broken badge for a replacement.

#### Using "Modify:"

Click on "Modify" in the menus on the left side of the NED Screen, search for the person whose badge you need to modify, and then make changes by checking the boxes for those services you want the individual to have, as illustrated below:

