

Version 2.0.1.6 Welcome, NIAMS Help Preferences Privacy Log Off

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Note: Please contact one of your IC's super users if you have questions about the NIH Help

Setting Preferences/Primary SAC Coverage in NED

Click Here to Open the Preferences/Primary SAC Coverage Screen

Task Preferences

The two lists below contain all SACs within your authorized coverage. The SACs in the left list are your "Available SACs"; those in the right list are your "Primary SACs". For those SACs in the "Available SACs" list, tasks will not be shown in the Inbox or 'My Tasks' categories. For those SACs in the "Primary SACs" list, tasks will be shown in the Inbox and 'My Tasks' categories within NED. Please select the SACs that you would like to be in your primary SAC coverage list. [More Information...](#)

Available SACs

- HNB - NATL INST ARTHRITIS & MUSCULOSKELETAL & S...
- HNB-2-3 - ADMIV MGMT BR
- HNB-2-4 - OFC SCIENCE & TECHNOLOGY
- HNB-2-43 - CAREER DEVELOPMENT SECT
- HNB-2-44 - LAB ANIMAL CARE & USE SECT
- HNB-2-45 - LIGHT IMAGING SECT
- HNB-2-46 - BIODATA MINING & DISCOVER SECT

Primary SACs

Cancel Save Changes

Setting Primary SAC coverage is a critical Step in Using the NED System
Primary SAC coverage controls the tasks that will appear in your NED In

- SACs (Standard Administrative Codes) represent organizations within NIH Institutes and Centers.
- To set your Primary SAC coverage, click on the "Preferences" item in the upper right corner of the NED Screen.
- This will bring up a NED page that looks like the one illustrated here.
- To set Primary SAC coverage, select from "Available SACs" and move to "Primary SACs" using the right arrow button. This can be reversed by selecting a primary SAC and using the left arrow button.
- Primary SAC coverage is not hierarchical. You must individually select each SAC that you wish to include in your primary coverage. In other words, child SACs are not automatically added to your primary coverage when a parent SAC is added.
- Click on "Save Changes" to finalize changes in the system. You can return to the "Preferences" screen at any time to modify your Primary SAC coverage.