

Appendix E Instructions

For Regular Title Series Faculty

1. Go to <http://nimss.org>
2. Enter login and password
If you are certain you do not have an existing login and password or NIMSS does not recognize the one you have click on forgot password.
Enter the email address that you have previously used with NIMSS.
You will receive an email with a password reset link.
Follow the instructions in the email to reset your password.
3. Login using your email address and new password.
4. Click on participants on the left side of the screen.
5. Click on draft/edit participant info
6. Click on draft new
7. Enter project #.
8. Enter user name (your name).
9. If you are the official station representative check box (if not leave blank)
10. Choose appropriate objectives for your project
11. Scientist Year (A full-time equivalent research scientist)
12. Professional Year (A full-time equivalent graduate student or postdoctoral research associate)
13. Technical Year (A full-time equivalent technical support staff person)
14. Select Knowledge Area (click "Find CRIS Code")
15. Select Subject of Investigation (click "Find SOI Code")
16. Select Field of Science (click "Find FOS Code")
17. If contributing Extension work to an integrated project, enter Extension FTEs and Knowledge Area.
18. Click on submit