

Appendix E Instructions

For Regular Title Series Faculty

1. Go to <http://nimss.umd.edu/>
2. Click on member login and Registration
3. Enter login and password
4. If you are certain you do not have an existing login and password click on register and complete registration as follows:

Name*	First : <input type="text" value="John"/> MI. <input type="text"/> Last : <input type="text" value="Doe"/>
Email:*	<input type="text" value="jdoe@uky.edu"/> Please use a valid e-mail address to receive your system-generated password. This is how we confirm the validity of this registration. Your registration will be deleted if the system returns an invalid address
Institution or Station:*	<input type="text" value="Agricultural Experiment Station"/> <input type="text" value="S"/> <input type="text" value="Kentucky - University of Kentucky"/>
Login ID:*	<input type="text" value="jdoe"/> Assign your own user ID. For example, John Doe = 'jdoe' (first initial and last name).
Password:	This will be sent to your email address.

(Please press only once)

5. In the green bar hold cursor over participants
6. Hold cursor over draft/Edit Participant Info
7. Click on Draft New
8. Select region from drop down box
9. Select project from drop down box
10. If you are the official station representative click on box (if not leave blank)
11. Choose appropriate objectives for your project
12. Scientific Year (A full-time equivalent research scientist)
13. Professional Year (A full-time equivalent graduate student or postdoctoral research associate)
14. Technical Year (A full-time equivalent technical support staff person)
15. Click on Knowledge Area
16. Click on Subject of Investigation
17. Click on Field of Science
18. Click on submit