

New NEUP Secure Logins

On July 25th, 2024, NEUP will be implementing a more secure login process to the NEUP Proposals and Reviewer websites for all users. This change will require additional steps are part of the login process.

You will be required to have access to your email address associated with your account as part of the login process.

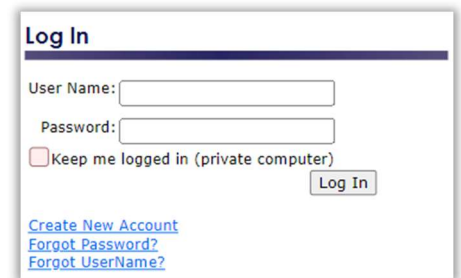
Please allow more time for the login process going forward.

Instructions for the login process can be found in the help documentation available on the site and in this document. In this document there are three sections:

- [Logging in to the site](#)
 - This explains how the new login process works.
- [Logging in without verifying your email first](#)
 - These are the steps for users who have not verified their email address previously.
- [Creating \(Register\) a New Account](#)
 - These are the instructions for new users who do not yet have an account in the system.

Logging in to the site

1. To login to the system, you will need a couple of things:
 1. A confirmed email address.
 - If you do not have a confirmed email address, refer to the [Logging in without verifying your email first](#) section.
 - You will not be able to log in until your email address has been confirmed.
 2. Access to the email address that has been confirmed.
 - An email is sent as part of the login process, you must have access to your email to complete the process.

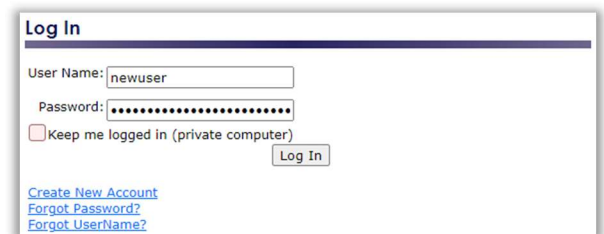


The screenshot shows a 'Log In' form with the following elements: a title 'Log In', two input fields labeled 'User Name:' and 'Password:', a checkbox labeled 'Keep me logged in (private computer)', and a 'Log In' button. At the bottom, there are three links: 'Create New Account', 'Forgot Password?', and 'Forgot UserName?'.

2. Enter your credentials on the [Login](#) page.

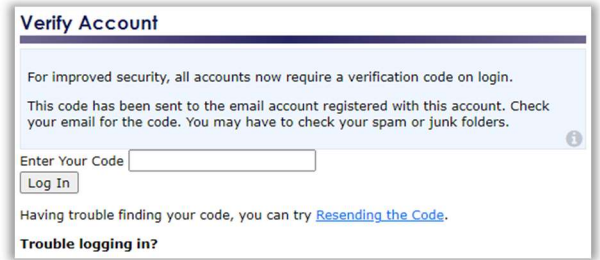
The checkbox is to help you stay logged in with less interruptions, but should **only** be selected on a computer that is only for your use. If you are on a computer used by multiple people or not able to be physically secured, you should not use this option.

After entering your credentials, click the **Log In** button.



The screenshot shows the 'Log In' form with 'newuser' entered in the 'User Name:' field and masked characters in the 'Password:' field. The 'Keep me logged in (private computer)' checkbox is unchecked, and the 'Log In' button is visible. At the bottom, there are three links: 'Create New Account', 'Forgot Password?', and 'Forgot UserName?'.

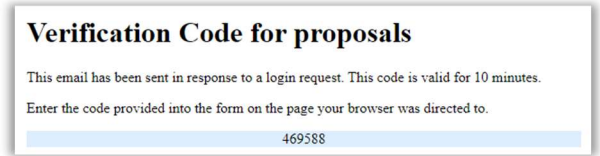
3. After your credentials have been validated, an email will be sent to you containing a validation code. You will be redirected to another page that will ask you for the validation code specified in the email.



The screenshot shows a 'Verify Account' page. It contains a message: 'For improved security, all accounts now require a verification code on login. This code has been sent to the email account registered with this account. Check your email for the code. You may have to check your spam or junk folders.' Below this is a text input field labeled 'Enter Your Code' and a 'Log In' button. At the bottom, there is a link: 'Having trouble finding your code, you can try [Resending the Code](#). Trouble logging in?'.

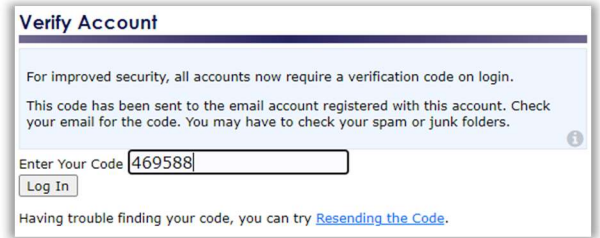
4. Check your email for a code required to log in. You may need to check your SPAM or Junk mail folders.

Remember this code to continue your login experience. This code is only valid for 10 minutes.



The screenshot shows a 'Verification Code for proposals' page. It contains a message: 'This email has been sent in response to a login request. This code is valid for 10 minutes. Enter the code provided into the form on the page your browser was directed to.' Below this is a text input field containing the code '469588'.

5. Return to your browser and enter the code that was in the email and click the **Log In** button to complete the login process.



The screenshot shows the 'Verify Account' page again, but now the 'Enter Your Code' field contains the code '469588'. The 'Log In' button is visible below the field.

6. You should then be logged into the site.

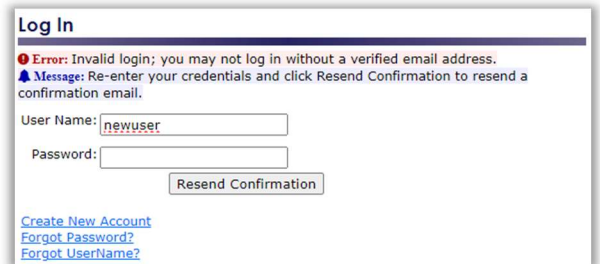
Logging in without verifying your email first

You will be unable to log in to the system until you have verified your email address.

Check your email account associated with this account. If you are unable to find the email, follow these steps to resend your confirmation email.

1. Attempt to log in with the correct credentials.

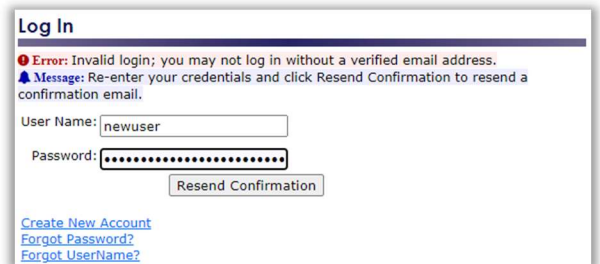
Without your email address verified, you will be notified that your email has not been confirmed.



The screenshot shows a 'Log In' page with an error message: 'Error: Invalid login; you may not log in without a verified email address.' Below the error is a message: 'Message: Re-enter your credentials and click Resend Confirmation to resend a confirmation email.' The 'User Name' field contains 'newuser' and the 'Password' field is empty. A 'Resend Confirmation' button is visible. At the bottom, there are links: 'Create New Account', 'Forgot Password?', and 'Forgot UserName?'.

2. Reenter your credentials and click the **Resend Confirmation** button to resend the email to you.

Make sure to check your SPAM and Junk Email folders.



The screenshot shows the 'Log In' page again, but now the 'Password' field is filled with dots. The 'Resend Confirmation' button is visible below the password field.

- When the email has been sent, you will see a confirmation message that the email has been sent.

At this point, check the email address associated with this account. You may need to check your SPAM or Junk mail folders.

Creating (Register) a New Account

- To create a new account in the system, click the [Create New Account](#) link from the [Login](#) page. This will take you to the form needed to create or register a new account with the system.

- Fill out the form with the appropriate values.

User Name

This will be your unique username.

Password

This will be your password to log into the system. It must follow the requirements listed at the top of the create new user page.

Confirm Password

Type in your password again. These passwords must match to create an account.

E-mail

This is the email account registered to you in the system. This email address must be confirmed to be able to complete your registration. Therefore, make sure that it is an account that you have access to. All communication from the site comes to this email address. Therefore, it should also be an email you check regularly.

Security Question

This will be your personal security question used to verify your account if you need to reset your password. Pick a question that is not answered by anyone other than yourself.

Security Answer

This is the answer to the security question that you've just chosen, which we store encrypted in our system to verify yourself in the case that you forget your password.

- Click the **Create user** button to submit the form to create your account. Any errors will be listed on page. Correct these issues, and submit the form again.

- After successfully submitting the form, you will be informed that an email has been sent with a confirmation link.

Log In

Success: Confirmation email resent, please check your email.

User Name:

Password:

[Create New Account](#)
[Forgot Password?](#)
[Forgot UserName?](#)

Log In

User Name:

Password:

Keep me logged in (private computer)

[Create New Account](#)
[Forgot Password?](#)
[Forgot UserName?](#)

Sign Up for Your New Account

Password requirements:

1. Minimum length 8 characters
2. Must contain at least two (2) numbers
3. Must contain at least one lowercase character
4. Must contain at least one uppercase character
5. Must contain at least one special character (!@#%&*(~)_{-+=[{}];;>|./?)

User Name:

Password:

Confirm Password:

E-mail:

Security Question:

Security Answer:

Sign Up for Your New Account

User Name:

Password:

Confirm Password:

E-mail:

Security Question:

Security Answer:

Message: An email has been sent to your account. Please view the email to confirm your account and complete the registration process.

5. Check your email. You should have an email containing instructions for verifying your email account. From the email you can either click on *Confirm Email* link or copy the included address and paste it into your browser.

Until an email address has been confirmed, you will not be able to log in.

If you do not see the email, check your SPAM or Junk mail folders. If you need to resend the email, follow the directions in the [Logging in without verifying your email first](#) section.

Email confirmation for for proposals

This email has been sent in response to an account creation request.

Click the following link to confirm your email address:

[Confirm Email](#)

Or copy the following address and paste into your browser:

<http://proposals.inl.gov/Validate/Email.aspx?code=%2b88UMDCZBkq57va6L2jIrFYnm4og4imA V7N1Ysty3ivgZ8%2be1Vjns01%2b06%2bmQ%2bcxt%2bd6DoNRUY2pxHEyRCEfpP711xnfL4h1s1m9Z8a!a v1bK5da0TDZJoi2n1z%2bimOmAghjv18hm25iE%2bvin2QKIdmryE%2f7WvIz1V!sgo5%2F5&user-Id=8ebe307a-68fb-4b3c-92f7-2e50ef56d8e0>

After confirming your email address, you will need to log in.

6. After successfully confirming your email address, a message that the email was confirmed will be displayed on the page.

Confirm Account

✔ **Success:** Thank you for confirming your email address.
Return to [Login](#) to complete the sign-in process.

Click the *Login* link to return to the login page and log into the site.

Instructions for logging into the site can be found in the [logging in to the site](#) section.

7. If your email address could not be confirmed, it may be due to an expired link. Follow the direction in the [Logging in without verifying your email first](#) section.

Confirm Account

❌ **Error:** An error occurred.