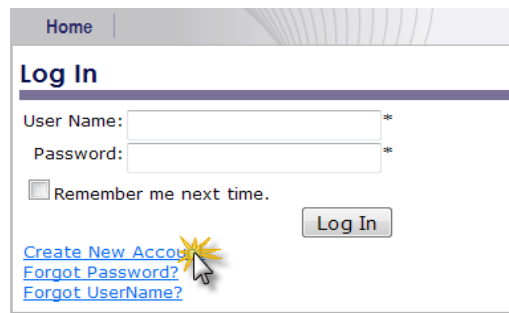


NEUP New Account Instructions

Thank you for volunteering for the Office of Nuclear Energy Certified Reviewer Database managed by Nuclear Energy University Programs (NEUP). Following the link www.neup.gov will take you to our home page where you can create an account.



Start by clicking on the “**Log In**” link located on the upper right-hand corner of the NEUP.gov. Click the “**Create New Account**” link as shown below. Create a Username, password (minimum of eight characters and following the password requirements specified), security question and security answer on the page that follows.



After logging in, the **Welcome Screen** will be displayed (see below).

Home | Proposals | Reports | My Information | NEUP.gov |

Welcome to the Nuclear Energy University Programs (NEUP) account and information management page.

To submit an application, click on the "Proposal" tab at the top of the page, and then select "Your Proposals" from the navigation menu on the left hand side of the page. Create an application by clicking on the appropriate link.

To register for the NEUP Reviewer Database, select "My Information" from the navigation bar at the top of the screen.

<https://secureportal.inl.gov/caesproposal/Home/Home.aspx>

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To complete the user registration process, hover your mouse over the **My Information** link on the top of the web page. This will display a drop-down box. Please click on **My Account**.

Please complete all fields on the **My Account** page (see below). This will help ensure the correct identification of qualified reviewers for specific topics. Shown below is a screenshot of the "My Information" page. Also, be sure to click on the *Save & Continue* box to save your **General Account Information** input.

My Account

General Account Information

Thank you for taking time to provide information to the NEUP program in support of proposal review activities. This information will be used to aid in the selection of appropriate reviewers, help document the proposal review process, and augment the defensible validation of reviewer qualifications in the spirit of a true "peer" review. If you agree to be a reviewer, simply check the **"I agree to participate as a Reviewer"** box and you will have the opportunity to provide additional information.

If you choose to exclude yourself as a reviewer, please fill in your **professional contact information** so that you can be provided opportunity to participate at a later time.

Salutation: Mr.
 First Name: Ryan
 Middle Name: O.
 Last Name: Jensen
 Title: Review Coordinator
 Institution: Idaho National Laboratory
 Email: ryan.jensen@inl.gov
 Street Address: PO Box 1625, MS 3560
 City: Idaho Falls
 State: Idaho
 Zip: 83415
 Phone: 208-526-1507
 Gender: Male Female
 U.S. Person: U.S. Citizen either by birth, or through naturalization, or a Lawful Permanent Resident of the United States.
 Citizenship: USA Country not found?
 Education: Bachelors
 Affiliation: National Laboratory
 Years of Experience - Post Advanced Degree: 6-10



Click here to agree to participate in the database.

Reviewer Information

Please Note: If you agree to review, you will be asked for additional information. Please take the time to complete your profile.
 I agree to participate as a reviewer for DOE NE, and understand that I will be asked to review prior to being assigned as a reviewer for any solicitation.

Resume

Important- Please upload a resume here. It is vital to the certification process.

No resume uploaded...
 Resume

Please upload a complete resume here. Needed to certify reviewers

Area of Expertise

Please select as many **Areas of Expertise** as you feel apply. These terms originate from the International Nuclear Information System (INIS) as maintained by the International Atomic Energy Agency (IAEA). These terms are being used in an effort to standardize the areas of participation and have been grouped into the major scope areas supported by NEUP.

As you highlight a desired area of expertise, specialty areas will populate a dropdown list for selection.

Provide as much details as possible

Area of Expertise	Action
Select Area of Expertise	Select Specialty Area <input type="button" value="Add"/>

Keywords

Please enter up to 15 keywords that best describe your expertise. As you click "Add," a new, blank box will be displayed.

Provide specific details of your expertise not included above.

Keyword	Action
<input type="text"/>	<input type="button" value="Add"/> (15 More Available)

For questions or help regarding the database, please contact Drew Thomas at 208-526-1602 or andrew.thomas@inl.gov. Thank you for your participation.