

Registering a New NIMSS User

1. All new NIMSS users must register with their regional system administrator:

www.nimss.org/directory/regional_offices

2. Please send them your full name, email address, and station/company/institution name or click on the “New User?” at www.nimss.org. This function sends the request to the respective RSA, who will then make sure you are not already in NIMSS.

3. Your system admin will then add you to the system and send your password. Your email address is your username.

Logging into NIMSS

1. Go to www.nimss.org

2. Log in with your email address and password.

3. **All users must reset their password before accessing the new NIMSS for the first time.** To reset your password, select “Forgot Password?” from the top of the page. Follow the instructions exactly, setting your password with:

a. one lower case letter

b. one capital letter

c. one number

d. between 4 and 12 characters.

4. Use your new password and email address to log in. **Your email address is now your username; your old NIMSS username is no longer valid.**

5. If the system cannot find you, contact your regional system administration:

www.nimss.org/directory/regional_offices