Quick Reference Guide: Editing Contact Information in NSIS

1) Whether you are a Principal Investigator, a Safety Designate, or a researcher, you must log in to NSIS as a “Lab Worker.” To do so, first, enter your NetID and password on the login page, and click “Login.”

2) Click on the dropdown triangle, and select “Lab Worker.” Then click “Next Screen.”
3) Once you’re logged in, click on “Edit” in the horizontal menu bar, and select “Basic Info.”

4) On the next screen, input your basic information using the dropdown menus. **Note:** If your room number is not listed, select “Not Listed” in the Room menu, and enter the number in the box that appears.
5) On the next screen, input your phone numbers and e-mail address. If you wish to enter additional numbers, click on “Additional Phones.”

6) On the next screen, input your campus mailing address. If your Principal Investigator or supervisor has a separate address, click on “Additional Addresses” to add it.
7) To verify that you have access to the emergency information, check “Yes.” If you check “No,” a field will come up in which you must enter the reason why not. Then click on “Next Screen.”

8) The process is complete when you are returned to “Home.”

9) To edit any of your information, start again at step 1.

Additional “quick guides” for commonly performed NSIS tasks can be found at [http://www.research.northwestern.edu/ors/nsis](http://www.research.northwestern.edu/ors/nsis).