GETTING ACCESS

Registration (First-time users only)

1. Access the GRFP application by typing the following address into your browser address bar: http://www.fastlane.nsf.gov. Click on the Graduate Research Fellowship Program link at the top of the page. This will take you to the GRFP application within FastLane. Once on the GRFP site, click on the Register Here link (pictured below) to begin the Fellowship Application.

![Figure 1: Registration Link](image1)

The Rules of Behavior page will be displayed. This page is used to ensure that you understand the rules of behavior involved with interacting with a government computer system. You are required to read and accept the rules of behavior before continuing through the Registration Process. Click the “I have read and accept the Rules of Behavior”, and click the Accept button (pictured below).

![Figure 2: Rules of Behavior Screen](image2)

The Applicant Information page will be displayed. This page will be used to create your user profile. All required information (indicated by an asterisk) must be completed in order to save the data and submit the registration form.
2. Type your first name in the **First Name** field.

3. Type your last name in the **Last Name** field.

4. Type your middle name in the **Middle Name** field (optional).

5. Type your suffix in the **Suffix** field (optional).

6. Type your email address in the **Email Address** field.

   **NOTE:** Emails are the primary source of communication used by the GRFP Administrators. It is important for you to use an active email address and to update the email address if it changes.

7. Select a username and type it in the **Username** field.

   **NOTE:** Username must be between 6 and 12 characters (e.g., jbrown). It is recommended that you use the first letter of your first name and your last name.

8. Choose a password and type it in the **Password** field.

   **NOTE:** Password length must be between 6 and 20 characters. The
password must contain at least one alphabetic and one numeric character. Passwords are not case sensitive. You cannot reuse the last three passwords you have used. Passwords expire every 365 days. Passwords for users with Financial Functions permissions expire.

9. Re-type your password in the Confirm Password field.

10. Click Submit to save the information and proceed to the next step.

**Logging In (only after Registration)**

Access the GRFP application by typing the following address into your browser address bar: [http://www.fastlane.nsf.gov](http://www.fastlane.nsf.gov). Click on the Graduate Research Fellowship Program link at the top of the page. This will take you to the GRFP application within FastLane. Once on the GRFP site, enter your login information in the log in box on the top right side of the screen.

![Log In](image)

**Figure 4: Log In**

11. Type your user name in the User Name field.

12. Type your password in the Password field.

13. Click the Log In button.

The GRFP Application home page appears with your Application Task List and current Applicant Data.

![Welcome Applicants](image)

**Figure 5: Welcome Applicants**
**Resetting a Password**

If you have forgotten your password you have two options for resetting your password:

1. The system can email a temporary password to the email address provided at account creation.
2. If your email address has changed since account creation, you can reset your password by confirming the answers to two secret questions.

To have the system email you a temporary password:

1. Click on the **Forgot Password?** link found under the Login button.

The retrieve password screen is displayed.

![Forgot Password Screen](https://www.fastlane-beta.nsf.gov/NSFHelp/flashhelp/fastlane/FastLane_Help/fastlane_help.htm#2_getting_access1.htm)

2. Type your User Name in the **User Name** field.
3. Type your registered email address in the **Email Address** field.
4. Click on the **Email Password** button.

A confirmation screen will be displayed and the system will email you a temporary password to the email address you provided.

To reset your password using the secret questions and answers feature:

5. Type your User Name in the **User Name** field
6. Type your registered email address in the **Email Address** field.
7. Click on the **Reset Password** button

The Secret Questions screen appears.
8. Enter the answers corresponding to the questions you selected for Resetting your Password.

9. Click the **Submit** button.

   The Reset Password screen appears.

   **Figure 8: Reset Password Screen**

   10. Enter your new password and confirm the password.

   11. Click the **Submit** button.

   If the question and answer combinations provided match what is on file, your password will be reset to the new password entered.

### Changing Your Password

1. Select the **Change Password** link from the upper-right navigation bar.

   **Figure 9: Change Password Link**

2. The Rules of Behavior page will be displayed. This page is used to ensure that you understand the rules of behavior involved with interacting with a government computer.
system. You are required to read and accept the rules of behavior before continuing through to change your password. Click the “I have read and accept the Rules of Behavior” checkbox, and click the Accept button (pictured below).

![Figure 10: Rules of Behavior Screen](image)

The Change Password screen is displayed.

3. Enter your Old/Temporary Password, your New Password, and Confirm your New Password.

NOTE: Password length must be between 6 and 20 characters. The password must contain at least one alphabetic and one numeric character. Passwords are not case sensitive. You cannot reuse the last three passwords you have used. Passwords expire every 365 days. Passwords for users with Financial Functions permissions expire.

![Figure 11: Change Password Screen](image)

4. Click the Submit button.

A confirmation screen is displayed indicating you have successfully changed your password. You may select the Applicant Home Page link to return to your Application task list.

Password length must be between 6 and 20 characters. The password must contain at least one alphabetic and one numeric character. Passwords are not case sensitive. You cannot reuse the last three passwords you have used. Passwords expire every 365 days.

**Retrieving Your User Name**

If you have forgotten your user name you have two options for retrieving your username:

1. The system can email your user name to the email address provided at account creation.

2. If your email address has changed since account creation, you can retrieve your user
name by confirming the answer to one secret question.

To have the system email you your user name:

3. Click on the **Forgot Username?** link found under the Login button.

The retrieve username screen is displayed.

![Figure 12: Forgot User Name Screen](image)

4. Type your Last Name in the **Last Name** field.
5. Type your First Name in the **First Name** field.
6. Type your registered email address in the **Email Address** field.
7. Type the First Line of your Registered Street Address in the **First Line of Street Address** field.
8. Click on the **Email Username** button.

A confirmation screen will be displayed and the system will email you your User Name.

To retrieve your user name using the secret questions and answers feature:

9. Enter the information in steps 4-7 above.
10. Click on the **Retrieve Username** button.

The Secret Questions screen appears.
Figure 13: Secret Questions Screen

11. Enter the answer corresponding to the question you selected for Retrieving your User Name.

12. Click the Submit button.

If the question and answer combination match what is on file, your User Name appears

Figure 14: Retrieve User Name Screen

Logging Out

Once you have logged into the GRFP application, a Logout link is available in the upper-right navigation bar.

Figure 15: Logout Link

To exit the application at any time, click the Logout link. The web browser returns to the GRFP login page.

Understanding Your Application Package Task List

Your application package task list provides links to resources that allow you to prepare and manage your application. The task list is divided into two parts: Application Package Task List and Application Package Optional Task List. The application and the required form are located under the Application Package Task List. Additional resources that you may need to manage your application package are located under the Application Package Optional Task List.
The list below describes the various tasks to prepare and manage your application.

<table>
<thead>
<tr>
<th>Feature</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Prepare Application</strong></td>
<td>The Prepare Application task is a required task that needs to be completed and submitted for award consideration. It is available once the user has registered and logs in with a valid username and password. The link will be removed either when the application has been submitted or when the submission deadline has passed, whichever comes first.</td>
</tr>
<tr>
<td><strong>Check Application Completeness</strong></td>
<td>The Check Application Completeness task is an optional task that can be performed at any time while preparing your application to display the readiness of your application for submission. When you perform this task to check your application, the system returns a list of both required and optional fields that have not been completed and the section of the application that the field is contained.</td>
</tr>
<tr>
<td><strong>View/Print Application</strong></td>
<td>The View/Print Application task is an optional task that displays a printable Adobe PDF version of the application for you to view and/or print. This feature is available both prior to and after application submission.</td>
</tr>
<tr>
<td><strong>Download Request for Payment of GRE Subject Test Fee</strong></td>
<td>The Download Request for Payment of GRE Subject Test Fee task is an optional task that allows you to download the form for requesting payment by NSF of your GRE Subject Test registration fee. Send the form with your GRE Subject Test registration form for the December GRE Subject Test to ETS. Refer to the passage on “Graduate Record Examinations” in the Guidelines.</td>
</tr>
<tr>
<td><strong>Manage References</strong></td>
<td>The Manage References task is an optional task that allows you to manage your references. You may add references for your application package even after you have submitted your application using this task link.</td>
</tr>
</tbody>
</table>
When you add a reference name to the system and click “send email”, an email is sent to the reference person with the reference request. The email will contain a link that the reference person can use to access and submit his/her reference letter.

<table>
<thead>
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<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>Check Application Package Status</td>
<td>The Check Application Package Status task is an optional task that allows you to check the status of each of the elements of your Applications (GRFP Application, Official Transcripts, References, and GRE Test Scores).</td>
</tr>
<tr>
<td>Cancel Application Package</td>
<td>The Cancel Application Package task is an optional task that allows you to cancel your application package before submitting it to the NSF. Once an application is canceled, it cannot be edited or submitted to NSF for review.</td>
</tr>
</tbody>
</table>

**Understanding Your Applicant Data and Application Status**

Your applicant data area details your current user profile information and your current application status. The applicant data area also contains a link to allow you to update your profile information. The list below describes each feature in your applicant data area.

<table>
<thead>
<tr>
<th>Feature</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>Applicant ID</td>
<td>The Applicant ID is the number assigned to you when you become an applicant through the self-application process.</td>
</tr>
<tr>
<td>User Profile (Name, Address, Phone, and Email)</td>
<td>The User Profile area contains your current name, mailing address, phone number, and email address. This contact information is used for all correspondence that is sent to you through the GRFP system and by the NSF GRFP office. It is very important that you keep this information up-to-date.</td>
</tr>
<tr>
<td>Update My Profile</td>
<td>The Update My Profile link allows you to update your personal profile information including, name, mailing contact information, and permanent contact information.</td>
</tr>
<tr>
<td>Application Year</td>
<td>The Application Year refers to the year in which your fellowship application is being submitted.</td>
</tr>
<tr>
<td>Status</td>
<td>Indicates the current status of your application: Submitted, Unsubmitted, or Withdrawn.</td>
</tr>
</tbody>
</table>