**SME Account Creation Steps**

1. NBRC sends invite
2. You should receive an email (within 5 min of sending invite) that looks like below



1. Click link in email
2. Agree to 2 acknowledgments
3. Fill out
* SME reviewer profile
* Detailed profile
* Area of Expertise
1. Hit Save
2. Click checkbox with captcha
3. Click Submit
4. Screen should show confirmation message
	1. **Please note that your account doesn’t ‘exist’ in the system until you’ve completed steps 2-8. You won’t be able to request your own password reset until the account is created.**



1. Open email (within 5 min of sending invite)
	1. **Take note of the username.** It will most often be your email, but the system can sometimes add a ‘1’ in the mix, so in the example below, I could have ended up with the username caseytestsme1@yopmail.com which is what I would then have to sign in with going forward.



1. Create your password



1. Click Change Password
2. Takes you to home page – you’re done!

**Using PW reset** (if you have previously completed steps 2-8 above)

1. Click “Forgot Password” on the grant portal
2. Enter your **username**
	1. Again, it is 98% of the time the email address you signed up with, but if NBRC staff can confirm for you if you’re not 100% sure what your username is



1. Click Reset Password; you should see the following message:



1. Find the email (should arrive within 5 minutes)
2. Click the link



1. You should be taken to the password reset page, similar to steps 11-13 above