

How to Use Access NSF

Access NSF provides an easy and secure way to reach internal NSF services and resources when you are working from home or out of the office. You can use **Access NSF** to check your email, use applications such as eJacket, visit websites like Inside NSF and SharePoint, or to connect directly to your desktop computer located at NSF.



What You Need

- A computer with a high-speed Internet connection
- A Web browser
 - Internet Explorer 6.0 or higher
 - Firefox 1.0 or higher
 - Safari
- Your SecurID token and Passcode



What to Do

1. Log in to Access NSF:

- Go to <http://access.nsf.gov>
- Enter your LAN ID and SecurID Passcode
- Click **Login**

Secure Logon

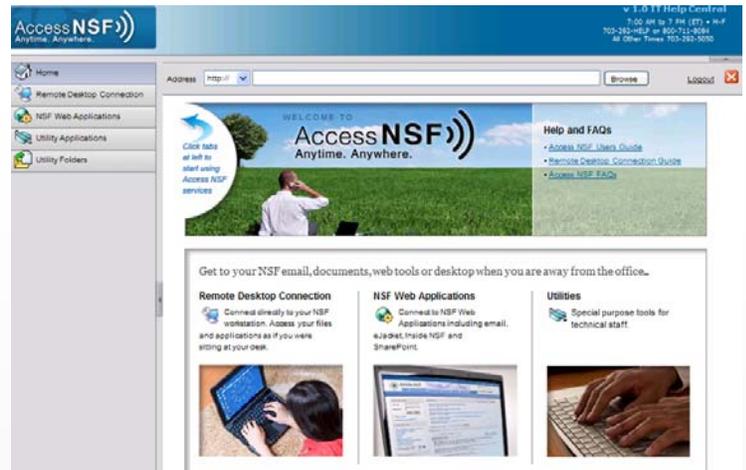
Please enter your User ID and SecurID Passcode.
Your Passcode is
your PIN + the number displayed
on your SecurID token (the Tokencode).

User ID:

Passcode:

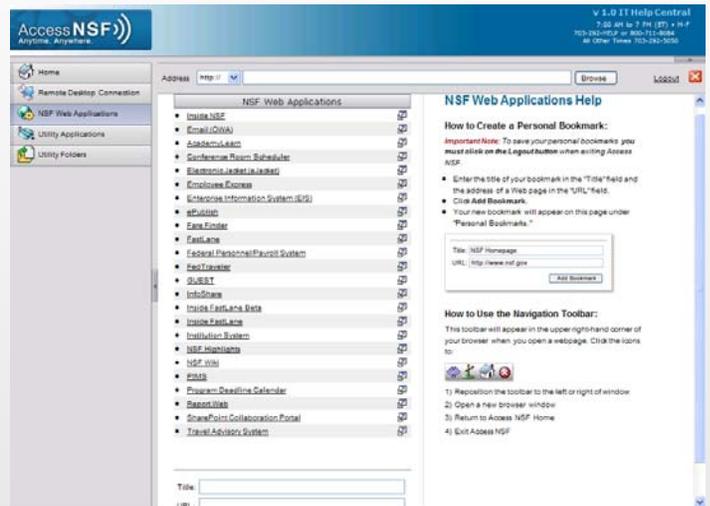
2. From the *Home* page you can:

- View help documentation
- Navigate to:
 - Remote Desktop Connection
 - NSF Web Applications
 - Utility Applications
- Log out



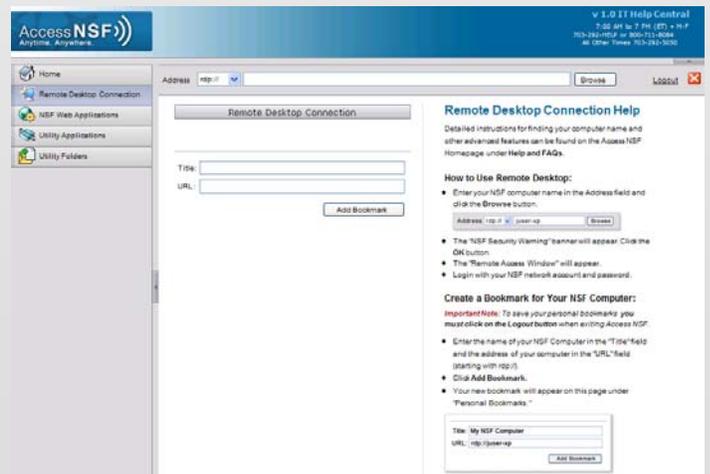
3. From the *NSF Web Applications* page you can:

- Access your email, applications like eJacket and websites like Inside NSF and SharePoint
- Create bookmarks to your most frequently visited sites



4. On the *Remote Desktop Connection* page you can:

- Connect directly to your desktop computer at NSF
- Customize the features of Remote Desktop including screen size and printing (See "How to Customize Remote Desktop")



5. Logout:

- Click the **Logout** link to exit Access NSF and to save your bookmarks