

# 1. Create an Account

You do not need to create an account to browse or search for study data or biospecimens stored in NICHD DASH; however, you do need an account to submit or request study data and/or biospecimens, as well as to download study documentation. Creating an account will allow the NICHD DASH Administrator to communicate with you about your data/biospecimen submissions and requests.

The registration process differs for NIH email account holders and individuals that do not have an NIH email account, as described below.

## 1.1. Registration with NIH Credentials

If you have the NIH Enterprise Directory (NED) credentials or an NIH PIV card, you can register for an NICHD DASH account using those credentials:

1. Access NICHD DASH using one of the compatible browsers listed in the 'Access NICHD DASH' section.
2. Click on the "Sign Up/In" button located at the top right of the homepage.

**Figure 1: Sign Up/In Button**



3. Click "Login Using NIH Credentials" on the login screen.

**Figure 2: General Login Page**

A screenshot of the general login page. It features two input fields: "Email address" and "Password". Below the "Password" field is a yellow "Login" button and a link that says "I Forgot my Password". Below these is a blue button labeled "Login using NIH credentials". Underneath this button is the text "OR" and a dark grey button labeled "Sign Up".

4. You will be directed to the NIH login page. You can login using your NIH NED User ID or your NIH PIV card. Complete the required fields, click "Save" to save your login information, and then click "Next".


**Figure 3: Login with NIH Credentials Page**

Sign in

Smart Card Login

Insert your PIV card into your smart card reader or sign in using your mobile PIV-D credentials.

Sign in



PIV-Exempt? Not a PIV Card Holder? Sign in using your account credentials:

Username

Password

Forgot Password?

Sign in

[Trouble signing in?](#)

**WARNING NOTICE:**

For public facing web pages to which the public has privileged access, e.g., clinical trial or adverse effects systems where users/patients are logging in to enter PII/PHI: You are accessing a U.S. Government web site which may contain information that must be protected under the U.S. Privacy Act or other sensitive information and is intended for Government authorized use only. Unauthorized attempts to upload information, change information, or use of this web site may result in disciplinary action, civil, and/or criminal penalties. Unauthorized users of this web site should have no expectation of privacy regarding any communications or data processed by this web site. Anyone accessing this web site expressly consents to monitoring of their actions and all communication or data transitioning or stored on or related to this web site and is advised that if such monitoring reveals possible evidence of criminal activity, NIH may provide that evidence to law enforcement officials.

- On the NICHD DASH "User Agreement" page, click the "I Agree" checkbox at the bottom of the page after reviewing the Terms & Conditions and then click "Register". The system will create your DASH NICHD account and you can now login from the DASH homepage.

Figure 4: NICHD DASH User Agreement

OMB Control Number: 0925-0744  
Expiration Date: 01/31/2022

All fields marked with an asterisk (\*) are required.

### Terms & Conditions

The Data and Specimen Hub (DASH) system owned by the *Eunice Kennedy Shriver* National Institute of Child Health and Human Development is offered as an information and data resource for scientific research.

Users of DASH agree to comply with all terms and conditions of the NICHD DASH User Agreement during the registration process.

By accepting the NICHD DASH User Agreement, you agree:

1. to use NICHD DASH for the purposes of archiving and accessing data obtained from scientific research with the intent of data sharing and reuse, and to notify NICHD DASH Administrator of any breach in use
2. to use NICHD DASH data for scientific research in an institution with an approved assurance from the Department of Health and Human Services Office for Human Research Protections, and to not use the data for commercial purposes (or sell the data obtained from NICHD DASH)
3. to preserve and protect the confidentiality of, and not attempt to identify, any individuals or households in the data
4. that archived data in NICHD DASH are provided without warranty or liability of any kind
5. to notify the NICHD DASH Administrator of any errors discovered in the archived data
6. to establish safeguards to prevent unauthorized viewing or release of NICHD DASH information or data
7. to comply with any charges that may apply for various services offered by NICHD DASH
8. to ensure that the means of access to NICHD DASH (such as passwords) are kept secure and not disclosed to anyone else
9. that personal data submitted by you are accurate to the best of your knowledge and kept up to date by you
10. that personal data provided by you may be used for administrative management of NICHD DASH and for reporting purposes with the goal of improving services offered by NICHD DASH
11. that any breach of the NICHD DASH User Agreement could lead to termination of your access to the services

☐ I Agree \*

Back Register

Public reporting burden for this collection of information is estimated to average five minutes per response, including the time for reviewing instructions, searching existing data sources, gathering and maintaining the data needed, and completing and reviewing the collection of information. An agency may not conduct or sponsor, and a person is not required to respond to, a collection of information unless it displays a currently valid OMB control number. Send comments regarding this burden estimate or any other aspect of this collection of information, including suggestions for reducing this burden, to: NIH, Project Clearance Branch, 6705 Rockledge Drive, MSC 7974, Bethesda, MD 20892-0794. (301) 591-7233. Do not send confidential information to this address.

## 1.2. Registration for Individuals without an NIH Email Account

If you do not have NIH credentials, you may register for NICHD DASH using a non-NIH email address.

1. Access NICHD DASH using one of the compatible browsers listed in the “Access NICHD DASH” section.
2. Click on the “Sign Up/In” button located at the top right of the homepage.

Figure 5: Sign Up/In Button



3. Click the “Sign Up” button.

- On the “Create an NICHD DASH Account” page, complete the requested information. Required fields are marked with an asterisk and must be completed.

**Figure 6: Create an NICHD DASH Account**

All fields marked with an asterisk (\*) are required.

Email Address \*

Email Confirm \*

Password \*

Confirm Password \*

Title

Title

▼

First Name \*

Last Name \*

M.I.

Job Title/Position \*

Phone Number

Institution \*

Does your institution belong to the NIH system?

☐ Yes ☐ No

Next

- If your institution belongs to the NIH system, we strongly encourage you to register with your NIH email. If for some reason this is not an option, you can still register without an NIH email. Please select “Yes” that your institution belongs to the NIH system and you will then be presented with the dropdown of NIH institutes and centers to choose from.

**Figure 7: Selecting Institution Affiliation within NIH**

Institution \*

Does your institution belong to the NIH system?

☒ Yes ☐ No

Please select your institution

CC

CIT

CSR

FIC

NCATS

NCCH

NCI

NCRR

NEI

NHORI

NHLBI

NIA

NIAAA

NIAID

NIAMS

NIBIB

NICHD

NIDA

NIDCD

NIDCR

NIH...Turning Discovery Into Health ®

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6. Please select your NIH institution and division from the presented dropdowns.
7. If your institution does not belong to the NIH system, please select the “No” checkbox that your institution does not belong to the NIH system.
8. You will be presented with a dropdown list of institutions. If your institution is not listed, you will need to add your institution. Be sure to complete all required fields about your institution, which are marked with an asterisk.

**Figure 8: Add Your Institution**

The figure displays two screenshots of the NICHD DASH registration interface. The top screenshot is titled "Create New Institution" and contains the following fields: "Institution Type \*" (a dropdown menu), "For profit" and "Not for profit" checkboxes, "Institution Name \*" (a text input), "Country \*" (a dropdown menu), "Address \*" (a text input), "Address 2" (a text input), "City \*" (a text input), "Province/Region" (a text input), and "Postal Code" (a text input). The bottom screenshot is titled "Create New Division" and contains the following fields: "Use My Institution Name" and "Use My Institution Address" checkboxes, "Division Name \*" (a text input), "Country \*" (a dropdown menu), "Address \*" (a text input), "Address 2" (a text input), "City \*" (a text input), "Province/Region" (a text input), and "Postal Code" (a text input).

*Note: When selecting your institution, if you do not see your institution in the dropdown list, select “Click here to add your institution” and populate your institution information. If you are from an institution that is outside of the United States, the field options will change when you select your country.*

9. Clicking “Next” will take you to the NICHD DASH User Agreement page. Click on the “I Agree” check box after having read the Terms and Conditions to accept the Agreement, and click “Register” to submit your registration.

*Note: If at any point you wish to change the information you provided on the previous screen, select “Back” to revisit the “Create an NICHD DASH Account” page. Please ensure you use the “Back” button located at the bottom of the page (below the “Register” button) and not your browser’s back button.*

After you submit your registration, you will receive a confirmation email within one business day. Please click on the confirmation link in the email to verify your registration. You will then be able to log into NICHD DASH with the email address and password you provided during registration. If you do not receive a confirmation email within 24 hours, please contact the NICHD DASH Administrator at [SupportDASH@mail.nih.gov](mailto:SupportDASH@mail.nih.gov).

## 2. Log In to Your Account

Perform these steps to log in to your NICHD DASH account:

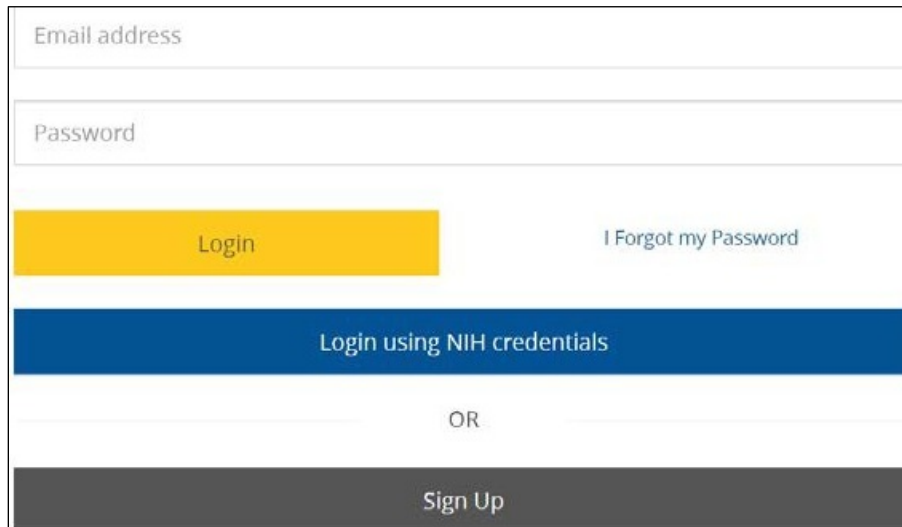
1. Access NICHD DASH using one of the compatible browsers listed in the ‘Access NICHD DASH’ section.
2. Click on the “Sign Up/In” button located at the top right of the homepage.

**Figure 10: Sign Up/In Button**



3. If you registered with a non-NIH email address, enter the email and password that you used to register in NICHD DASH, and click “Login”. If you do not remember your password, click “I Forgot my Password”. You will be prompted to enter the email address associated with your account and the NICHD DASH Administrator will email you a link to reset your password.

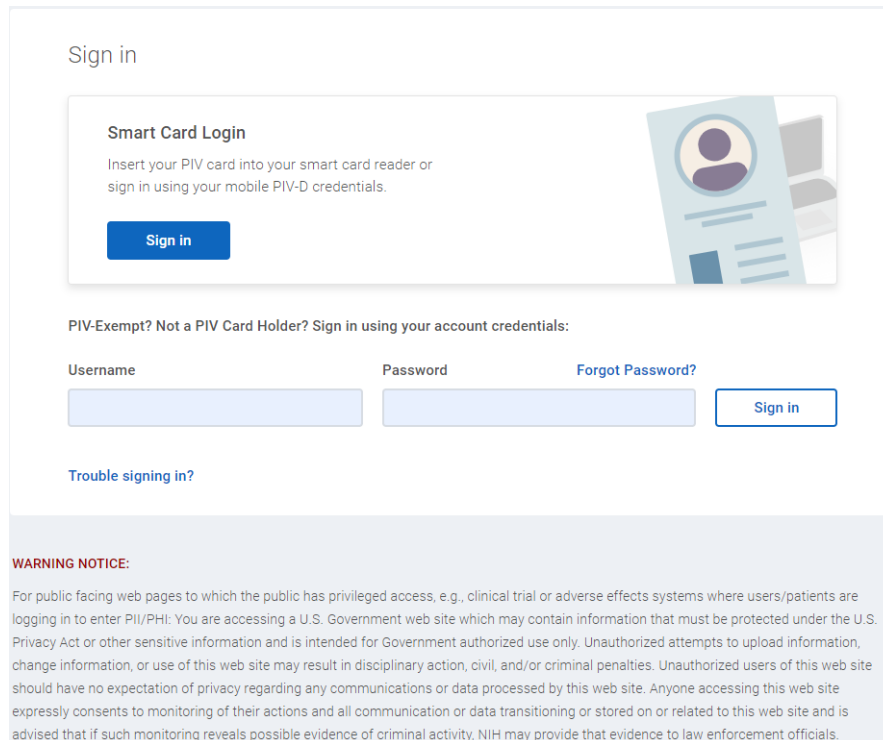
**Figure 11: General Login Page**



The General Login Page features a white background with a light gray border. At the top, there is a text input field labeled "Email address". Below it is another text input field labeled "Password". A yellow rectangular button labeled "Login" is positioned to the left of a link labeled "I Forgot my Password". Below these elements is a wide blue button labeled "Login using NIH credentials". Underneath the blue button is a horizontal line with the word "OR" centered. At the bottom of the page is a dark gray button labeled "Sign Up".

4. If you registered with an NIH email address, click "Login using NIH credentials". Enter your NIH Enterprise Directory (NED) credentials or insert your NIH PIV card.

**Figure 12: NIH Credential Login**



The NIH Credential Login page has a white background with a light gray border. At the top left, it says "Sign in". Below this is a section titled "Smart Card Login" with the text "Insert your PIV card into your smart card reader or sign in using your mobile PIV-D credentials." To the right of this text is an illustration of a PIV card. Below the text is a blue button labeled "Sign in".

Below the Smart Card Login section is a link: "PIV-Exempt? Not a PIV Card Holder? Sign in using your account credentials:". Under this link are two text input fields: "Username" and "Password". To the right of the "Password" field is a link labeled "Forgot Password?". To the right of both input fields is a button labeled "Sign in".

Below the input fields is a link labeled "Trouble signing in?".

At the bottom of the page is a "WARNING NOTICE:" section with the following text: "For public facing web pages to which the public has privileged access, e.g., clinical trial or adverse effects systems where users/patients are logging in to enter PII/PHI: You are accessing a U.S. Government web site which may contain information that must be protected under the U.S. Privacy Act or other sensitive information and is intended for Government authorized use only. Unauthorized attempts to upload information, change information, or use of this web site may result in disciplinary action, civil, and/or criminal penalties. Unauthorized users of this web site should have no expectation of privacy regarding any communications or data processed by this web site. Anyone accessing this web site expressly consents to monitoring of their actions and all communication or data transitioning or stored on or related to this web site and is advised that if such monitoring reveals possible evidence of criminal activity, NIH may provide that evidence to law enforcement officials."