

CHANGING OR RESETTING YOUR EXTERNAL PASSWORD



Quick Reference Guide

The NSF External SharePoint Collaboration Portal is a secure website that lets NSF staff collaborate in a secure environment with the external community. To access the Portal, visit <https://extsharepoint.nsf.gov/> and enter your username and password.

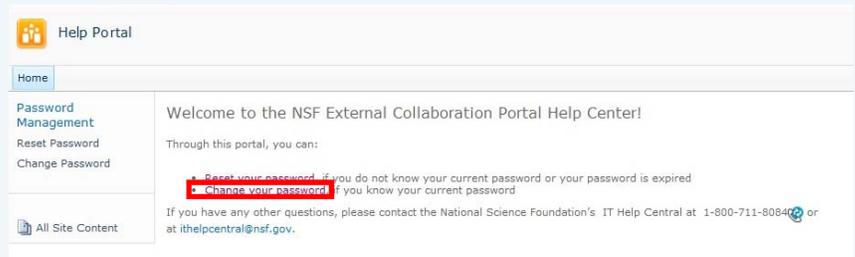
To modify your password on the NSF External Collaboration Portal, you have two options:

- **Change Password** – select this option if you know your current password and would like to change it. *Please note: To select this option, you must log in to a site on the NSF External Collaboration Portal.*
- **Reset Password** – select this option if you have forgotten your current password or if your current password has expired. Passwords expire every 90 days, in compliance with NSF security policy.

HOW TO CHANGE YOUR PASSWORD

STEP ONE: OPEN THE HELP PORTAL PASSWORD MANAGEMENT SCREEN

1. Go to <https://help.extsharepoint.nsf.gov/>.
2. Log in with your current password.
3. Select **Change your password**.



STEP TWO: ENTER REQUESTED INFORMATION

1. On the screen that appears, enter the requested information, which includes your username, old password, and new password. *Please note: Enter your username into the Account field.*
2. Click **Change Password**. To clear all information entered into the form, click **Reset**.

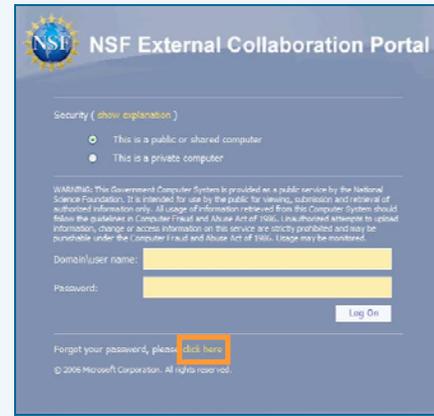
If your password change was successful, you will see a confirmation message.

If your password change was not successful, you will see an error message. Review the password requirements, enter an alternative password, and click **Change Password** again.

HOW TO RESET YOUR PASSWORD

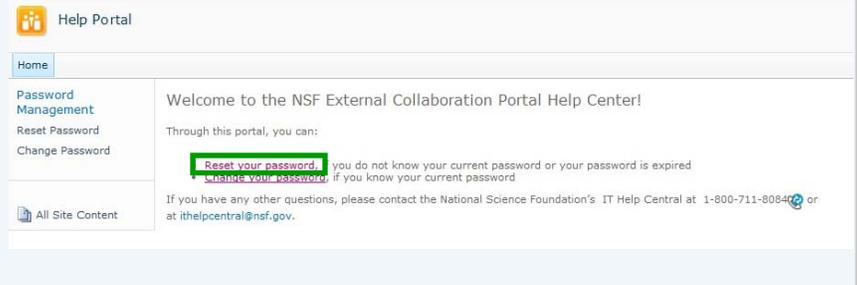
STEP ONE: OPEN THE PORTAL HELP CENTER

1. Go to <https://extsharepoint.nsf.gov/> or any external site of which you are a member.
2. From the login screen, click the **Forgot your password** link.



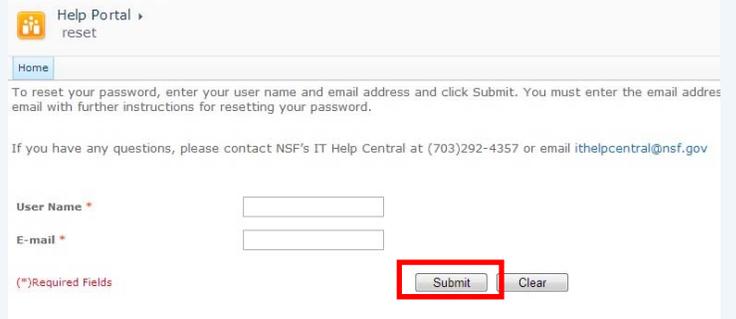
STEP TWO: OPEN THE PASSWORD RESET SCREEN

From the homepage of the NSF External Collaboration Help Portal, click **Reset your Password**.



STEP THREE: SUBMIT PASSWORD RESET REQUEST

Enter your User Name and the e-mail address you use to correspond with the NSB Office and click **Submit**.

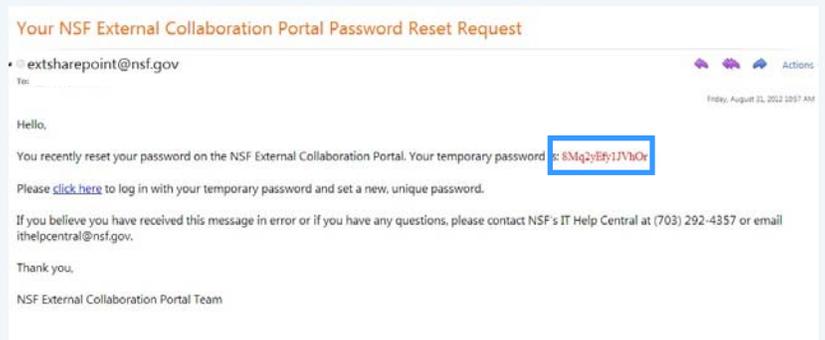


STEP FOUR: CONFIRM REQUEST FOR A TEMPORARY PASSWORD

You will receive an email from extsharepoint@nsf.gov. Click the link found in the email to confirm your request for a temporary password. After you click this link, you will see a confirmation message.

STEP FIVE: RECEIVE YOUR TEMPORARY PASSWORD

You will receive an email with your **temporary password**. Once you log in to the site, follow the directions found on page one of this guide to change your temporary password to a password that you can more easily remember.



If you have any questions or feedback about the password change and reset processes, please contact NSF's IT Help Central at 703-292-4357 or ithelpcentral@nsf.gov.