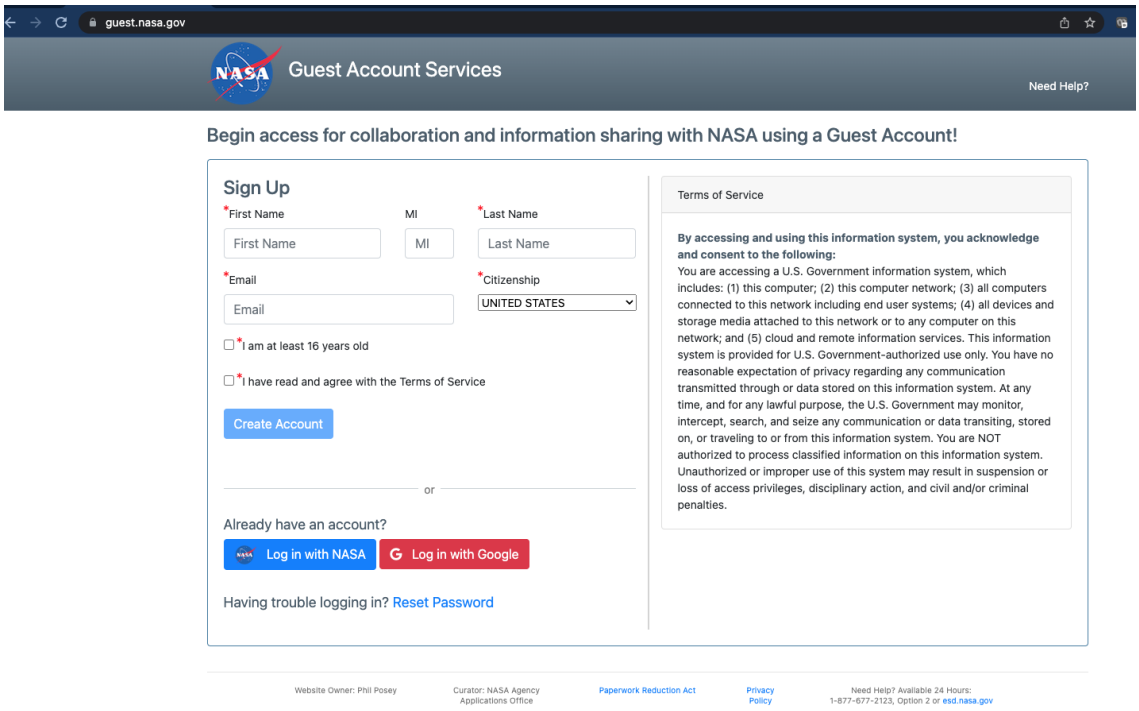
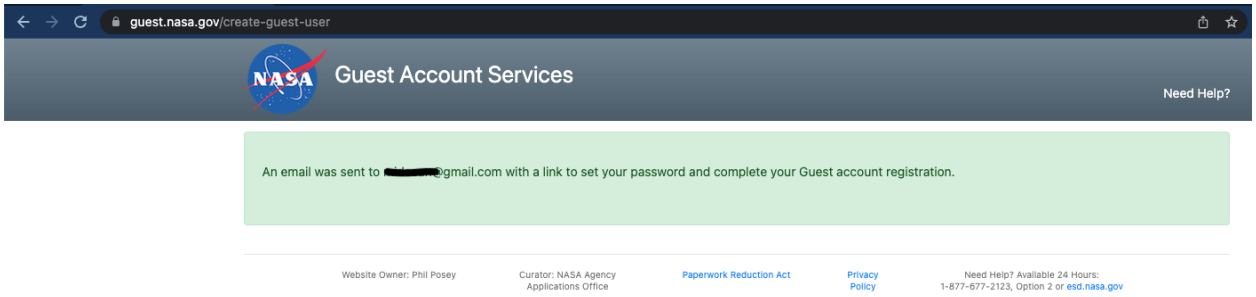
INSTRUCTIONS ON CREATING A NASA GUEST ACCOUNT TO ACCESS BDME/Workspace

1. Go to https://guest.nasa.gov/. Sign up to create a new account with your email address.
    * If you have registered in GEODE before, please make sure to use the same gmail address so you can access your existing studies/files.
    * If you forgot your password please select the "Reset Password " option



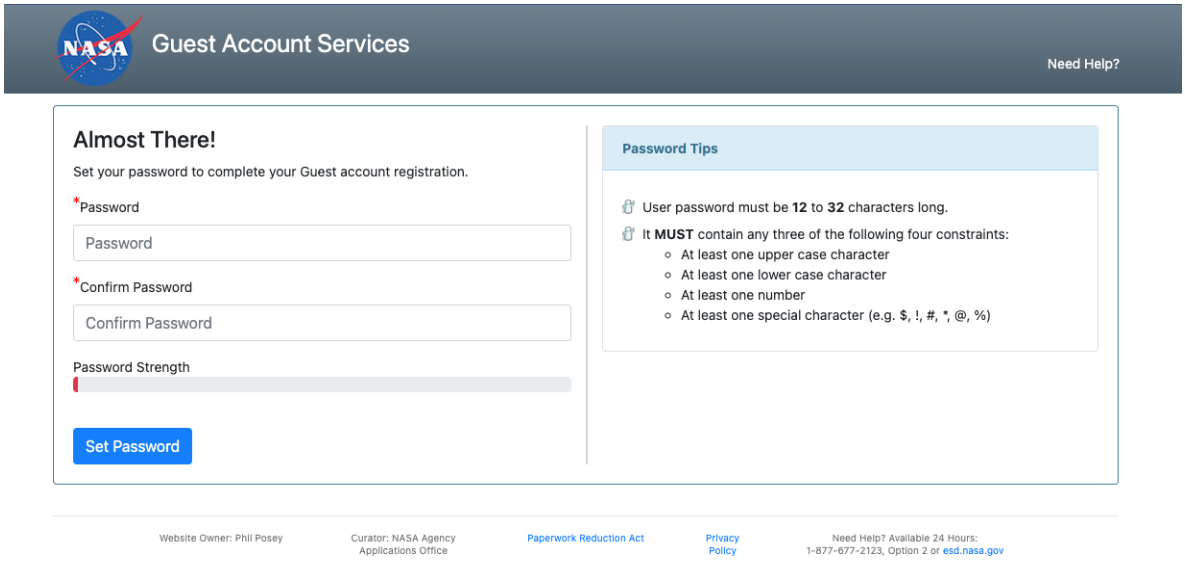
2. The next screen will confirm that a link is sent to the email to complete registration.



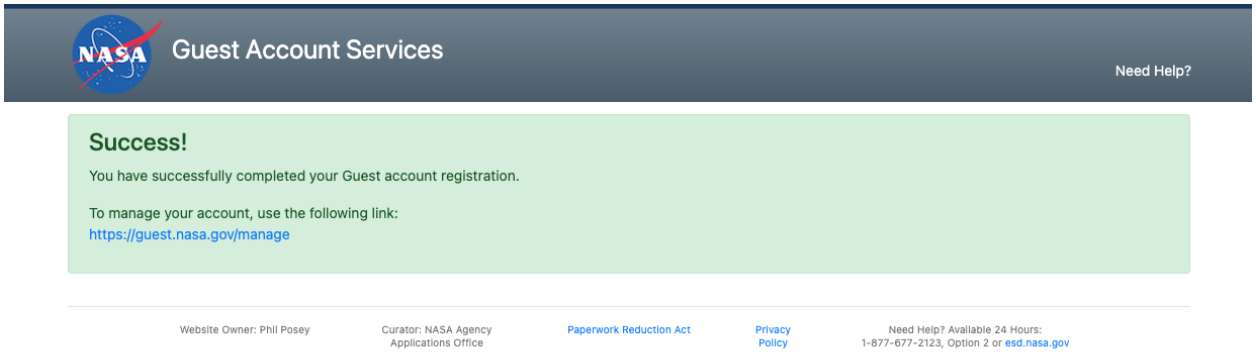
3. The subject of the email is **[NASA Guest] Complete your Guest account registration**. Follow the link in the email to set up account password.

4. Set up an account password. A password must be 12 to 32 characters long and must contain any three of the following four constraints.

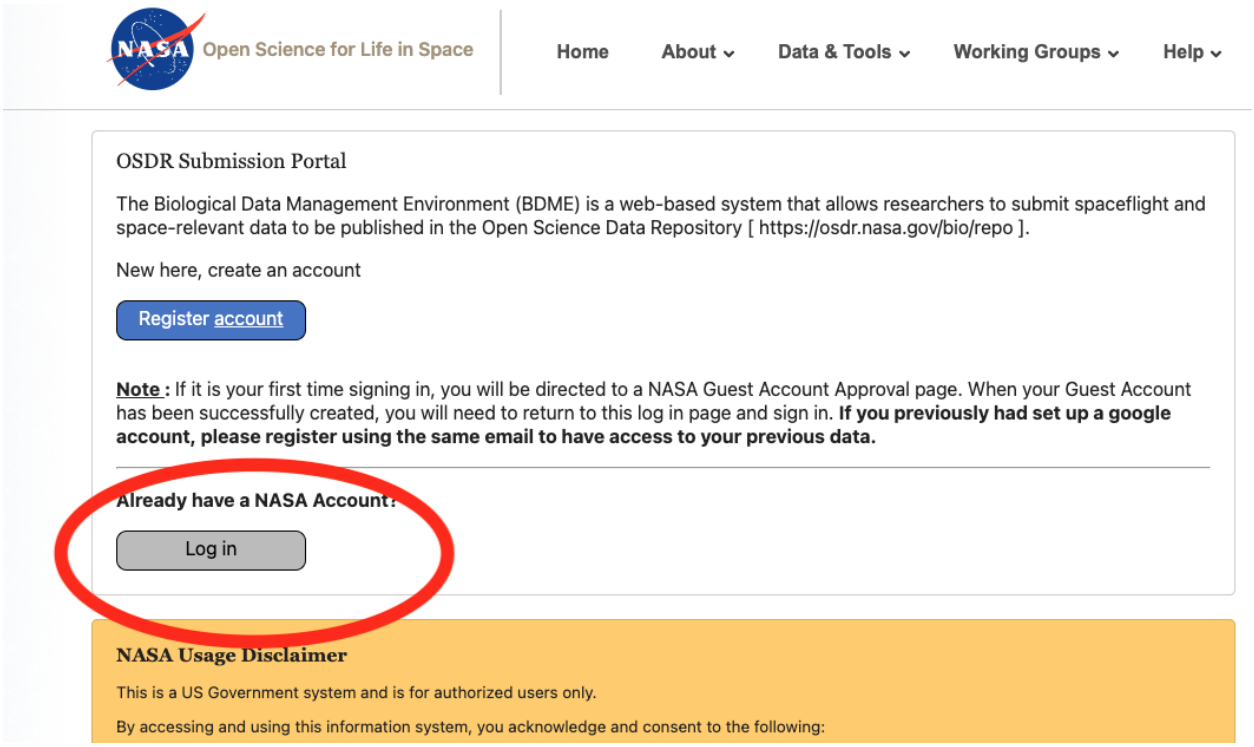
    - At least one upper case character
    - At least one lower case character
    - At least one number
    - At least one special character (e.g. $, !, #, *, @, %)



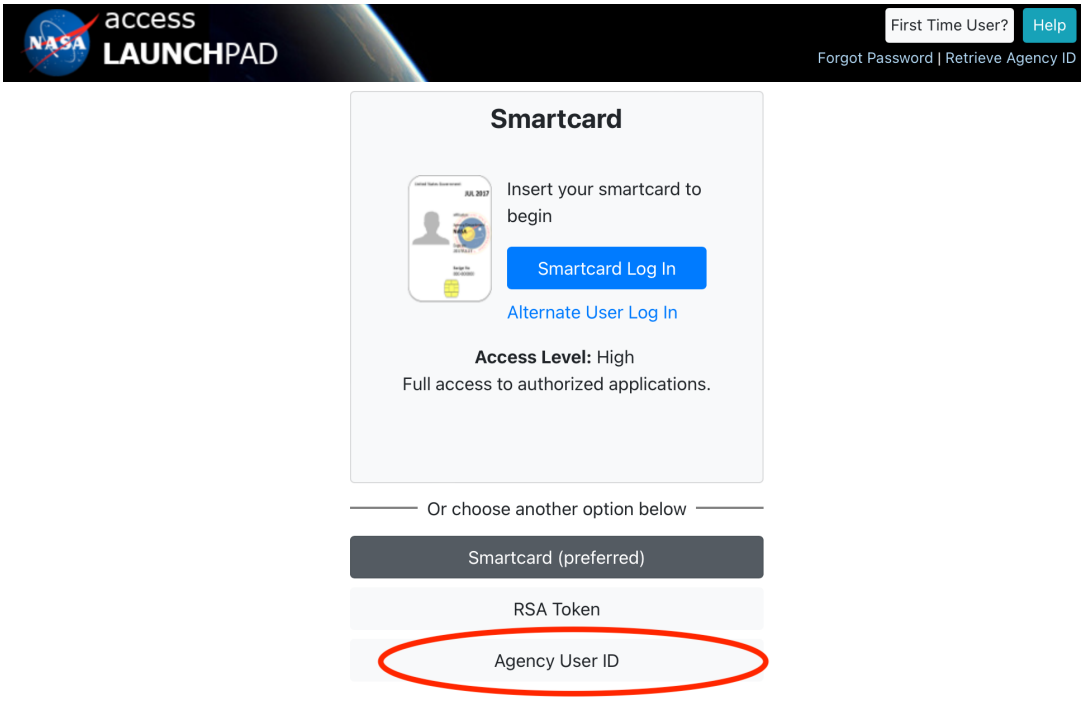
5. Registration is complete. You only need to register the NASA guest account once which lasts for one year but the system will send emails to remind you to request for extension.

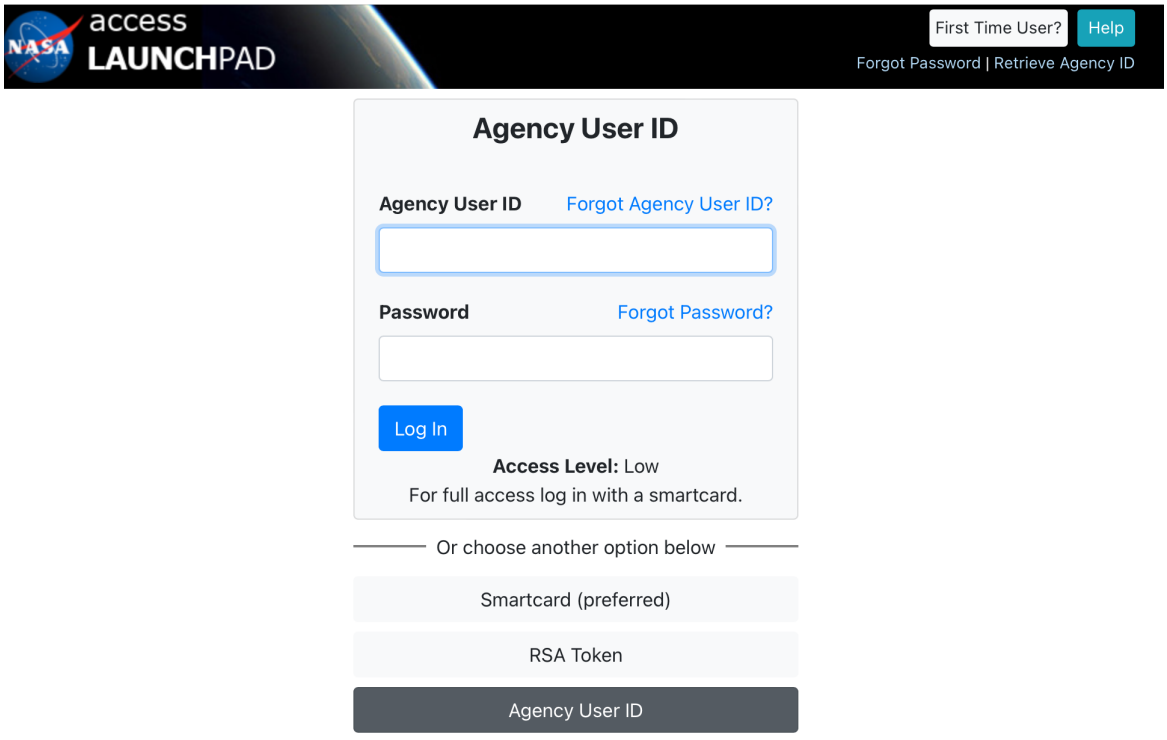


6. Go to Biological Data Management Environment (BDME), https://osdr.nasa.gov/bio/submission-sso-login.html (or Workspace, https://osdr.nasa.gov/bio/workspace-sso-login.html). Click on **Log in** (instead of Register account).

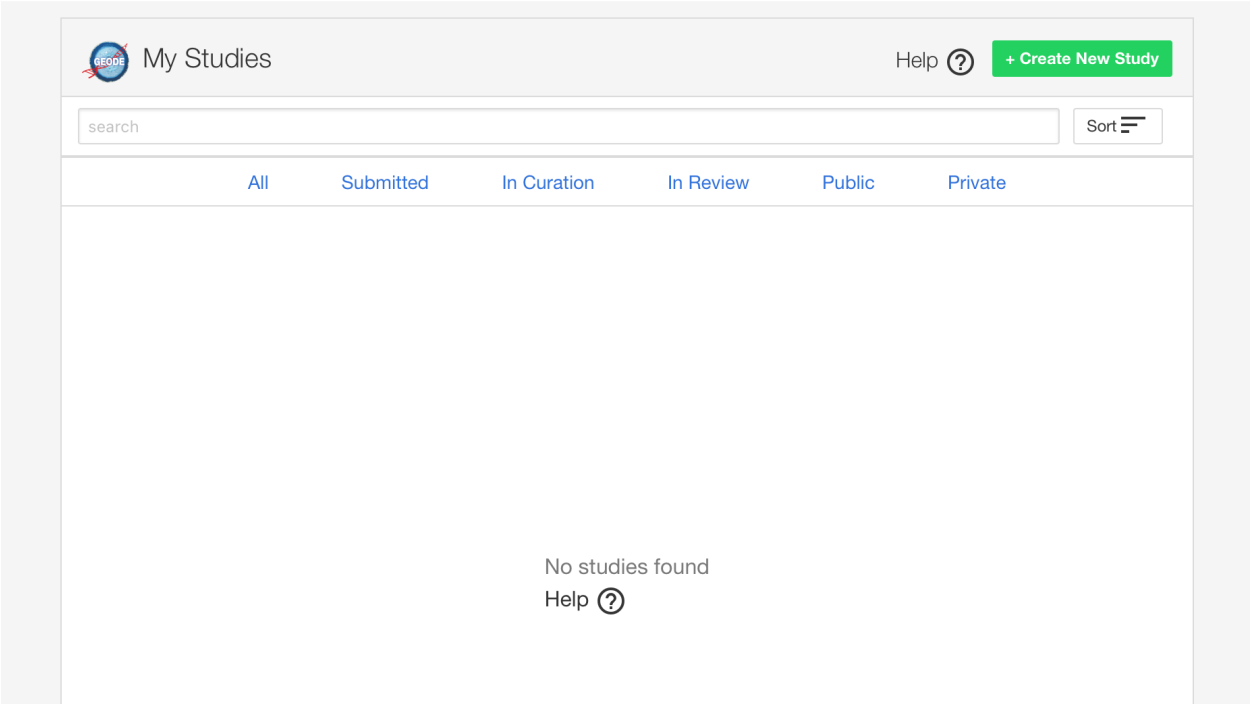


7. In the access LaunchPad page, select Agency User ID. Then use your registered email address as the Agency User ID and the password that you just created.


access
LAUNCHPAD
First Time User?
Help
Forgot Password | Retrieve Agency ID
Smartcard
Insert your smartcard to begin
Smartcard Log In
Alternate User Log In
Access Level: High
Full access to authorized applications.
Or choose another option below
Smartcard (preferred)
RSA Token
Agency User ID


access
LAUNCHPAD
First Time User?
Help
Forgot Password | Retrieve Agency ID
Agency User ID
Agency User ID
Forgot Agency User ID?
Password
Forgot Password?
Log In
Access Level: Low
For full access log in with a smartcard.
Or choose another option below
Smartcard (preferred)
RSA Token
Agency User ID

8. When you see My Studies page, you have logged into BDME successfully.



Troubleshooting Steps

* Please note the NASA Guest Accounts are not managed by the OSDR team. Any issues must be managed by the NASA Enterprise Service Desk (ESD). NASA ESD can be reached 24/7 at 1-877-677-2123.
* In order to stream line the issue, please inform ESD that you are unable to access your NASA Guest Account with your email address. Please be sure to specify the issue is for a NASA Guest Account.
* NASA ESD can assist in confirming an account exists with your email address, reset passwords, or trouble shoot in real time.
* The email address you register with will serve as your Agency User ID.
* If you are still unable to successfully log into BDME or Workspace please reach out to arc-dl-osdr-help@mail.nasa.gov
* If you log in and unable to view files or studies previously set-up in GEODE please email us at arc-dl-osdr.nasa.gov