

## **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

The screenshot shows the NASA Guest Account Services sign-up page. The header includes the NASA logo and the text "Guest Account Services" with a "Need Help?" link. Below the header is a banner that reads "Begin access for collaboration and information sharing with NASA using a Guest Account!". The main content area is titled "Sign Up" and contains several input fields: "First Name", "MI", "Last Name", "Email", and "Citizenship" (a dropdown menu set to "UNITED STATES"). There are two checkboxes: "I am at least 16 years old" and "I have read and agree with the Terms of Service". A blue "Create Account" button is positioned below the checkboxes. Below the button is a horizontal line with "or" in the center. Underneath, the text "Already have an account?" is followed by two buttons: "Log in with NASA" and "Log in with Google". At the bottom of the sign-up section, it says "Having trouble logging in? [Reset Password](#)". To the right of the sign-up form is a "Terms of Service" section with a scrollable text area containing the following text: "By accessing and using this information system, you acknowledge and consent to the following: You are accessing a U.S. Government information system, which includes: (1) this computer; (2) this computer network; (3) all computers connected to this network including end user systems; (4) all devices and storage media attached to this network or to any computer on this network; and (5) cloud and remote information services. This information system is provided for U.S. Government-authorized use only. You have no reasonable expectation of privacy regarding any communication transmitted through or data stored on this information system. At any time, and for any lawful purpose, the U.S. Government may monitor, intercept, search, and seize any communication or data transiting, stored on, or traveling to or from this information system. You are NOT authorized to process classified information on this information system. Unauthorized or improper use of this system may result in suspension or loss of access privileges, disciplinary action, and civil and/or criminal penalties." At the bottom of the page, there is a footer with the following text: "Website Owner: Phil Posey", "Curator: NASA Agency Applications Office", "Paperwork Reduction Act", "Privacy Policy", and "Need Help? Available 24 Hours: 1-877-677-2123, Option 2 or [esd.nasa.gov](#)".

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

The screenshot shows the NASA Guest Account Services confirmation page. The header is identical to the previous screenshot, with the NASA logo and "Guest Account Services" text. Below the header is a large green box containing the message: "An email was sent to [redacted]@gmail.com with a link to set your password and complete your Guest account registration." At the bottom of the page, the footer is identical to the previous screenshot, including "Website Owner: Phil Posey", "Curator: NASA Agency Applications Office", "Paperwork Reduction Act", "Privacy Policy", and "Need Help? Available 24 Hours: 1-877-677-2123, Option 2 or [esd.nasa.gov](#)".

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. \$, !, #, \*, @, %)

**Almost There!**  
Set your password to complete your Guest account registration.

\*Password  
Password

\*Confirm Password  
Confirm Password

Password Strength

Set Password

**Password Tips**

- 🔒 User password must be **12 to 32** characters long.
- 🔒 It **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. \$, !, #, \*, @, %)

Website Owner: Phil Posey    Curator: NASA Agency Applications Office    Paperwork Reduction Act    Privacy Policy    Need Help? Available 24 Hours: 1-877-677-2123, Option 2 or [esd.nasa.gov](https://esd.nasa.gov)

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.

**Success!**  
You have successfully completed your Guest account registration.

To manage your account, use the following link:  
<https://guest.nasa.gov/manage>

Website Owner: Phil Posey    Curator: NASA Agency Applications Office    Paperwork Reduction Act    Privacy Policy    Need Help? Available 24 Hours: 1-877-677-2123, Option 2 or [esd.nasa.gov](https://esd.nasa.gov)

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).

**NASA** Open Science for Life in Space

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### OSDR Submission Portal

The Biological Data Management Environment (BDME) is a web-based system that allows researchers to submit spaceflight and space-relevant data to be published in the Open Science Data Repository [ <https://osdr.nasa.gov/bio/repo> ].

New here, create an account

[Register account](#)

**Note** : If it is your first time signing in, you will be directed to a NASA Guest Account Approval page. When your Guest Account has been successfully created, you will need to return to this log in page and sign in. **If you previously had set up a google account, please register using the same email to have access to your previous data.**

**Already have a NASA Account:**

[Log in](#)

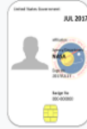
**NASA Usage Disclaimer**

This is a US Government system and is for authorized users only.

By accessing and using this information system, you acknowledge and consent to the following:

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.

### 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

### 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.

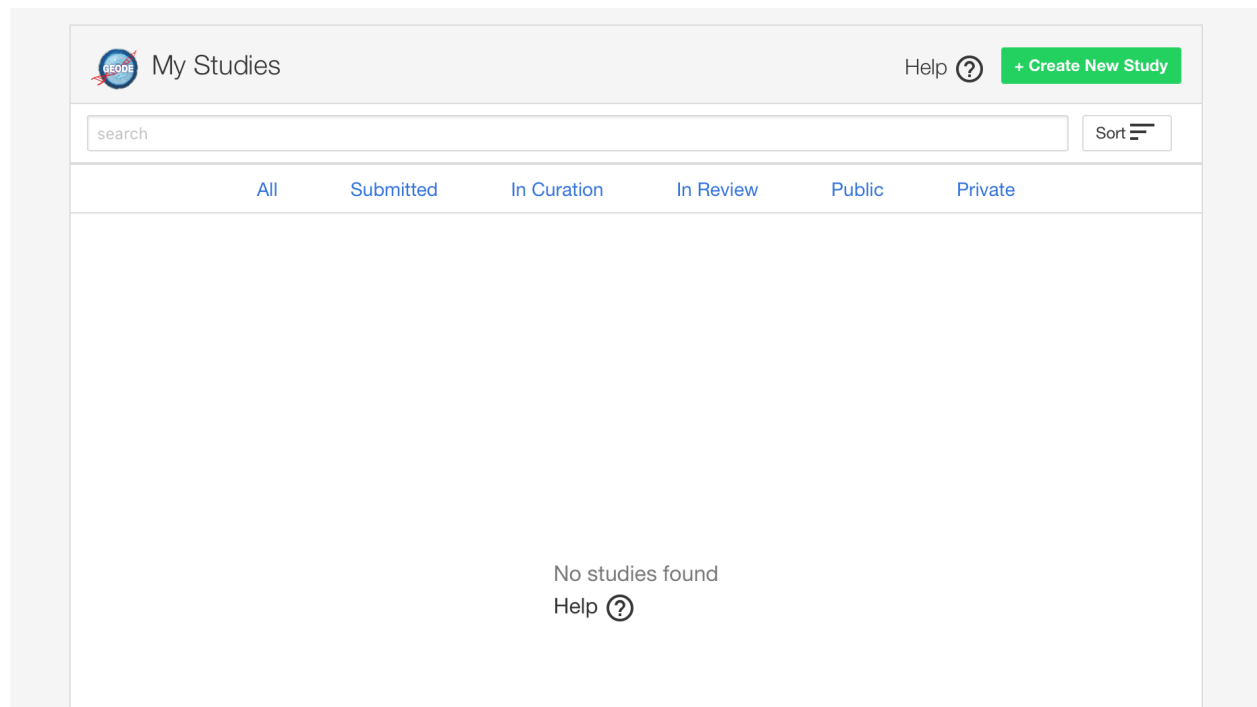
Or choose another option below

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](mailto: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](mailto:arc-dl-osdr.nasa.gov)