

## **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 GODE 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 'Sign Up' form for a NASA Guest Account. The form includes fields for First Name, MI, Last Name, Email, Citizenship (set to UNITED STATES), and checkboxes for 'I am at least 16 years old' and 'I have read and agree with the Terms of Service'. Below the form is a 'Create Account' button. To the right, there is a 'Terms of Service' section containing detailed legal text about the use of the information system. At the bottom left, there are links for 'Log in with NASA' and 'Log in with Google'. At the bottom right, there is a link for 'Reset Password'.

Begin access for collaboration and information sharing with NASA using a Guest Account!

**Sign Up**

\*First Name MI \*Last Name

\*Email \*Citizenship UNITED STATES

I am at least 16 years old  
 I have read and agree with the Terms of Service

**Create Account**

or

Already have an account?

**NASA Log in with NASA** **G Log in with Google**

Having trouble logging in? [Reset Password](#)

Terms of Service

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.

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](mailto:esd.nasa.gov)

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

The screenshot shows a confirmation message: "An email was sent to [REDACTED]@gmail.com with a link to set your password and complete your Guest account registration." The page has a similar header and footer as the sign-up page, including links for NASA website owner, curator, paper reduction act, privacy policy, and help.

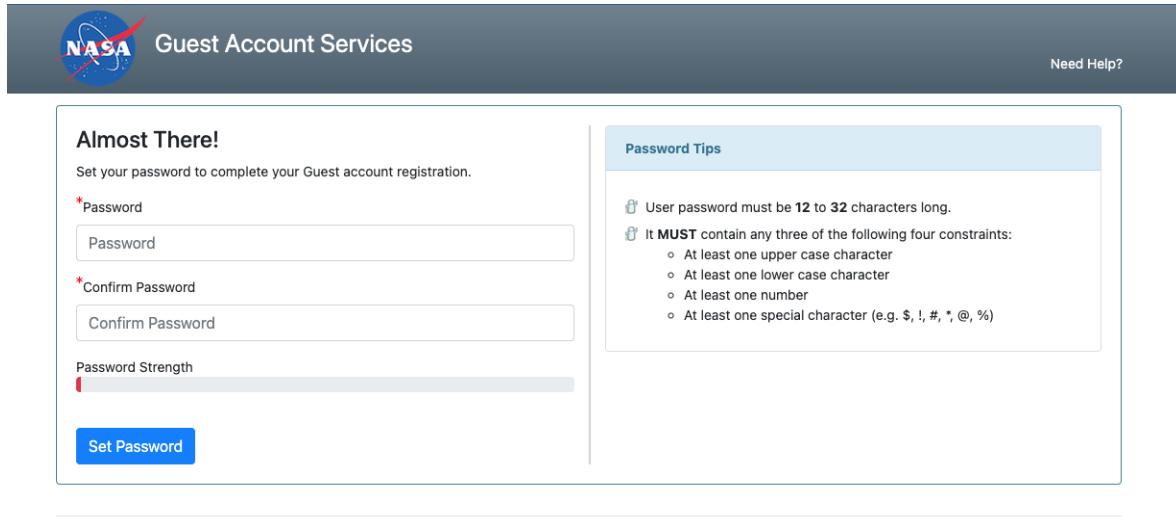
An email was sent to [REDACTED]@gmail.com with a link to set your password and complete your Guest account registration.

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



The screenshot shows the NASA Guest Account Services registration page. At the top, there is a dark header bar with the NASA logo and the text "Guest Account Services". On the right side of the header is a "Need Help?" link. Below the header, the main content area has a light blue background. On the left, a white box contains the "Almost There!" heading and a form for entering a password. It includes fields for "Password" and "Confirm Password", both with red asterisks indicating they are required. Below these is a "Password Strength" bar, which is mostly grey with a small red segment at the beginning. At the bottom of this box is a blue "Set Password" button. To the right of this box is a white box titled "Password Tips" with a light blue header. It lists four constraints for a strong password: 1. User password must be 12 to 32 characters long. 2. It MUST contain any three of the following four constraints: a. At least one upper case character b. At least one lower case character c. At least one number d. At least one special character (e.g. \$, !, #, \*, @, %).

Almost There!

Set your password to complete your Guest account registration.

\*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

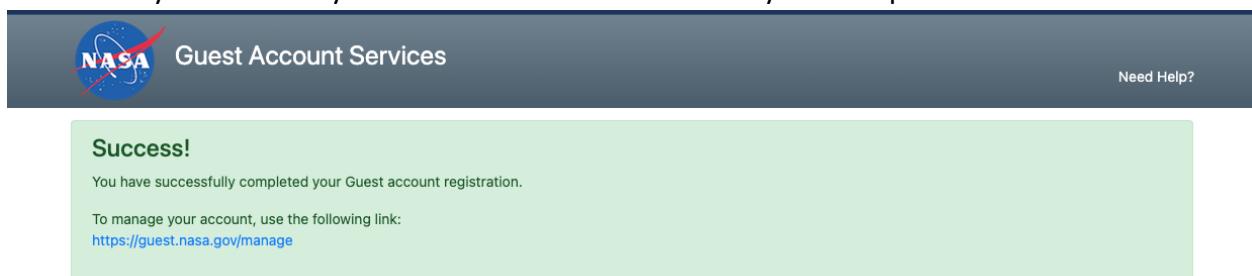
[Paperwork Reduction Act](#)

[Privacy  
Policy](#)

Need Help? Available 24 Hours:

1-877-677-2123, Option 2 or [esd.nasa.gov](#)

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.



The screenshot shows the NASA Guest Account Services success page. At the top, there is a dark header bar with the NASA logo and the text "Guest Account Services". On the right side of the header is a "Need Help?" link. Below the header, the main content area has a light green background. In the center, the word "Success!" is displayed in bold black text. Below it, a message states: "You have successfully completed your Guest account registration." Further down, another message says: "To manage your account, use the following link:" followed by a blue link: "https://guest.nasa.gov/manage". At the bottom of the page is a standard footer with links to the website owner, curator, and various policies.

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

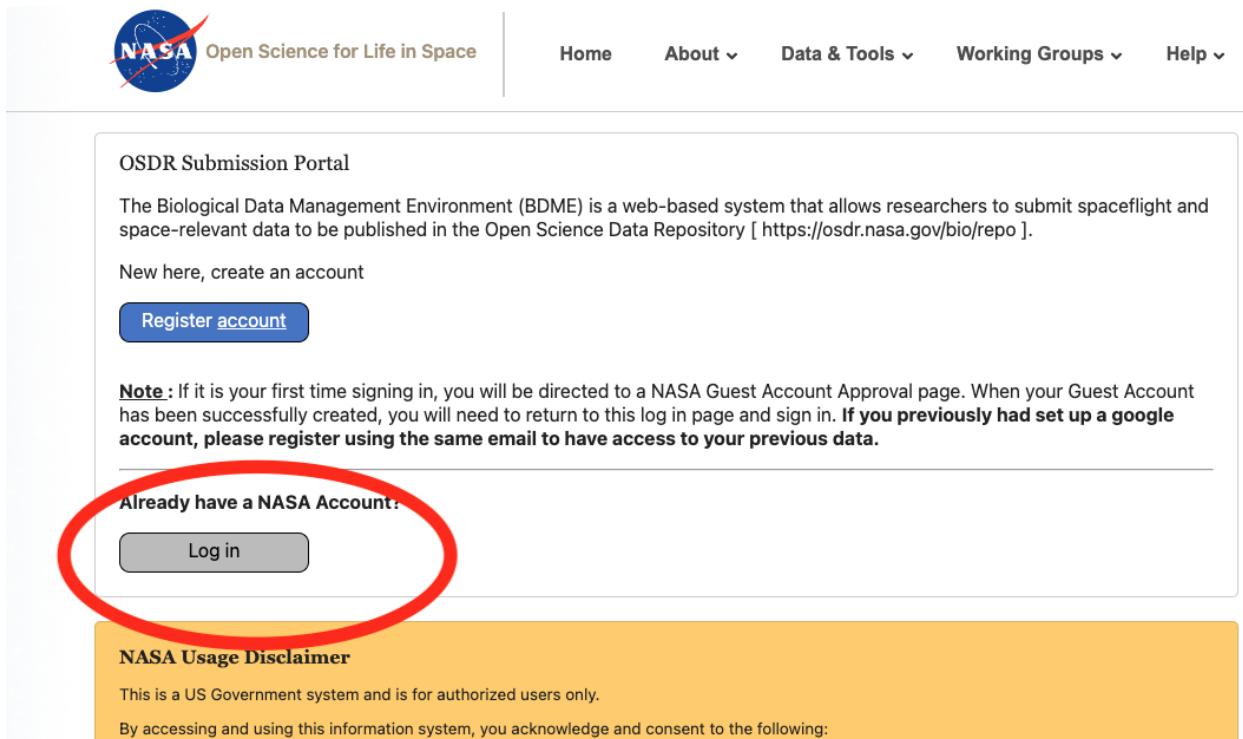
[Paperwork Reduction Act](#)

[Privacy  
Policy](#)

Need Help? Available 24 Hours:

1-877-677-2123, Option 2 or [esd.nasa.gov](#)

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).



The screenshot shows the OSDR Submission Portal login page. At the top, there is a navigation bar with links for Home, About, Data & Tools, Working Groups, and Help. Below the navigation bar, the page title is 'OSDR Submission Portal'. A note states: '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> ].' There is a link for 'New here, create an account' and a blue 'Register account' button. A note below the registration button says: '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.' A red circle highlights the 'Log in' button, which is located under the heading 'Already have a NASA Account?'. Below the login area, there is a yellow box containing the 'NASA Usage Disclaimer' text: '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](#)

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

The screenshot shows the 'My Studies' page of the BDME application. At the top left is the 'GEODE' logo. To its right is the page title 'My Studies'. On the far right are 'Help' and '+ Create New Study' buttons. Below the title is a search bar with the placeholder 'search' and a 'Sort' button. Underneath the search bar are six filter tabs: 'All', 'Submitted', 'In Curation', 'In Review', 'Public', and 'Private'. In the center of the page, below the filters, is the message 'No studies found' and a 'Help' link.

## 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)