

Setting-Up Your Reagan-Fascell Democracy Fellowship Application Account

Step 1.

- a. Visit our online application portal: <https://www.nedfellowships.org/>

Step 2.

- a. Click on “Create a new account.”



The image shows a screenshot of the NED Fellowships Online Application System login page. At the top, there is a dark blue header with the NED logo on the left and the text "Reagan-Fascell Democracy Fellows Program" on the right. Below the header is a photograph of three people: a woman on the left, a man in the center holding a microphone and speaking, and another man on the right. A dark blue banner is overlaid on the bottom of the photograph with the text "NED Fellowships Online Application System". Below the photograph, there are two blue buttons: "Log in with your existing nedfellowships.org account" and "Create a new account", with the word "or" centered between them.

NED Reagan-Fascell Democracy Fellows Program

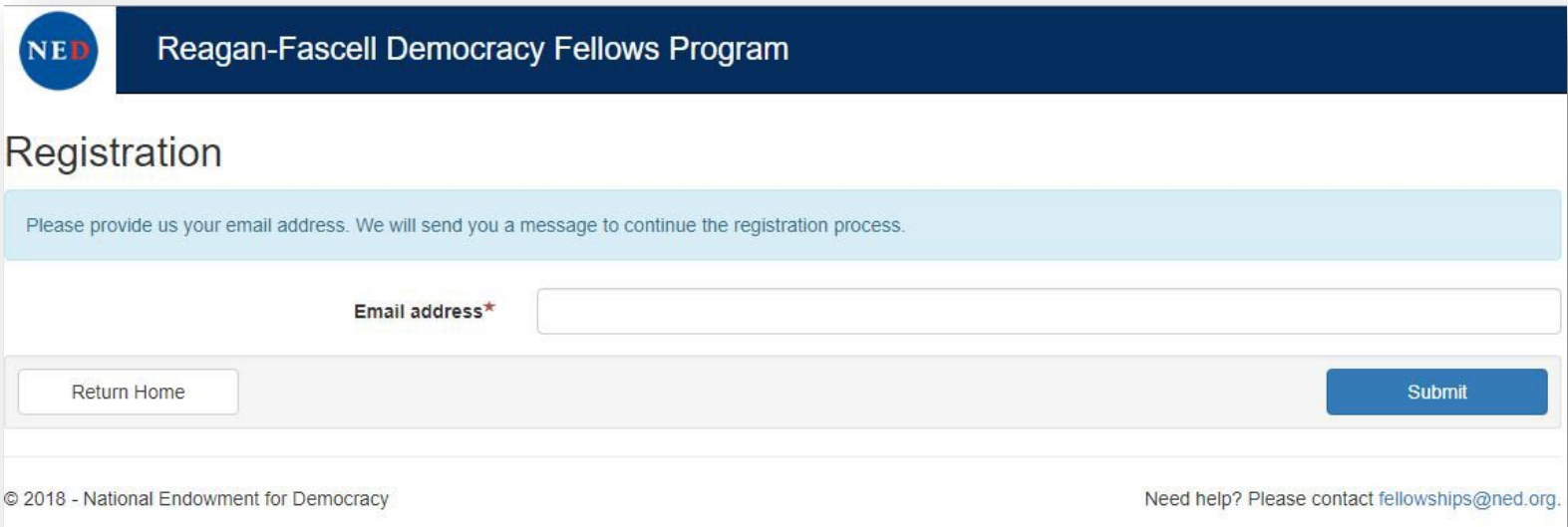
NED Fellowships Online Application System

Log in with your existing nedfellowships.org account

or

Create a new account

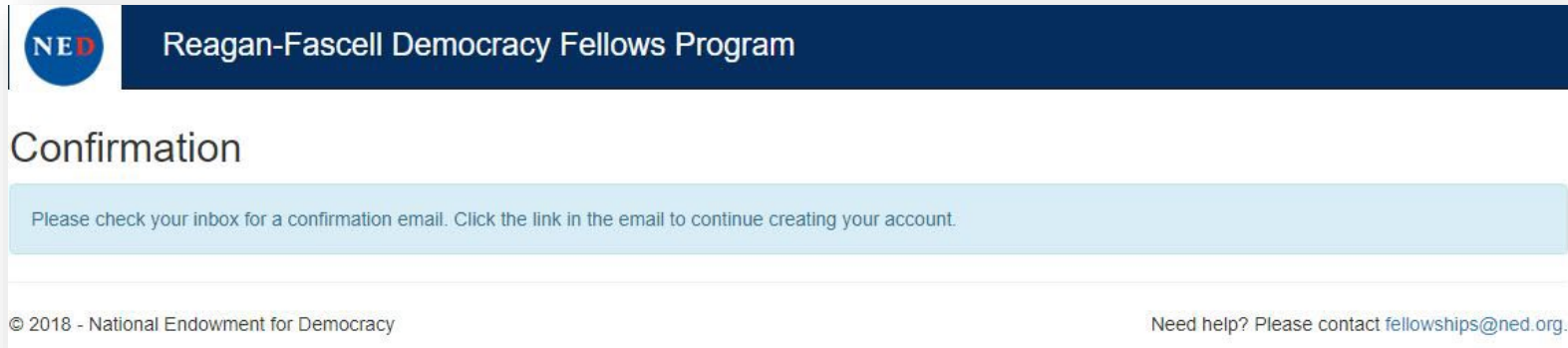
- b. Enter your email address on the Registration page.



The screenshot shows the top of a web page with a dark blue header containing the NED logo and the text "Reagan-Fascell Democracy Fellows Program". Below the header is a light blue banner with the text "Registration". Underneath is a light blue instruction box: "Please provide us your email address. We will send you a message to continue the registration process." Below this is a form with a label "Email address*" and an empty input field. At the bottom of the form are two buttons: "Return Home" and "Submit". The footer contains the copyright notice "© 2018 - National Endowment for Democracy" and a link for help: "Need help? Please contact fellowships@ned.org."

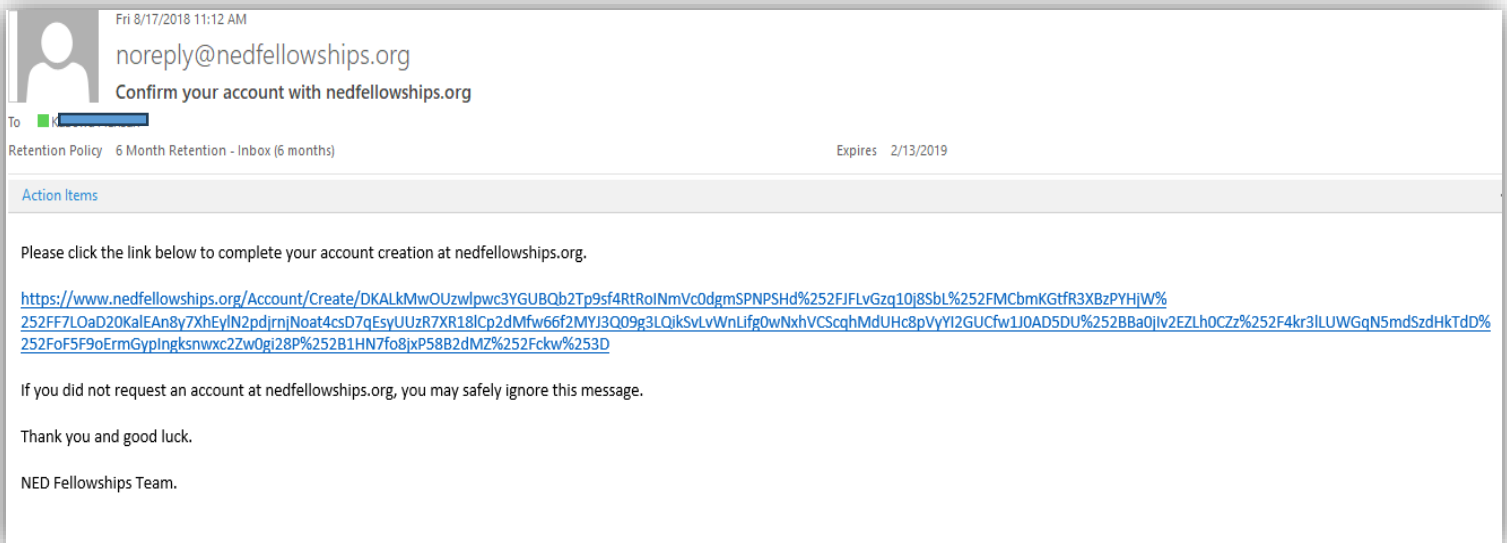
Step 3.

- a. A confirmation link will be sent to the email you provided from noreply@nedfellowships.org. **Please check your spam folder if you do not see an email.**



The screenshot shows the top of a web page with a dark blue header containing the NED logo and the text "Reagan-Fascell Democracy Fellows Program". Below the header is a light blue banner with the text "Confirmation". Underneath is a light blue instruction box: "Please check your inbox for a confirmation email. Click the link in the email to continue creating your account." Below this is a light blue footer containing the copyright notice "© 2018 - National Endowment for Democracy" and a link for help: "Need help? Please contact fellowships@ned.org."

- b. Click the link provided in the confirmation email.



The screenshot shows an email interface. At the top left is a profile icon and the text "Fri 8/17/2018 11:12 AM". The sender is "noreply@nedfellowships.org" with the subject "Confirm your account with nedfellowships.org". Below the sender information is a "To" field with a green checkmark and a blue bar. There are two links: "Retention Policy 6 Month Retention - Inbox (6 months)" and "Expires 2/13/2019". Below these is a section titled "Action Items" with a light blue background. The text in this section reads: "Please click the link below to complete your account creation at nedfellowships.org." followed by a long URL: <https://www.nedfellowships.org/Account/Create/DKAlkMwOUzwljwpc3YGUBQb2Tp9sf4RtRoINmVc0dgmSPNPSHd%252FJFLvGzq10j8SbL%252FMCbmKGtfr3XBzPYHjW%252FF7LOaD20KalEAn8y7XhEyIN2pdjrniNoat4csD7qEsyUUzR7XR18Cp2dMfw66f2MYJ3Q09g3LQikSvlvWnLifg0wNkhVCSqghMdUhc8pVYI2GUCfw1J0AD5DU%252BBa0jlv2EZLh0CZz%252F4kr3ILUWGqN5mdSzdHkTdD%252FoF5F9oErmGyplngksnwxc2Zw0gi28P%252B1HN7fo8jxP58B2dMz%252Fckw%2523D>. Below the link is the text: "If you did not request an account at nedfellowships.org, you may safely ignore this message." followed by "Thank you and good luck." and "NED Fellowships Team."

c. You'll be brought to a webpage where you will create a username and password.

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Create new account

Please enter the username and password for your new account. Note that your username may not be an email address. When you log in, your account will be identified by the username you provide combined with @nedfellowships.org in the form yourusername@nedfellowships.org.

Your password must meet the following requirements:

- **Minimum** 8 characters
- **Maximum** 16 characters
- Needs to contain **at least** 3 of the following 4 types of characters:
 - Lower case letters
 - Upper case letters
 - Numbers (0-9)
 - Symbols @ # \$ % ^ & * - _ ! + = [] { } \ | : ; ' , . ? / ' ~ ^ ()
- May not contain spaces

Contact email kabowdm@ned.org

Username* @nedfellowships.org

Password*

Confirm password*

© 2018 - National Endowment for Democracy [Need help? Please contact fellowships@ned.org.](mailto:fellowships@ned.org)

d. Click 'Continue to Login' when you create a new account successfully.

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Congratulations!

You have successfully created your nedfellowships.org account. After you click continue below, you will be prompted to log in and begin creating your application.

Be sure to log in using your full username kabowdm@nedfellowships.org.

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- e. To sign in, enter your created username ending with @nedfellowships.org. **Do not enter your personal email address.** Insert your created password when prompted afterwards.

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Supporting freedom around the world

Sign in

username@nedfellowships.org

[Can't access your account?](#)

[Next](#)

Please sign in using your username ending in @nedfellowships.org, not your personal email address. This system is restricted to NED authorized users. Unauthorized access is a violation of the law. If you have any questions, email fellowships@ned.org.

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← h@nedfellowships.org

Enter password

Password

[Forgot my password](#)

[Sign in](#)

Please sign in using your username ending in @nedfellowships.org, not your personal email address. This system is restricted to NED authorized users. Unauthorized access is a violation of the law. If you have any questions, email fellowships@ned.org.

Step 4.

- a. More information will be required when you log in for the first time to enable multi-factor authentication. When prompted, click the 'Next' button.

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Supporting freedom around the world

h@nedfellowships.org

Action Required

Your organization requires additional security information. Follow the prompts to download and set up the Microsoft Authenticator app.

[Use a different account](#)

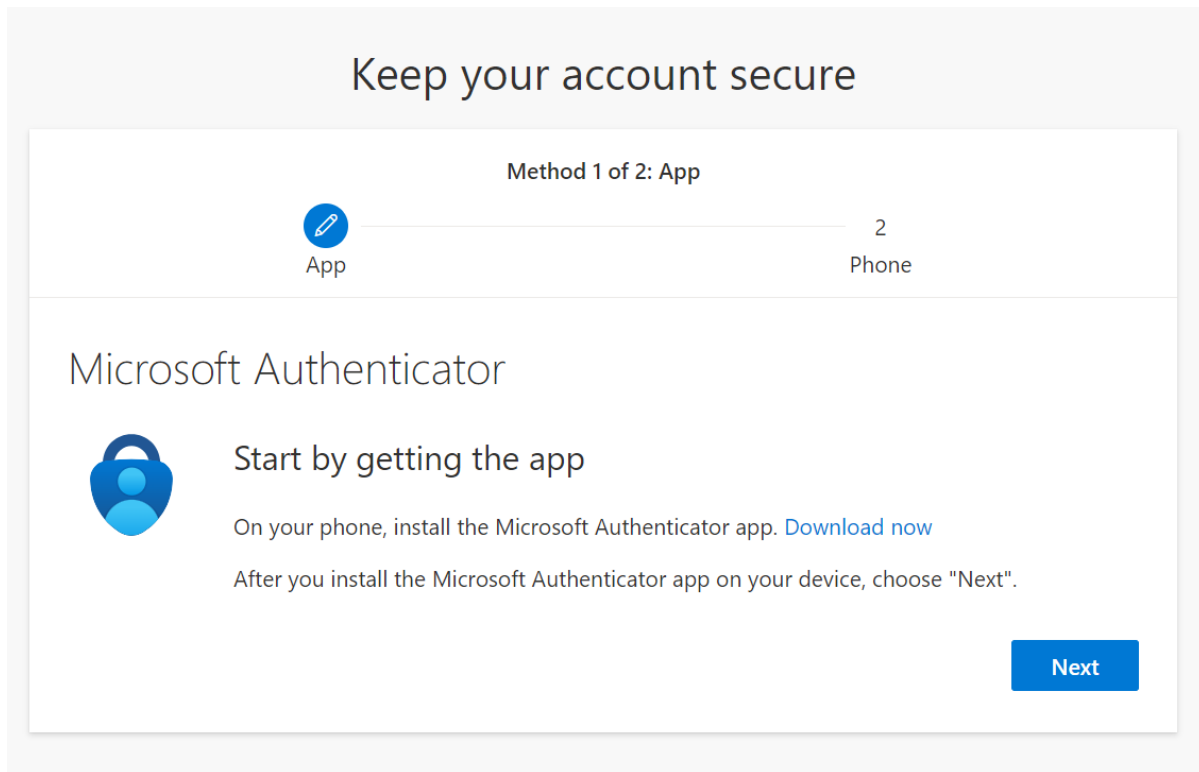
[Learn more about the Microsoft Authenticator app](#)

You have 14 days until this is required.

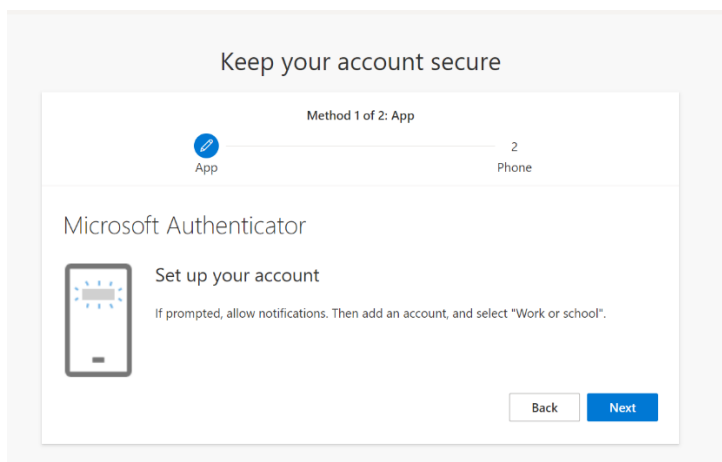
[Ask later](#) [Next](#)

Please sign in using your username ending in @nedfellowships.org, not your personal email address. This system is restricted to NED authorized users. Unauthorized access is a violation of the law. If you have any questions, email fellowships@ned.org.

- b. You'll be asked to authenticate using Microsoft Authenticator App and your phone. If you forget your password to the account, you'll be able to regain access. Follow the steps to obtain and install the Microsoft Authenticator App. If you need help installing and setting up the app please refer to Microsoft's instructions [here](#) and [here](#).



- c. After installing the app on your phone and clicking "Next" on the screen above, you will be prompted to set up your account on your phone. Click add an account and then select 'Work or school.' On your computer, click "Next."



- d. Scan the QR code that appears on your computer screen using your Microsoft Authenticator App on your phone. Click "Next." You will be prompted to enter a code that appears on your computer screen in your phone app. Once you have done so, you will receive a message on your computer that Authenticator is approved, and your account with username will become visible in the Microsoft Authenticator app on your phone. **After your account appears in your Authenticator app, you can use the one-time codes to sign in.**

Keep your account secure

Method 1 of 2: App


App 2
Phone

Microsoft Authenticator

Scan the QR code

Use the Microsoft Authenticator app to scan the QR code. This will connect the Microsoft Authenticator app with your account.

After you scan the QR code, choose "Next".




[Can't scan image?](#)


[Back](#) [Next](#)

- e. You have now successfully set up the Authenticator app, and will be prompted to set up your phone as a second authentication method. Enter your phone number, and click next. You will receive a six-digit code by text.

Keep your account secure

Method 2 of 2: Phone


App


Phone

Phone

You can prove who you are by answering a call on your phone or receiving a code on your phone.

What phone number would you like to use?

United States (+1) ▼

Enter phone number

Receive a code

Call me

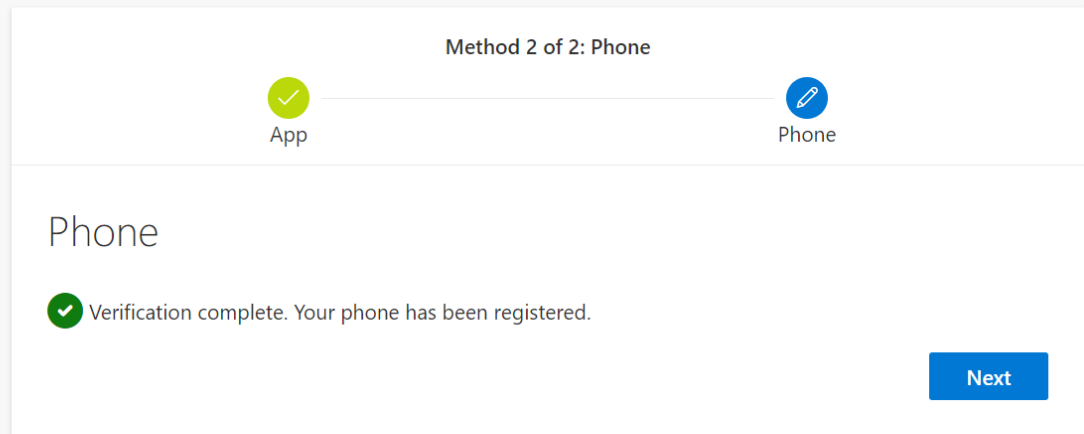
Message and data rates may apply. Choosing Next means that you agree to the [Terms of service](#) and [Privacy and cookies statement](#).

Next

[I want to set up a different method](#)

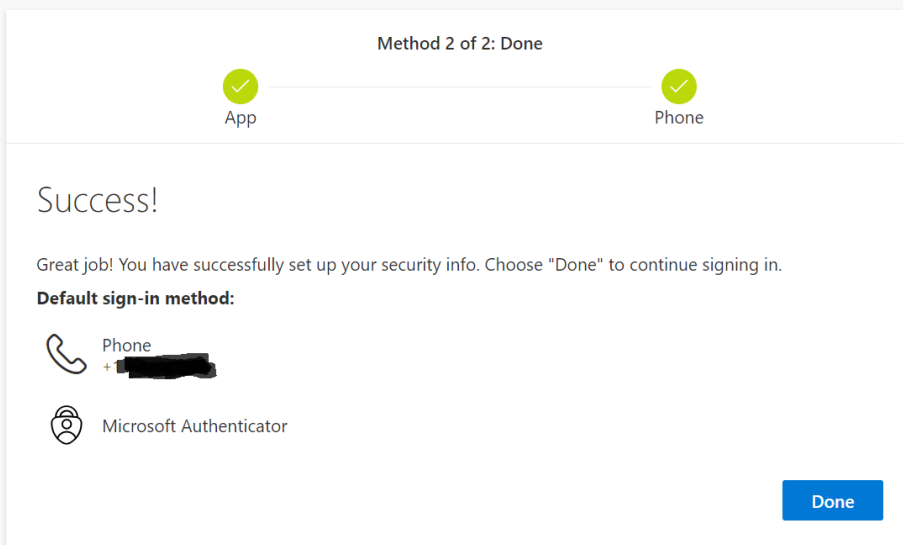
- f. You'll receive a six digit code by text. Enter the code in the designated box and click 'Verify.' Enter the code in the next screen, and you should receive the following message:

Keep your account secure



- g. Once you have installed and completed authentication for Microsoft Authenticator and for your phone you will receive the following message. Click "Done" and it will bring you to the application home screen.

Keep your account secure



Finally, if you're signed out because of time restraints, close the browser and restart it before you attempt to sign in again.

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← [redacted]@nedfellowships.org

Enter password

Sorry, your sign-in timed out. Please sign in again.

Password

[Forgot my password](#)

Sign in

Please sign in using your username ending in @nedfellowships.org, not your personal email address. This system is restricted to NED authorized users. Unauthorized access is a violation of the law. If you have any questions, email fellowships@ned.org.

Step 5.

- h. When you return to www.nedfellowships.org sign in with your username@nedfellowships.org and password. You may be prompted to login using the Microsoft Authenticator App.

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Sign in

[redacted]@nedfellowships.org

[Can't access your account?](#)

Next

Please sign in using your username ending in @nedfellowships.org, not your personal email address. This system is restricted to NED authorized users. Unauthorized access is a violation of the law. If you have any questions, email fellowships@ned.org.

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← kabowdm@nedfellowships.org

Enter password

.....|

[Forgot my password](#)

Sign in

Please sign in using your username ending in @nedfellowships.org, not your personal email address. This system is restricted to NED authorized users. Unauthorized access is a violation of the law. If you have any questions, email fellowships@ned.org.



██████████@nedfellowships.org

Approve sign in request

Open your Authenticator app, and enter the number shown to sign in.

53

No numbers in your app? Make sure to upgrade to the latest version.

[I can't use my Microsoft Authenticator app right now](#)

[More information](#)

Please sign in using your username ending in @nedfellowships.org, not your personal email address. This system is restricted to NED authorized users. Unauthorized access is a violation of the law. If you have any questions, email fellowships@ned.org.

- f. Begin any section of your application by clicking “Click to start.” You can log out and return to the application at any time.

The screenshot shows the application home page for the Reagan-Fascell Democracy Fellows Program. At the top, there is a dark blue header with the NED logo on the left, the text "Reagan-Fascell Democracy Fellows Program" in the center, and the user email "kabowdm@nedfellowships.org" on the right. Below the header, the page is titled "Application Home". The main content area consists of several stacked sections, each with a title and a description:

- Fellowship Type and Session**: A section with a "Click to Start" button.
- General Information**: A section with the instruction "Supply general applicant information, including name, citizenship, date of birth, gender, etc."
- Contact Information**: A section with the instruction "Supply detailed phone, email, and address information."
- English Language Proficiency**: A section with the instruction "Please provide an accurate assessment of your English language proficiency."
- Fellowship Information**: A section with no visible text or instructions.
- Project Proposal Information**: A section with no visible text or instructions.
- Resume Information**: A section with no visible text or instructions.

If you have any further questions, email fellowships@ned.org.

Good luck on your application!