AHED
Login Instructions

1 FIRST TIME USERS

1.1 NASA Badge: Users with Smartcard or Agency ID

1.2 NON-NASA Badge: Users without Smartcard or Agency ID

2 SIGN IN WITH NASA LAUNCHPAD
1 FIRST TIME USERS

1.1 NASA Badge: Users with Smartcard or Agency ID
Users with a NASA Smartcard or Agency ID don’t need to register in AHED. To Contribute, **Sign in with Launchpad**. No other steps are required.

1.2 NON-NASA Badge: Users without Smartcard or Agency ID
1. Click on **CREATE NASA GUEST ACCOUNT**. We recommend using institutional emails when setting up the account.

![CREATE NASA GUEST ACCOUNT](image)

2. A new window’s browser will open and take you to the Guest Account Services. Fill out the required information under **Sign Up** and then click on **CREATE ACCOUNT**. We recommend you use your institutional email account when setting up the account.

![Guest Account Services](image)

**NOTE**: Please, **DO NOT USE**. It won’t allow you to sign in in AHED using NASA Launchpad.
3. A message on the screen will inform you that:

![Guest Account Services](image)

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


5. You will receive an email from identity.manager@nasa.gov asking you to follow a link to set your account password. For security reasons, the link will expire in one hour.

6. Set the Password.

![Guest Account Services](image)

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

Password: ************
Confirm Password: ************
Password Strength: Very Strong

Set Password

**Password Tips**
- Your password must be 12 to 32 characters long.
- Your password 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., $, @, #, %)

7. Your NASA Guest account is now created. Close the window's browser.

![Guest Account Services](image)

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

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

Your Guest account password is valid for 60 days. To keep your Guest account active, you will need to change the password before the expiration date. Guest accounts are deleted after a period of inactivity. To regain access to your Guest account, simply go to the website https://guest.nasa.gov/ and create a new account with the same email used to create the previous account.
8. REGISTER ACCOUNT IN AHED:
   a. Go to https://astrobiology.nasa.gov/ahed/login and SIGN IN WITH LAUNCHPAD using Agency User ID option with NASA Guest account email address and password.
   b. Fill out and submit the registration form. Our team will review the information and contact you shortly via email.

9. Once your account has been approved, you will always Sign in with NASA Launchpad using Agency User ID option with NASA Guest account email address and password.
2 SIGN IN WITH NASA LAUNCHPAD

1. Click on SIGN IN WITH NASA LAUNCHPAD

2. **NASA Badge**: Users with a NASA Smartcard or Agency ID, log in with your Smartcard or Agency ID and Password.

3. **NON-NASA**: With a NASA Guest Account, select the **Agency User ID** option.
4. Use your NASA Guest account email and password.