Deactivating a Person's NED Record - A Primer

When a person leaves NIH, an AO in the worker's IC must deactivate that person's NED record to ensure the removal of logical account access, as well as access to NIH facilities and to other NIH services.

Deactivation of a person's NED record initiates the disabling of his or her NIH network (AD) account and ID badge and triggers the de-provisioning of other NIH services and deactivation in other systems.

How to Deactivate a NED Record Using the NED Portal

As a NED Portal user, once you have logged into the NED Portal, select the "Deactivate" option under the Create/Modify Record" section of the NED Portal menu. You will be prompted to search for the person you want to deactivate. You can search either by entering the NIH worker's first and last name or the person's HHS ID number.

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Entering the person's name [or HHS ID number] and clicking the 'Find' button will advance the user to the Deactivate "Confirmation" screen.

The Deactivate "Confirmation" screen displays the following warning:

"Selecting a deactivation date of today will immediately deactivate this individual from NED. If today will be the individual's last day, please ensure the effective date is set to tomorrow.

Scheduled deactivations will be complete by 6:00 AM on the effective date specified."

"Deactivating an individual will remove all NIH services, including his/her Identification Badge, NIH Network Account, and Exchange

Mailbox, and inactivate the individual in NED. Deactivations should only be used when the individual no longer has an affiliation with the NIH. Please ensure that this individual should be deactivated in NED prior to proceeding."

Effective Date
NED sets a default "Effective Date" for the deactivation of "today." As mentioned in the warning, submitting a Deactivate task with an effective date of "today" will result in the immediate deactivation of the person's record.

If you don't want to an immediate deactivation, you must enter a new effective date manually or select one using the 'Calendar' icon provided on the screen.

If you have selected a date in the future to deactivate the person's NED record, you then must click the 'Deactivate' button on the bottom right side of the screen to compete the deactivation task.

You can cancel the Deactivate task by clicking the "Terminate Task" button on the bottom left of the screen before clicking on the Deactivate button.

After clicking the "Deactivate, button, if the effective date is "today," NED immediately deactivates the person's record

If the effective date is in the future, NED will deactivate the record on the future effective date between 5:30-6:00AM.

NED returns you to the "Welcome to NED" page upon completion (or termination) of the Deactivate task.

If you scheduled the deactivation for a future date, selecting "Scheduled Tasks" under the "Inbox" section of the NED Portal menu allows you to access the Deactivate task in the event you want to change the effective date or cancel the deactivation.

Other instances in which the term 'deactivation' is used
DPSAC will sometimes use the term "Deactivation" when someone hasn't fully complied with completing their background investigation.

In NIH's centralized Background Investigation Tracking System (BITS), [the database used by DPSAC to track the progress and/or status of an individual's background investigation] the person's record will say: "Approved for Deactivation," which means that if the individual doesn't submit the required paperwork or other information, their badge will be deactivated for physical access to the NIH campuses.

Should DPSAC deactivate the person's badge in these instances, their badge can be reactivated if they comply.

Note: Following deactivation in NED, a person's ID badge cannot be reactivated. Assuming the person is continuing at NIH, an AO must activate their record in NED by submitting/approving a NED Portal Register/Activate task that includes an ID badge request (and if needed, an NIH network account/email request).

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