Guide to Creating an NNTC Account

How to get set up to request and use NNTC resources

To submit requests for NNTC biospecimens and/or data, you will first need to create your NNTC user account. This guide provides a high-level walkthrough of the process.

1. **Requesting a New Account**

   a. Navigate to www.nntc.org

   b. Click on the "Contact Us" link located at the top navbar of the homepage.

   c. Complete the webform and then click the "Submit" button.

2. **Activating your account**

   a. Within 24 hours of submitting your request for a new account, you will receive an automated email from the NNTC single-sign-on software, "Okta", containing an activation link. Click on the activation link within 7 calendar days.

      i. If more than 7 days elapses, contact nntc@emmes.com for direct assistance.

3. **Associating your account with NNTC systems**

   a. After activating your Okta account, you will need to associate it with NNTC systems using the two-step process described below to:

      i. Associate your account with the NNTC website, and

      ii. Associate your account with the NNTC Application Builder tool

   b. *Associating your account with the NNTC website*:

      i. Navigate to www.nntc.org

      ii. Click "Log In" at the top right of the homepage, which will direct you to an Okta login page

      iii. Use your Okta credentials to log-in

      iv. Reset your password to one of your choosing, known only to yourself

   c. *Associating your account with the NNTC Application Builder tool to enable you to create and submit requests for NNTC resources*:

      i. Navigate to www.nntc.org

      ii. Click on the "Query Tool" button located in the "How to submit an application" collapsable menu on the homepage and enter your Okta credentials.

         1. Note: You may see an error reading "*It looks like this content hasn't been shared with you.*" **If you see this message, contact nntcquerytoolaccess@emmes.com for direct assistance.**

4. **Creating and Submitting NNTC Applications**

   a. Once Steps 1-3 are complete, you will be able to create and submit applications to request biospecimens and/or data from the NNTC.

   b. See the NNTC Request Application Process and Query Demo for details about that process.

      We look forward to hearing from you!

Questions about creating an account?
Scan the QR code to contact the DCC at nntc@emmes.com.

Email us!