

Setting-Up Your Hurford Youth Fellowship Application Account

Step 1.

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

Step 2.

- a. Click on "Create a new account."



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

NED Hurford Youth Fellows Program

Registration

Please provide us your email address. We will send you a message to continue the registration process.

Email address*

Return Home Submit

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.**

NED Hurford Youth Fellows Program

Confirmation

Please check your inbox for a confirmation email. Click the link in the email to continue creating your account.

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

Fri 8/17/2018 11:12 AM

noreply@nedfellowships.org

Confirm your account with nedfellowships.org

To: [Redacted]

Retention Policy 6 Month Retention - Inbox (6 months) Expires 2/13/2019

Action Items

Please click the link below to complete your account creation at nedfellowships.org.

<https://www.nedfellowships.org/Account/Create/DKAlkMwOUzwlpwc3YGUBQb2Tp9sf4RtRoINmVc0dgmSPNPSHd%252FJFLvGzq10j8SbL%252FMCbmKGtfr3XBzPYHjW%252FF7LOaD20KaIEAn8y7XhEyIN2pdjrjNoat4csD7qEsyUUzR7XR18Cp2dMfw66f2MYJ3Q09g3LQikSvlvWnLifg0wNkhVCSqghMdUHc8pVYy12GUCfw1J0AD5DU%252BBa0jlv2EZLhOCZz%252F4kr3ILUWGqN5mdSzdHkTdD%252FoF5F9oErmGyplngksnwxzc2Zw0gi28P%252B1HN7fo8jxP58B2dMZ%252Fckw%25253D>

If you did not request an account at nedfellowships.org, you may safely ignore this message.

Thank you and good luck.

NED Fellowships Team.

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

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*

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

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 **[redacted]@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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← [redacted]@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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[redacted]@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](#)

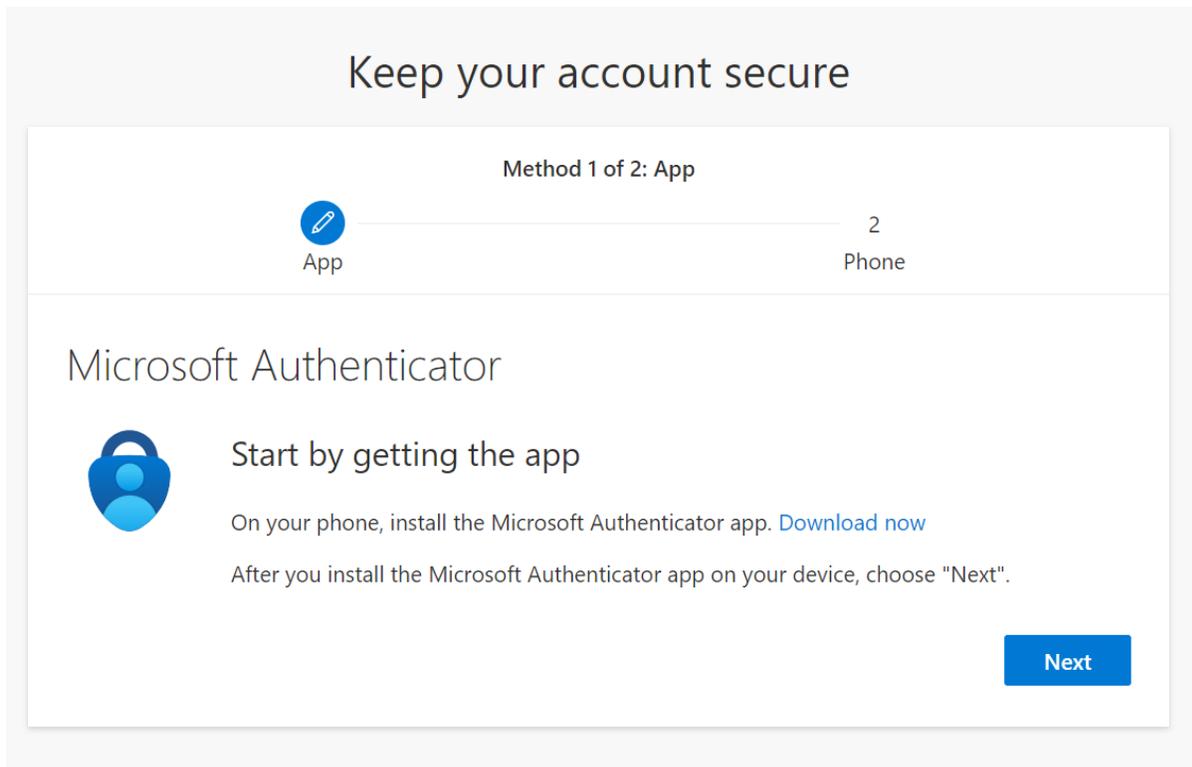
[Learn more about the Microsoft Authenticator app](#)

You have 14 days until this is required.

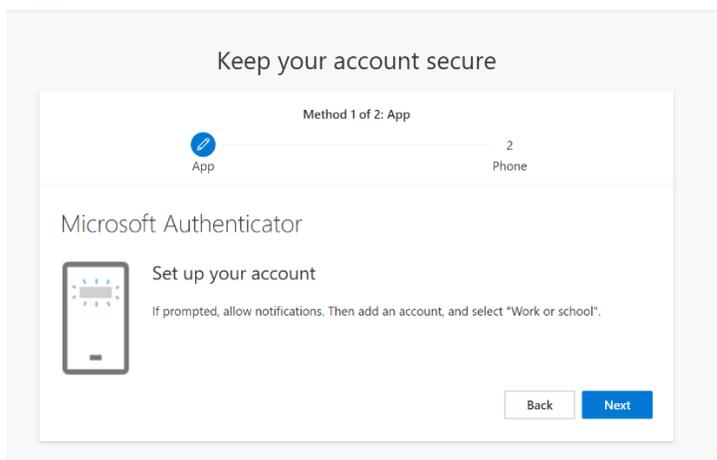
[Ask later](#) [Next](#)

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

Method 2 of 2: Phone

App Phone

Phone

✔ Verification complete. Your phone has been registered.

[Next](#)

- 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

Method 2 of 2: Done

App Phone

Success!

Great job! You have successfully set up your security info. Choose "Done" to continue signing in.

Default sign-in method:

-  Phone + [redacted]
-  Microsoft Authenticator

[Done](#)

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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← [redacted]@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.

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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 with the following sections and buttons:

- 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 an empty input field.
- Project Proposal Information**: A section with an empty input field.
- Resume Information**: A section with an empty input field.
- Reference Information**: A section with an empty input field.

At the bottom of the page, there are two buttons: 'Generate PDF' and 'Review & Submit Application'.

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

Good luck on your application!