

Accessing e-HARTS

If you are an NIH employee with an NIH Username and Password you can enter a nomination for any open award call. First you must access the e-HARTS application.

Step 1. Open the internet

Step 2. Type **MY.NIH.GOV** in the address line

Step 3. Enter your **NIH Username** and **Password**

Step 4. Click **Log in**

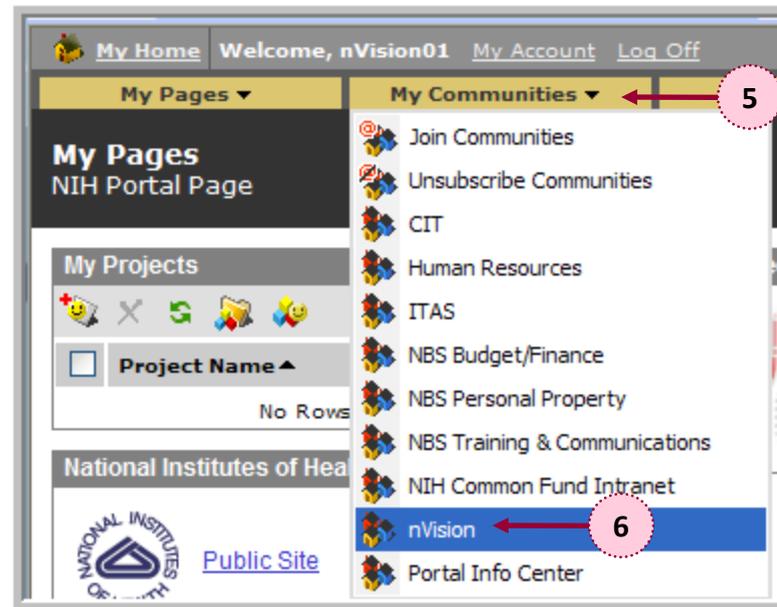
The NIH Login page features a blue header with the NIH logo and the text "NIH Login". Below the header, there are two main login options. On the left, there are two input fields: "User Name:" with the text "username" and "Password:" with a masked password of seven dots. Red arrows point from pink dashed circles containing the number "3" to each of these input fields. Below these fields is a blue "Log in" button with a red arrow pointing to it from a pink dashed circle containing the number "4". In the center, a blue circle with the text "OR" is positioned between the two login options. On the right, there is an image of a PIV card. To its right, the text reads "Insert your PIV card into your smart card reader before attempting to login." Below this is a link: "For assistance, read the instructions for [using smart cards and certificates with NIH Login \(PDF, 21 pages, 726 KB\)](#)." At the bottom right of this section is another blue "Log in" button.

Accessing e-HARTS

You must select the nVision Community.

Step 5. Click the **My Communities** drop down

Step 6. Select **nVision**



Accessing e-HARTS

From the nVision Community Page you can launch the nVision Home Page.

Step 7. Click Launch Reports

The screenshot displays the nVision Data Warehouse website interface. At the top, there is a navigation bar with links for 'My Home', 'Welcome, nVision01', 'My Account', and 'Log Off'. Below this is a search bar and a 'Help' icon. The main content area is divided into several sections:

- Community Leader:** Provides contact information for nVision Support (301-496-4357, nVisionSupport@nih.gov).
- nVision Launch Pad:** A sidebar menu with several options: 'Launch Reports' (highlighted with a red circle and the number 7), 'User Registration', 'Registration Search Tool', and 'Helpful Look-ups'. Below this menu is a link to the 'nVision Data Access Policy'.
- Welcome to the nVision Community:** A central message box containing a welcome message and links for 'First Time User/System Requirements/Downloads', 'Web Client', and 'Web Client for DWQuery'.
- nVision/DW Currency:** A section providing information about the current status of nVision business areas and links to 'nVision / NBS Alerts' and a 'Discrepancy Breakdown Report'.
- nVision Community Announcements:** A section with a 'Table of Contents' and links to 'Current News', 'Helpful Information', 'Archived Articles', and 'Support'. Below this are several news items, including 'End-of-Year 2010', 'FTE Usage Statistics Reset for 2011 - Personnel Costs', and 'nVision/DW Year-End Schedule'.
- nVision Training:** A sidebar menu with links to 'nVision Training Launch Pad', 'nVision Online Tutorials', 'nVision Job Aids', 'nVision Student Guides', and 'nVision Training Courses'.
- nVision Information:** A sidebar menu with links to 'nVision Frequently Asked Questions', 'nVision Publications/White Papers/Technical Information', and 'nVision On-line Help'.
- nVision Support:** A sidebar menu with a question mark icon and text: 'Having trouble using nVision? Contact the NIH Help Desk at http://ithelpdesk.nih.gov/support/ or call 301-496-4357 (7:00 AM to 6:00 PM EST Mon-Fri)'. It also includes links to request a new report or changes to an existing report, and to submit e-mail comments or suggestions.
- Useful Links:** A sidebar menu with links to 'Privacy Notice' and 'Disclaimers'.

Accessing e-HARTS

From the nVision Homepage you can navigate to the e-HARTS Application.

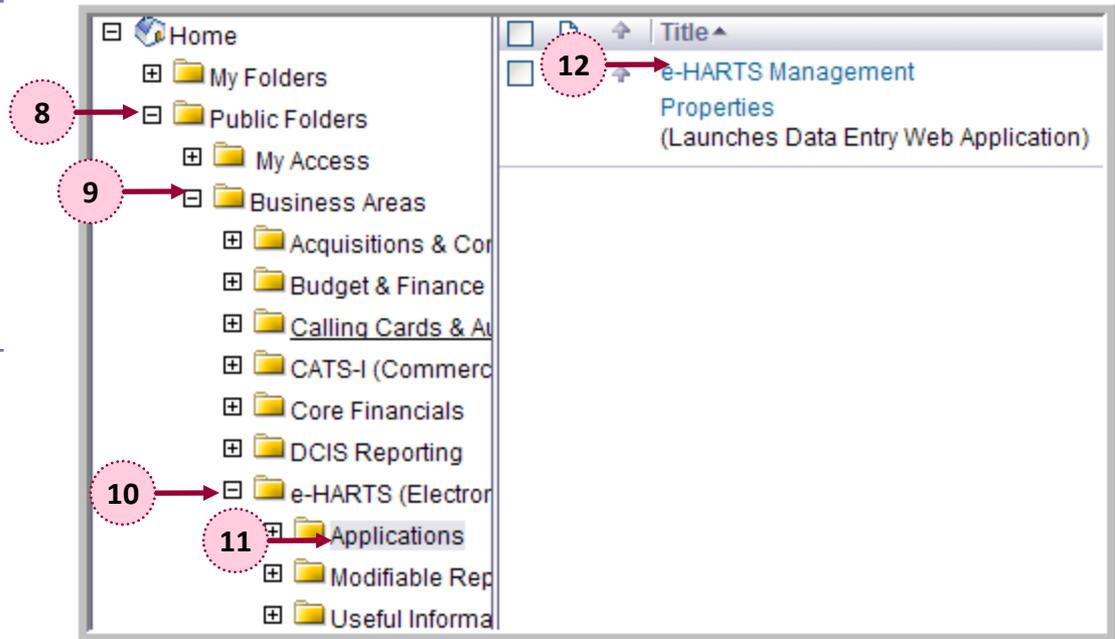
Step 8. Click the  next to Public Folders

Step 9. Click the  next to Business Areas

Step 10. Click the  next to e-HARTS

Step 11. Select the applications folder

Step 12. Select the e-HARTS Management Link



Entering an e-HARTS Nomination

As a user you can see the e-HARTS Portal Page for NIH From this page you can view Announcements and News, see Shuttle Maps and Schedules, view details for upcoming ceremonies and view photos published by the system administrator.

nVision Portal | e-HARTS Home Friday, November 19, 2010

[Award Nominations](#)

e-HARTS Portal - NIH

Portal Select: NIH

Announcements and News

This is the Training Portal for the NIH Directors and DHHS Honorary Awards System. This system is administered by the OHR/SAID Group. Information on this portal is to be used exclusively for training purposes. Contact the EIMB Training and Change Management Team if you need assistance, special training materials, or need to schedule a class or web-based training for e-HARTS.

Photo Gallery



The Photo Gallery contains photos from prior ceremonies held at NIH. This training portal for NIH/OHR exhibits several PowerPoint Slides which show photographs taken at prior events. The 2010 NIH Director's Awards were presented by Dr. Francis Collins at Natcher Auditorium. This gala event was attended by over 800 NIH staff, executive managers, family members, and the community at large. Over four hundred individuals received recognition for their superior service to the country and the public. These awards included scientific discovery, administrative efficiencies, and other notable achievements.

[VIEW MORE PICTURES from the 2008 OD Ceremony](#)

Shuttle Maps and Schedules [Directions to Campus](#)

Ceremonies and Award Calls

Ceremony	Date	Location	Award	Nomination Deadline	Nomination Guidelines
Vickie's Award Ceremony	12-31-2010 10:00AM	Natcher Auditorium (Building 45)	NIH Director's Award UAT Outstanding Award Coordinator Award	1-15-2010 1-17-2011	View
2011 Director's Award Ceremony	10-15-2011 10:00AM	Natcher Auditorium (Building 45)	NIH Director's Award	1-15-2010	View
2011 DHHS Awards	11-1-2011 12:00PM	Natcher Auditorium (Building 45)	EEO of the Year Award Harvey Bullock Award DHHS Training Demonstration Award	1-15-2011 2-25-2011 2-25-2011	View View View

Entering an e-HARTS Nomination

As an unregistered user who wishes to enter an award nomination you must click the **Award Nominations** button.

Step1. Click Award Nominations

nVision Portal | e-HARTS Home Friday, November 19, 2010

[Award Nominations](#) ← **1**

e-HARTS Portal - NIH

Portal Select: **NIH** ▼

Announcements and News

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			Harvey Bullock Award	2-25-2011	View
			DHHS Training Demonstration Award	2-25-2011	View

Entering an e-HARTS Nomination

Step2. Click **New Nomination**

nVision Portal | e-HARTS Home

Tuesday, November 23, 2010

Go Back

Award Nomination

- ▶ **New Nomination** ← 2
Screens used to submit Award Nominations
- ▶ **Nomination History**
Screens used to view and control Award Nominations



Entering an e-HARTS Nomination

Step 4. Enter your **NIH ID Number (Badge Number)**

Step 5. Click **Continue**

Please enter your NIH ID Number.
You can find it on your NIH ID Badge (below), or you can [Click Here](#) to search the NED Directory.

New Badge	Old Badge
 <p>000000111111000</p> <p>Personal Identifier 000000000</p> <p>Return to: _____ Personal Identifier 000000000</p> <p>000000 4 05 US 5 011</p>	 <p>NIH</p> <p>Firstname M. Lastname</p> <p>Exp: 1/15/2006</p> <p>000-0000-000</p>

NIH ID Number:

Remember... You must be a **Federal Employee** to enter a nomination. If you don't have your badge available you can search the NED Directory to find your NIH ID Number.

Entering an e-HARTS Nomination

Step 6. Select a **Ceremony**

Step 7. Select a **Category** (some awards don't require a category)

Step 8. Select a **Nomination Type** (Group/Individual)

Step 9. Enter **Nominee Last Name/First Name and IC**

Step 10. Click **Search**

Step 11. Select the name of the employee you wish to nominate

Status: **** Open Nomination ****
Entered By: JOHN MOLTZ (MOLTZJO_NIH) on behalf of NATHANIEL WILVERT ()
Created:
Updated:

Ceremony: 2011 Director's Award Ceremony **6**
Award: NIH Director's Award
Category: Administrative **7**
Host Organization: NIH
Sponsor IC: CIT
Submitting SAC: **9**

Nomination Type: Individual **8**
Entered YTD: 8
Nominees: 0

Nominee (Awardee)

Last Name: Capman First Name: Cheerie IC: CIT Search **10**

Note: Separated employees are shown in red

Select	Name	NED ID	Title	IC
<input type="checkbox"/> 11	Ms CHEERIE L CAPMAN	0010108782	IT SPECIALIST (DATAMGT/APPS	CIT

Remember... When searching for a nominee you don't have to know the exact spelling of their name or IC. Enter as much information as you know about the nominee and a list of likely choices will appear.

Entering an e-HARTS Nomination

Step 12. Enter **Nominator** information

Step 13. Click **Search**

Step 14. Select the name of the employee you wish to nominate

Step 15. Select a **Relationship**

Step 16. Select **Same as Nominator** for the primary contact

The screenshot shows the 'Nominator (Recommending)' section of the e-HARTS nomination form. It is divided into three main parts: a search section, a results table, and a detailed nomination section.

Search Section: Fields for Last Name (Wilvert), First Name (Nathaniel), and IC (CIT) are present. A 'Search' button is highlighted with a red circle and arrow labeled '13'. A red line connects this search section to the results table below, with a red circle and arrow labeled '12' pointing to the 'Nominator (Recommending)' header.

Results Table: A table with columns: Select, Name, NED ID, Title, IC. The first row shows a checked box in the 'Select' column (highlighted with a red circle and arrow labeled '14'), the name 'Mr NATHANIEL R. WILVERT', NED ID '0010119012', Title 'IT SPECIALIST (DATAMGT)', and IC 'CIT'.

Detailed Nomination Section: This section contains fields for Name, Position Title, Relationship, NED ID, Location, Telephone, IC, SAC Code, and E-mail. The 'Relationship' dropdown is set to 'Supervisor' and is highlighted with a red circle and arrow labeled '15'. Below this is the 'Primary Contact' section, where the checkbox 'Same as Nominator' is checked and highlighted with a red circle and arrow labeled '16'. The 'Last Name' and 'First Name' fields are empty, and the 'IC' dropdown is set to 'CIT'. The 'Search' button is also present.

Summary of Detailed Nomination Section:

Name:	Mr NATHANIEL R. WILVERT	NED ID:	0010119012	IC:	CIT
Position Title:	IT SPECIALIST (DATAMGT)	Location:	BETHESDA, MD	SAC Code:	HNU82
Relationship:	Supervisor	Telephone:	+1 301 496 9840	E-mail:	wilvertr@mail.nih.gov

Summary of Primary Contact Section:

Name:	Mr NATHANIEL R. WILVERT	NED ID:	0010119012	IC:	CIT
Position Title:	IT SPECIALIST (DATAMGT)	Location:	BETHESDA, MD	SAC Code:	HNU82

Remember... If your primary contact is someone different from the nominator you can search for that persons information and add them as the contact person for this nomination.

Entering an e-HARTS Nomination

Step 17. Enter a **Citation**

Step 18. Enter a **Justification**

Step 19. Click **Save Nomination**

The screenshot shows a web form for entering an e-HARTS nomination. It is divided into three main sections: Citation, Justification, and Award History. Each section has a text input field and a character count indicator. Step 17 points to the Citation label, Step 18 points to the Justification label, and Step 19 points to the Save Nomination button.

Citation ← 17

In recognition of ...

21 Max 255 Chars

Justification ← 18

0 Max 4000 Chars

Award History

0 Max 5000 Chars

Save Nomination ← 19 Nomination

Entering an e-HARTS Nomination

Your nomination is now saved and you can clear the form to enter more nominations or simple exit the system.

Saved New Nomination [776](#)

[Print: Nomination](#)

Note: Enter criteria and click Search to Add Nominee, Nominator, or Contact. Save after all changes. Unregistered users, Submit when complete.

Status: **** Open Nomination ****

Entered By: JOHN MOLTZ (MOLTZJO_NIH) on behalf of NATHANIEL WILVERT ()

Created:

Updated:

Ceremony: 2011 Director's Award Ceremony ▾

Nomination Type: Individual ▾

Award: NIH Director's Award

Entered YTD: 10

Category: Administrative ▾

Nominees: 0

Host Organization: NIH

Sponsor IC: CIT

Submitting SAC:

Nominee (Awardee)

Last Name: **First Name:** **IC:** CIT ▾

Nominator (Recommending)

Last Name: **First Name:** **IC:** CIT ▾

Name: Mr NATHANIEL R WILVERT

NED ID: 0010119012

IC: CIT

Position Title: IT SPECIALIST (DATAMGT)

Location: BETHESDA, MD

SAC Code: HNU82

Relationship: ▾

Telephone: +1 301 496 9840

E-mail: wilvertr@mail.nih.gov