Setting-Up Your Reagan-Fascell Democracy Fellowship Application Account

**Step 1.**

a. Visit our online application portal: [https://www.nedfellowships.org/](https://www.nedfellowships.org/)

**Step 2.**

a. Click on “Create a new account.”
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.

b. Click the link provided in the confirmation email.
c. You’ll be brought to a webpage where you will create a username and password.

![Create new account](image1)

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

[Image]

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

![Congratulations!](image2)

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 [username@nedfellowships.org](mailto:username@nedfellowships.org)

[CONTINUE TO LOGIN]
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.

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.
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.**
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.
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:

![Verification complete. Your phone has been registered.]

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.

![Success!]

Great job! You have successfully set up your security info. Choose “Done” to continue signing in. Default sign-in method:

- Phone
- Microsoft Authenticator
Finally, if you’re signed out because of time restraints, close the browser and restart it before you attempt to sign in again.

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.
Begin any section of your application by clicking “Click to start.” You can log out and return to the application at any time.
If you have any further questions, email fellowships@ned.org.

Good luck on your application!