



Dear NASA Module User,

Beginning in January, 2020, the NASA Artifacts module will make the following changes to the way you log in. These changes will protect you by making it harder for someone to gain unauthorized access to your account:

- 1) You will log in using your email and password. You will no longer log in using your user ID.
- 2) Every time you log in, a one time code will be sent to the email address listed on your account. You must then enter that code to complete your login.

In order to receive your code and log in, **your account will need a valid email address**. To view or change your account's email address, please follow these simple steps:

- 1) Enter your User ID and Password, then click "click here to update your contact information"

Enter User ID and Password then click 'Login' button

NASA SSP Artifacts Prescreening Login

User ID:

Password: **Login**

Change Password? Enter User ID, Password and [Click here to Change Password](#).

Forgot Password? Enter User ID and [Click here to Retrieve Password](#).


Forgot User Id? [Click here to Retrieve User Id](#).

Update User Contact Information? Enter User ID, Password and [Click here to Update your Contact Information](#).

- 2) Review and update your email address. If you made any changes, select "update."

Please update your User Contact Information

Back **Help**

Exit **Cancel** **Return** **Update** 

Update User Contact Information

Fields marked with an asterisk * are required.

User Information

User ID

First Name

Middle Initial

Last Name

Phone Number* - - Extension:

Email Address*

Confirm Email Address*

Receive Group Message* Yes No

GSA will provide you with tutorials closer to the implementation date.

If you have questions, please contact the GSAXcess[®] helpdesk at gsaxcesshelp@gsa.gov or 1-866-333-7472 option 1.