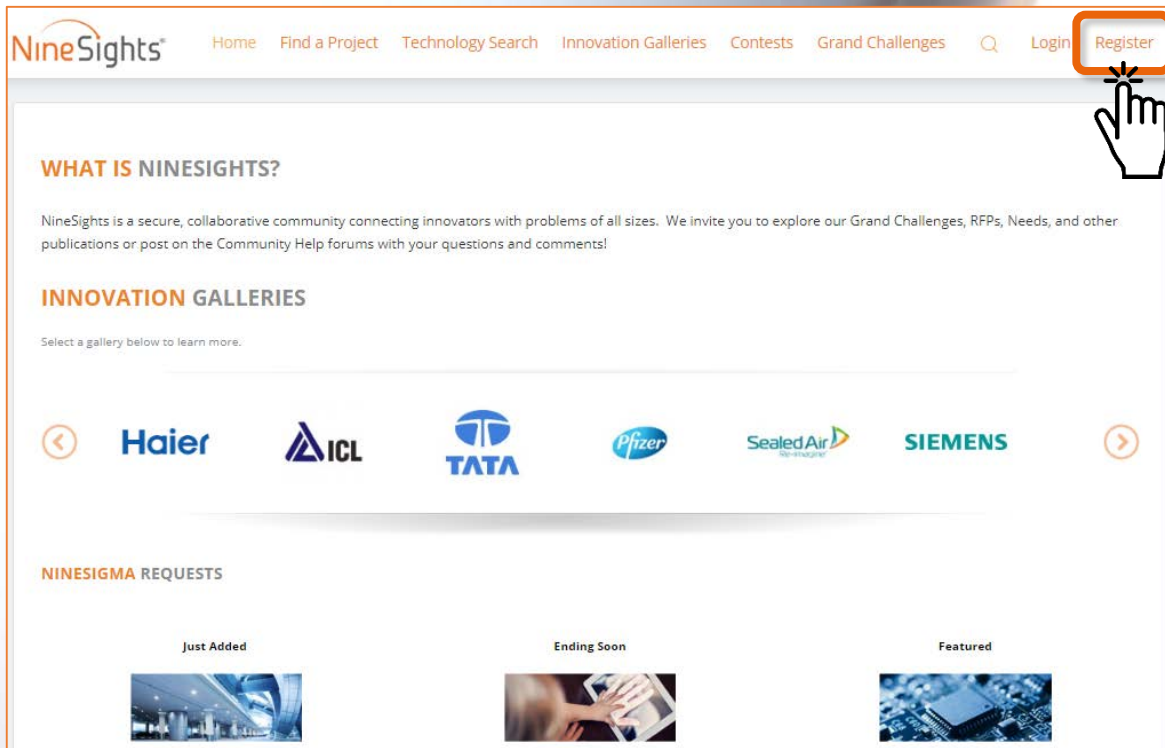# Navigating the New Site

# What are you trying to do?

- Register
- Log In
- Edit Your Profile
- Submit a Response

# Register for NineSights

From the Homepage:

- In the upper right-hand corner of the screen, select "Register"
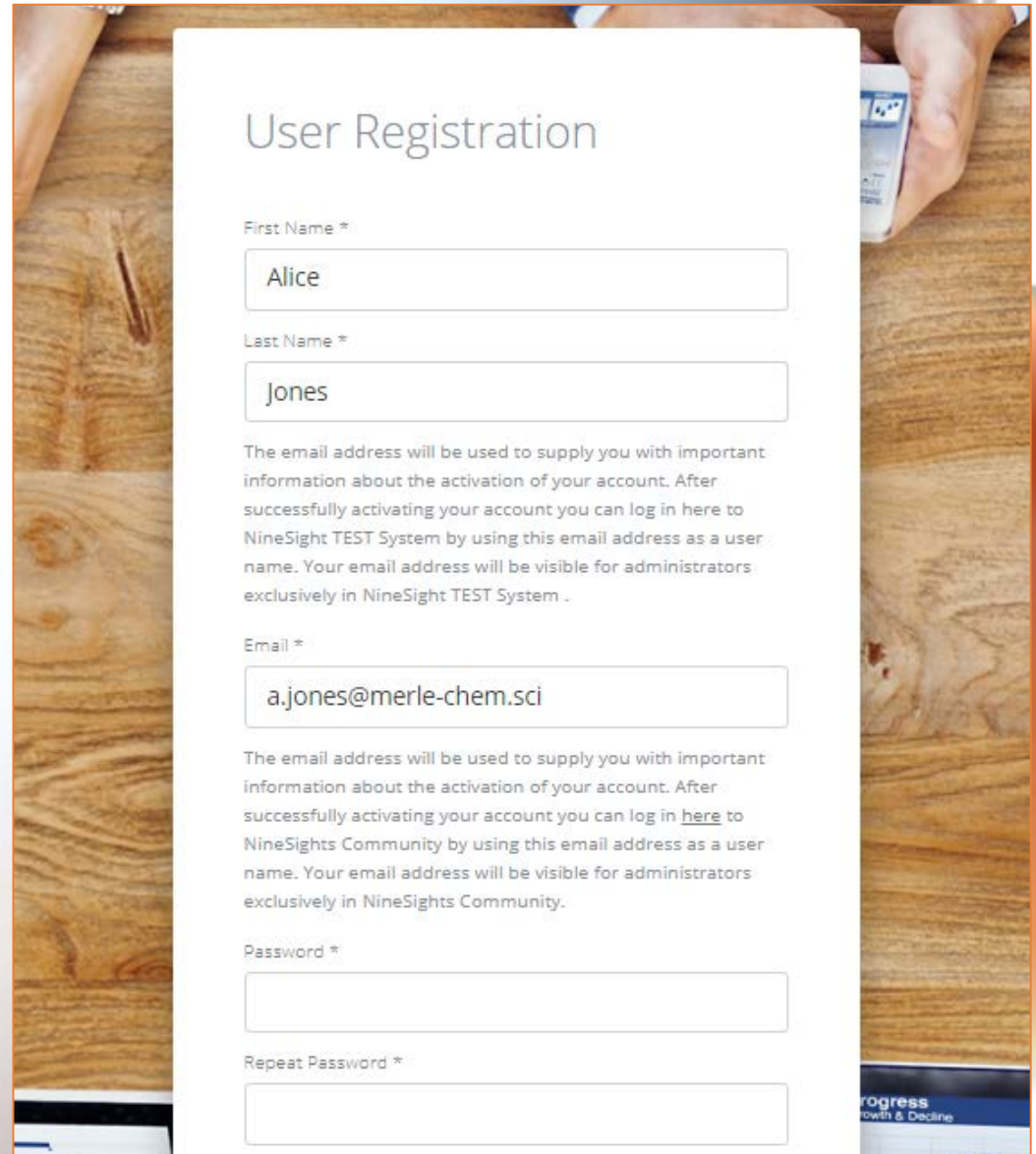
# User Registration

Required information:

- First and Last Name
- A valid email address
- A password

Your email address will be used for logging in.

Minimum requirements for a valid password:

- Password must not contain any whitespaces.
- Password length has to be at least 8 characters.
- Password has to contain at least one letter.
- Password has to contain at least one digit.
- Password must not contain any of the following terms:
    - Your last name, first name or user name
    - Names of week days and months
    - "Password"

## User Registration

First Name *

Alice

Last Name *

Jones

The email address will be used to supply you with important information about the activation of your account. After successfully activating your account you can log in here to NineSight TEST System by using this email address as a user name. Your email address will be visible for administrators exclusively in NineSight TEST System .

Email *

a.jones@merle-chem.sci

The email address will be used to supply you with important information about the activation of your account. After successfully activating your account you can log in here to NineSights Community by using this email address as a user name. Your email address will be visible for administrators exclusively in NineSights Community.
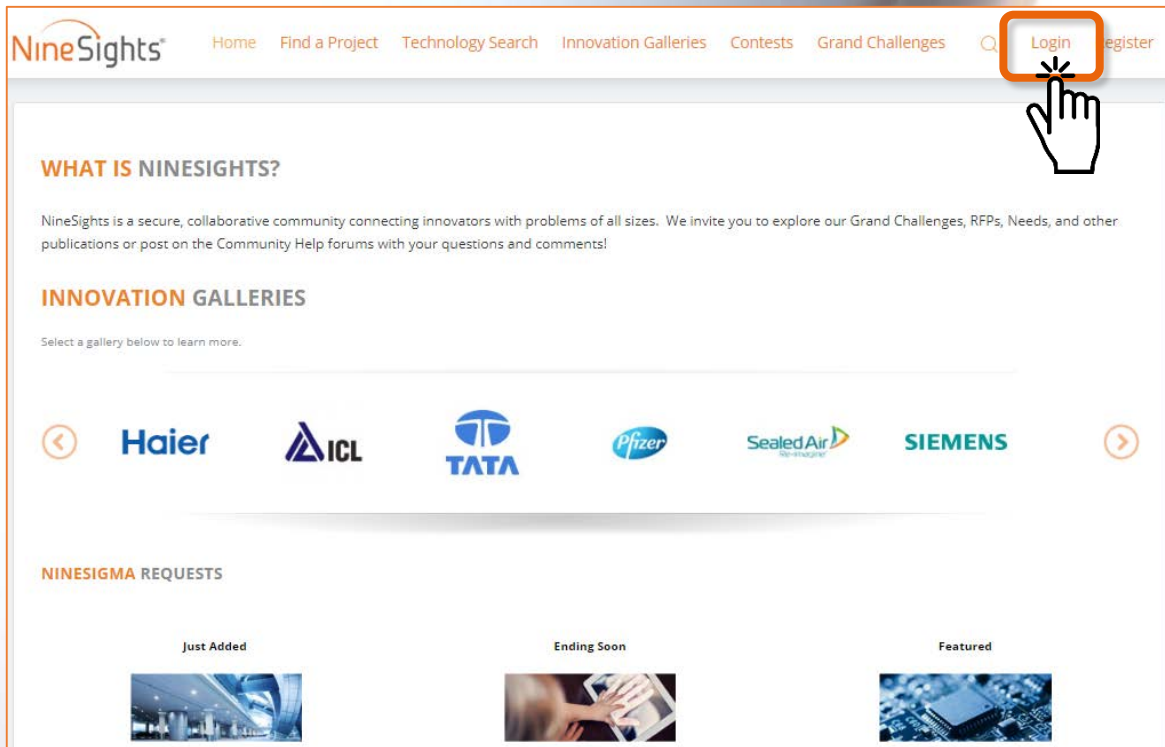
Password *

Repeat Password *

NINESIGMA

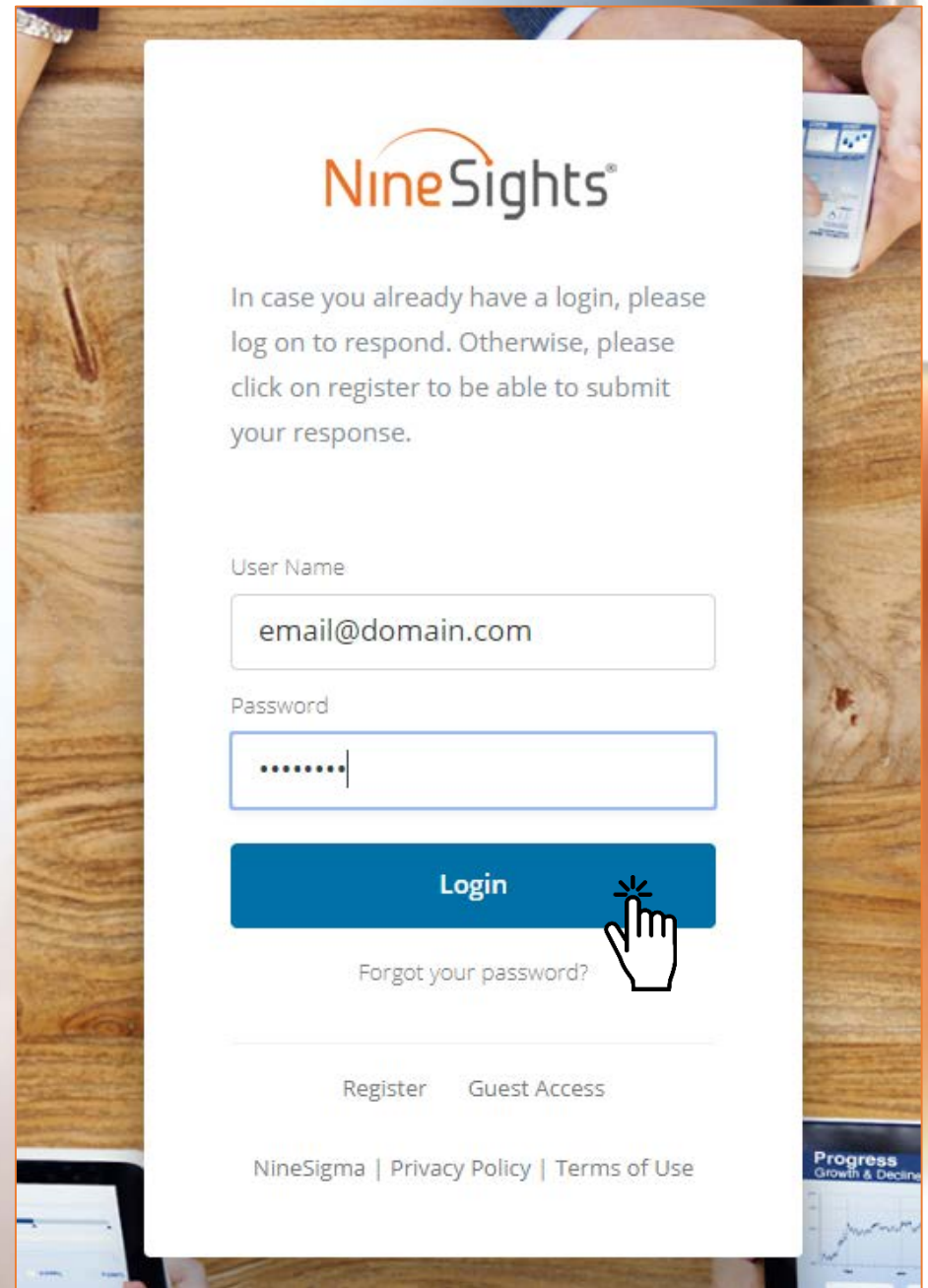# Logging into NineSights

From the Homepage:

- In the upper right-hand corner of the screen, select "Login"

# Logging into NineSights

You'll see a new screen:

- Enter the email you use with your NineSights account in the User Name field.

- Then enter your password and click "Login".

- If this is your first time logging in on our new system, you will need to reset your password.

# Logging into NineSights

The first time you log in, you will be asked to accept our Terms and Conditions.

## NineSigma Terms and Conditions

**TERMS OF USE AGREEMENT FOR NINESIGHTS OPEN INNOVATION COMMUNITY**
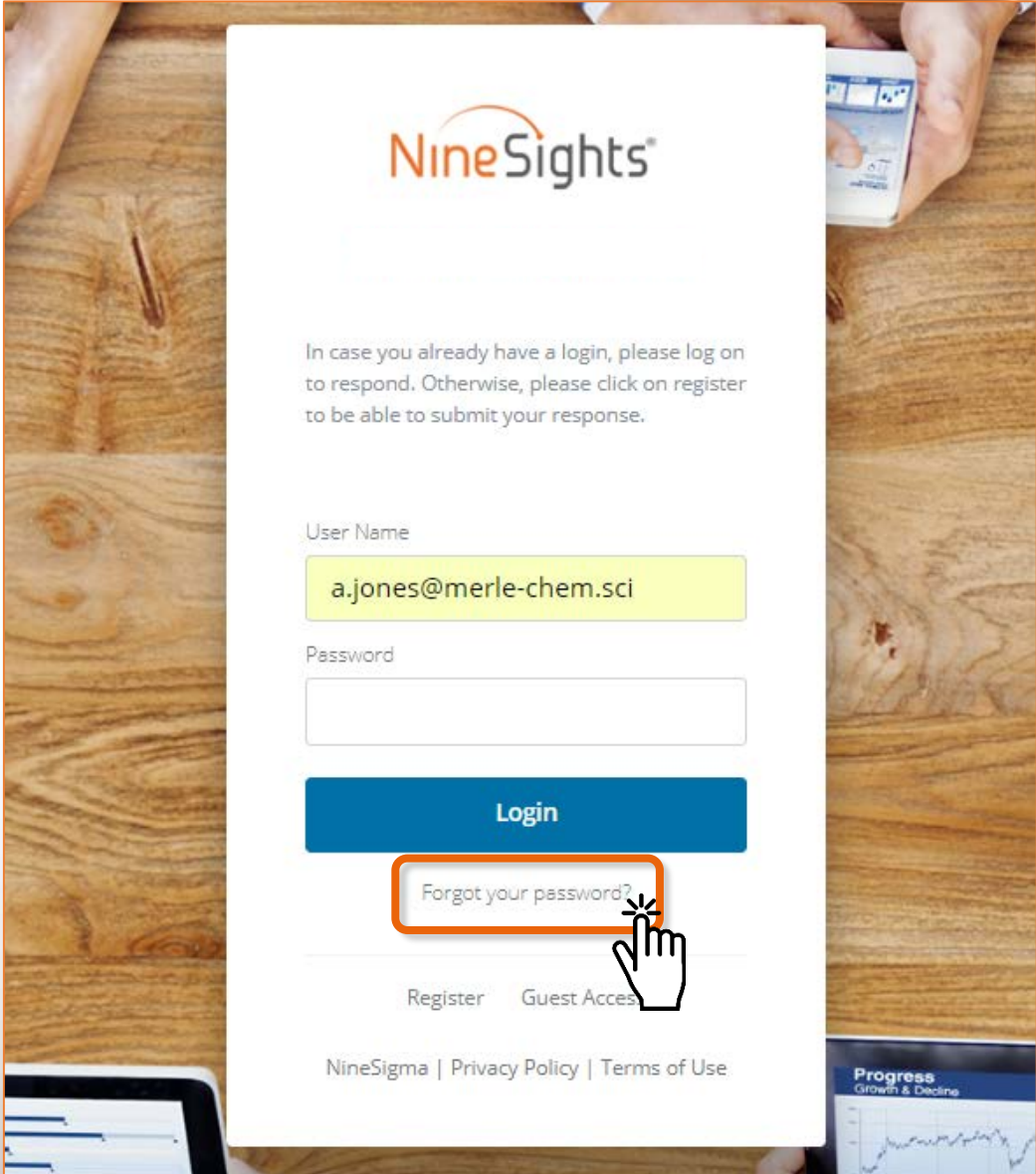
(Effective Date: 10/29/2012)

**1. SCOPE OF AGREEMENT:** NineSigma created the NineSights website ("NineSights") to provide a forum where NineSigma's customers, solution providers, other users, and other interested parties (each, a "User" and collectively, "Users") may NON-CONFIDENTIALLY share information, post needs and technology briefs, comment, provide reviews, vote on prospective features and solutions and engage in conversation threads around open innovation and User marketed products and services. If User is accessing and/or using NineSights on behalf of User's employer or as a consultant or agent of a third party (each, a "Company"), User represents and warrants that User has the authority to act on behalf of and bind Company to the terms of this Terms of Use Agreement ("TOU") and everywhere in this TOU that refers to User, shall also include Company.

**2. ACCEPTANCE OF TERMS:** Unless otherwise agreed to in a separate signed writing, User's registration on and/or access of NineSights, Content (defined in Section 3 below), or any forums, wikis, blogs, or services provided on NineSights (all "Services"), are subject to this TOU. Additionally, User's use of NineSights, Content, and Services may also be subject to disclaimers, legal notices, click-through agreements, or other legal agreements (any, "Additional Legal Terms"), which may or may not be posted on NineSights where applicable. This TOU and the applicable Additional Legal Terms (together "Controlling Terms") form a legally binding agreement between User and NineSigma regarding User's access and use of NineSights, the Content, and the Services. In the event of a conflict between the terms in this TOU and the Additional Legal Terms, the Additional Legal Terms shall control. By registering on or accessing NineSights, User accepts and agrees to abide by the terms of this TOU. If User does not agree to the terms of this TOU, User must not attempt to access or use NineSights.

NINESIGMA

# Reset Your Password

From the Login screen:

- Use the "Forgot Password" link.

- Enter the email for your account and click "Send"

- The system will send you an email with instructions on how to reset your password.

# Editing your Profile

From the homepage:

- In the upper right-hand corner of the screen click on the profile icon.

- Select "Profile" from the dropdown menu.

- All changes you make will be saved automatically when you click out of a field.

# Editing your Profile

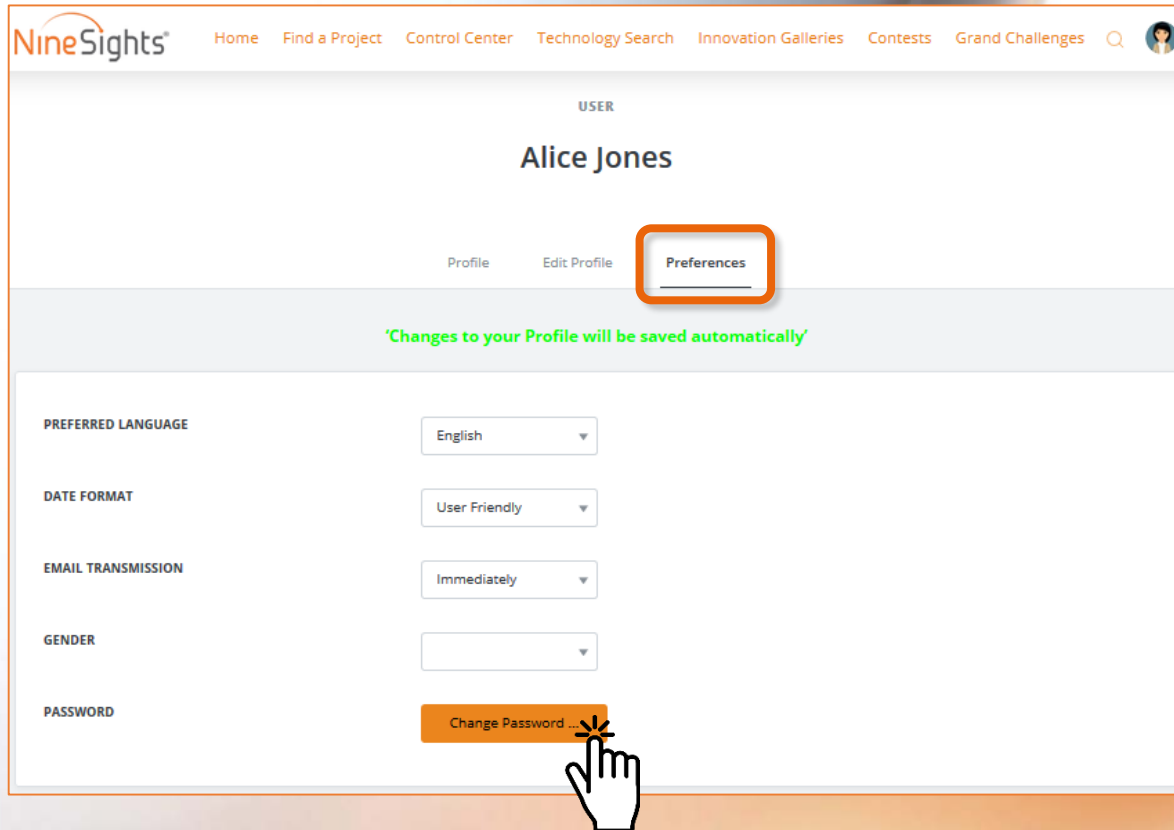- Select Edit Profile

- All changes you make will be saved automatically when you click out of a field.

- The more complete your profile is, the easier it will be for NineSigma to know what communications to send to you.

- Your name, contact information, and company are shared with our Client when you respond to a Project.
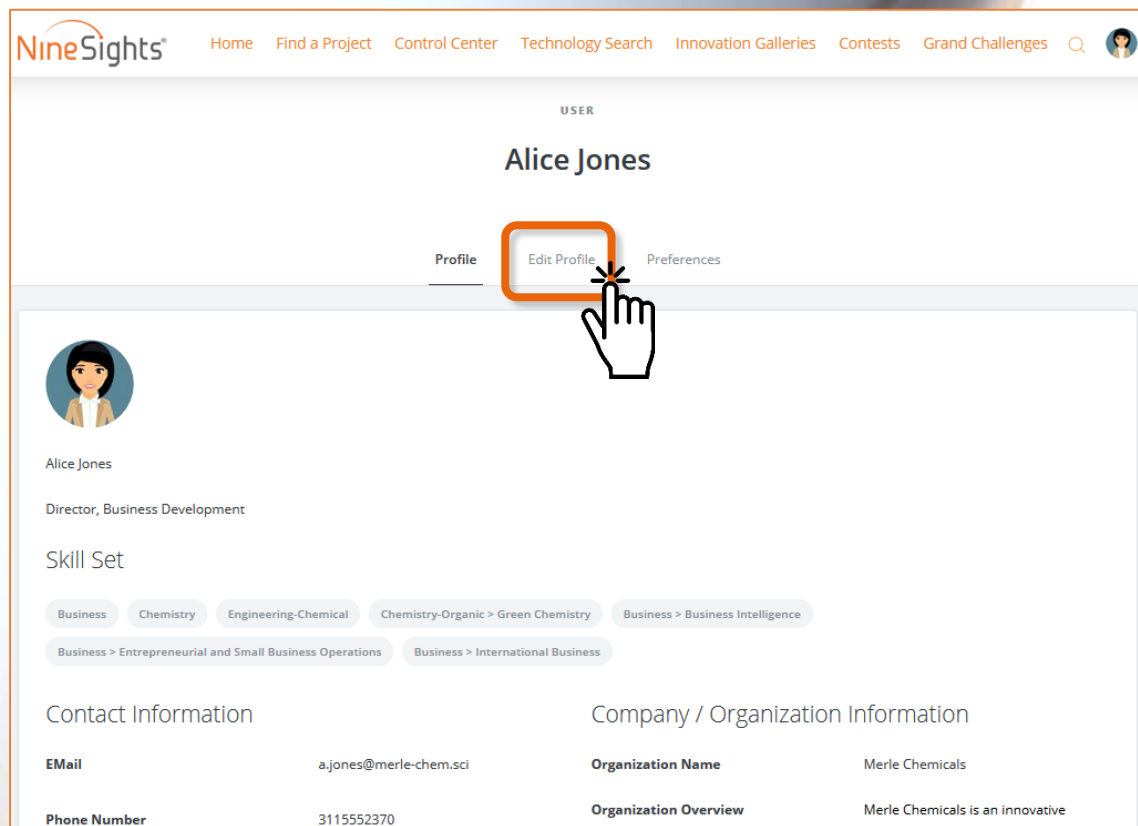
# Changing Your Password

From your profile:

- Go to the Preferences Tab

- Use the "Change Password" option

- NineSights now supports both English and Japanese – you may change your language preference on the Preferences Tab.

# Submitting a Response

From a Project Page:

- Click on the blue "Respond" button in the upper right or lower right on your screen.

- Fill in the requested information. Your Draft will save automatically as you click out of a text section.

- Check the box verifying that you are not submitting any confidential information.

- Click on the blue "Submit" button.

# What's new?

- Your Control Center
- Notifications
- Visualizing the Workflow

# Finding Your Control Center

Your Control Center has moved.
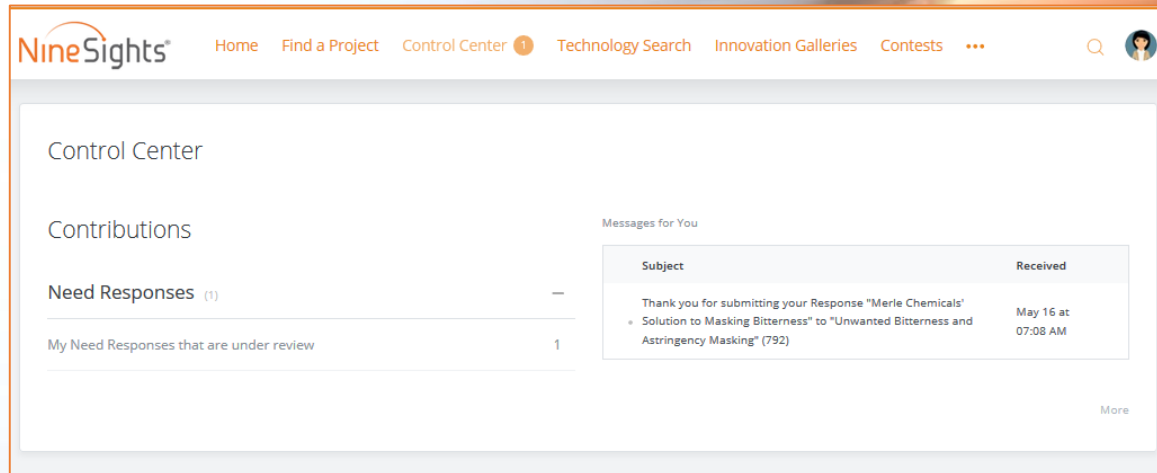
- Find it after "Find a Project" in the main menu bar.

- You'll see a number next to your Control Center indicating any unread notifications.
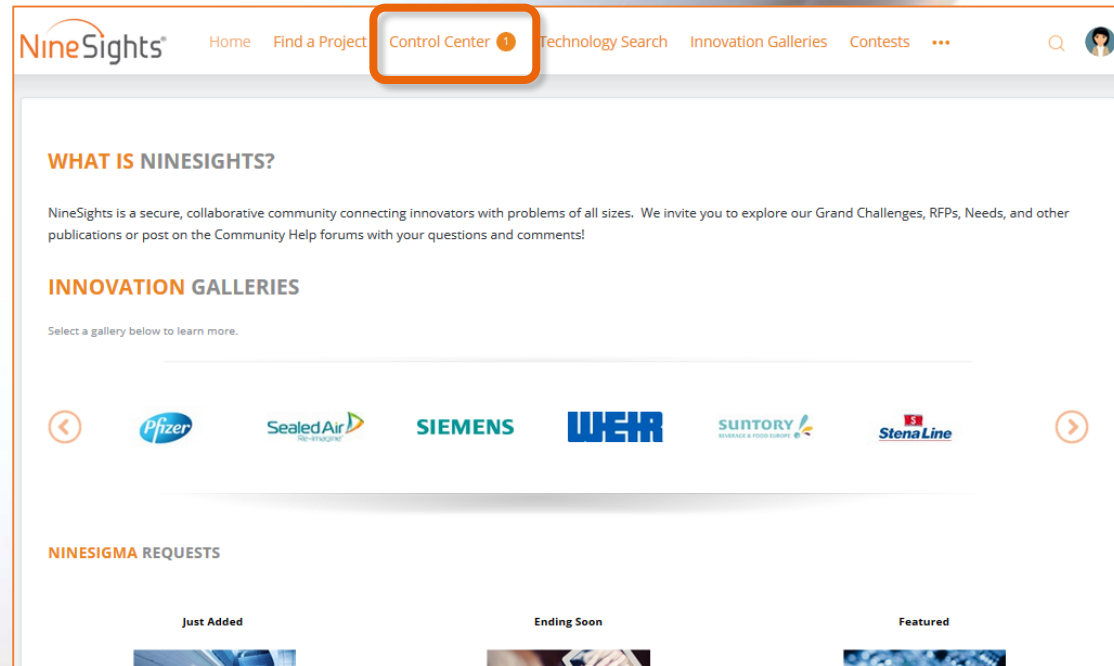
# What's in Your Control Center

From your Control Center, you can:

- Access all of your responses – whether in Draft or Submitted.

- Read any notifications from our system regarding the status of your responses.

# When Do You Get Notifications?

You will receive notifications when:

- Your Response has been successfully submitted.
- The Program Manager requests additional information.
- The Program Manager approves your Response and sends it to our Client.
- Our Client requests additional information.
- Our Client declines your proposal.
- Our Client selects your proposal.
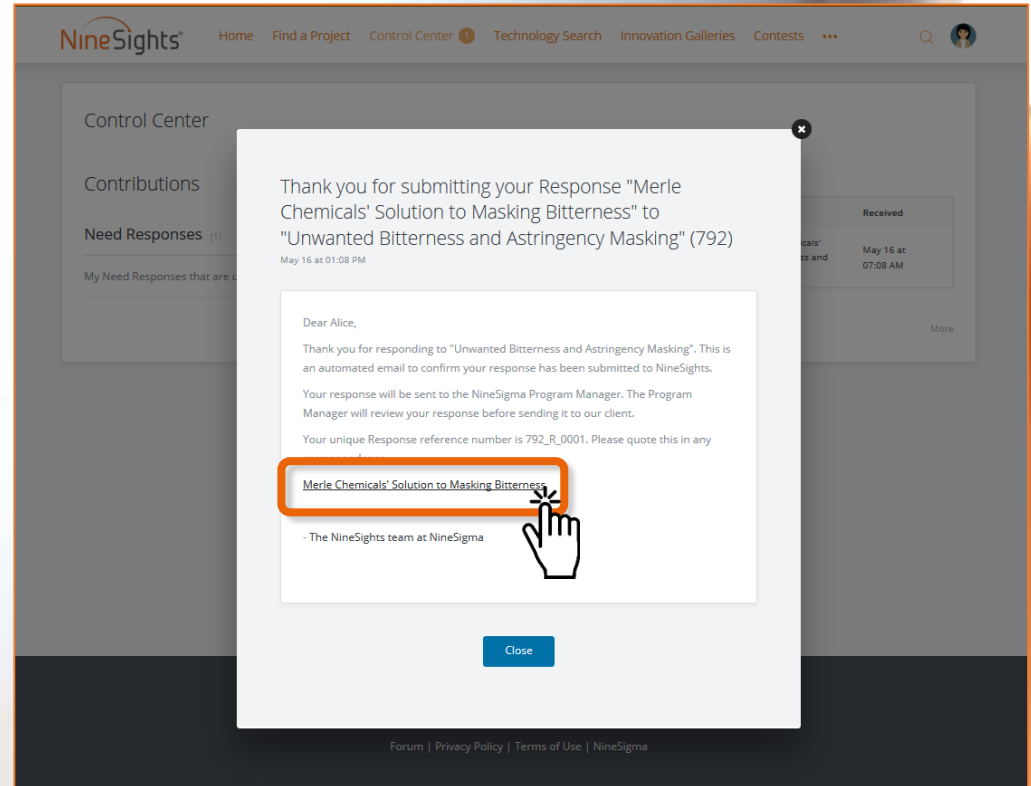
# The NineSights Workflow



The Response Evaluation Process

**Draft** — A Response has been created but not submitted. It is not visible to the Client. A Solution Provider can find the Response in their Control Centre and edit it, save it or submit it.

Submit →

**NineSigma Review** — NineSigma review the Response to check it is understandable and to ensure it does not contain confidential information.

**Edit Your Response** — NineSigma may ask you to edit your Response to make it easier to understand, to add missing information or to remove confidential information. The Response has not been delivered to the Client.
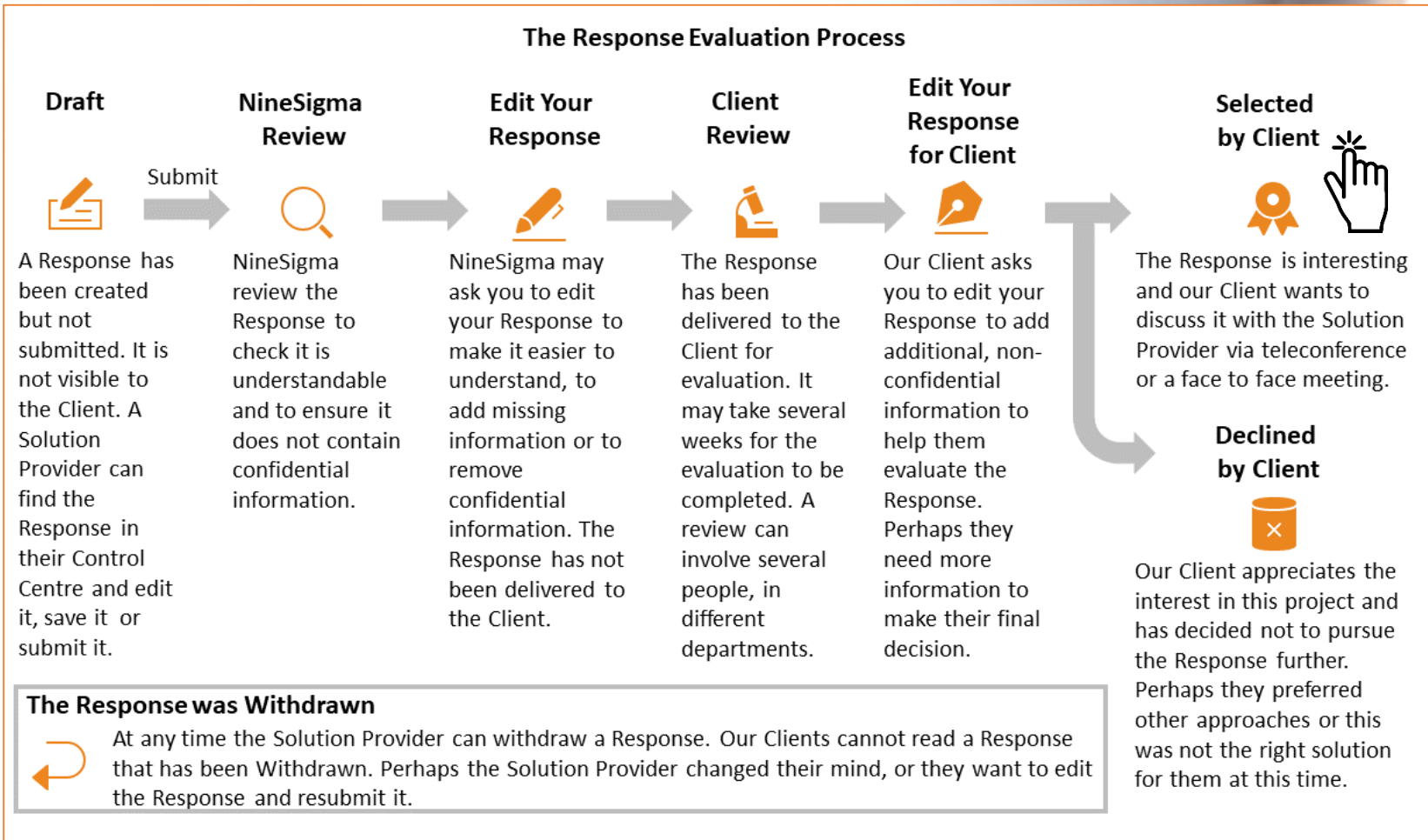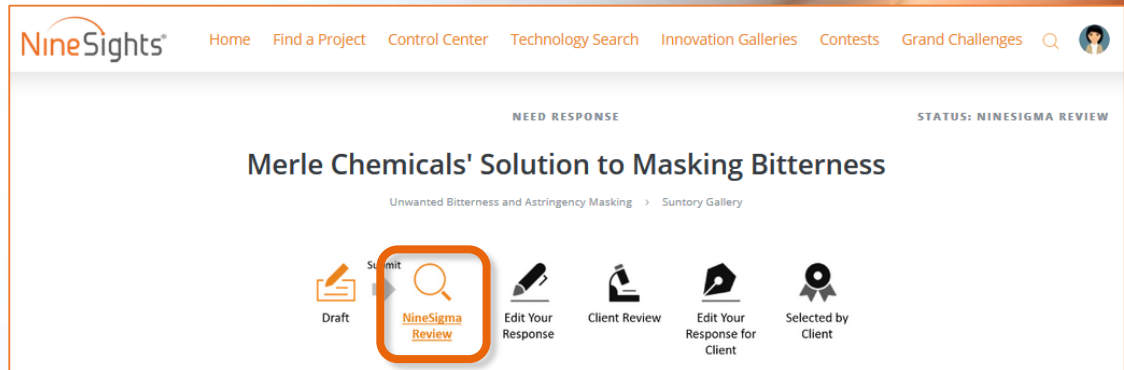
**Client Review** — The Response has been delivered to the Client for evaluation. It may take several weeks for the evaluation to be completed. A review can involve several people, in different departments.

**Edit Your Response for Client** — Our Client asks you to edit your Response to add additional, non-confidential information to help them evaluate the Response. Perhaps they need more information to make their final decision.

**Selected by Client** — The Response is interesting and our Client wants to discuss it with the Solution Provider via teleconference or a face to face meeting.

**Declined by Client** — Our Client appreciates the interest in this project and has decided not to pursue the Response further. Perhaps they preferred other approaches or this was not the right solution for them at this time.

**The Response was Withdrawn** — At any time the Solution Provider can withdraw a Response. Our Clients cannot read a Response that has been Withdrawn. Perhaps the Solution Provider changed their mind, or they want to edit the Response and resubmit it.

# What is the status of your response?

- When you view your response, you should see the workflow diagram along the top.

- As you reach each step, it will turn orange in the diagram.

For additional information see our FAQ's or email our Help Desk at phd@ninesigma.com