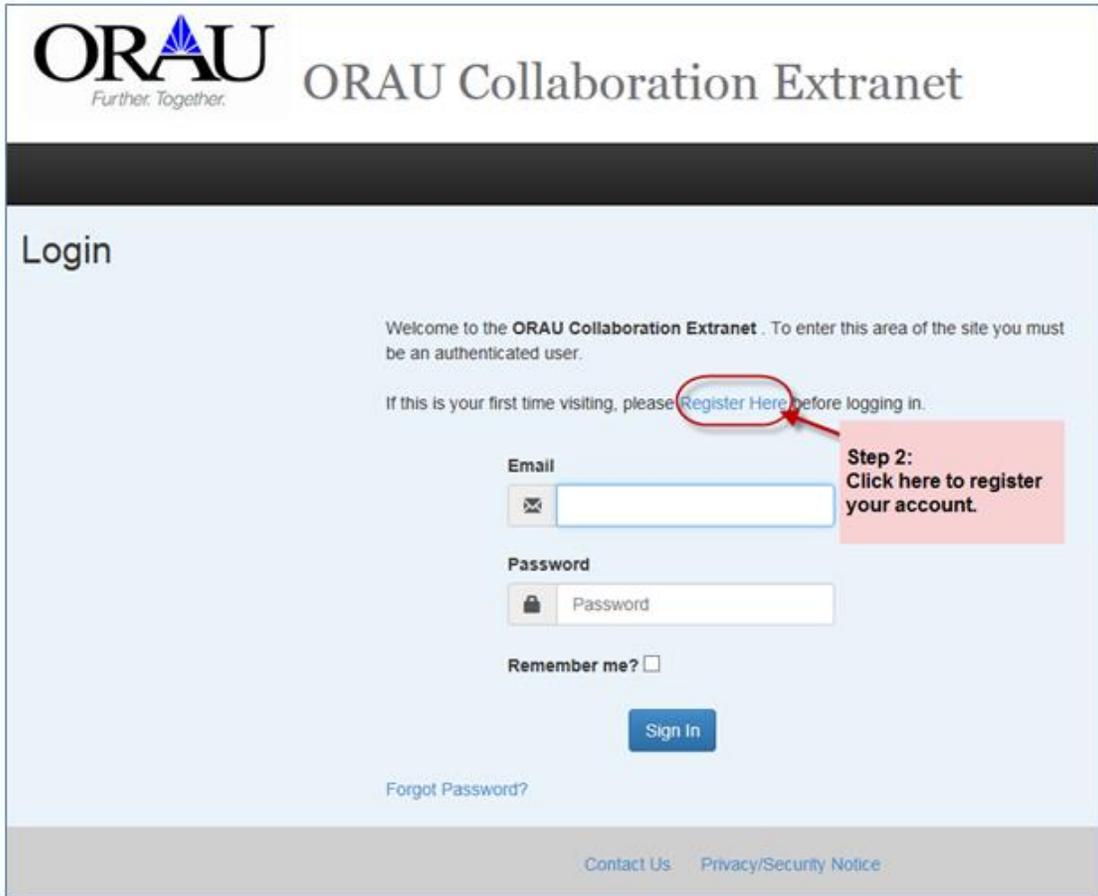


## Instructions for Sending Documents to ORISE

Many of the documents that you are asked to send to us contain personally identifiable information (PII) that, if lost or compromised, could cause serious harm (including identity theft) to you. PII includes, but is not limited to your, Social Security number, passport copy or number, place of birth, date of birth, and educational transcripts. We consider it a serious responsibility to protect your personal information. We request that you adopt the following guidance when sending documents to us.

DO NOT email documents containing PII. You must return such documents using the *DOE SCGSR Program - Award Document Upload Portal* within ORAU's secure extranet site at <https://login.ornl.gov/>. Please follow the following steps to register (snapshots highlighting the steps are shown below):

1. Go to <https://login.ornl.gov/>
2. Click 'Register Here'



**ORAU**  
Further. Together.

# ORAU Collaboration Extranet

## Login

Welcome to the **ORAU Collaboration Extranet**. To enter this area of the site you must be an authenticated user.

If this is your first time visiting, please [Register Here](#) before logging in.

**Email**

**Password**

Remember me?

[Sign In](#)

[Forgot Password?](#)

[Contact Us](#) [Privacy/Security Notice](#)

**Step 2:**  
Click here to register your account.

3. Enter your first name in First Name field
4. Enter your last name in Last Name field
5. Enter you email address in the Email field
6. Enter **DOE SCGSR Program - Award Document Upload Portal** in the Site Requested field
7. Type the text displayed in the CAPTCHA where indicated
8. Click the 'Register' button at the bottom

ORAU  
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ORAU Collaboration Extranet

Home

## Registration

First Name \*  3

Last Name \*  4

Email \*  5

Company

Phone

Site Requested \* DOE SCGSR Program - Award Document Upload Portal 6

Please enter the characters or numbers shown below.

Type the text  7

Register 8

Privacy & Terms

Contact Us Privacy/Security Notice

After registering, you will receive an email from an ORAU Extranet Administrator when your account has been approved and access has been granted. This email will contain a link to set your password. Once you have set your password, you can access the DOE SCGSR Program - Award Document Upload Portal using the same URL for creating your account: <https://login.orau.org/>.