Human Health Exposure Analysis Resource (HHEAR)
myHHEAR User Guide: Request an Account

This User Guide contains instructions on how to register for an account on myHHEAR, which will provide access to track your HHEAR project.
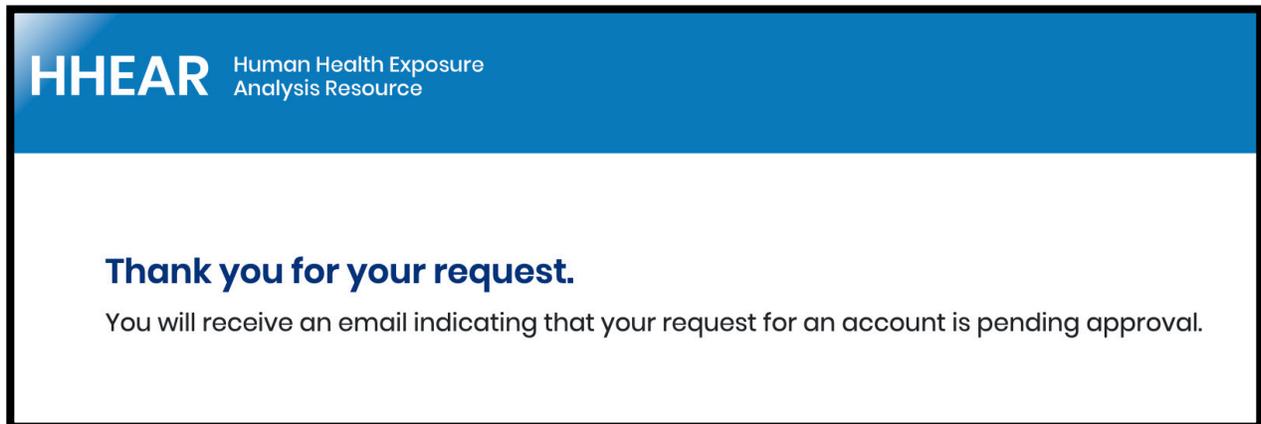
How to Register: Visit the myHHEAR *Request New Account* webpage.

The registration information page will appear. Provide your email address, name, phone number, anticipated role(s), and time zone. Click the ***Request New Account*** button at the bottom of the page.
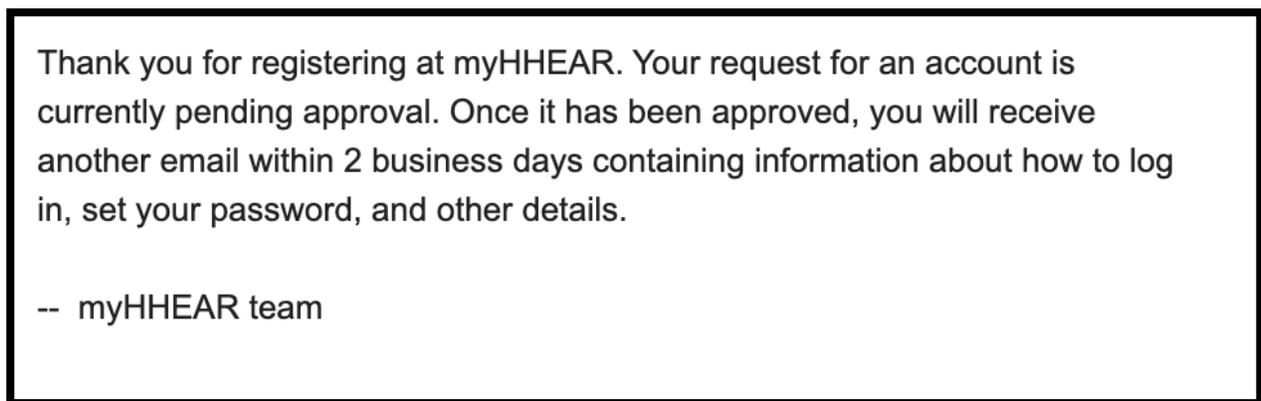
Log in	Request New Account	Reset your password

Email *

Please enter a valid email address. All emails from the system will be sent to this address. The email address is not made public and will only be used if you wish to receive a new password or wish to receive certain news or notifications by email.

First Name

Last Name

Phone

Anticipated Role(s)
- ☐ Investigator applying for HHEAR Services
- ☐ NIH
- ☐ Coordinating Center
- ☐ Data Center
- ☐ Duke Lab Hub
- ☐ Minnesota Lab Hub
- ☐ MSSM Targeted Lab Hub
- ☐ MSSM Untargeted Lab Hub
- ☐ NC Lab Hub
- ☐ Wadsworth Lab Hub

▼ Locale settings

Time zone

UTC

Select the desired local time and time zone. Dates and times throughout this site will be displayed using this time zone.

REQUEST NEW ACCOUNT

A ***Thank You*** page will appear, telling you that you will receive an email indicating that your application for an account is pending approval. You cannot create a password until your information is approved. The approval process may take up to 2 business days.

HHEAR Human Health Exposure Analysis Resource

Thank you for your request.
You will receive an email indicating that your request for an account is pending approval.

The first email you receive will look something like this:

Thank you for registering at myHHEAR. Your request for an account is currently pending approval. Once it has been approved, you will receive another email within 2 business days containing information about how to log in, set your password, and other details.

-- myHHEAR team

Following approval of your account, you will receive a second email saying that your account has been activated, with instructions for creating a password.

myHHEAR <HHEARHelp@westat.com>

to me ▾

Your name here

Your account at myHHEAR has been activated.

You may now log in by clicking this link or copying and pasting it into your browser:

https://hheardev.westat.com/us~~~~~~~ *(This URL will be unique for you)*

This link can only be used once to log in and will lead you to a page where you can set your password.

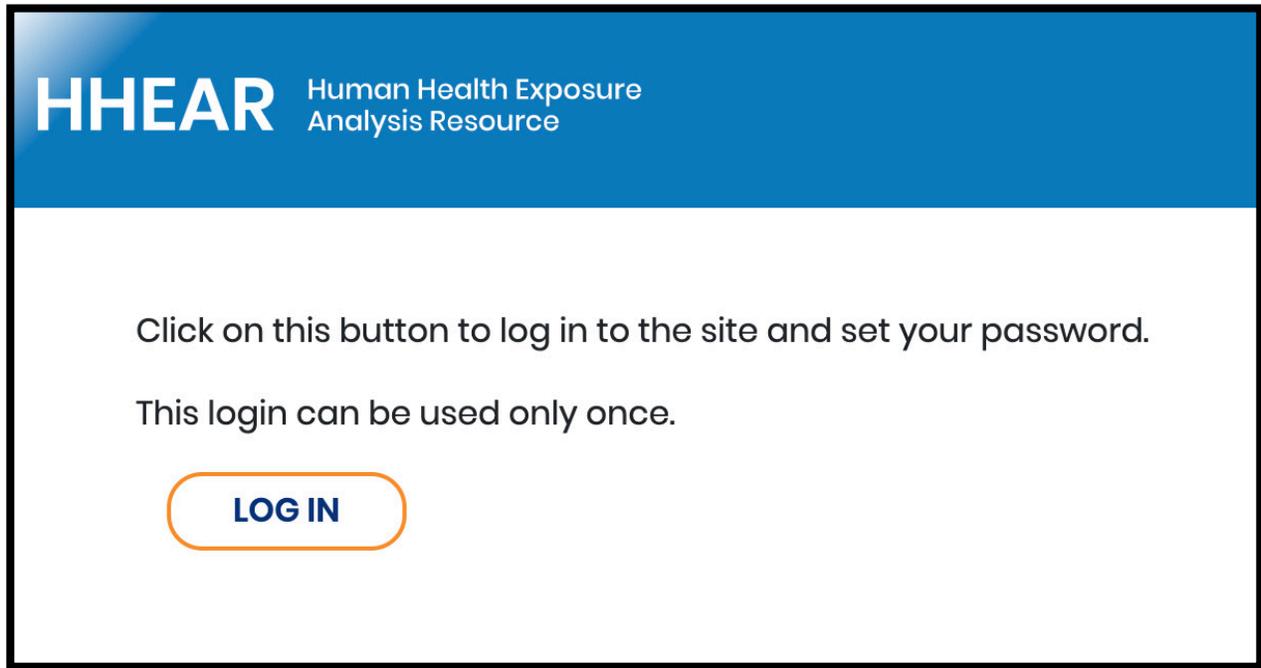After setting your password, you will be able to log in at
https://hheardev.westat.com/user in the future using:

username: westatchear@gmail.com
password: Your password

-- myHHEAR team

The first link in this email will be unique to you, and will log you into myHHEAR so you can create your password. The screen will look like the one below.

After clicking "Log in" you will be sent to the ***My Account*** page, where you will create and save your password.

The *My Account* page contains the content below.

View | Edit | Submissions

Email *

A valid email address. All emails from the system will be sent to this address. The email address is not made public and will only be used if you wish to receive a new password or wish to receive certain news or notifications by email.

Password

Password strength:
Confirm password

Passwords match:
To change the current user password, enter the new password in both fields.

First Name

Last Name

Phone

Anticipated Role(s)

☑ Investigator applying for HHEAR Services
☐ NIH
☐ Coordinating Center
☐ Data Center
☐ Duke Lab Hub
☐ Minnesota Lab Hub
☐ MSSM Targeted Lab Hub
☐ MSSM Untargeted Lab Hub
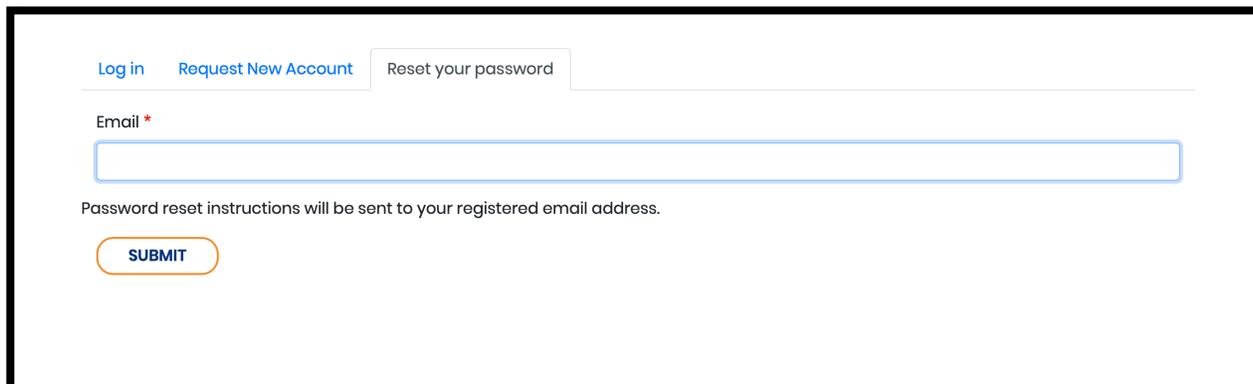☐ NC Lab Hub
☐ Wadsworth Lab Hub

▼ Locale settings

Time zone

UTC ⇕

Select the desired local time and time zone. Dates and times throughout this site will be displayed using this time zone.

SAVE

How to Reset Your Password: If at any point you forget your password or want to change it, select **Reset your password.** A new password will be sent to your e-mail address.

At the bottom of each page are links for **NIEHS**, and **Contact**. The NIEHS link directs you to a page on NIEHS's website with information about HHEAR. The Contact page contains the email address for HHEAR Help (HHEARhelp@westat.com) and a link to the HHEAR public website where you can sign up to receive news and updates about HHEAR* (HHEARProgram.org/contact/sign_up_for_hhear_updates). **HHEAR Home** will direct you to the HHEAR public website.

We are committed to ensuring digital accessibility for people with disabilities. If you use assistive technology and cannot access any materials, please contact us at HHEARhelp@westat.com and we will provide an accessible alternative upon request.