

Advances in Forensic Anthropology Technology Transition Workshop NamUs UP and MP Registration Directions

From the <https://identifyus.org/> site homepage:

1. Select the “REGISTER” button in the “Member Login” area on the upper left area of the screen and press ‘Continue’.
2. On the “New NamUs Unidentified Persons User Registration” page, under “Type of User” select the option that most closely describes your position — Forensic Anthropologist, Coroner, Medical Examiner or Medicolegal Death Investigator.
 - a. Selection of one of these user types will result in fields that populate on a subsequent page that will require you to provide the name(s) of the coroner/medical examiner(s) (i.e., the sponsor(s)) who heads up the agency(ies) you work for (e.g., an anthropologist who examines evidence on cases in Massachusetts, New Hampshire and Maine would enter the names of the Chief Medical Examiners for those states or a medicolegal death investigator in Sullivan County, New York would enter the name and contact information for the Sullivan County Coroner).
3. On the “New NamUs UP User Registration – Add Sponsors” page, enter your sponsor information as follows:
 - a. Click on "Add Sponsor".
 - b. Select the state this sponsor is from.
 - c. Select the sponsor from the list next to the label "Sponsor" (select "Other" if your sponsor is not listed).
 - d. Enter the sponsor's official email address.
 - e. Click "Add".
 - f. Repeat to add all necessary sponsors.
4. Next, also on the “New NamUs UP User Registration – Add Sponsors” page, enter “Coverage Area” as follows:
 - a. To add an entire state:
 - i. Click on “Add State”.
 - ii. Select the state you work for.
 - iii. Select the sponsor for this state.
 - iv. Click “Add”.
 - v. Repeat to add all necessary states.
 - b. To add a county or counties:
 - i. Click on “Add County”.
 - ii. Select the state you work for.
 - iii. Select the county in that state you work for.
 - iv. Select the sponsor for this state/county.
 - v. Click “Add”.
 - vi. Repeat to add all necessary counties.
5. Once done click “Continue” at the bottom of the page.

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6. On the “Terms of Use” page, after reading through the Terms of Use, click the “I “ACCEPT” these terms of use.” box.
7. Click “Register” at the bottom of the page.
8. This will bring you to the “Success” page.
 - a. You have now completed the registration process for the Unidentified Persons System. You will receive an email from support@identifyus.org within three business days containing your password once your sponsor has verified your employment status and determined what editing privileges he/she wants you to have. Once you receive your password, you will be able to log into the NamUs Unidentified Persons System and fully view cases. If you have been given editing privileges by your sponsor, you will be able to enter and/or maintain unidentified person case reports.

NOTE: if you do not receive this email within the specified period of time, please check your email SPAM folder. Many popular email services (i.e., yahoo, gmail, hotmail, etc.) have SPAM filters which trap emails from unknown addresses.

9. At the bottom of the page below the “Would you like to register for NamUs Missing Persons also?” click “Yes”.

NOTE: you will need access to all of the information on the Missing Persons side of NamUs to effectively conduct searches for potential matches in NamUs to your Unidentified Person case. Accordingly, it is strongly recommended that you also register for NamUs Missing Persons.

10. Click “OK” in the text box that appears informing you that you are being transferred to the Missing Persons System so you can complete the registration information on that site.
11. The information you entered on the UP site will be auto-populated on this Missing Persons System site. Click “Continue” on the first page.
12. After reading through the Terms of Use, accept the Terms of Use by clicking the “I “ACCEPT” these terms of use.” box.
13. Click “Register” at the bottom of the page.
 - a. You have now completed the registration process for the Missing Persons System Database. You will receive an email from support@findthemissing.org within 24 hours containing your password. Once you receive your password, you will be able to log into the NamUs Missing Persons System and fully view cases. If your position requires, you will also be able to enter and/or maintain missing person case reports.

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