



CREATE A SUBJECT AND SUBJECT PROFILE

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Purpose: To illustrate how to create a new subject and update the subject's profile.

CREATE A SUBJECT

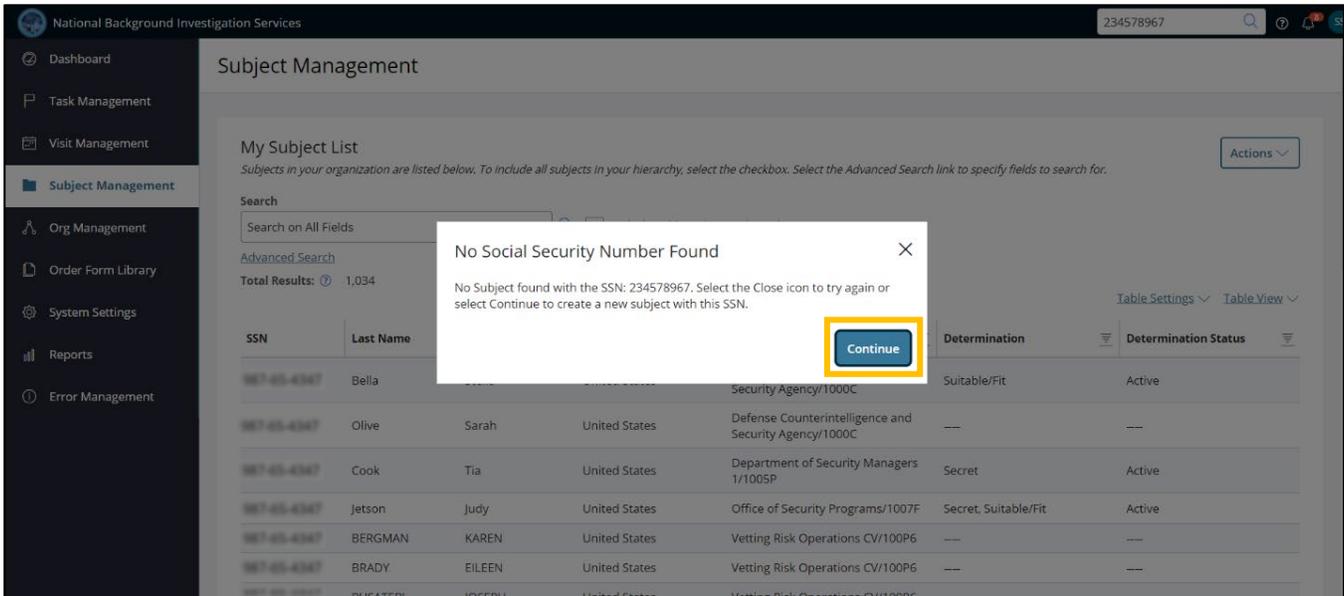
How to Create a New Subject

1. Enter the subject's Social Security number (SSN) in the Global Subject Search box at the top right of the screen and select the **magnifying glass**. If the SSN is not currently associated with a subject in NBIS, the user will be prompted to create a new subject.

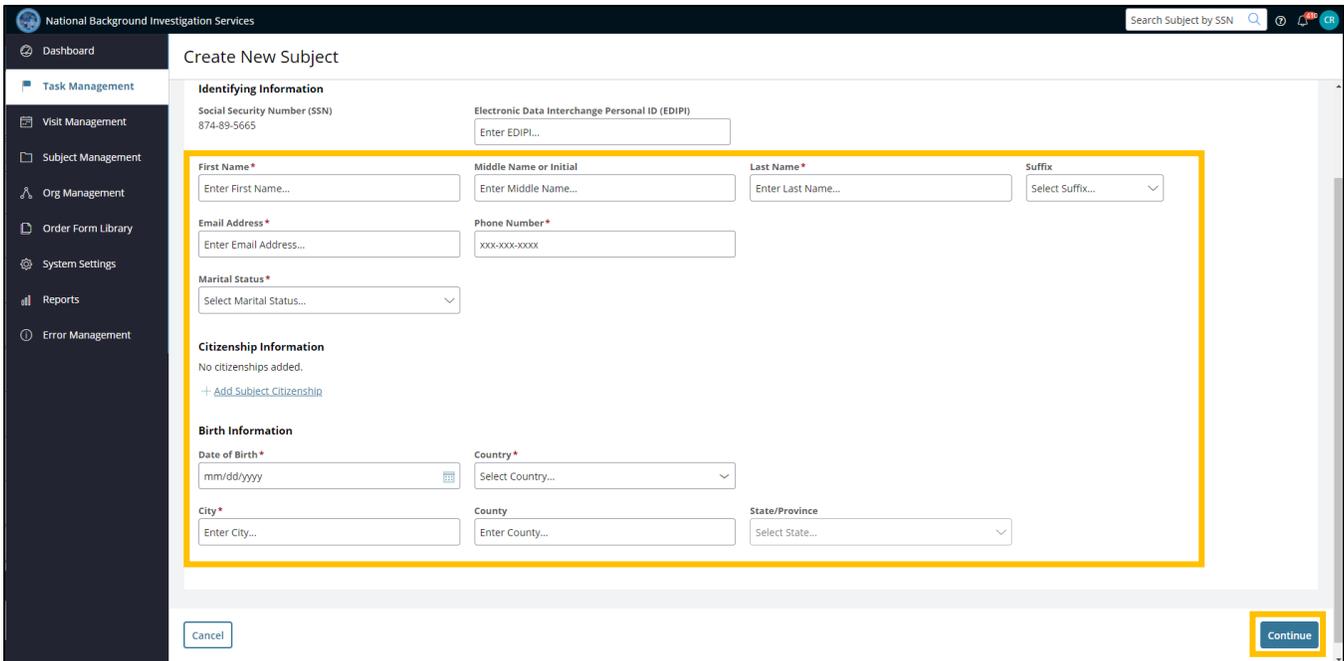
The screenshot shows the 'Subject Management' page in the NBIS system. A search bar at the top right is highlighted with a yellow box. Below it, the 'My Subject List' section displays a table of subjects. The table has the following columns: SSN, Last Name, First Name, Citizenship, Organization, Determination, and Inactivation Status. The table contains six rows of subject data.

SSN	Last Name	First Name	Citizenship	Organization	Determination	Inactivation Status
[REDACTED]	Bella	Stella	United States	Defense Counterintelligence and Security Agency/1000C	Suitable/Fit	Active
[REDACTED]	Olive	Sarah	United States	Defense Counterintelligence and Security Agency/1000C	---	---
[REDACTED]	Cook	Tia	United States	Department of Security Managers 1/1005P	Secret	Active
[REDACTED]	Jetson	Judy	United States	Office of Security Programs/1007F	Secret, Suitable/Fit	Active
[REDACTED]	BERGMAN	KAREN	United States	Vetting Risk Operations CV/100P6	---	---
[REDACTED]	BRADY	EILEEN	United States	Vetting Risk Operations CV/100P6	---	---

2. The No Social Security Number Found modal will display.
3. Select **Continue** to create a new subject.



4. Complete the required fields marked with an asterisk, then select **Continue**.



5. Add an affiliation by selecting the **organization** from the drop-down menu under Owing Organization.
6. Select the appropriate option from the Category drop-down menu.
7. Select **Submit**.

National Background Investigation Services

Search Subject by SSN

Create New Subject

Add Affiliation

To add an affiliation, complete the fields below and select the Submit button.

Owning Organization * Category *

Select Owing Org... Select Category... Main Organization

+ [Add Servicing Organization](#)

Cancel Back **Submit**

8. A green success banner confirms the subject profile was created.

National Background Investigation Services

Search Subject by SSN

Smith, George

Program Tags: Actions

Citizenship: United States Place of Birth: Washington, District of Columbia Date of Birth: [REDACTED] Aliases: N/A Contact Info: [View](#)

Success. New subject Smith, George was created.

Profile

Profile Attachments Notes

Active Case History Vetting History

Filter By: See All...

Cases [Expand All](#)

There are currently no open cases.

Determinations [+ Grant Determination](#)

Add Notes

Organization * Select Organization...

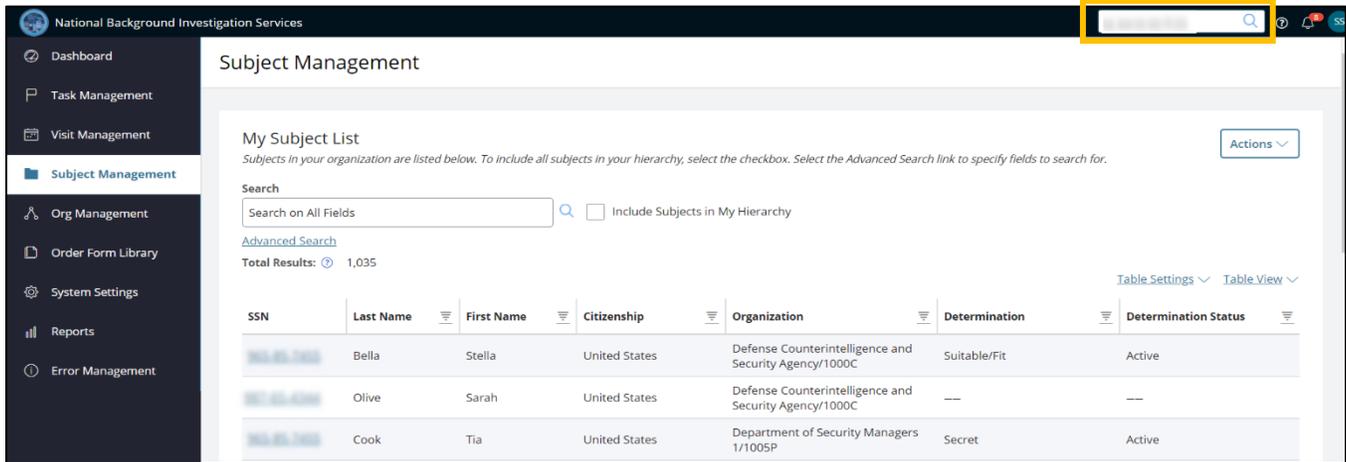
Title Enter Title...

Notes Enter Notes...

Add

How to Update a Subject's Profile

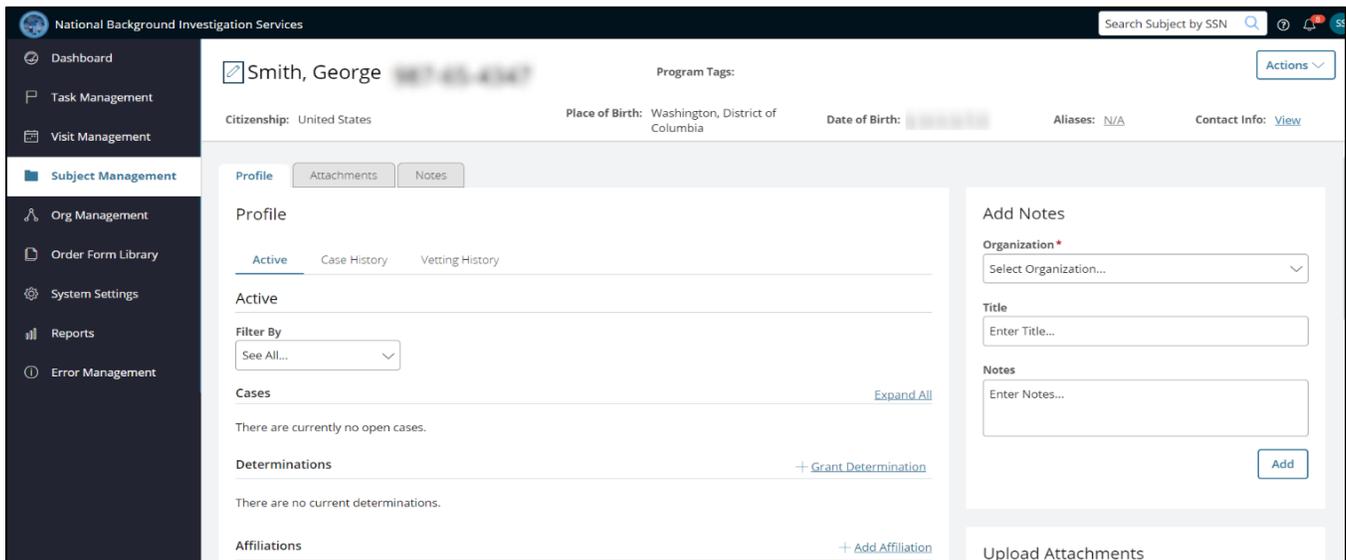
1. Enter the subject's SSN in the Global Subject Search box at the top right of the screen, then select the **magnifying glass**.



The screenshot shows the 'National Background Investigation Services' interface. A search bar at the top right is highlighted with a yellow box. The main content area is titled 'Subject Management' and displays a 'My Subject List' table. The table has columns for SSN, Last Name, First Name, Citizenship, Organization, Determination, and Determination Status. Three subjects are listed: Bella Stella, Olive Sarah, and Cook Tia.

SSN	Last Name	First Name	Citizenship	Organization	Determination	Determination Status
[REDACTED]	Bella	Stella	United States	Defense Counterintelligence and Security Agency/1000C	Suitable/Fit	Active
[REDACTED]	Olive	Sarah	United States	Defense Counterintelligence and Security Agency/1000C	---	---
[REDACTED]	Cook	Tia	United States	Department of Security Managers 1/1005P	Secret	Active

2. The subject worksheet will display.



The screenshot shows the 'National Background Investigation Services' interface displaying the subject worksheet for George Smith. The search bar at the top right contains the text 'Search Subject by SSN'. The subject's name 'Smith, George' is displayed, along with his SSN [REDACTED]. The worksheet includes fields for Citizenship (United States), Place of Birth (Washington, District of Columbia), Date of Birth, Aliases (N/A), and Contact Info (View). The main content area is divided into sections: Profile (Active, Case History, Vetting History), Active (Filter By: See All...), Cases (Expand All), Determinations (Grant Determination), and Affiliations (Add Affiliation). There is also an 'Add Notes' section with fields for Organization, Title, and Notes, and an 'Upload Attachments' section.

3. Select the **pencil icon** next to the subject's name to begin editing.

The screenshot shows the NBIS interface with a sidebar on the left containing navigation options like Dashboard, Task Management, Visit Management, Subject Management, Org Management, Order Form Library, System Settings, Reports, and Error Management. The main content area displays the profile for 'Smith, George'. At the top, there is a search bar and an 'Actions' dropdown. The subject's name 'Smith, George' is followed by a pencil icon, which is highlighted with a yellow box. Below the name, there are tabs for 'Profile', 'Attachments', and 'Notes'. The 'Profile' tab is active, showing fields for Citizenship (United States), Place of Birth (Washington, District of Columbia), Date of Birth (07/09/1975), Aliases (N/A), and Contact Info (View). There are also sections for Active cases, Determinations, and Affiliations. On the right side, there is an 'Add Notes' section with fields for Organization, Title, and Notes, and an 'Add' button.

4. The Edit Subject Information page will display. Make necessary changes in the fields.

The screenshot shows the 'Edit Subject Information' page for George Smith. The page is divided into several sections: Personal Information, Identifying Information, Home Address, and Marital Status. The 'Identifying Information' section includes fields for Social Security Number (SSN), Electronic Data Interchange Personal ID (EDIPI), and Passport Number. The 'Personal Information' section includes fields for First Name (George), Middle Name or Initial, Last Name (Smith), and Suffix. The 'Home Address' section includes fields for Country, Street Address, City, and Zip Code. The 'Email Address' field contains 'george.smith@test.mail' and the 'Phone Number' field contains '123-456-7890'. The 'Marital Status' field is currently empty.

5. Select **Submit** once changes have been made.

National Background Investigation Services Search Subject by SSN

Smith, George (887-65-4347) Program Tags:

Citizenship: United States Place of Birth: Washington, District of Columbia Date of Birth: [REDACTED] Aliases: N/A Contact Info: [View](#)

Birth Information

Date of Birth* Country*

City* County State/Province*

Program Tags

Show Disabled Program Tags

Program Tags

