Instructions for Registering on NIH's eRA Commons

1. Contact your institution's grants management office designee and ask for the correct person to initiate a new eRA Commons account. **Make sure to tell this person whether you are a** <u>project leader</u> **or an** <u>undergraduate</u> **or** <u>graduate</u> **student** <u>**AND**</u> **what your (or your students')** <u>role</u> **is (intern, researcher, etc.)** Once your account has been initiated, you will receive an email from eRA Commons (NIH) with a temporary password.
   a. At MSU, your contact is Traci Miyakawa in MSU's Office of Sponsored Programs (<u>tracim@montana.edu</u>)
   b. Other institutions: start by contacting your usual grant's management office
2. Go on to the eRA Commons site (<u>https://era.nih.gov/</u>).
3. On the right side of the screen is a button called "Commons Log-in." Click on that, which will take you to the Commons Login page. Enter your username and temporary password and then press "login."
4. Once you press "login," you will migrate to a page titled "Welcome to the Commons." In the menu above this title, in a thin blue line, click on "Admin." Then click on "Accounts" in the darker blue line that shows up right under "Admin." You'll then see "Change Password," which you should click on and then follow the directions to reset your password. Note: your password will need to be changed annually—you'll be prompted by the system when the change is due.
5. Go back to the "Welcome to the Commons" page and click on "Personal Profile" in the light blue line above. You will migrate to a "Personal Profile Summary" page, which lists 7 sections that will need to be filled out. Unless all these sections are completed, your account will NOT be activated. The information required is fairly straightforward, but if you run into problems, call the INBRE office at 994-5214 or send us an e-mail at <u>abertagnolli@montana.edu</u>.
6. Once all your information is completed and saved, you'll be able to exit the system, and your account will be activated. You're done!