

## Directions for setting up your NIH account in the eRA Commons website

To set up your NIH account you are required to enter some basic information in the Personal Profile and Demographic section of the NIH website (this website is named eRA Commons). When setting up your profile you may select “Do not wish to provide” for the demographic questions. Once you have completed the required fields in each section you can save your information.

To log in, click the link below and enter your Username and Password in the upper left corner:

<https://public.era.nih.gov/commons/public/login.do?TYPE=33554433&REALMOID=06-1edb031f-46c7-44b3-b803-60b537de74d2&GUID=&SMAUTHREASON=0&METHOD=GET&SMAGENTNAME=-SM-938PYmoLVb4VrDeXo04LZUDVDvc%2b3899ByInEAjuSUvWNIGfB2zRpWiCivYGCogG&TARGET=-SM-http%3a%2f%2fpublic.era.nih.gov%2fcommons>

This should bring you to the eRA Commons home page pictured below:

U.S. Department of Health & Human Services

www.hhs.gov

eRA Commons  
A program of the National Institutes of Health

NIH OER

Welcome: Joseph Watson  
ID: JWATSON1  
Institution: SWARTHMORE COLLEGE  
Roles: SO  
[Logout](#) | [Contact Us](#) | [Help](#)

[Home](#) [Admin](#) [Institution Profile](#) [Personal Profile](#) [Status](#) [RPPR](#) [xTrain](#) [Admin Supp](#) [eRA Partners](#)

### Welcome to the Commons

**System Information Message**

All systems are available.

- If you have questions on whether to submit an eSNAP or RPPR, please see [Notice NOT-OD-13-061](#) for guidance.
- If your RPPR is due and you've either initiated and/or submitted an eSNAP instead, please submit your request for support via our online ticketing system at [eRA Service Desk Customer Portal](#).

Commons allows you to perform the following activities below based on the privileges associated with this profile:

- Administration** - Allows you to assign a delegate to perform system and accounts maintenance [more...](#)
- Institution Profile** - Enables you to view and update institution information [more...](#)
- Personal Profile** - Allows you to update your personal information [more...](#)
- Status** - Allows you to check the status of grants and applications that have been submitted [more...](#)
- RPPR** - Allows you to review the information needed to complete a progress report. See [RPPR Information and Submitting Progress Reports](#).
- xTrain** - Enables you in a Trainee or SO role to confirm the information that you have submitted for a Trainee role type [more...](#)
- Internet Assisted Review (IAR)** - Allows reviewer to submit critiques and preliminary scores for applications they are reviewing [more...](#)

**What's New**

- [New in RPPR](#)
- [New Service Desk System](#)

**Commons Resources**

- [Frequently Asked Questions](#)
- [Latest Release Notes](#)
- [Commons Login Tutorial](#)
- [Commons Support Page](#)
- [eRA Training](#)
- [User Guides](#)
- [Grantee Organization Registration](#)
- [eRA Website](#)
- [Applying Electronically](#)

**Additional Links**

- [eRA Contacts](#)
- [RePORT](#)
- [Grants.gov](#)
- [Edison](#)
- [National Institutes of Health](#)
- [Public Access Policy Page](#)
- [Loan Repayment Program](#)
- [Like This](#)
- [Multiple Affiliations](#)
- [Commons Quick Queries](#)

**Welcome**

Joseph Watson  
ID: JWATSON1  
Institution: SWARTHMORE COLLEGE  
Roles: SO

**eRA Commons Help Desk**

- Hours: Mon-Fri, 7AM-8PM EDT/EST
- Web: <http://grants.nih.gov/support/>
- Toll-Free: 866-504-9552
- Phone: 301-402-7469
- TTY: 301-451-5939

Contact initiated outside of business hours via Web or voice mail will be returned the next business day.

In the blue menu bar at the top, select “Personal Profile” and you will come to the “Personal Profile Summary” page pictured below:

U.S. Department of Health & Human Services eRA Logout Partners Help

**eRA Commons**  
A program of the National Institutes of Health

Joseph Watson  
JWATSON1  
SWARTHMORE COLLEGE  
SO

**NIH** National Institutes of Health  
Office of Extramural Research

Home Admin Institution Profile **Personal Profile** Status RPPR xTrain Admin Supp eRA Partners

**Personal Profile**  
**Joseph Watson**  
Roles:  
SO - Signing Official  
Person ID: 12238277

**PERSONAL PROFILE SUMMARY**

- ✓ NAME AND ID
- ✓ DEMOGRAPHICS
- ✓ EMPLOYMENT

Profile updated:  
02/01/2015

[Change your password by:](#)  
11/09/2015

[PPF Privacy Act Notification Statement](#)












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## Personal Profile Summary ?

**IMPORTANT**  
Changes to your Personal Profile will **NOT** save if there is any missing data in the required fields. Before navigating away from or closing the Personal Profile, review and enter missing information.

[+ View All](#)

 NAME AND ID ?	  
 DEMOGRAPHICS ?	  
 EMPLOYMENT ?	 

You can edit your information by selecting the EDIT button next to the red arrows shown above. Once you have completed all required fields in these sections you can save your information. Changes within each section will not be saved unless all required data fields are completed (again, you may select “Do not wish to provide” as your answer in order to complete the required field).