Instructions for Registering on NIH's eRA Commons

IMPORTANT NOTE: Both steps below must be completed in order for your eRA Commons account to be registered and active.

STEP 1 – Request a User ID

Contact your institution's main grants management office or office of sponsored programs and ask for the correct person to initiate a new NIH eRA Commons account.

MSU faculty/students: contact Traci Miyakawa in MSU's Office of Sponsored Programs (tracim@montana.edu). Make sure to communicate:

- Whether you are a undergraduate or graduate student, post-doc or faculty
- What your INBRE role is (project leader, intern, researcher, etc.)

Non-MSU Students: contact your college grants management office, or ask one of your research faculty for guidance.

STEP 2 – Complete "Personal Profile"

Once your account has been initiated, you will receive an email from eRA Commons (NIH) with a temporary password. You can now log onto eRA Commons (https://era.nih.gov/).

- On the right side of the screen click "Commons Log-in." Enter your username and temporary password and then press "login." Once you press "login," you will migrate to a page titled "Welcome to the Commons."
- At the top, in a thin blue line, click on "Admin." Then click on "Accounts" in the darker blue line. Click "Change Password," and 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.
- Go back to the "Welcome to the Commons" page and click on "Personal Profile" in the light blue line. 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. If you run into problems, call the INBRE office at 994-5214 or send us an e-mail at abertagnolli@montana.edu.
- Once all your information is completed and saved, you'll be able to exit the system, and your account will be activated. Send your User ID (ID you log in with) and a screen print of your Personal Profile to chuttinga@montana.edu

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