Accessing the eRA Commons Ext-UAT Stage Environment

If you have an existing account in the Commons production environment:

1. A Signing Official (SO) from the Commons production environment has to make the request for access to the External User Acceptance Test (Ext-UAT) stage environment. The request should state that they are an SO from <Institution Name> and they are requesting access to the Ext-UAT stage environment. This request can only be made by the SO and must be sent to the eRA System-to-System (S2S) Helpdesk at CGAPSupport@mail.nih.gov.

2. When the S2S Helpdesk receives the e-mail, the SO's information will be verified in the production environment. The helpdesk will send the SO their username and password to the account e-mail address entered in the SO's production account. This process may take up to one (1) full business day.

3. Once the SO has received their username and password, the SO will then be responsible for creating any additional accounts for their institution in the Ext-UAT stage environment.

4. The Commons Ext-UAT stage environment can be accessed by using the following URL:

    https://commons.uat.era.nih.gov/commons/

5. For support and questions, please forward all inquiries to CGAPSupport@mail.nih.gov. Hours of operation are 8:00 am to 8:00 pm ET.

If your institution is not registered in the Commons production environment:

1. An SO from the institution seeking access will have to use the following link to register their institution in the Ext-UAT stage environment:
    https://commons.uat.era.nih.gov/commons/registration/registrationInstructions.jsp

2. Once the form is completed and submitted, the user will receive an e-mail with a link to verify their e-mail address.

3. Once verified, NIH will send the SO and/or Account Administrator (AA) their usernames and passwords. This process may take two (2) full working days.

4. Once the SO has received their username and password, the SO will then be responsible for creating any additional accounts for their institution in the Ext-UAT stage environment.

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6. For support and questions, please forward all inquiries to CGAPSupport@mail.nih.gov. Hours of operation are 8:00 am to 8:00 pm ET.