THREE STEPS FOR INITIAL SET-UP AT LOGIN.GOV

A GUIDE TO LOGGING INTO SELECT ERA MODULES USING LOGIN.GOV

These steps use eRA Commons as an example

BEFORE YOU START THE PROCESS:

- Make sure your eRA Commons account is active and you know your account password; if you are unsure of either, then use the Forgot Password/Unlock Account link located below the username and password fields on the eRA Commons home screen to change your password (see screenshot below). The Reset Password screen displayed will ask for your User ID (your eRA Commons username that you use to log into Commons) and email address.
- Also, ensure that you are not using old bookmarked URLs to access eRA Commons. The URL for eRA Commons is https://public.era.nih.gov/commons/

STEP ONE — Click on the login.gov option on the eRA Commons home screen

On the eRA Commons login screen, click on the login.gov logo in the login section.
You will be presented with a Confirmation Required dialog. Click **Continue** and you will be redirected to https://secure.login.gov.

**INITIAL LOGIN SCREEN**

**NIH is using login.gov to allow you to sign in to your account safely and securely.**

Email address

Password

Sign in

Create an account

Sign in with your government employee ID
Note: If you already have a login.gov account, enter your email address and password and click Sign In. Complete the two-factor authentication method that you have already configured for your login.gov account (text message, authentication application, etc.) and you will go directly to STEP THREE below.

**STEP TWO — Create a login.gov account**

a. Click the **Create an account** button on the initial login.gov screen. You will be presented with the login.gov **Create Your Account** screen.

**CREATE YOUR ACCOUNT SCREEN**

b. Enter your email address and select the box to accept the login.gov Rules of Use and click **Submit**.

c. You will receive an email from login.gov asking you to confirm your email address.
d. Complete the process to confirm your email address by selecting the “Confirm email address” link included in the login.gov verification email.

e. You will be returned to the login.gov site where you will be presented with the Create a Strong Password screen. Following the password guidelines, enter a new password you would like to use for your login.gov account. Keep your password secure for your records.

f. Choose an authentication method from the multiple authentication methods available to you (a security code to a phone, a list of codes, an authentication application, a security key, or a government employee ID). A second authentication method is required for system security. A security code sent to your phone by text or voice call is one of the easier methods.
Authentication method setup
Add a second layer of security so only you can sign in to your account.

- Keep this information safe. You will be locked out and have to create a new account if you lose your authentication method.

Select an option to secure your account:

- **Security key**
  Use a security key that you have. It's a physical device that you plug in or that is built in to your computer or phone (it often looks like a USB flash drive). Recommended because it is more phishing resistant.

- **Government employee ID**
  Insert your government or military PIN or CAC card and enter your PIN.

- **Authentication application**
  Get codes from an app on your phone, computer, or tablet. Recommended because it is harder to intercept than texts or phone calls.

- **Phone**
  Get security codes by text message (SMS) or phone call. Please do not use web-based (VOIP) phone services.

- **Backup codes**
  We'll give you 10 codes. You can use backup codes as your only authentication method, but it is the least recommended method since notes can get lost. Keep them in a safe place.

- Continue

- Cancel account creation
g. If you select a phone, click the Phone radio button, and click **Continue**.
   **Note:** If you are unsure if your phone is VOIP, then make sure to use a cell phone.

h. Enter your phone number and click **Send Code**.

![Send security code](image)

i. Enter the security code received by text message.

j. You will be presented with a confirmation screen showing that your phone was successfully added to your account. Your account creation at login.gov is now completed. Click the **Agree and Continue** button and you will be redirected back to eRA Commons.
STEP THREE —Associate your login.gov account with your eRA Commons account (one-time only)

a. After following the STEP TWO procedures, you will be redirected back to eRA Commons and presented with the Associate your eRA Account screen. See the BEFORE YOU START THIS PROCESS section at the top of this flyer. Enter your eRA credentials – username and password – to associate your login.gov account with your eRA Commons account. You will only do this once unless you decide to use a different login.gov account.

b. This association process will not work without the correct eRA credentials. If you are at all unsure of your password, do not click the Forgot Password/Unlock Account link in the blue INFORMATION box. Instead, follow these updated instructions:
   i. Close your browser. This will end your active login.gov session. Make sure to completely close your browser, not just the browser tab you are working in.
ii. Restart the browser and open a new tab and access the eRA Commons login page, and click the Forgot Password/Unlock Account link on the main Commons login page. Follow the directions to reset your password.

iii. You will receive an email containing a new temporary password. Follow the instructions to reset the temporary password to a password of your choice. Make sure to remember this new password.

iv. Access the eRA Commons login page, again, select the login.gov login option, and enter the login.gov credentials from your new login.gov account, and complete the two-factor process that you chose during account creation.

v. You are again presented the Associate your eRA Account screen; enter your eRA account credentials (not the login.gov credentials) and click Continue.
• **Note:** From this point forward, you must use the login.gov option on the [eRA Commons home screen](https://era.nih.gov). Do not go straight to the login.gov website to log in.

1. On the [eRA Commons home screen](https://era.nih.gov), click on the login.gov logo in the login section.
2. Log in to eRA Commons with your login.gov credentials (email and password) and the additional authentication method you set up with your login.gov account. In this case, a code sent via text message. You will be automatically taken inside to the eRA Commons landing screen.

**HANDY TIP:** If you do not want to enter a code every time, click the box that states, 'Remember this browser.' If you use the same browser and computer to log into eRA Commons, login.gov will remember these settings and not require you to complete the two-factor authentication process each time you log in, and you will directly access the eRA Commons.