How to Get a User ID for eRA Commons Transcript

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Welcome to this tutorial on how to get an eRA Commons user ID, also referred to as the username from the signing official (SO) at your institution. Users with the administrative officer or an account administrator role can also complete these steps.

You will need to contact your office of sponsored research to find out who at your institution has the SO role.

The very first step of the SO when creating a user ID is to make sure the person does not already have an account.

Here are the steps the SO takes to search for a user in era Commons.

Click the Account Management (Admin) button from the admin tab. Select the accounts tab, and finally account management.

On the Search Accounts screen, make sure the Search only within my organization box is unchecked.

You want to search the entire Commons database for the user.

Enter the search criteria.

The percent sign may be used as a wild card. When done, select the search button.

If the user already has a user ID, the SO can affiliate them to their institution.

The SO will click the Manage button.

Click the Affiliate button and select the era Commons roles. The user needs to save the changes.

Click the save button. If the user is not found, the SO can create the account which will provide the user with the user ID.

Click the create new account button in the bottom left corner. On the create account screen, enter the user information.

The user ID must be between 6 and 30 characters long and should not contain special characters except for the ampersand sign, the hyphen, the period, and the underscore. Do not make the user ID institution specific.

Enter the required contact information.

Click the add roles button and add the appropriate roles.

When done, click the create button to save the changes. The user will receive a confirmation e-mail to let them know the account was created.

They will receive a second e-mail with a temporary password so they can log into Commons, update their password and complete their personal profile.

This concludes this video on how to get an eRA Commons user ID. Thank you for watching.