

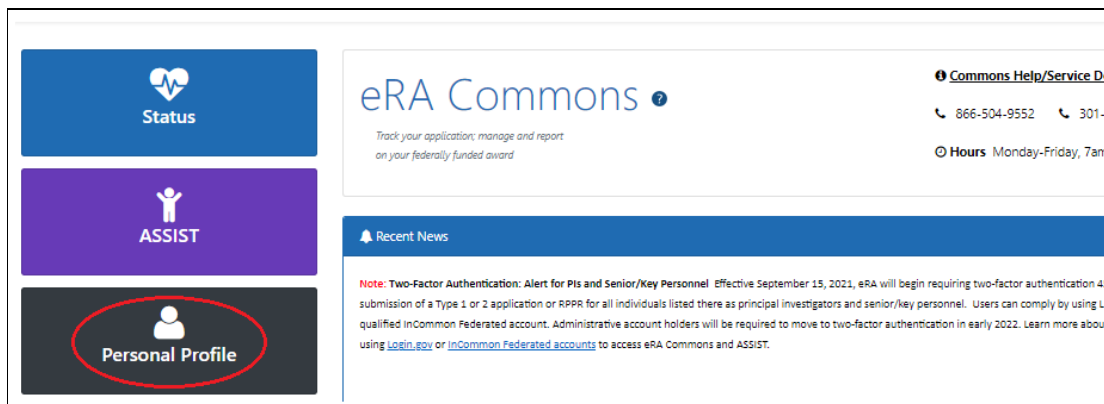
NIH eRA commons - Updating Personal Profile

Accessing NIH eRA Commons

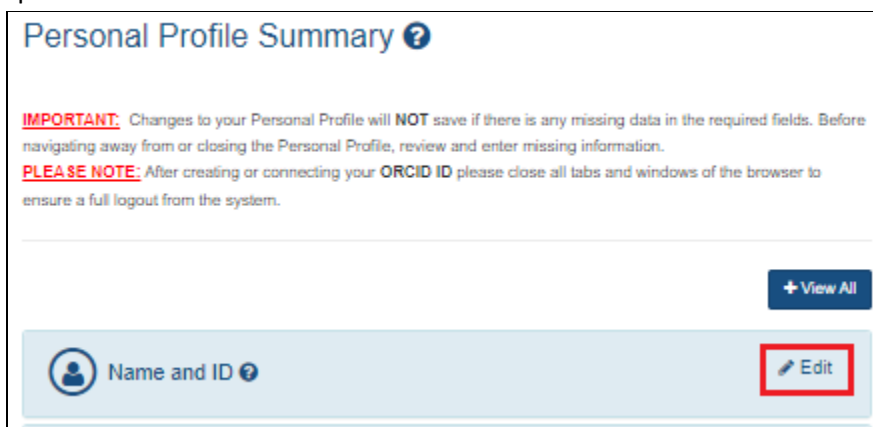
- A. Enter the following address into your web browser: <https://commons.era.nih.gov/commons>
- B. Log in with your login.gov. If you are unsure on how to associate the login.gov with your eRA commons ID, please refer to [here](#).
- C. Please note that NIH Commons lists the University of Maryland, College Park as **UNIV OF MARYLAND, COLLEGE PARK**. Be sure to select this as your institution. If you type in University of Maryland, our institution will NOT show up in the results list.
- D. It is critical that you update your Employment information. NIH Commons uses this information in determining access to various functions within Commons.
- E. **If you have multiple institution affiliations, you must change your default institution to UNIV OF MARYLAND, COLLEGE PARK (see [section #10](#) below).**

Update Personal Profile

1. Click on the Personal Profile tab in the toolbar.



2. Click the Edit button next to the section you want to update. If you have a new account, please update all sections.



3. **OR** you can click on View All to see all seven sections on the Personal Profile first, then click Edit button to edit the content (Name and ID, Demographics, Employment, Reviewer Information, Education, Reference Letters, Publications)
4. You are **required** to complete each item that is marked by a red asterisk(*).

5. Select the correct institution for employment. For the University of Maryland, College Park, be sure to search on UNIV OF MARYLAND, COLLEGE PARK. Your search results will look like this:

The screenshot shows a search interface titled "Find Institutions and Companies". It includes a search bar with the text "UNIV OF MARYLAND, COLLEG x" and a "Search" button. Below the search bar, there is a tip: "Tip: Most institutions and companies are listed by their full, official name." and a field for "Search only in City/State". The search results show a radio button selected next to "UNIV OF MARYLAND, COLLEGE PARK", with the address "Office of Research Administration, 3112 LEE BUILDING 7809 Regents Drive, COLLEGE PARK MD".

6. For the address under the Employment Section, you must select Country and State. Please start to type in the area, then select the appropriate country and State.

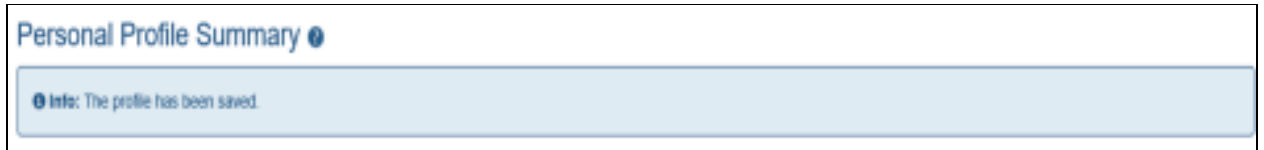
The screenshot shows a dropdown menu for selecting a state. The text "mary" is entered in the search field, and the dropdown list shows "MARYLAND" as the selected option. The label "*State" is visible to the left of the dropdown.

Once you add the address, make sure to check if the State and Country information has been appropriately selected before you save the employment section.

The screenshot shows an address form with the following text: "UNIV OF MARYLAND, COLLEGE PARK", "7809 REGENTS DR", "College Park, MD 20742-5141", "UNITED STATES", "Email:", "Phone:", and a row of links: "Edit Quick Update Leave Job Delete".

7. For Publications - eRA Commons has partnered with the National Center for Biotechnology Information to link NCBI's personal tool (My NCBI) to Commons. My NCBI offers an online portal – My Bibliography – for users to maintain and manage a list of all their authored works, such as journal articles, manuscripts acted for publications, books, and book chapters. If you have further question, please see https://era.nih.gov/erahelp/commons/PPF_Help/8_publications.htm

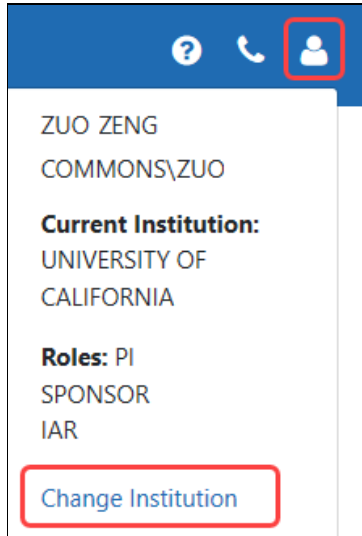
8. Once it is saved, the system will display 'The profile has been saved' message. Certain portions of the profile may clear out due to the error(s), so please make sure to complete all sections of the profile. The profile will not be saved until all problems in all sections have been resolved.



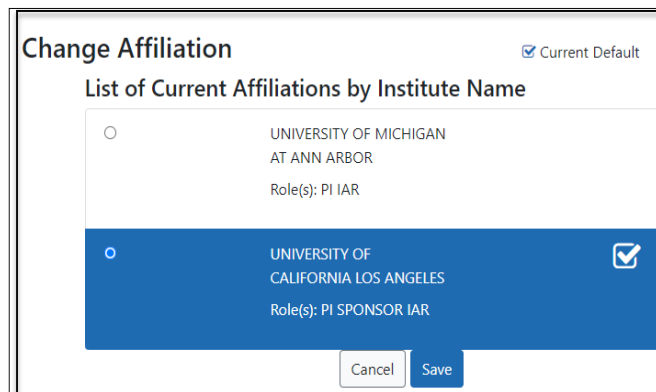
9. Click Help Icons, if you have further questions.

*Note: The Assistant role will NOT have "Reviewer Information," "Reference Letter," and "Publication" sections.

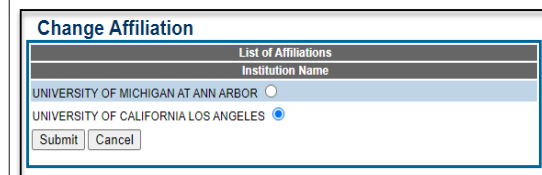
10. If you have **multiple institution affiliations**, it is important that you have UNIV OF MARYLAND, COLLEGE PARK listed as your institution when doing activities for UMD. Look in the upper right corner of the Commons screen and click on the person icon. If the Current Institution is not UNIV OF MARYLAND, COLLEGE PARK, you will need to change it. To change it, click on the Change Institution link.



11. When you click on the link, a Change Affiliation screen opens with a list of your institution affiliations. Select the radio button for UNIV OF MARYLAND, COLLEGE PARK and click the Save or Submit button.



You see the screen above, or the screen below, depending on which screen you started from.



* The system will return to the main Commons screen, and you will see UNIV OF MARYLAND, COLLEGE PARK as your default institution.

12. If you have any problems with editing/saving your profile, updating your default institution, or have any questions on this, please contact oraera@umd.edu