Updating Personal Profile in NIH eRA Commons

Log into NIH eRA Commons
1. Enter the following address into your web browser: https://commons.era.nih.gov/commons
2. Log in with your user name and password. If you have forgotten your user name and password, click on the Forgot Password link and a new password will be e-mailed.

Update Personal Profile
3. Click on the Personal Profile tab in the tool bar.
4. There are 9 sections of the Personal Profile. Each must be completed.
5. Click on the Personal Information tab. You are required to complete each section that is marked by an asterisk. When complete, click on the Submit button.
6. Click on the Race/Ethnicity tab. Answer both questions and click on the Submit button.
7. Click on the Employments tab. Verify the information and, if necessary, modify with the Edit link. Click the Submit button.

8. Information on the Reviewer Address and Residential Address tabs is not required unless you are a reviewer or trainee.

9. Click on the Degrees tab. Click on the Edit link to edit information as needed. Click on Add New Degree to record another degree in your profile.

10. Click on the Publications tab. Review the list of publications. If necessary, add publications to the NIH Manuscript Submission (NIHMS) system go to https://commons.era.nih.gov/commons/publicaccess/login.jsp and use your eRA Commons username and password to log in. Publications added to NIHMS will be added to your profile.

If you wish to add other publications to your profile, click the Add New Publication button and complete the requested information.

11. You are not required to complete the Reference Letters or Trainee-Specific tabs unless you are a trainee.