

Updating Personal Profile in NIH eRA commons

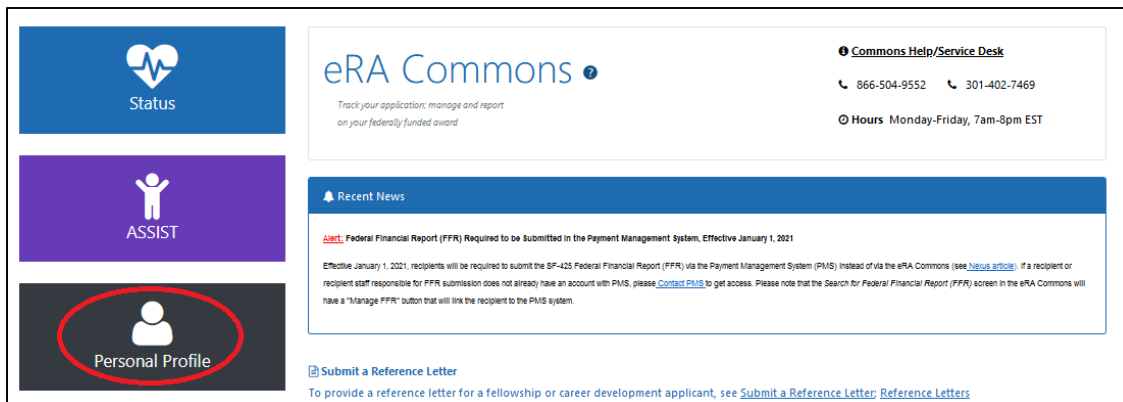
(Update January 13, 2021)

Accessing NIH eRA Commons

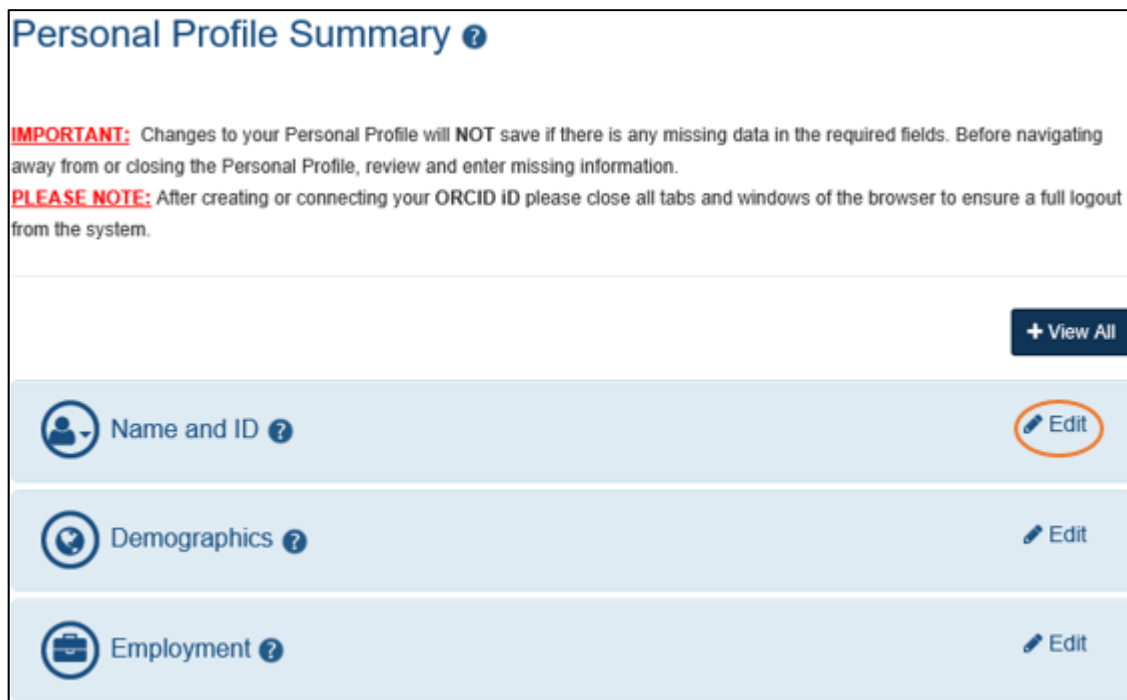
- A. Enter the following address into your web browser:
 - a. <https://commons.era.nih.gov/commons>
- B. Log in with your user name and password. If you have forgotten your user name and password,
 - a. click on the “Forgot Password/Unlock Account?” and a new password will be emailed.
- C. Please note 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 on the left menu.



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.
(Name and ID, Demographics, Employment, Reviewer Information, Education, Reference Letters, Publications)

Personal Profile Summary ?

IMPORTANT: Changes to your Personal Profile will **NOT** save if there is any missing data in the required fields. Before navigating away from or closing the Personal Profile, review and enter missing information.

PLEASE NOTE: After creating or connecting your ORCID ID please close all tabs and windows of the browser to ensure a full logout from the system.

[+ View All](#)

Name and ID ? [Edit](#)

Demographics ? [Edit](#)

Employment ? [Edit](#)

4. You are **required** to complete each item that is marked by an asterisk.

Name

Prefix

Select One

*First Name

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:

Find Institutions and Companies

Search by name, city and state

Enter Institution/Company Name

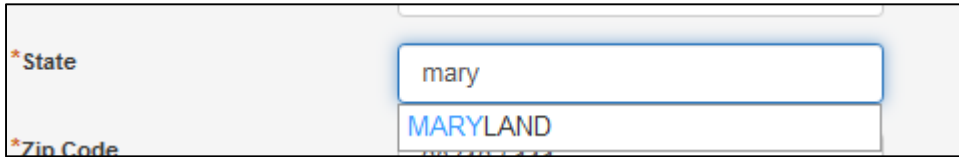
Tip: Most institutions and companies are listed by their full, official name.

Search only in City/State

Search

UNIV OF MARYLAND, COLLEGE PARK
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.



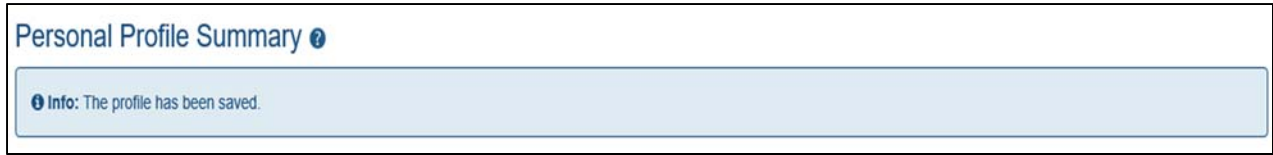
Once you add the address, make sure to check if the State and Country information has been appropriately selected before you save the employment section.



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



- 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.



- Click Help Icons, if you have further questions.



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

- 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 you will see your default institution. If it is not UNIV OF MARYLAND, COLLEGE PARK, you will need to change it. To change it, click on the link displaying the institution name.



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 Submit button.



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

- 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