Creating an eRA Commons Account

Users who are assigned the following roles can create eRA Commons accounts: Signing Official (SO), Account Administrator (AA), Administrative Official (AO), and Business Official (BO).

The following information is needed to create an eRA Commons account:

- Name
- User ID (If they don’t send one you can look up their name in Outlook to get the UofL user ID)
- Preferred email address
- Role (PI, Grad Student, Project Personnel, etc.)

Log into eRA Commons:
Select the Administration tab

Select Accounts tab

The Administration menu allows users to perform system and accounts maintenance according to their privileges. Sub-menus are visible to those users with appropriate privileges.
Select Account Management

Enter last name and first name then click on the SEARCH button.

If you want to search for someone within UofL, check the “search only within my organization” box at the top of the form. You may also search by entering the User ID if a person had an account. This would be used to reset a password or add an additional role to the users account.
If the person does not have an eRA Commons account you will get this screen. To create a new account click on “Create New Account” at the bottom of the screen.
Assign User ID, fill in last name, first name, and email. Click on “Add Roles”
Choose role(s) from pop up screen.

Once role(s) is selected, click on “Add Role(s)”.
Click “Create”

You have successfully created a new eRA Commons account.

Applicant will receive an email stating the account has been created. The email will contain the User ID and a second email will contain a temporary password.