Tuesday Tips is a new outreach effort by OGCA. The idea behind *Tuesday Tips* is to convey tips, tricks and other helpful information around the area of research administration. Our goal is to post on (almost every) Tuesdays. If there is something you would like to see covered on *Tuesday Tips*, email: UAF-GCReATE@alaska.edu. For more Tips visit OGCA website.

How do I get an NIH eRA Commons User ID?

Please submit a request to uaf-ogca-preaward@alaska.edu to create an eRA Commons user ID.

Include the following:

- full name
- desired username
- university email
- roles needed (Information on roles is available here.)

Requests for additional roles after initial commons ID creation and requests for University affiliation may also be sent to uaf-ogca-preaward@alaska.edu.

Include the following:

- eRA Commons ID
- roles needed (Information on roles is available here.)

Do I need an eRA Commons Account to be a trainee?

- Yes. Trainees on NIH fellowships and training grants must have eRA Commons accounts to be appointed to a project. The Trainee role allows users to input data into xTrain during their traineeship.

How do I update my Personal Profile Information?

All users have access to update their Personal Profile information via the edit feature within your profile. This lets you make changes to your education, employment, and demographic information. You are also able to delegate others who can edit your Personal Profile.

Information on the different actions that may be required is available here. Also, the eRA Commons User Manual includes details on all aspects of the system.

Accounts FAQs | Manage Delegations | Roles In-Depth | Manage Personal Profile | Unaffiliate an Account