

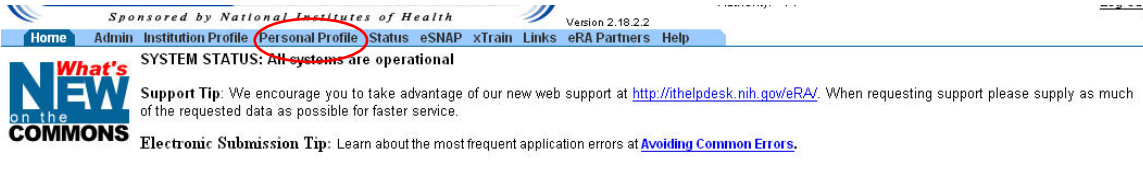
Updating Personal Profile in NIH eRA Commons

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

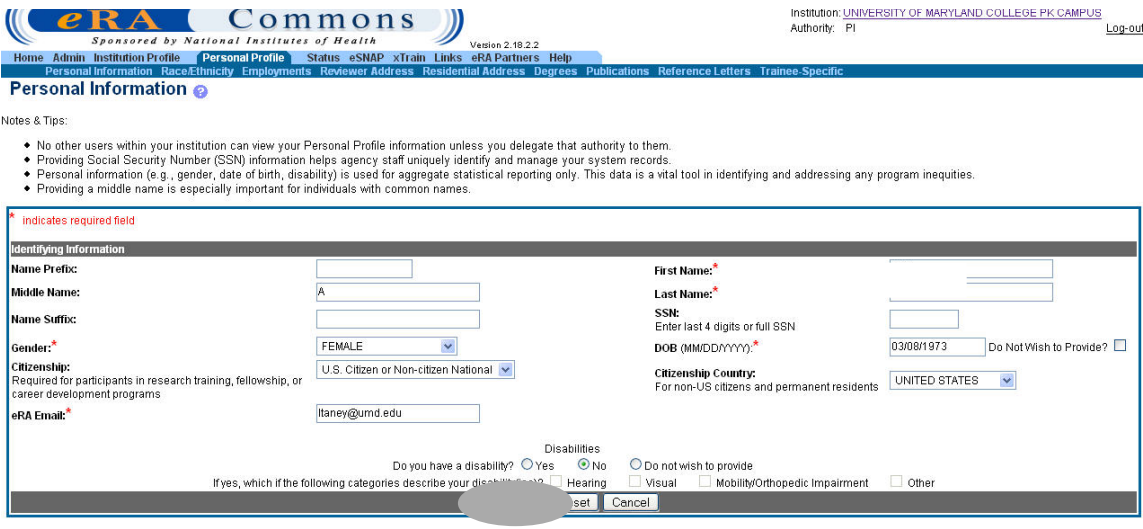
3. Click on the Personal Profile tab in the tool bar.



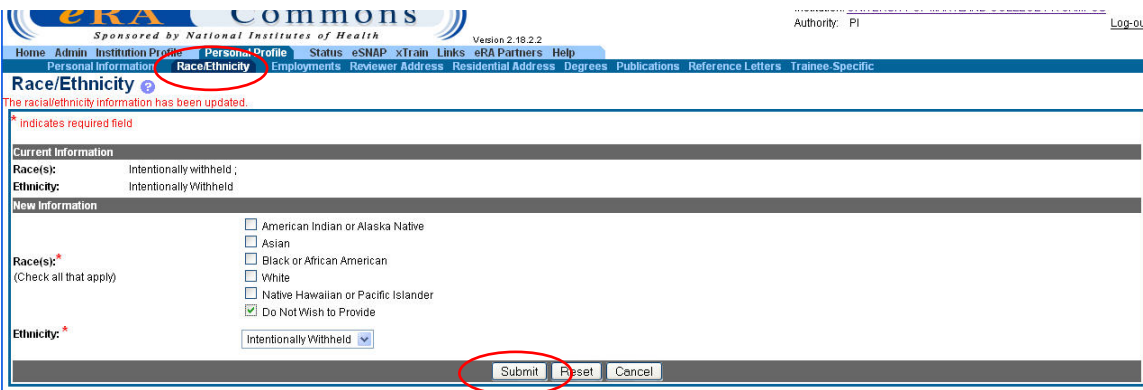
4. There are 9 sections of the Personal Profile. Each must be completed.



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.

Employment List

Employer	Start Date	End Date	E-mail	Preferred Address?	Action
UNIVERSITY OF MARYLAND COLLEGE PK CAMPUS	10/01/2007			true	Edit Delete

Add New Employment Close

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.

List of Degrees

Notes & Tips:

- Include all degrees completed or in progress.
- In addition to reporting, degree information is sometimes used to validate application information or populate system forms.
- Trainees - current information is critical as it can determine eligibility for certain types of appointments/awards and can affect stipend levels.

Degree	Institution	Completion Date	Degree Completed?	Major	Action
AB BACHELOR OF ARTS		06/1995	Y		Edit Delete
MA MASTER OF ARTS		11/1997	Y		Edit Delete
PHD DOCTOR OF PHILOSOPHY		11/2000	Y		Edit Delete

Add New Degree Close

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.

List of Publications

The [NIH Public Access Policy](#) requires scientists to submit, upon acceptance for publication, final peer reviewed manuscripts that arise from NIH support to the digital archive PubMed Central (PMC). Please see the Policy website for more information.

Articles published in the Journals identified at this site, http://publicaccess.nih.gov/submit_process_journals.htm, are submitted directly to PMC by the publisher without author involvement. Articles not published in these Journals must be submitted to PMC by the investigator (or delegate or publisher), through the [NIH Manuscript Submission](#) (NIHMS) system. Articles indicating "View Pub Article" and/or "View MS" in the Action column below have already been submitted to PMC.

If you wish to upload additional manuscripts to NIHMS, go to <https://commons.era.nih.gov/commons/publicaccess/login.jsp> to automatically login to the system with your eRA Commons Username and Password.

You can manually enter additional publications at any time by clicking "Add New Publication." These additions will only be added to your profile.

Citation Source	Citation ID	Citation Text	Action
NIHMS			View in NIHMS

Add New Publication Close

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