

# THREE STEPS FOR INITIAL SET-UP AT LOGIN.GOV

## A GUIDE TO LOGGING INTO SELECT ERA MODULES USING LOGIN.GOV

*These steps use eRA Commons as an example*


### BEFORE YOU START THE PROCESS:

- Make sure your eRA Commons account is active and you know your account password; if you are unsure of either, then use the [Forgot Password/Unlock Account](#) link located below the username and password fields on the eRA Commons home screen to change your password (*see screenshot below*). The *Reset Password* screen displayed will ask for your User ID (your eRA Commons username that you use to log into Commons) and email address.
- Also, ensure that you are not using old bookmarked URLs to access eRA Commons. The URL for eRA Commons is <https://public.era.nih.gov/commons/>

### **STEP ONE — Click on the Login.gov option on the eRA Commons home screen**

On the eRA Commons login screen, click on the Login.gov logo in the login section.

**Login with Login.gov** ?




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**Login with eRA Credentials** ?

**Username:**

**Password:**


 

(For External Users Only)

[Forgot Password/Unlock Account?](#)


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**Login with Federated Account** ?

Select. 

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**Login with PIV/CAC**



Login using Smart Card

You will be presented with a Confirmation Required dialog. Click **Continue** and you will be redirected to <https://secure.Login.gov>.

**Confirmation Required**

Access to NIH/eRA systems is available via Login.gov

- If you run into issues with login.gov or associating your login.gov account with your eRA account, please contact the eRA Service Desk at <https://grants.nih.gov/support/index.html>.
- You can also refer to login.gov for additional help at <https://www.login.gov/help/>

For additional information:  
**\*\* Two-Factor Authentication: Accessing eRA Modules via login.gov**

Please select Continue to be redirected to Login.gov or Cancel to return to the NIH/eRA application login page.

## INITIAL LOGIN SCREEN

LOGIN.GOV NIH

NIH is using login.gov to allow you to sign in to your account safely and securely.

Email address

Password  Show password

Sign in

Create an account

[Sign in with your government employee ID](#)

**Note:** If you already have a Login.gov account, enter your email address and password and click Sign In. Complete the two-factor authentication method that you have already configured for your Login.gov account (text message, authentication application, etc.) and you will go directly to STEP THREE below.

## STEP TWO — Create a Login.gov account

- a. Click the **Create an account** button on the initial Login.gov screen. You will be presented with the Login.gov *Create Your Account* screen.

### CREATE YOUR ACCOUNT SCREEN

**Create your account**

Enter your email address

Select your email language preference

login.gov allows you to receive your email communication in English, Spanish or French.

English (default)

Español

Français

Check this box to accept the login.gov [Rules of Use](#)

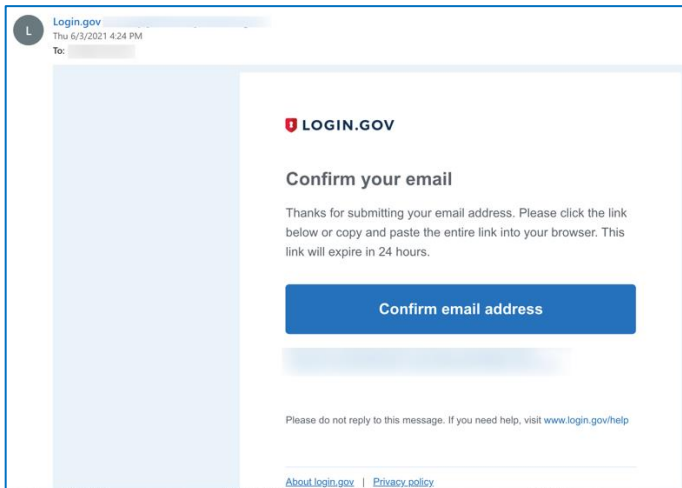
**Submit**

[Cancel](#)

[Security Practices and Privacy Act Statement](#)

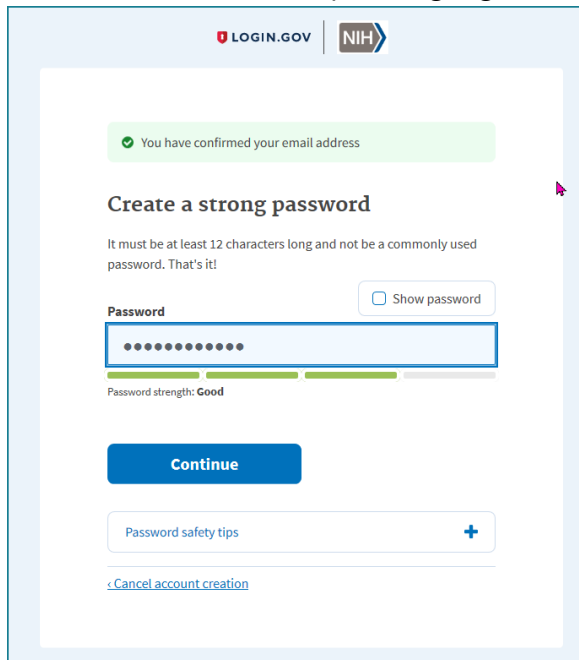
[Privacy Act Statement](#)

- b. Enter your email address and select the box to accept the Login.gov Rules of Use and click **Submit**.
- c. You will receive an email from Login.gov asking you to confirm your email address.



- d. Complete the process to confirm your email address by selecting the “Confirm email address” link included in the Login.gov verification email.

- e. You will be returned to the Login.gov site where you will be presented with the *Create a Strong Password* screen. Following the password guidelines, enter a new password you would like to use for your Login.gov account. Keep your password secure for your records.



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✔ You have confirmed your email address

### Create a strong password

It must be at least 12 characters long and not be a commonly used password. That's it!

Show password

**Password**

●●●●●●●●●●●●

Password strength: **Good**

**Continue**

Password safety tips +

[< Cancel account creation](#)

- f. Choose an authentication method from the multiple authentication methods available to you (a security code to a phone, a list of codes, an authentication application, a security key, or a government employee ID). A second authentication method is required for system security. A security code sent to your phone by text or voice call is one of the easier methods.

## Authentication method setup

Add a second layer of security so only you can sign in to your account.

**i** Keep this information safe. You will be locked out and have to create a new account if you lose your authentication method.

Select an option to secure your account:

**Security key**  
 Use a security key that you have. It's a physical device that you plug in or that is built in to your computer or phone (it often looks like a USB flash drive). Recommended because it is more phishing resistant.

**MORE SECURE**

**Government employee ID**  
 Insert your government or military PIV or CAC card and enter your PIN.

**MORE SECURE**

**Authentication application**  
 Get codes from an app on your phone, computer, or tablet. Recommended because it is harder to intercept than texts or phone calls.

**SECURE**

**Phone**  
 Get security codes by text message (SMS) or phone call. Please do not use web-based (VOIP) phone services.

**LESS SECURE**

**Backup codes**  
 We'll give you 10 codes. You can use backup codes as your only authentication method, but it is the least recommended method since notes can get lost. Keep them in a safe place.

**LESS SECURE**

**Continue**

[← Cancel account creation](#)

- g. If you select a phone, click the Phone radio button, and click **Continue**.  
**Note:** If you are unsure if your phone is VOIP, then make sure to use a cell phone.
- h. Enter your phone number and click **Send Code**.

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### Send your security code via text message (SMS) or phone call

We'll send you a security code **each time you sign in**.

Message and data rates may apply. Please do not use web-based (VOIP) phone services.

**Phone number**  
example: (201) 555-0123

US

**How should we send you a code?**  
You can change this selection the next time you sign in. If you entered a landline, please select "Phone call" below.

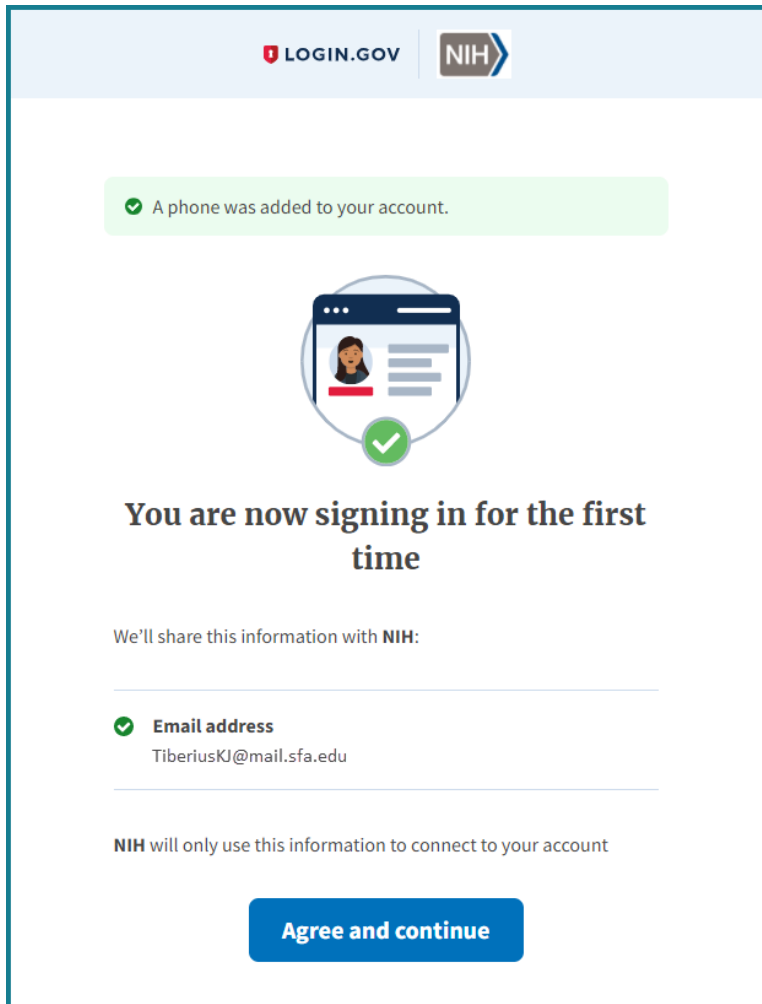
Text message (SMS)  Phone call

[Mobile terms of service](#)

**Send code**

[< Choose another option](#)

- i. Enter the security code received by text message.
- j. You will be presented with a confirmation screen showing that your phone was successfully added to your account. Your account creation at Login.gov is now completed. Click the **Agree and Continue** button and you will be redirected back to eRA Commons.



### **STEP THREE —Associate your Login.gov account with your eRA Commons account (one-time only)**

- a. After following the STEP TWO procedures, you will be redirected back to eRA Commons and presented with the *Associate your eRA Account* screen. See the BEFORE YOU START THIS PROCESS section at the top of this flyer. Enter your eRA credentials – username and password – to associate your Login.gov account with your eRA Commons account. You will



only do this once unless you decide to use a different Login.gov account.

The screenshot shows the eRA Account Management interface. At the top, there are navigation links for the U.S. Department of Health & Human Services, NIH, and the Office of Extramural Research. The main header includes the eRA logo and the text 'Electronic Research Administration, A program of the National Institutes of Health'. On the right, there is a 'Guest User' profile icon and the text 'Account Management'. The main content area is titled 'Associate your eRA Account'. It features a box for 'Authentication Source: LOGIN.GOV' with the 'Login.gov Primary Email Address: univ@univ.com'. Below this is the 'eRA Credentials' section, which has two input fields: 'eRA User ID:' and 'eRA User Password:'. A red box highlights these two fields. To the right of the form is a blue 'INFORMATION' box containing several bullet points of instructions. At the bottom of the form is a 'Continue' button. A small disclaimer at the very bottom states: 'This is a U.S. Government computer system, which may be accessed and used only for authorized Government business by authorized personnel. Unauthorized access or use of this computer system may subject violators to... more'.

- b. This association process will not work without the correct eRA credentials. If you are at all unsure of your password, click the **Forgot Password/Unlock Account** link in the blue INFORMATION box. Then follow the onscreen prompts to reset your password:
- First, submit your eRA Commons user ID and the email associated with it.
  - Check your email for a temporary password, then click **Continue** in the *Reset Password* screen below:

The screenshot shows the 'Reset Password' screen. At the top, there are navigation links for the U.S. Department of Health & Human Services, NIH, and the Office of Extramural Research. The main header includes the eRA logo and the text 'Electronic Research Administration, A program of the National Institutes of Health'. The main content area is titled 'Reset Password'. A green success message box at the top states: 'Password has been reset successfully for user eRATest. An email containing the new password has been sent to the following email address: eRATest@nih.gov.' Below this is the 'Application Links:' section, which lists three links: 'Commons: https://public.era.nih.gov/commonsplus/', 'iEdison: https://public.era.nih.gov/iedison', and 'Facts: https://public.era.nih.gov/facts/sd'. A red box highlights a 'Continue' button at the bottom of the page.

- You are presented with the *Change Password* screen; follow onscreen instructions to reset your password, then click the link for the Commons home page.
- You are returned to the *Associate your eRA Account* screen, where you can now enter your correct eRA credentials.

- v. If your eRA credentials are validated, then your Login.gov account will be successfully associated with your eRA Commons account, and you will directly access the eRA Commons.

**Note:** From this point forward, you must use the Login.gov option on the [eRA Commons home screen](#), as described below. Do not go straight to the Login.gov website to log in.

1. On the [eRA Commons home screen](#), click on the Login.gov logo in the login section.
2. Log in to eRA Commons with your Login.gov credentials (email and password) and the additional authentication method you set up with your Login.gov account. In this case, a code sent via text message. You will be automatically taken inside to the eRA Commons landing screen.

**HANDY TIP:** If you do not want to enter a code every time, click the box that states, 'Remember this browser.' If you use the same browser and computer to log into eRA Commons, Login.gov will remember these settings and not require you to complete the two-factor authentication process each time you log in, and you will directly access the eRA Commons.

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### Enter your security code

We sent a security code to \*\*\*-\*\*\*-1701. This code will expire in 10 minutes.

One-time security code

Submit

Remember this browser

Don't have access to your phone right now?  
[Choose another authentication method](#)

[Cancel](#)