

To Access the NIH Commons:

Contact Pam Miller, Director of the Office of Sponsored Projects (x-5368 or pmiller@usfca.edu). She will create an account for you in the NIH Commons and give you a user name.

Launch your Web browser.

Enter the following URL in your browser's Address/Location field: *https://commons.era.nih.gov/commons/* and press **Enter**. The NIH eRA Commons Home page opens.

In the Username field, type your username and press **Tab** to move to the Password field.

Type your password and press **Enter** or click **Login**.

If this is the first time you are logging in, the Change Password page (FRW0015) opens.

- a. Enter your old password, and then enter and retype a new password.
- b. Click **Submit** to update the new password information.

The system returns you to the Home page with your login information displayed in the upper right corner of the page. A [Logout](#) hyperlink is located directly beneath your login information.