



Research Administration
Contract & Grant Administration

Multi-Factor Authentication for NIH eRA Systems

Research Administration Forum
September 9, 2021

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Introduction

- NIH launched a phased implementation of multi-factor authentication (MFA) for eRA systems access in December 2020.
- Enhances the security of sensitive information that is stored in NIH eRA modules such as Commons and ASSIST.

Implementation Timeline

December 2020

- Required for Internet Assisted Reviewers (IARs)
- For meetings beginning February 2021
- Login.gov

September 15, 2021

- Required for all Scientific Roles
- Login.gov or UCLA Single Sign-On

Early 2022

- Administrative Roles
- Login.gov or UCLA Single Sign-On

Scientific Roles

Scientific Roles for Research	Scientific Roles for Reporting	
Principal Investigator (PD/PI)	Undergraduate	Scientist
Trainee	Graduate Student	Project Personnel
Sponsor	Postdoc	
Assistant (ASST)		

Options for MFA

- Login.gov Account
 - Managed by General Services Administration.
 - Allows access to various government systems as well as MyNCBI, SciENcv, and MyBibliography.
- InCommon Federated Account
 - UCLA Single Sign-On.
 - Access to S2S Grants, TRS, ERS, BruinBuy, etc.

Login with Login.gov ?

 LOGIN.GOV

Login with eRA Credentials ?

Username:

Password:



Login

Clear

(For External Users Only)

[Forgot Password/Unlock Account?](#)

Login with Federated Account ?

Select..

Login

Associate NIH with MFA

- Requires one-time set-up to associate with either UCLA SSO or Login.gov.
- Takes less than five minutes.
- Make sure you know both your NIH user ID and password before beginning the process.
- Detailed instructions:
 - UCLA SSO – ORA News dated September 7, 2021
 - Login.gov – [NIH two-factor authentication flyer](#)
- IARs who previously associated with Login.gov can now add UCLA SSO.

From: ora-news@lists.ucla.edu on behalf of ORA News
To: ora-news@lists.ucla.edu
Subject: NIH eRA Systems: Requirement for Two-Factor Authentication to Login
Date: Tuesday, September 7, 2021 3:50:30 PM



September 7, 2021

Dear Colleagues,

On August 6, 2021, NIH released [NOT-OD-21-172](#) which outlines an adjusted timeline and guidelines for requiring two-factor authentication when logging in to NIH eRA modules. **Effective September 15, 2021** users with scientific eRA roles will be required to use either a Login.gov account or InCommon Federated account (UCLA single sign-on) to log-in to Commons modules instead of their NIH username and password. Scientific roles include the following:

Scientific roles for research	Scientific roles used for reporting	
Principal Investigator (PD/PI)	Undergraduate	Scientist
Trainee	Graduate_Student	Project_Personnel
Sponsor	Postdoc	
Assistant (ASST) – used in conjunction with specific delegations to assist PIs with various tasks		

Scientific users who have not done so already will need to associate their eRA Commons account with either Login.gov or UCLA single sign-on.

Important note: Prior to associating your account, make sure your eRA Commons account is active and you know your account password; if you are unsure of either, 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 will ask for your User ID (your eRA Commons username that you use to log-in to Commons) and email address. You will receive an email with a temporary password and instructions. If you have problems resetting your password, contact us at erahelp@research.ucla.edu.

A screenshot of the "Login with eRA Credentials" form. It includes fields for "Username:" and "Password:" with "Enter Username" and "Enter Password" placeholder text. There are "Login" and "Clear" buttons. Below the fields, it says "(For External Users Only)" and "Forgot Password/Unlock Account?".

How to Associate UCLA Single Sign-On (SSO) with eRA Commons

- Navigate to the eRA Commons Login screen <https://public.era.nih.gov/commonsplus>.
- Select *University of California, Los Angeles*, from the pick-list under **Login with Federated Account**.

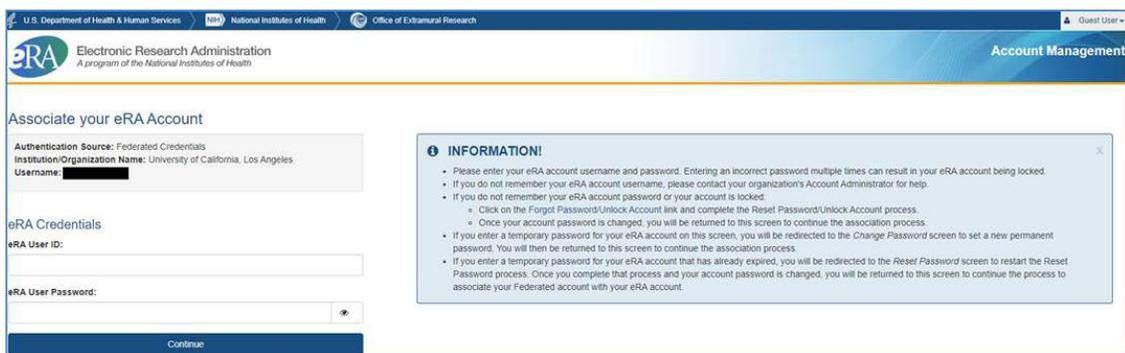
A screenshot of the "Login with Federated Account" form. It features a dropdown menu with "University of California, Los Angeles" selected and a "Login" button.

- Click **Login**.
- You will be taken to the UCLA SSO login page.



The image shows the UCLA sign-in page. At the top, the UCLA logo is displayed in white on a blue background. Below the logo, the text "Sign In with your UCLA Logon ID" is centered. There are two input fields: "Your UCLA Logon ID" and "Your UCLA Logon Password". A blue "SIGN IN" button is positioned to the left of the password field. To the right of the button, there are two links: "Forgot your UCLA Logon ID or Password?" and "Need a UCLA Logon ID?". Below these fields, there is an "or" separator and a question "Are you a member of UCLA Health Sciences?" with a link "Sign in with your Mednet username and password".

- Continue with the UCLA log-in process as normal.
- Once authenticated by UCLA SSO, you will be redirected to the screen below.



The image shows the eRA Account Management page. The header includes the U.S. Department of Health & Human Services, NIH National Institutes of Health, and Office of Extramural Research logos. The main title is "Electronic Research Administration" with the subtitle "A program of the National Institutes of Health". The page is titled "Associate your eRA Account". On the left, there is a form with the following fields: "Authentication Source: Federated Credentials", "Institution/Organization Name: University of California, Los Angeles", "Username: [redacted]", "eRA User ID:", and "eRA User Password:". A blue "Continue" button is at the bottom of the form. On the right, there is an "INFORMATION!" box with the following text: "Please enter your eRA account username and password. Entering an incorrect password multiple times can result in your eRA account being locked. If you do not remember your eRA account username, please contact your organization's Account Administrator for help. If you do not remember your eRA account password or your account is locked, Click on the Forgot Password/Unlock Account link and complete the Reset Password/Unlock Account process. Once your account password is changed, you will be returned to this screen to continue the association process. If you enter a temporary password for your eRA account on this screen, you will be redirected to the Change Password screen to set a new permanent password. You will then be returned to this screen to continue the association process. If you enter a temporary password for your eRA account that has already expired, you will be redirected to the Reset Password screen to restart the Reset Password process. Once you complete that process and your account password is changed, you will be returned to this screen to continue the process to associate your Federated account with your eRA account."

- Enter your Commons User ID and password.
- Click **Continue**.
- If successfully associated, you will be taken back to the Commons login screen and can log-in using **Login with Federated Account**.



The image shows the "Login with Federated Account" screen. It features a blue header with the text "Login with Federated Account" and a question mark icon. Below the header, there is a dropdown menu showing "University of California, Los Angeles". A blue "Login" button is positioned below the dropdown menu.

- If the association is not successful, you will receive an error message:

Either the information entered is invalid or you are not enrolled in the eRA Commons. To keep your information secure, we may lock your account if you continue to enter incorrect login information. Please see your organization's account administrator for assistance (ID: 200523).

How to Associate Login.gov with eRA Commons

Step-by-step instructions are available at: https://era.nih.gov/files/2FA_flyer.pdf.

Important Information for IARs (Internet Assisted Reviewers)

If you have a Commons account with both the IAR role *and* a scientific role, *and* have already associated your account with

Login.gov, you may now associate your account with UCLA single sign-on as well.

If you have problems associating your account or have other questions related to your NIH eRA Commons account, contact us at erahelp@research.ucla.edu.

Please share this information with NIH investigators, postdocs, students, and research administrators in your department.

Sincerely,

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Known Issues with the User Interface – UCLA SSO

Logging-in with UCLA Single Sign-On

The screenshot displays the top navigation bar of the eRA Commons website. On the left, the eRA logo is followed by the text "Electronic Research Administration". In the center, the NIH logo is accompanied by "National Institutes of Health" and "Office of Extramural Research". On the right, there are icons for help and contact. Below the navigation bar is a breadcrumb trail starting with "Home". The main content area features a "Status" button with a heart icon, an "ASSIST" button with a person icon, and a large "eRA Commons" section. This section includes a sub-header "eRA Commons" with a question mark icon, a descriptive sentence "Track your application; manage and report on your federally funded award", and contact information for the Commons Help/Service Desk, including phone numbers 866-504-9552 and 301-402-7469, and operating hours: Monday-Friday, 7am-8pm EST. At the bottom, there is a "Recent News" section with a bell icon.

Known Issues with the User Interface – UCLA SSO

Logging-in with NIH credentials *or* Login.gov

The screenshot shows the top navigation bar of the eRA Commons website. On the left, there is a grid icon and the 'eRA' logo, followed by the text 'Electronic Research Administration'. In the center, there is the NIH logo and the text 'National Institutes of Health Office of Extramural Research'. On the right, there are icons for help (a question mark), a phone, and a user profile. The user profile icon is circled in yellow. Below the navigation bar is a light grey bar with the text 'Home'.

A blue rectangular button with a white heart icon containing a pulse line. Below the icon, the word 'Status' is written in white.

A purple rectangular button with a white icon of a person with arms raised.

The main content area features the text 'eRA Commons' in a large blue font, followed by a question mark icon. Below this is the text 'Track your application; manage and report on your federally funded award'. To the right, there is a section for 'Commons Help/Service Desk' with two phone numbers: 866-504-9552 and 301-402-7469. Below the phone numbers is a section for 'Hours' with the text 'Monday-Friday 7am-8pm EST'.

Known Issues with the User Interface – UCLA SSO

Logging-in with UCLA Single Sign-On

The screenshot shows the eRA Commons website interface. At the top, there is a blue header with the eRA logo and 'Electronic Research Administration' on the left, and the NIH logo and 'National Institutes of Health Office of Extramural Research' on the right. Below the header is a navigation bar with 'Home' and a search icon. The main content area features a large blue button labeled 'Status' with a heart icon, a purple button labeled 'ASSIST' with a person icon, and a central white box titled 'eRA Commons' with a question mark icon. To the right of the 'eRA Commons' box is a 'Commons Help/Service Desk' section with contact information: 866-504-9552 and 301-402-7469, and 'Hours: Monday-Friday, 7am-8pm EST'. A blue bar at the bottom contains a bell icon and the text 'Recent News'. A yellow arrow points from the text 'Click "Status"' to the 'Status' button.

Help/Resources

- [NIH MFA website](#)
- [NOT-OD-21-172](#)
- Contact us at: erahelp@research.ucla.edu

QUESTIONS

