Multi-Factor Authentication for NIH eRA Systems

Research Administration Forum
September 9, 2021

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Assistant Director – eRA and Records Management
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

<table>
<thead>
<tr>
<th>December 2020</th>
<th>September 15, 2021</th>
<th>Early 2022</th>
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</table>
| • Required for Internet Assisted Reviewers (IARs)  
• For meetings beginning February 2021  
• Login.gov | • Required for all Scientific Roles  
• Login.gov or UCLA Single Sign-On | • Administrative Roles  
• Login.gov or UCLA Single Sign-On |
### Scientific Roles

<table>
<thead>
<tr>
<th>Scientific Roles for Research</th>
<th>Scientific Roles for Reporting</th>
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</thead>
<tbody>
<tr>
<td>Principal Investigator (PD/PI)</td>
<td>Undergraduate</td>
</tr>
<tr>
<td>Trainee</td>
<td>Graduate Student</td>
</tr>
<tr>
<td>Sponsor</td>
<td>Postdoc</td>
</tr>
<tr>
<td>Assistant (ASST)</td>
<td>Scientist</td>
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<tr>
<td></td>
<td>Project Personnel</td>
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</tbody>
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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.
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.
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:

<table>
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<th>Scientific roles for research</th>
<th>Scientific roles used for reporting</th>
</tr>
</thead>
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<tr>
<td>Principal Investigator (PD/PI)</td>
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</tr>
<tr>
<td>Trainee</td>
<td>Graduate_Student</td>
</tr>
<tr>
<td>Sponsor</td>
<td>Postdoc</td>
</tr>
<tr>
<td>Assistant (ASSIST) – used in conjunction with specific delegations to assist PIs with various tasks</td>
<td></td>
</tr>
</tbody>
</table>

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.

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

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

- Click **Login**.
- You will be taken to the UCLA SSO login page.
Continue with the UCLA log-in process as normal.
Once authenticated by UCLA SSO, you will be redirected to the screen below.

- 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.

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**


**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
Known Issues with the User Interface – UCLA SSO

Logging-in with NIH credentials or Login.gov
Known Issues with the User Interface – UCLA SSO

Logging-in with UCLA Single Sign-On

Click “Status”
Help/Resources

• NIH MFA website
• NOT-OD-21-172
• Contact us at: erahelp@research.ucla.edu
QUESTIONS