How do I obtain a Commons ID?

For NIH staff
You do not need a separate Commons ID. To access CareerTrac through SSO, simply use your NIH login information or PIV card. If you experience any issues, please contact us at CareerTrac@nih.gov

For Principal Investigators, PI Administrators, and non-NIH staff
If you do not have a Commons ID, follow these steps:

1. Contact your organization's *eRA Signing Officials* to request a Commons ID. *Signing Officials* belong to your organization's Grants Management Office (see FAQ)

2. When you receive your Commons ID, send it to CareerTrac@nih.gov with your CareerTrac username to enable your access through NIH Login

3. When SSO is turned on, login to CareerTrac with your Commons ID and password

Please Be Aware:

- Your organization's grants management staff must fulfill your Commons ID request. Each organizations' response time may vary.

- Once we receive your Commons ID, it is a simple action to reenable your CareerTrac access if you are locked out.

FAQ	
Q: How do I find out if I already have a Commons ID?	**A:** Contact your organization's *eRA Signing Official*. Principal Investigators with an NIH grant should already have a Commons ID.
Q: Who are my organization's *eRA Signing Officials*?	**A:** Your *Signing Officials* will be part of to your organization's grants management staff. If you cannot find your Signing Official, contact us at CareerTrac@nih.gov or contact the eRA Help Desk at https://public.era.nih.gov/submithelp (select "Registration" from the dropdown menu)
Q: Do I need to choose a specific role for my Commons ID?	**A:** If you are asked to specify a role, we suggest these options: - *Project Personnel* – this is a general account in eRA Commons - *Assistant (ASST)* – this role can accept additional delegations from the PI in eRA Commons applications For more information about roles in eRA Commons, see here: https://era.nih.gov/files/eRA_Commons_Roles.pdf

About NIH Single Sign-On (SSO)

CareerTrac is implementing NIH Login service (iTrust) to allow you to login through your existing NIH or eRA Commons username and password.

Once implemented, **all logins must use either NIH or eRA Commons credentials**. **CareerTrac-specific usernames and passwords will no longer grant access.**

What's the benefit?

- NIH Login supports Single Sign-on (SSO) which allows you to access other SSO-enabled NIH and eRA applications with 1 set of credentials
- You will no longer need to remember a separate username and password for CareerTrac
- NIH Login provides improved security and login procedures, maintained by NIH
- **Future:** The SSO upgrade is a prerequisite step for trainee access into CareerTrac

Need help?

Contact us at CareerTrac@nih.gov for any questions or issues. We make every effort to respond to all requests within 2 business days.