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.

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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.