Creating a PD/PI Account for Users with Active Awards That Were Migrated to eRA AFTER Data Migration to eRA

This guidance is applicable to new users with active NIST (and cross-serviced bureaus) who are registering after data migration to eRA systems.

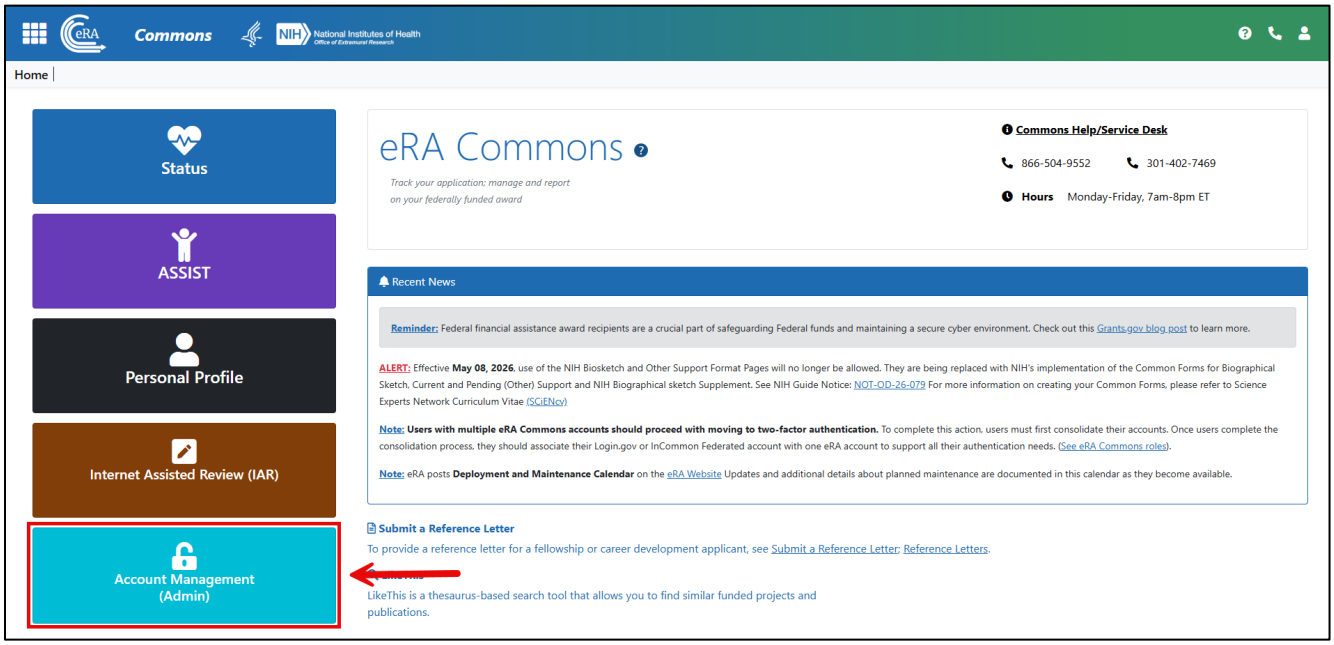
Follow the standard registration process. Refer to the '**eRA Commons Registration – Business Process Guide**' for detailed steps on how to register.

Once registered, create a PD/PI account for the associated Program Director/Principal Investigator. **<include information on how NIST defines a PD/PI or remove if unnecessary>**

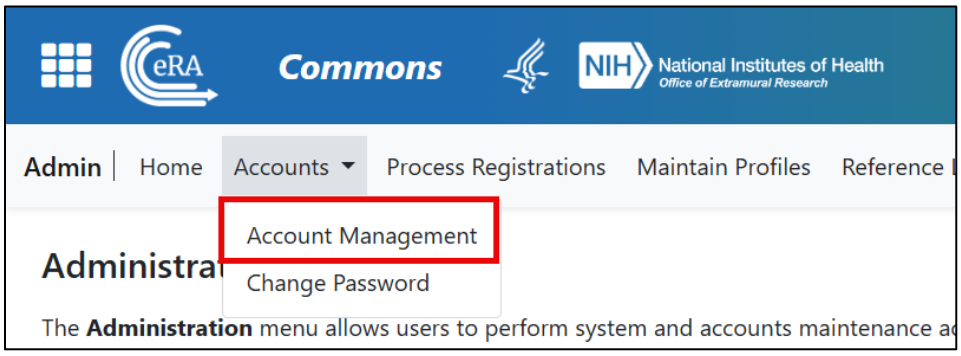
The Signing Official (SO) or Account Administrator (AA) accounts are established once registration is complete. The AA account is optional and may not have been included at the time of registration and can be created later as needed.

The SO or AA should follow these steps to create a PD/PI account to ensure that any active awards are associated with the migrated PD/PI profile:

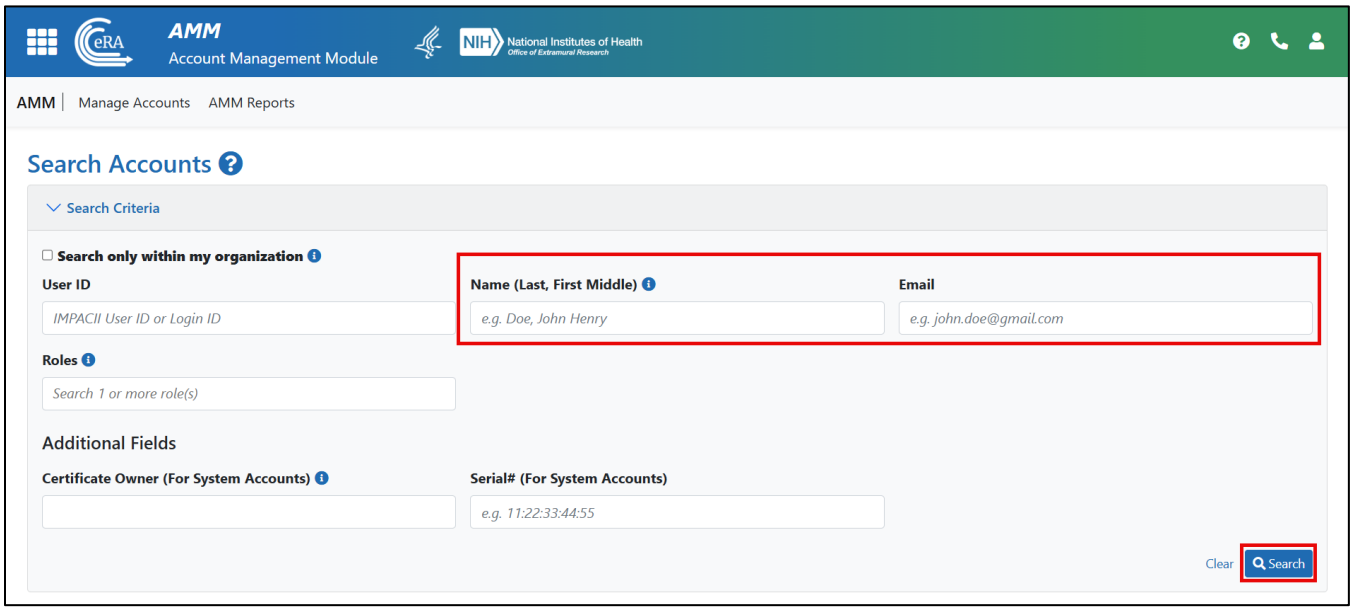
1. Log into eRA Commons
2. Go to the Account Management Module (AMM) by clicking on the Account Management (Admin) tile.



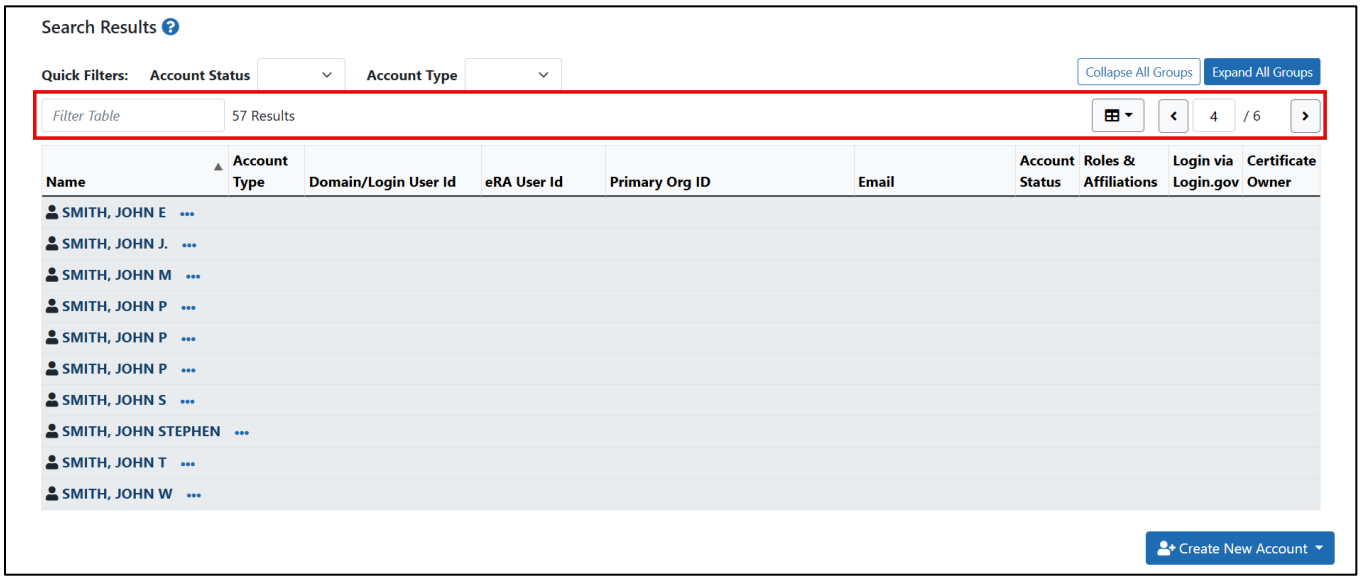
3. Click on the **Accounts** tab and select **Account Management** from the dropdown menu to reach AMM.



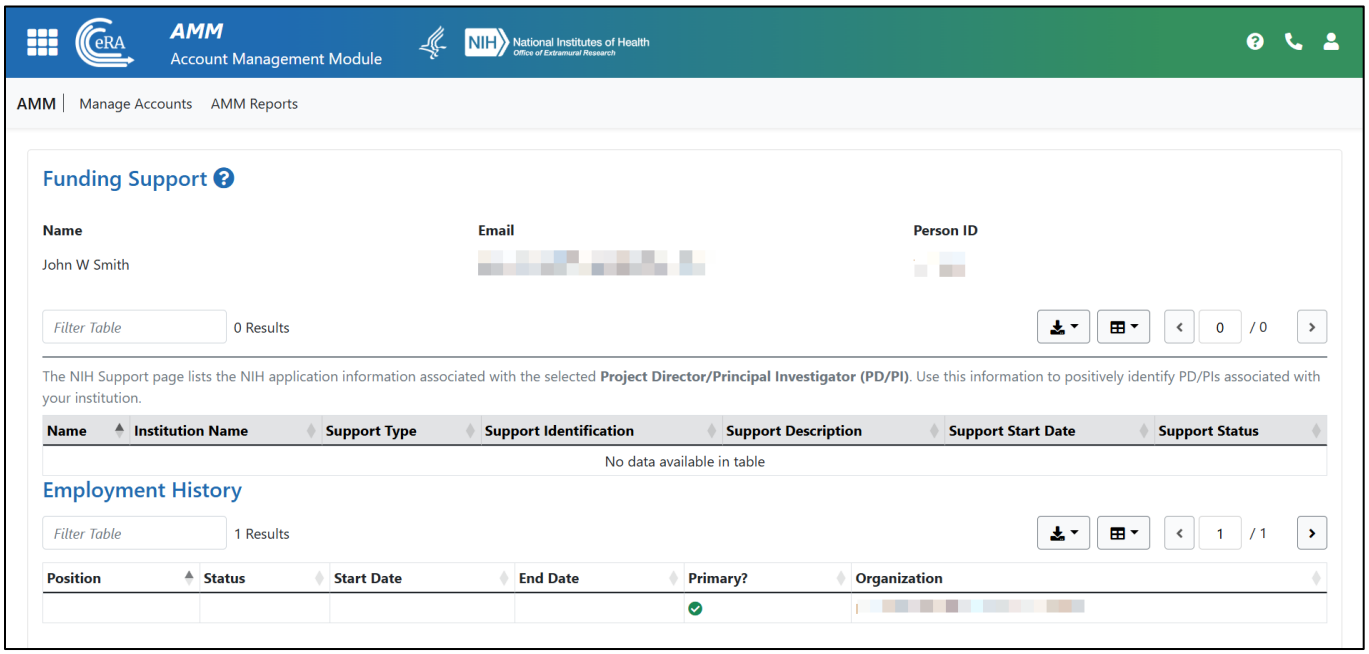
4. Search for the PD/PI by name and/or email address. Use the % sign as a wild card to assist with searching. (i.e., Instead of 'Smith, John', you can search with 'Smith, J%' in case this individual spells his name as 'Jon'.



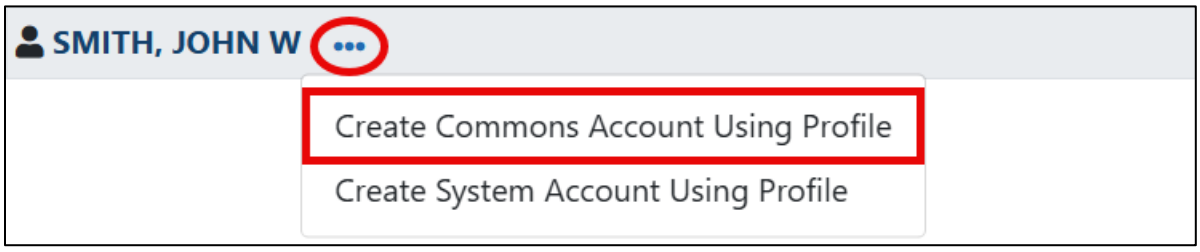
5. Search results will be displayed. You may see a list of users with the same name but no additional information (as shown below). ***Note:*** There.may.be.several.pages.of.results.for.users.with.common.names¡.Use.the.arrow.keys.or.Filter.Table.to.confirm.whether.a.profile.exists¡



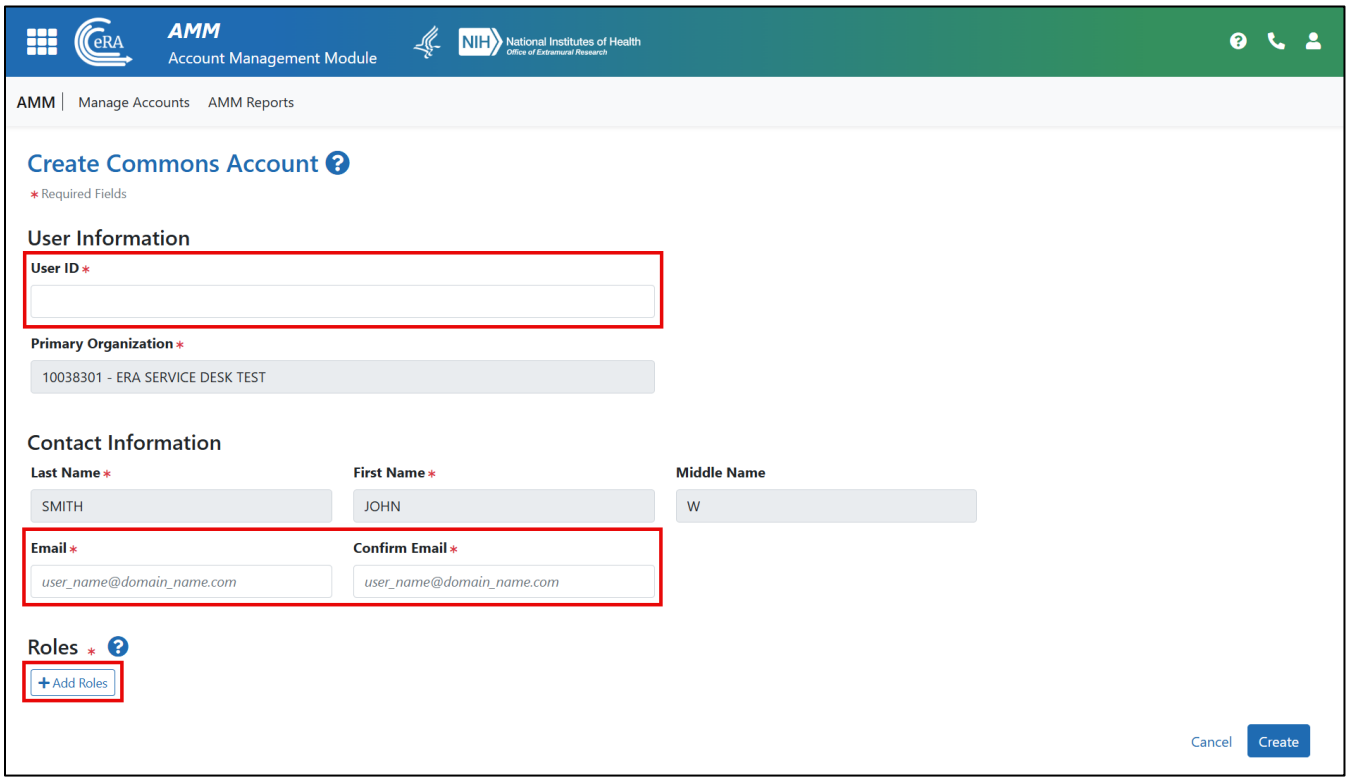
6. Click on the user's name for additional information. In the following screen, additional information will be displayed to help you identify the correct account.



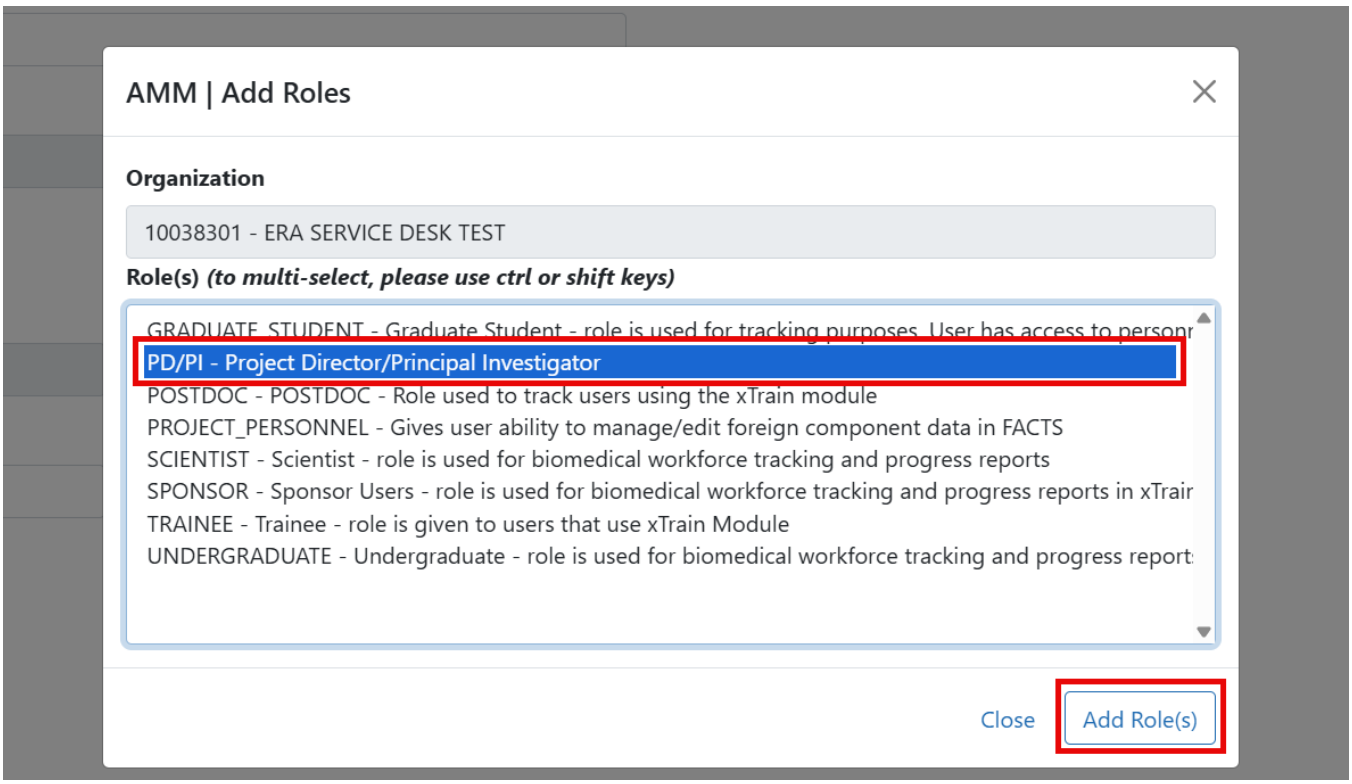
7. After confirming the correct profile, return to the Search.Results.screen and click on the 3-dot ellipsis next to the PD/PI's name. Select **Create Accounts Account Using Profile** from the listed options.



8. In the Create.Commons.Account screen, fill in the required fields. ***Note***¿The.USER.ID.must.be. unique.and.cannot.be.modified.once.the.account.is.created¡.Click **+ Add Roles** to add roles.



9. Select the **PD/PI** role from the list (along with any other roles that are appropriate) and click **Add Role(s)**.



10. Once all required fields are complete, click **Create**.

