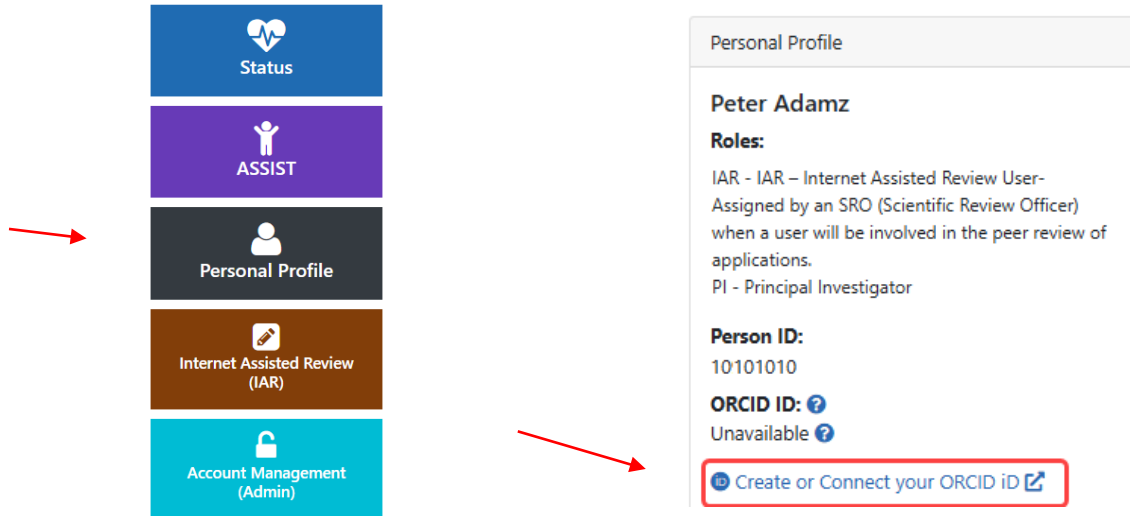


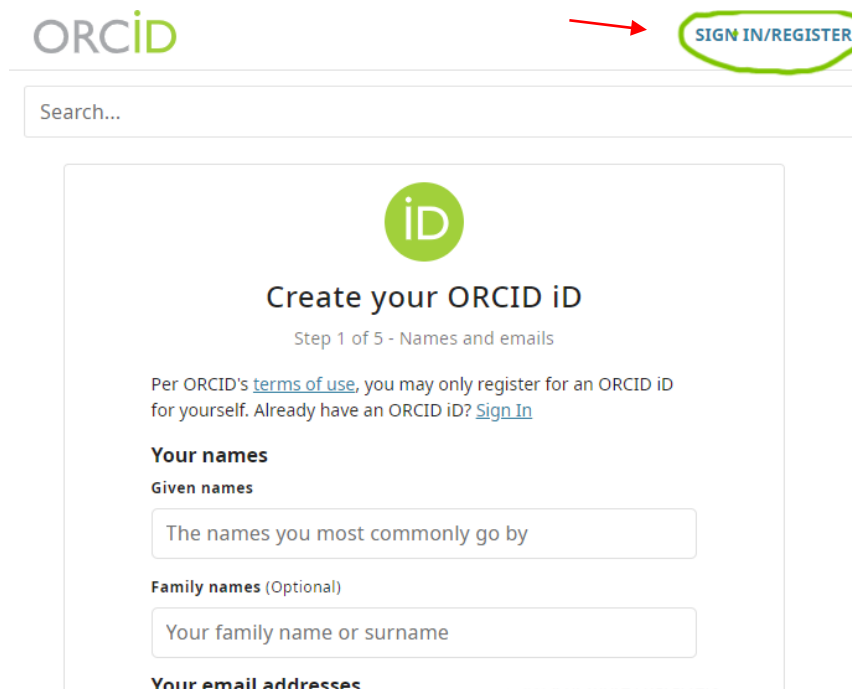
## GENERAL INSTRUCTIONS

### Creating and Linking your ORCID iD on eRA Commons.

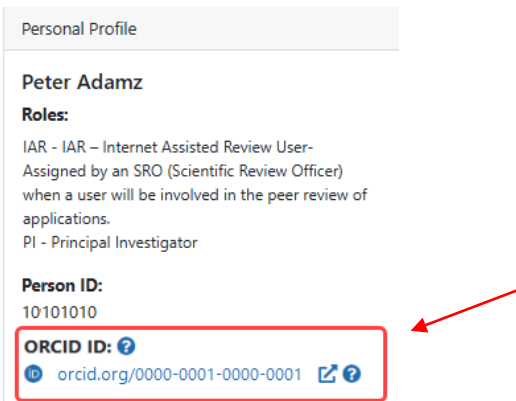
1. Login to eRA Commons, click the **Personal Profile** button on the left side of the screen. Click on the Create or Connect your ORCID iD link (red square below). This will display the ORCID site



- **If you already have an ORCID iD**, you sign in to ORCID, then follow instructions to associate the ORCID iD with your Commons account. If you do **not** have an ORCID iD, click the **Register now** link at the top of the ID section to open the *Create Your ORCID iD* screen. Enter required info: name, emails, etc, CAPTCHA, then hit the **Complete Registration** button.



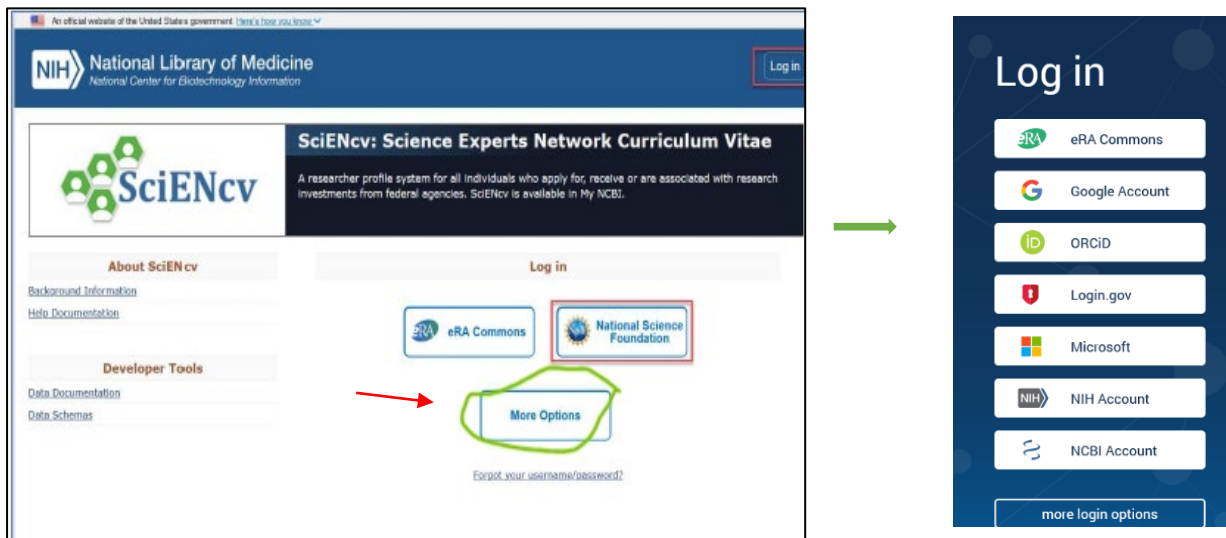
- You will be prompted to authorize NIH to access your personal ORCID profile by clicking the **Authorize Access** button. Do that. This step links your ORCID iD to your eRA Commons account. **Confirm** that your ORCID iD is displayed is displayed on your eRA Commons Personal Profile.



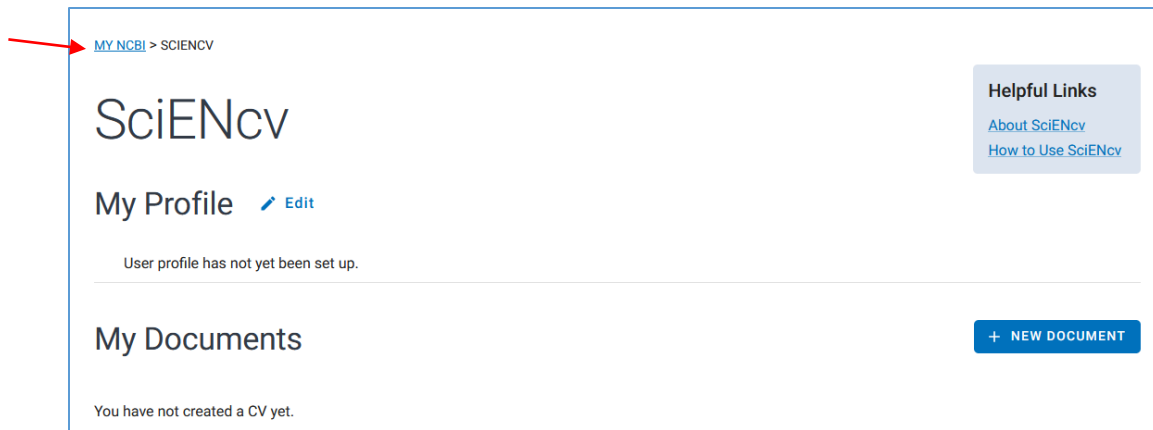
- If you get an error, contact the **eRA Service Desk** (<https://www.era.nih.gov/need-help>)

### Creating your Common Form NIH Biosketch in SciENcv

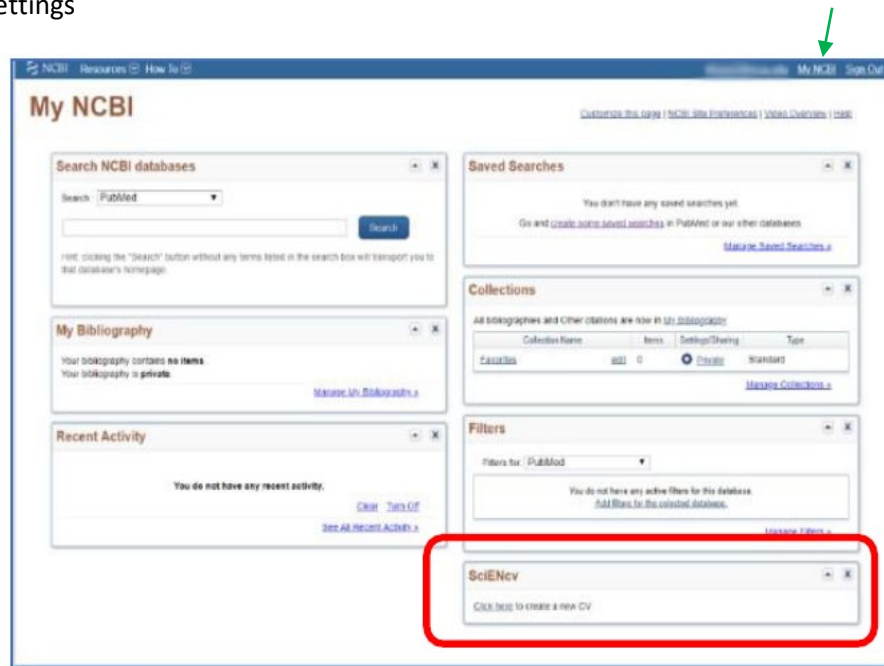
- Go to SciENcv: <https://www.ncbi.nlm.nih.gov/sciencv/> NIH recommends signing in with your ORCID account. Click the Other Options button > click ORCID, enter your credentials. However, *I found signing in with Login.gov* to be more straightforward and less error prone.



- Once signed in, you will be directed to your SciENcv page.



Before starting a Common Form Biographical Sketch or Other Support (by clicking the **NEW DOCUMENT** box, lower right on page), confirm that your eRA Commons and ORCID accounts are linked to SciENcv. Go to your myNCBI page, top left, **red arrow**. It will open the page below. Hover on myNCBI top right (**green arrow**) and open your Account Settings



Scroll down until you find 'Linked Accounts'. It should show both. If one is missing, click **Add account**

### Linked Accounts

You can log into your NCBI account via these third parties. Contact the third party about any issues related to login accounts below.

Account	Email/ID	Remove
eRA Commons	[REDACTED]	[Remove]
ORCID	[REDACTED]	[Remove]

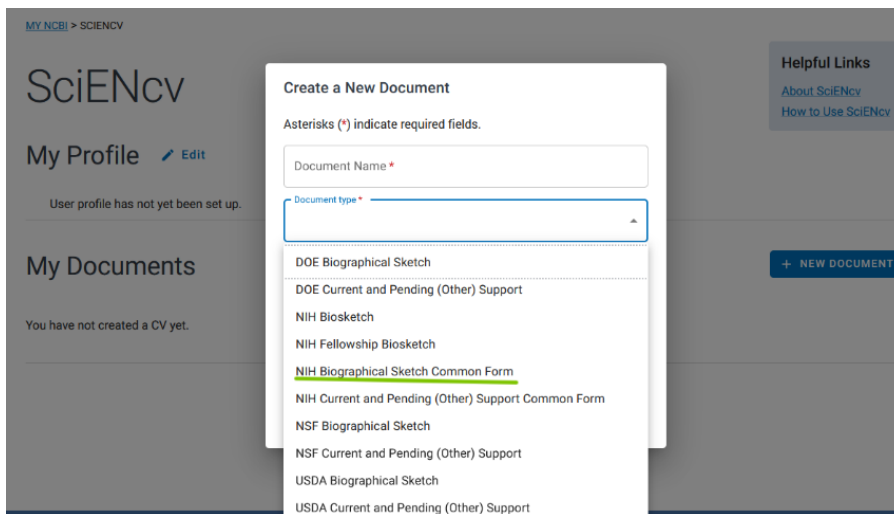
New account successfully linked

[Add account](#)

When you see both eRA Commons and ORCID on linked accounts, you can go back to SciENcv by clicking it on the dashboard (red box on NCBI dashboard screen shot)

#### On SciENcv:

- Click the NEW DOCUMENT box. It will open a dialog box where you need to enter a document name, choose a document type, and data source.
- For document type, make sure you choose the **NIH Biographical Sketch Common Form** or **NIH Current and Pending Other Support Common Form**, as applicable. Do **not** choose NIH Biosketch.



For document type: *if first time*, choose '**Start with a blank document**' Later on when making versions of Biographical Sketch or updated Other Support, you can use existing Common Form documents as template.

#### Create a New Document

Asterisks (\*) indicate required fields.

Document Name \*

Document type \*

This field is required.

Data source \*

Use an external source

Use an existing document in SciENcv

Start with a blank document

CANCEL CREATE