THREE STEPS FOR ACCESSING ERA COMMONS USING TWO-FACTOR AUTHENTICATION WITH LOGIN.GOV

A GUIDE TO LOGGING INTO ERA MODULES USING LOGIN.GOV

Follow these steps to successfully add two-factor authentication to your Commons account with Login.gov.

STEP ONE — Ensure you have an eRA Commons account with valid credentials:

- Make sure you know your eRA Commons user ID and password.
  - If your login attempt shows a message saying "The eRA credentials you entered are invalid…" then you typed the ID or wrong password. First try the **Forgot Password/Unlock Account** link located below the username and password fields on the eRA Commons home screen (*see screenshot below and [help](#)*).
  - If resetting the password does not work, contact an eRA account administrator at your institution for account assistance.

- If your browser is storing and auto-filling your eRA login credentials, note that browser auto-fill of credentials does NOT work in this process and you must know your eRA password.

- It is important to understand that there are two separate accounts involved in logging into eRA Commons using two-factor authentication. The credentials for each are likely different (unless you set them both up to have the same user ID and password). You need both sets of credentials in the procedure below:
  - **eRA Commons User ID and password**, which you possess prior to using two-factor.
  - **Login.gov User ID** (must be an email) and password, which you create using the steps below.
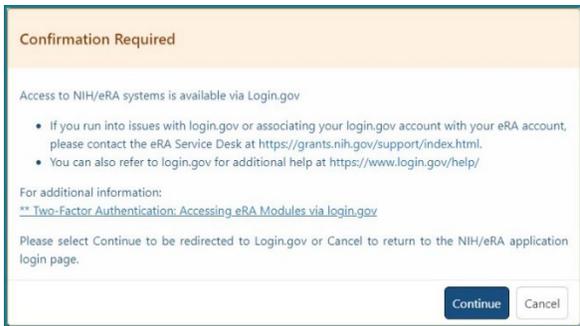
STEP TWO — Ensure you have a Login.gov account

If you do not have one, create one through the eRA Commons screen following the directions below; if you have a Login.gov account, follow [the alternate scenario](#) listed further below:

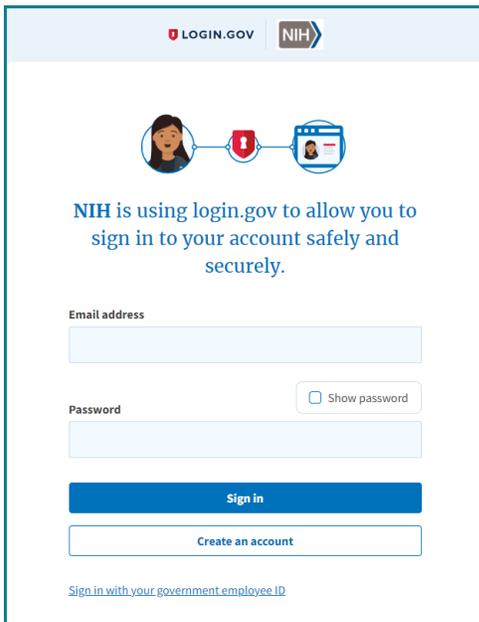1. On the eRA Commons login screen, click on the Login.gov logo.

You see a *Confirmation Required* dialog.

2. Click **Continue** and you are redirected to https://secure.Login.gov.

The initial Login.gov screen appears.

3. Click the **Create an account** button. You see the Login.gov *Create Your Account* screen.

4. Enter your email address, accept the Login.gov Rules of Use, and click **Submit**.
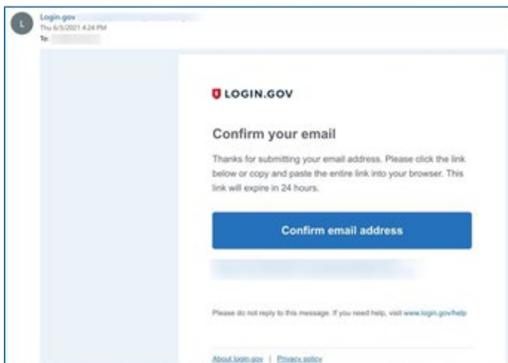
5. Confirm the email address in the email you receive from Login.gov.
   You are returned to the *Create a strong password* screen.
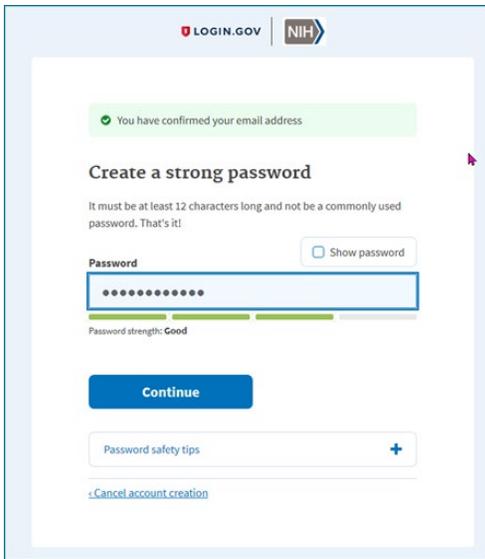
6. Create a new password for the Login.gov account. Note that this Login.gov password is distinct and different from the password for your eRA account, which remains the same.
You see the *Authentication method setup* screen.

7. Choose an authentication method (Example: enter your cellphone number to get a security code via text).

8. If you select the **Phone** option, enter the security code you receive. Other authentication methods have varying ways of configuring the authentication.

    Note: Do not use a VOIP (Voice Over Internet Protocol) phone for the Phone option; if unsure, then use a cell phone.
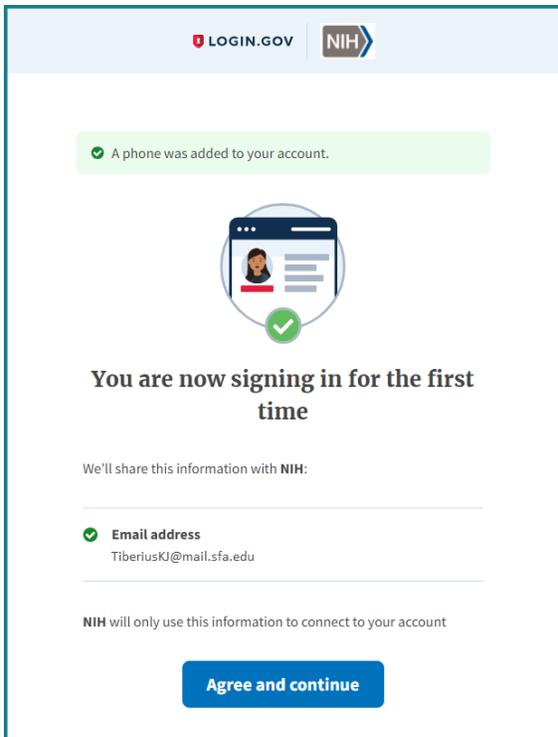
9. Click the **Agree and Continue** button and you are taken to the *Associate Your eRA Account* screen in eRA Commons.

Alternate Scenario: If you already have a Login.gov account

1. On the eRA Commons screen, click the Login.gov logo.

2. Enter your Login.gov email address and password and click **Sign In**.

3. Authenticate with the two-factor authentication method you set up and you are taken to the *Associate Your eRA Account* screen.

STEP THREE —Associate your Login.gov account with your eRA Commons account (one-time only)

1. On the eRA Commons screen, click the Login.gov logo and log in using your Login.gov credentials and two-factor authentication.

2. You see the *Associate your eRA Account* screen. Enter your eRA account credentials – user ID and password—to associate your Login.gov account with your eRA Commons account. **Do NOT enter your Login.gov credentials.**

If your eRA credentials are validated, then your Login.gov account is successfully associated with your eRA Commons account, and you are logged into eRA Commons.

This association process does not work without the correct eRA credentials or if a temporary eRA password is entered. If you are at all unsure of your password, click the **Forgot Password/Unlock Account** link in the blue INFORMATION box. You are presented with the *Reset Password* screen; follow onscreen instructions to reset your password, then click the link for the Commons home page. You are returned to the *Associate your eRA Account* screen, where you can now enter your correct eRA credentials.

Steps to Log Into eRA Commons (once the association is complete)

1. Go to the [eRA Commons home screen](#).

2. Click the Login.gov logo.

3. Enter your Login.gov credentials. (**Do NOT** enter eRA credentials.) Then authenticate with the two-factor authentication method you set up.

HANDY TIP: If you do not want to enter a code every time, click the box that states, 'Remember this browser.' If you use the same browser and computer to log into eRA Commons, Login.gov will remember these settings and not require you to complete the two-factor authentication process each time you log in.

Resources: See [informational webpage](#)

Find Help

- Contact [the eRA Service Desk](#), where experts are ready to help your navigate the process.

- See how to [manage your Login.gov account](#).