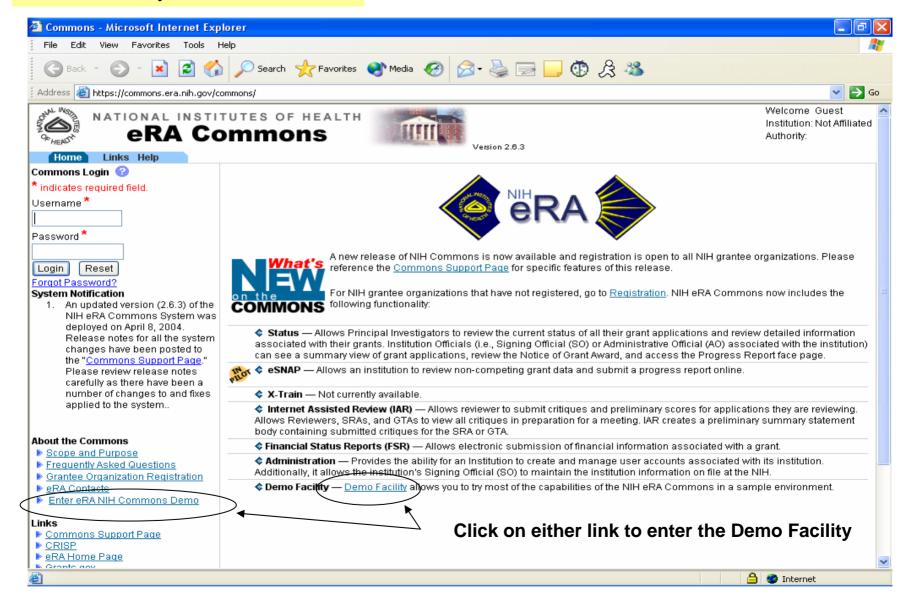
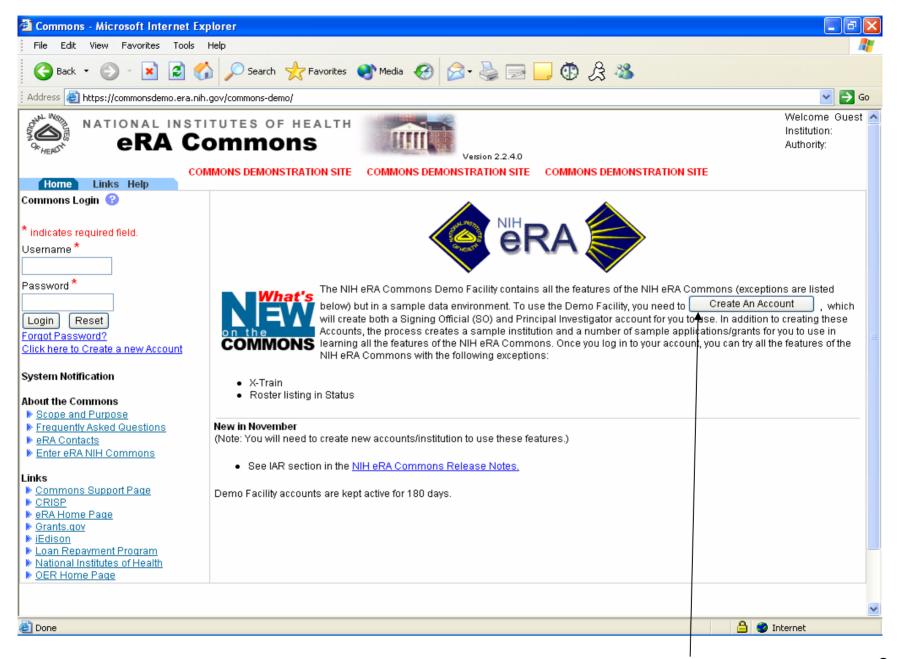
Creating a COMMONS DEMO Account

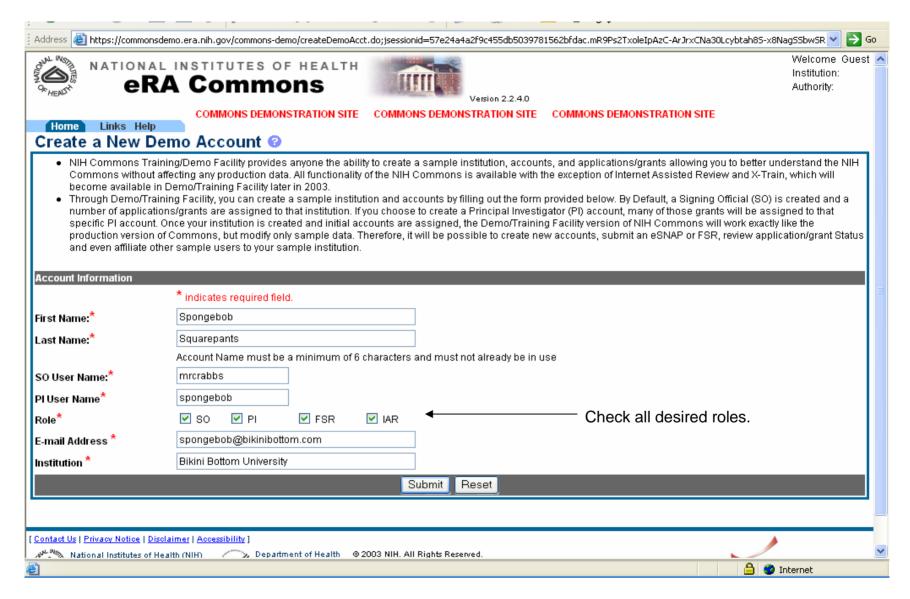
Please try this at home!

Access the NIH eRA COMMONS at https://commons.era.nih.gov/commons

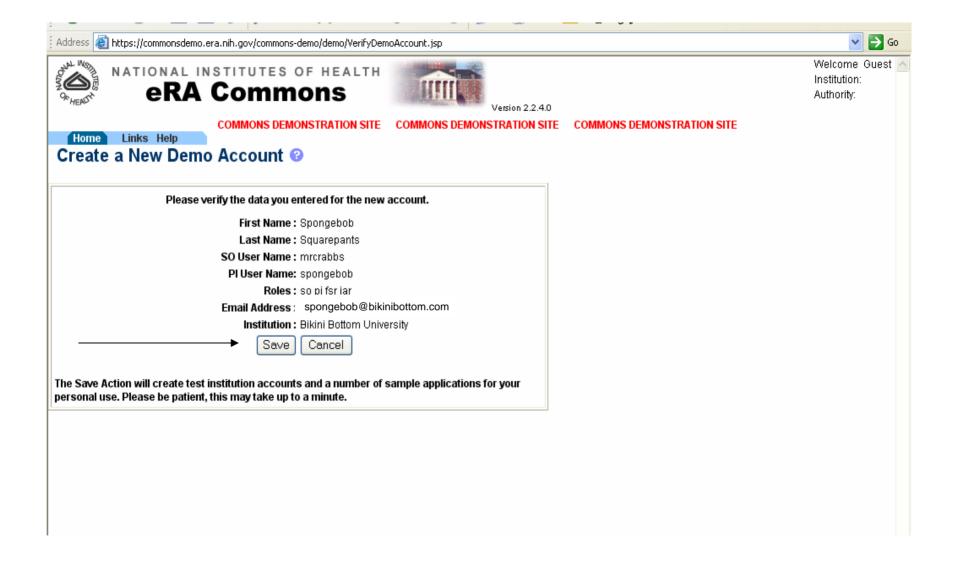




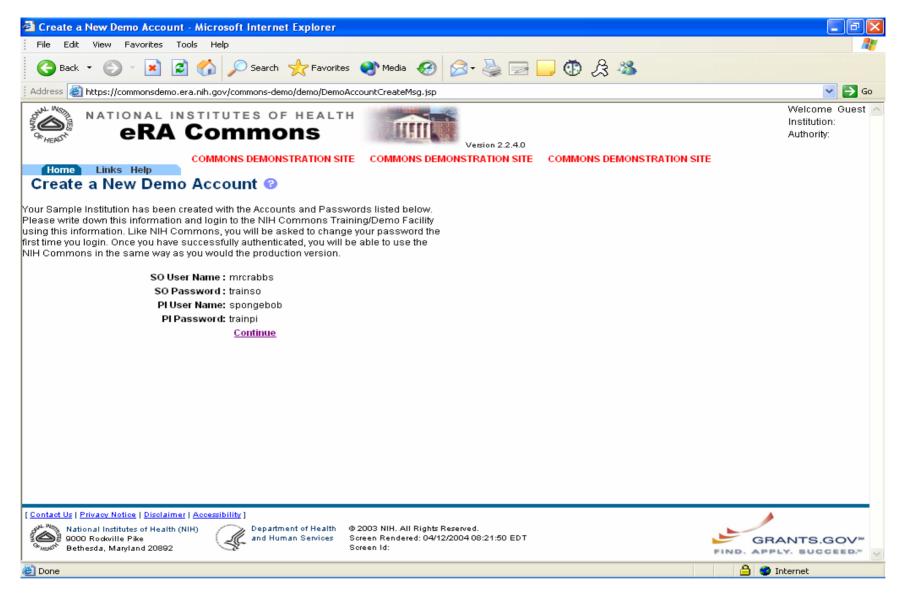
Use the "Create An Account" button to create your own demo account.



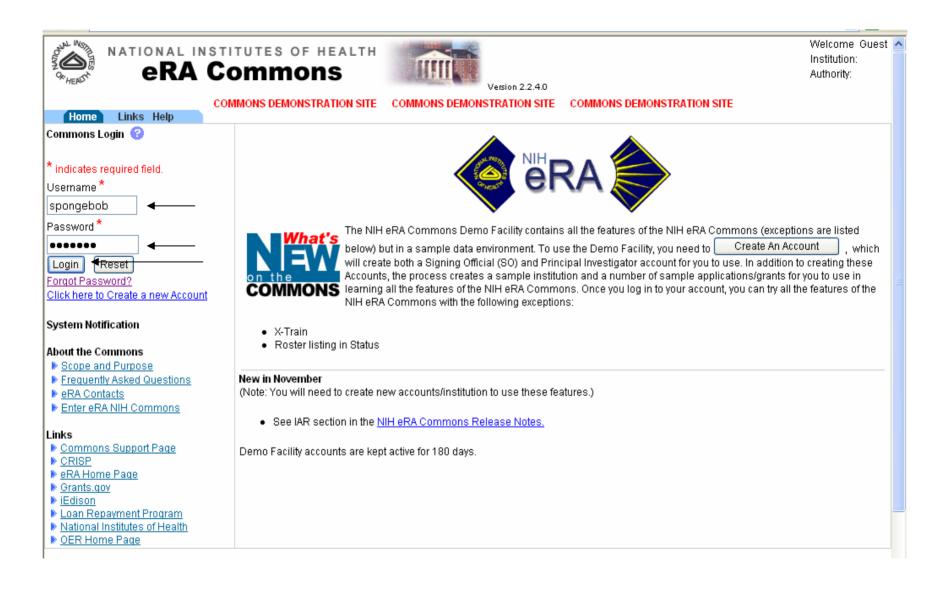
Fill in all of the fields with any information you like, but you must use a legitimate email address. Remember to check each of the roles you want to use with the account. Click on Submit when you are finished.



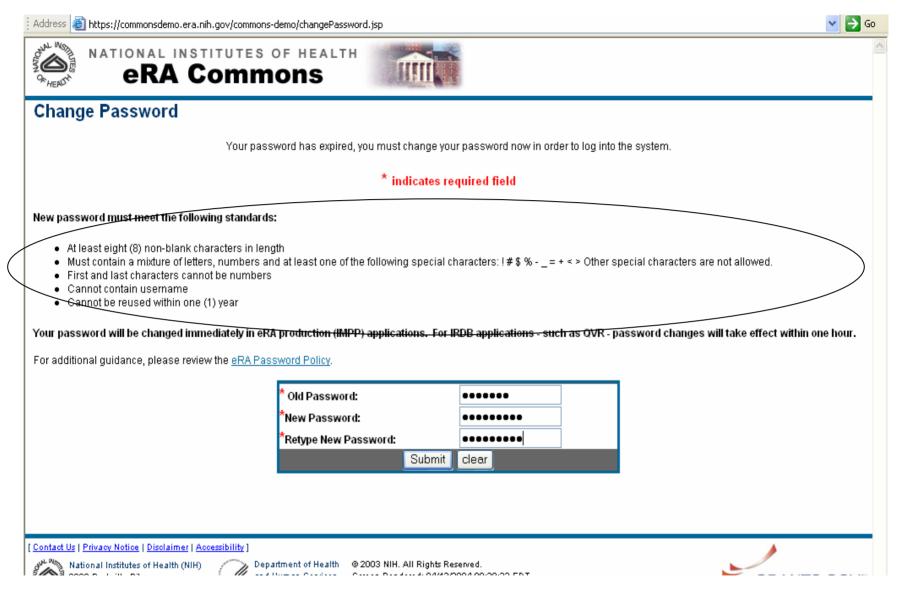
Check the information on the verification page. If everything is correct, click on the Save button.



Note that the SO account password is always defaulted to *trainso*. The PI account password is always defaulted to *trainpi*. Click on the Continue link to go back to the Commons Demo Page..



These steps are the same for the SO and PI accounts. Enter the user name and the default password and click on Login.



You are immediately asked to change your password, just as in the production Commons system. Enter the old password and then whatever new password you would like. Note the password standards that apply to production and demo! 7 Now, click on the Submit button and you're ready to go.

