Account Management for Applicants/Recipients Approximate Video Length – 28 minutes	
Topic	**Approx. Time**
Introduction & Training Objectives	0:06
eRA Commons User Accounts/Roles	0:53
Administrative Roles	
Scientific (Programmatic) Roles	
How to Obtain an eRA Commons Account	6:45
Accessing eRA Commons	
Logging In	9:51
Resetting Your Password	11:31
Navigating eRA Commons	12:18
Institution Profile (IPF) - *DOC-relevant data elements*	14:40
Signing Official can edit; Others have read only access	
Institution Name	
Institution Contact Information	
About the Institution	
Indirect Cost Negotiations	
Signing Officials	
Institution Address	
Personal Profile (PPF) – *DOC-relevant data elements*	15:40
Personal Profile Summary	16:30
Name & ID (Signing Official & PD/PI Users)	
Demographics (Signing Official & PD/PI Users)	
Employment (Signing Official & PD/PI Users)	
Reviewer Information (PD/PI Users)	
Education (PD/PI Users)	
Demonstration – How to Complete the Personal Profile [Logged as someone with a PD/PI User Role]	17:40
What's Next?	26:30