"How do I map my eRA Commons account to my MyNCBI account?"

All Principal Investigators (PI) must have their eRA Commons account properly mapped into a MyNCBI Account. This is required for accurately monitoring the NIH Public Access Compliance activity associated with publications that will have acknowledged the PI's NIH award(s).

Furthermore, it will allow a Principal Investigator to delegate access to the MyNCBI Bibliography, so that an Administrative Assistant can manage the list of publications that will be used in NIH applications and progress reports.

Most importantly, by linking the eRA Commons Account to the MyNCBI bibliography, the PI and administrative assistant will be able to identify all of their publications to which the NIH Public Access Policy applies, determine the PMCID#s and discover the compliance status for each manuscript subject to the NIH Public Access policy.

Linking these two accounts is now required, as it will be necessary in the preparation of the RPPR (NIH Research Performance Progress Report) or the PHS 2590 (NIH Non-Competing Continuation Progress Report).

If you are a Principal Investigator, and have not yet mapped these two accounts, then follow these steps here:

**Mapping eRA Commons to a MyNCBI Account.**
(This needs to be done one time, after that the connection will remain linked in your eRA Commons/MyNCBI accounts)

1. Principal Investigator must login to their eRA Commons Account
2. Click on “Personal Profile” and then “Publications” in the navigation menus
   a. Then click on the “MyNCBI System” link in the bulleted list.

3. This will bring you to the MyNCBI Login page.
   a. Principal Investigators must click on “Sign in with NIH Login”
4. You may need to login with your eRA Commons login credentials
   a. Principal Investigators must always login to MyNCBI using their NIH Login.
   b. The iTrust NIH Login is the same as the login used for eRA Commons

![iTrust Login](image)

5. You should now be at the MyNCBI “Main Menu”

![MyNCBI Main Menu](image)

Your eRA Commons account is now mapped to your MyNCBI Bibliography list.

Important! - Whenever a Principal Investigator needs to login to their MyNCBI account, always sign in with your NIH Login!