



How to Access a User Acceptance Testing (UAT) Environment for eRA Commons

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Introduction

External users can access a sandbox environment called UAT (User Acceptance Testing) as a practice site for eRA Commons. If the external user has an existing eRA Commons account, then their account already exists in UAT, but requires a password and email account reset to gain access.

The URL to the UAT environment is <https://public.uat.era.nih.gov/commonsplus>.

Accessing the User Acceptance Testing (UAT) Environment

Current eRA Commons users can use their existing Commons account to access UAT. The steps below ensure that your email is set correctly in the UAT environment and then guide you through resetting the password for the UAT environment so that you can log into it.

Signing Officials with Existing eRA Commons Accounts

You first need to get your email in the UAT environment updated so that you can perform a password reset. (The temporary password is sent to the email on file in the UAT environment.)

1. Get your email address in the UAT environment updated by one of these methods:



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- a. Contact another signing official (SO) at your organization who already has access to the UAT environment and ask the SO to update your account email in the UAT environment (<https://public.uat.era.nih.gov/commonsplus/>). The SO would log into UAT and change your email at Admin module > Accounts > Account Management.

The screenshot shows the 'Manage Account' page with the following details:

- Manage Account** (with a help icon)
- * Required Fields**
- User Information**
- Account Status:** Active
- User Type ***: Commons (dropdown menu)
- User ID ***: BURGE
- Primary Organization ***: UNIVERSITY OF EDUCATION (1199905)
- Login via 2FA** ⓘ: OPTIONAL
- 2FA Exemption Expiration Date** ⓘ: MM/DD/YYYY (calendar icon)
- 2FA Mapping Completion Status** ⓘ: NOT MAPPED
- Contact Information**
- Last Name ***: Burge
- First Name ***: Juel
- Middle Name**: (empty)
- Email ***: burge@UofE.com
- Confirm Email ***: burge@UofE.com
- Roles** ⓘ: + Add Roles, - Unaffiliate

Figure 1: Manage Account screen with email fields outlined

- b. Alternately, if no SO with UAT access is available, contact the [eRA Service Desk](#) to have your email in the UAT environment updated.

(See [Manage Commons User Accounts](#).)

2. Go to <https://public.uat.era.nih.gov/commonsplus> and click the **Forgot Password/Unlock Account** link on the login screen and follow the prompts to reset your password. (See [Reset Password](#).)
3. Log in to <https://public.uat.era.nih.gov/commonsplus> with your normal eRA Commons username and your newly reset password.

Other Users with Existing eRA Commons Accounts Who Do NOT Use Login.gov

Use this process if you are not an SO and if you normally do NOT use the Login.gov option on the eRA Commons login screen to log in. You first need to get your email in the UAT



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environment updated so that you can perform a password reset. (The temporary password is sent to the email on file in the UAT environment.)

1. Contact a signing official (SO) at your organization who has access to the UAT environment and ask the SO to update your account email in the UAT environment (<https://public.uat.era.nih.gov/commonsplus/>).
The SO would log into UAT and change your email at Admin module > Accounts > Account Management. See [Managing Commons User Accounts](#).
1. Go to <https://public.uat.era.nih.gov/commonsplus> and click the **Forgot Password/Unlock Account** link on the login screen, check your email, and follow the prompts to reset your password. (See [Reset Password](#).)
2. Log in to <https://public.uat.era.nih.gov/commonsplus> with your normal eRA Commons username and your newly reset password.

Other Users with Existing eRA Commons Accounts Who DO Use Login.gov

Use this process if you are not an SO and if you normally DO use the Login.gov option on the eRA Commons login screen to log in.

Before starting this process, you must know two sets of credentials:

- Your eRA credentials (username and password) for the UAT environment. (Your username for the UAT environment is the same as your username for the 'real' production Commons environment.)
- Your Login.gov credentials (email and password). You must also have access to the multi-factor authentication method you set up with Login.gov.

If you do not know your eRA username, obtain it from a signing official at your organization.

To obtain an eRA UAT password, you must click the **Forgot Password/Unlock Account** link on the login screen of <https://public.uat.era.nih.gov/commonsplus/> .

1. Contact a signing official (SO) at your organization who has access to the UAT environment and ask the SO to update your account email in the UAT environment (<https://public.uat.era.nih.gov/commonsplus/>).
The SO would log into UAT and change your email at Admin module > Accounts > Account Management. See [Managing Commons User Accounts](#).
2. Go to <https://public.uat.era.nih.gov/commonsplus> and click the **Forgot Password/Unlock Account** link on the login screen, check your email, and follow the prompts to reset your password. (See [Reset Password](#).)
3. After you reset your password, go to <https://public.uat.era.nih.gov/commonsplus/> and click the **Login.gov** option on the login screen.



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A message appears about Login.gov.

4. Click **Continue** in the Login.gov message.
5. A Login.gov *Sign In* screen appears.
6. Enter your Login.gov credentials (email and password), then authenticate using the two-factor authentication presented by Login.gov.
You are then redirected to eRA Commons and presented with an *Associate your eRA Account* screen.
7. Enter your eRA credentials (username and password) to associate your eRA account with your Login.gov account.

Also see [Transitioning To and Using Login.gov](#).

Those Who Don't Yet Have an eRA Commons Account

If you do not have a regular eRA Commons account and you want access to the UAT environment, find an SO at your organization who has UAT access. Be sure to tell the SO that you want *only UAT access*, not an account in the live production version of eRA Commons.

1. Ask an SO (who has UAT access themselves) at your organization to create an account for you in the UAT environment.
The account creation process will send you two emails; one contains your new UAT Commons user ID and the second email contains a temporary password.
2. Once you receive the two emails, go to <https://public.uat.era.nih.gov/commonsplus> and enter your username and password in the Login with eRA Credentials section of the login screen.
3. Follow the prompts to reset your password. (See [Reset Password](#).)
4. Log in to <https://public.uat.era.nih.gov/commonsplus> with your new eRA Commons username and your newly reset password.

Refresh of UAT and Implications

The User Acceptance Testing environment is copied from the real eRA Commons (production) approximately once every three months. When this refresh happens, all account emails in UAT will revert to a generic email, and all passwords set for those in eRA Training will stop working. An SO from the organization must call the eRA Service Desk to get an SO email reset, then that SO must reset their own password, access UAT, and reset the emails of all those in eRA training, who must then follow the password reset process detailed below.



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Additionally, if an account was created recently, it may not have been copied to UAT and those users will need to follow the steps included in **Those Who Don't Yet Have an eRA Commons Account** above.

About the UAT Environment

After following the steps for accessing the UAT, you will be logged into the sandbox UAT environment, which looks exactly like eRA Commons except it has some simulated data. You can make changes and use modules without affecting your actual real award information.

See the resources below for information to help you get started.

Resources

[Transitioning To and Using Login.gov](#)

[Reset Password](#)

[New to eRA Commons?](#)

[eRA Videos](#)

[eRA Training - eRA Commons](#)

Help

eRA Service Desk: [See Need Help](#). [Submit a web ticket](#); or call Toll-free: 1-866-504-9552, Phone: 301-402-7469. The Service Desk hours are Mon-Fri, 7 a.m. to 8 p.m. ET.