

PI Delegating Xtrain Access

PI: Log into ecommons (<https://public.era.nih.gov/commons/commonsInit.do>)

1) Click on “Admin” tab

2) Click on “Delegation”

3) Click on “Search or Add Delegate”

4) Search for **delegate** & press “Select”

5) Check “X Train” box and click “Save”

The screenshot shows the eRA Commons Admin interface. At the top, there is a navigation bar with the U.S. Department of Health & Human Services logo and the eRA Commons logo. Below the navigation bar, there is a menu with the following items: Home, Admin, Accounts, Personal Profile, Status, eSNAP, xTrain, Admin Supp, eRA Partners. The Admin and Delegation items are highlighted with red boxes. Below the menu, there is a section titled "My Delegates" with a sub-header "You have the ability to delegate the following authority(authorities): PPF, Progress Report, xTRAIN, Status". Underneath, there is a table titled "My Current Delegations" with the message "No records found" and "No records were returned." At the bottom right of the page, there is a button labeled "Search or Add Delegate" which is circled in red. Red arrows from the numbered instructions point to the Admin, Delegation, and Search or Add Delegate buttons.

U.S. Department of Health & Human Services
Electronic Research Administration
eRA Commons
Sponsored by National Institutes of Health

Welcome: Daniel Craig
ID: CRAIG_007
Institution: UNIVERSITY OF NORTH CAROLINA
Roles: PI
Logout | Contact Us | Help

Home Admin Accounts Personal Profile Status eSNAP xTrain Admin Supp eRA Partners

My Delegates

You have the ability to delegate the following authority(authorities): PPF, Progress Report, xTRAIN, Status

My Current Delegations

No records found

Name	Role(s)	Commons ID	Action
No records were returned.			

Search or Add Delegate