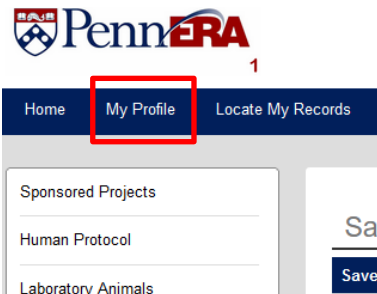


Overview

All PennERA users have a profile with address and contact information that is initially set up from their Penn Community information. Information in the PennERA profile will automatically populate all proposal records.

Access Your Profile

- Login to PennERA.
- Click "My Profile".



Access Another User's Profile

If you have profile edit authority, you can edit any profile within profiles in your associated ORG(s).

- Log in to PennERA.
- Go to the Banner in the top right corner and click on "Module Admin".

Contact PennERA Help **Module Admin** Welcome

- Select "Investigator Administration" in the next screen.
- Enter the name of the person whose profile will be edited in the predictive text search box.
- Select the correct result and then click "Select".

Personnel Admin > Investigator Administration

Investigator Administration

Bitto, Christian

BITTO, CHRISTIAN - 8760 - Research Services - 8760

Navigating the Profile

- Select the section you wish to edit. The list of topics is on the left side of the screen whether you are editing your own profile or someone else's profile.
- Edit information on the selected screen.
- Save each screen before navigating to another section.

General Information / User Preferences

Salutation

Appointment Date

First Name

Middle Initial

Last Name

Suffix

Publishing First Name

Publishing Last Name

Account Number

ORCID iD Connect your ORCID iD

Title

Email

Phone

Fax

Web Page

Formal

Editing Individual Topics

Users can edit all available data in their PennERA profile; however, the information on the *General* and *Sponsor Credentials* screens is most relevant to proposal setup and submission.

General Information

The "General" screen is the initial screen viewed. Complete required and other general information (Title, FAX #).

Note: If users wish to include degree information in their PennERA profile, it should be done on the "Education / Degrees" page and not entered in the suffix field.

Required elements for Key Personnel in S2S submissions include those listed below. This can be edited within the 'Addresses' section of the General Information screen.

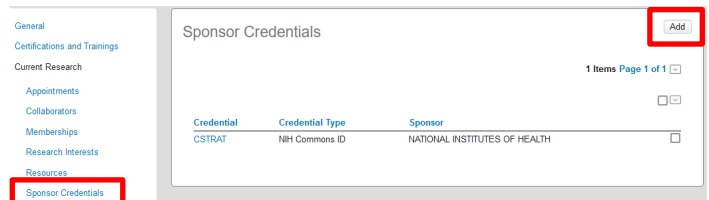
- Address information, including the full 9-digit ZIP for US addresses
- E-mail address
- Phone number

Ensure the desired address entry is identified as 'Primary' or else the information will not populate in any PD record.

Sponsor Credentials

Some sponsors (NIH, NSF, DOD-CDMRP) require a Sponsor Credential for Key Personnel.

- Select the link to Sponsor Credentials section.
- Click "Add".



- Enter the unique Credential identity.
- Select the Credential Type.
- Click "Save".

Create Sponsor Credential

* Indicates A Mandatory Field

* Credential

* Credential Type

SPONSOR DEPARTMENT OF THE ARMY

ORCID

Users can link their ORCID identifier to their PennERA profile on the "General" page by clicking the 'Connect your ORCID iD' link and following the prompts.

ORCID iD [Connect your ORCID iD](#)

For assistance, please contact PennERAhelp@lists.upenn.edu.