PennERA - Profiles



Profile Updates Quick Reference Guide

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".

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Home	My Profile Locate My Records		
Sponsored Projects Human Protocol Laboratory Animals			Save

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

Bitto, Christian	Select
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.

Home <u>My Profile</u> Locate My	Records Locate Records Messag	ges Assignments	Quick P	Find	Credential	[SMITHJ
General Certifications and Trainings Current Research Apprintments Collaborators Membarships Research Interests Research	General Information / I	User Preferences Saluation First Nans (DriveTitus Middle Initial Last Name (STRATHEARDI VALCO) Suffic	Appointment [] [3] Dete Degre	Save Cancel	* Credential Type SPONSOR	eBRAP Credential V
Sponsor Crudentala Sponsor Gruning Blography Address Booketch Courses Trught Creative Activities		Publishing	Plane (1174 e 404		ORCID Users can link the "General" page following the pro	eir ORCID identifier t by clicking the 'Co ompts. ORCII
For assistance, please contact PennERAhelp@lists.upenn.edu.						

Interest Areas: Profile; Sponsor Credential

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"	۱.
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General Certifications and Trainings	Sponsor Credentials			Add	
Current Research				1 Items Page 1 of 1 🖂	
Appointments Collaborators	Credential	Credential Type	Sponsor		
Memberships Research Interests	CSTRAT	NIH Commons ID	NATIONAL INSTITUTES OF HEALTH		
Resources					
Sponsor Credentials					
Enter the ur	nique Cre	dential ident	ity.		
Select the Credential Type.Click "Save".					
Create Spon	sor Cre	dential			
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SPONSOR	DEPARTMET	VI OF THE ARM	Ŷ		
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.					
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