

Instructions on new Account Profile request process for ERA

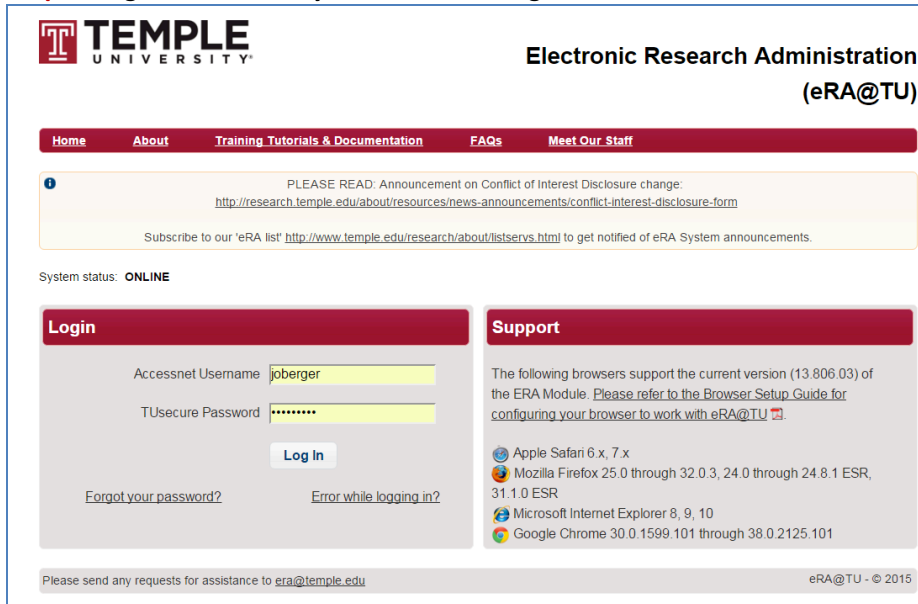
This new login process will check to see whether your Account Profile has already been imported and provisioned in the ERA system from Temple's Banner HR/Student systems. If an Account Profile is not found in ERA, you will be prompted with questions to confirm you information before it is added to the system during our nightly update process.

The following are the details of each different scenario that will provide different outcomes/system messages depending on your Accessnet profile status with the University and ERA system:

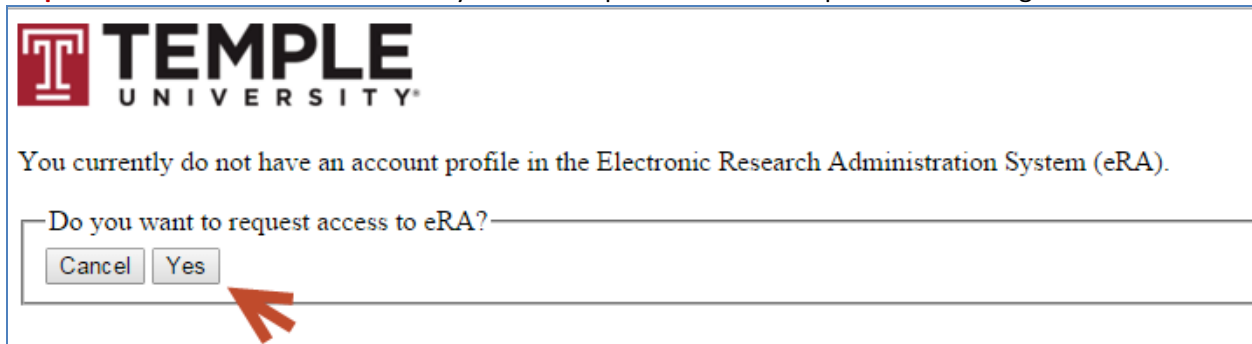
SCENARIO 1: You have a valid Accessnet login and have an account profile in ERA already; you will be logged into ERA.

SCENARIO 2: You have a valid Accessnet login, but don't have an account in ERA yet; you will follow the steps below to be added into ERA.

- **Step 1:** Login to ERA with **your** Accessnet Login credentials.



- **Step 2:** Click on **"Yes"** to confirm that you want to proceed on the request of accessing ERA.



- **Step 3:** Please review and verify your profile information which is retrieved from Temple’s Banner HR/Student system. Please click on “Yes” to confirm if the information is correct.

TEMPLE UNIVERSITY

Please review and verify your information.

Temple University Attributes for Joseph L. Smallberger

Attribute	Value
TUId:	907529211
First Name:	Joseph L.
Last Name:	Smallberger
Email:	joe.s@temple.edu
Department:	Vice President for Research : Executive Leadership
Primary Affiliation:	employee
DOB:	<input type="text"/>

Is the above information from BANNER correct? If not, you will need to update your information in Banner HR or Student systems.

Note: if the information is incorrect, you will need to update your information in Banner HR or Student System.

- **Step 4:** After that, you should receive a confirmation webpage letting you know the request process is completed and when you can return to ERA to login again. An email receipt of this transaction will also be sent to you as well. At this time, you can click on **Home** to go back to the eRA login screen or navigate to a different website.

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Electronic Research Administration (eRA@TU)

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 [Training Tutorials & Documentation](#)
 [FAQs](#)
 [Meet Our Staff](#)

Your request for access on November 12, 2015 to the Electronic Research Administration System for TUId: 907529211 and Name: Joseph L. Smallberger has been approved. Accounts are activated by 8am the next day for requests made by midnight. Please contact us with any questions at era@temple.edu.

[Home](#)

- **Step 5:** Email Notification – Below is a sample of the email receipt that you will receive when the confirmation page is presented that your request for Access to eRA is approved.

From: era@temple.edu [mailto:era@temple.edu]
Sent: Thursday, November 12, 2015 2:51 PM
To: Joseph L Smallberger
Subject: New eRA user request APPROVED for Joseph L. Smallberger

Your request for access to the eRA@TU has been approved and will be available after our next system update at 8am daily.

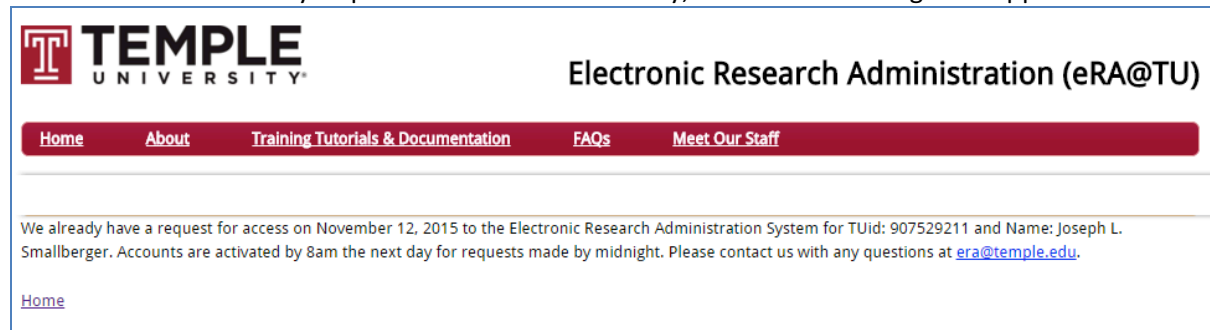
For any help related to the eRA IRB module please refer to the [training and documentation website](#).

For any help with eRA in general, refer to the [user guide](#).

Sincerely,

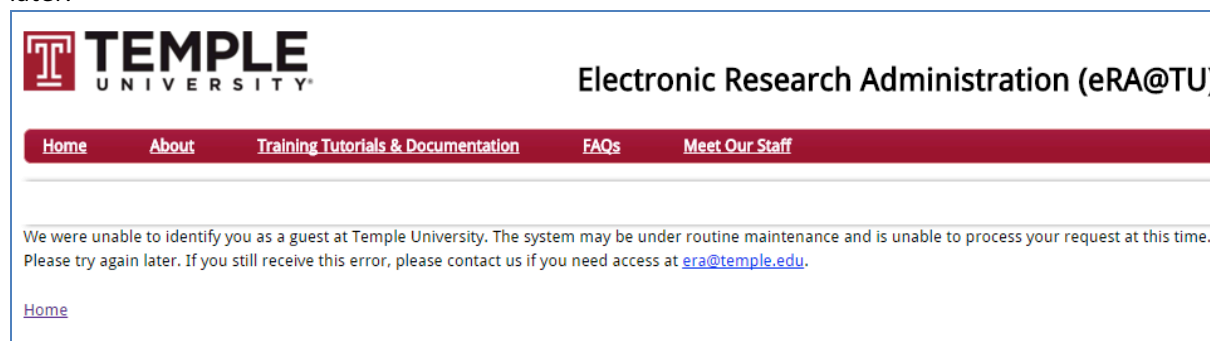
The eRA@TU Staff

SCENARIO 3: You already requested access to ERA today; a reminder message will appear as seen below.



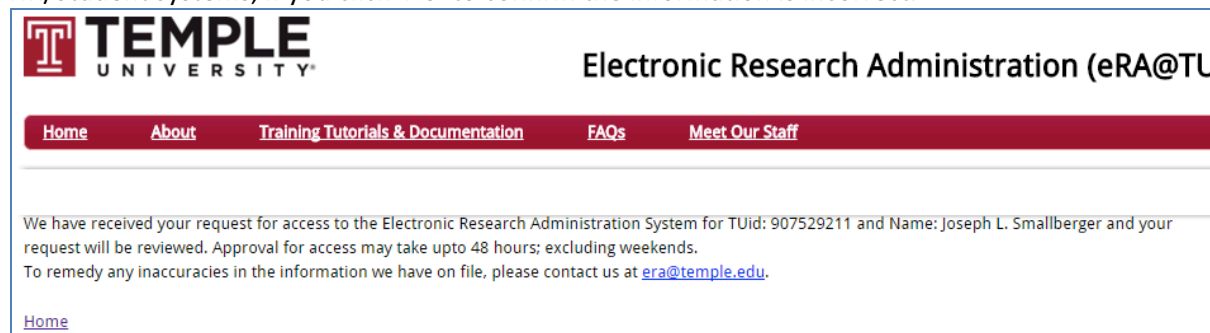
The screenshot shows the Temple University eRA@TU website. At the top left is the Temple University logo. To the right is the title "Electronic Research Administration (eRA@TU)". Below this is a navigation bar with links: Home, About, Training Tutorials & Documentation, FAQs, and Meet Our Staff. The main content area contains a message: "We already have a request for access on November 12, 2015 to the Electronic Research Administration System for TUID: 907529211 and Name: Joseph L. Smallberger. Accounts are activated by 8am the next day for requests made by midnight. Please contact us with any questions at era@temple.edu." A "Home" link is at the bottom left.

SCENARIO 4: You have a Guest Accessnet Account and the login process can't validate your profile information for ERA. This could happen if a connection to our Guest system isn't available or the system is under maintenance; just try again later.



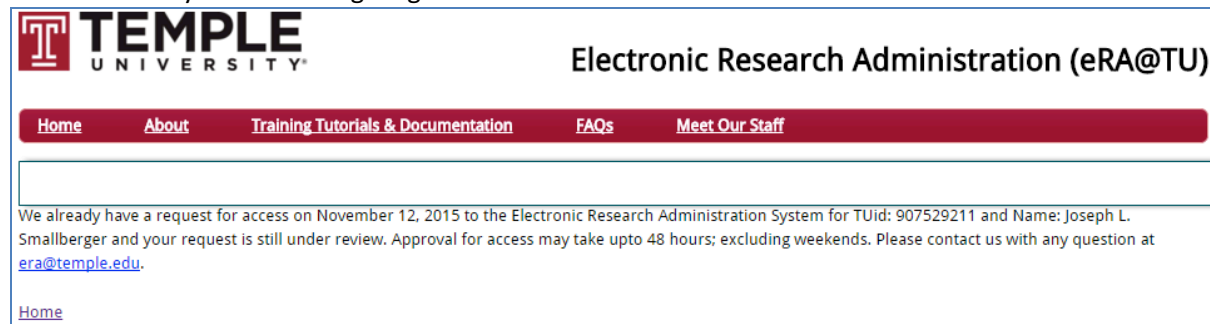
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SCENARIO 5: When your information is retrieved from the Accessnet System information provided from Temple's Banner HR/Student systems, if you click 'No' to confirm the information is incorrect.



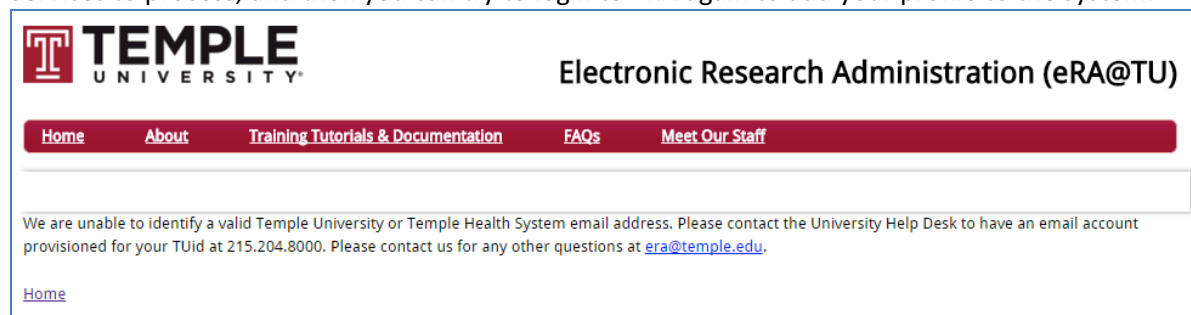
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SCENARIO 6: If you clicked 'No' to confirm the retrieved information from Banner HR/Student Systems is incorrect and try to login again; you will receive the following message notifying you that we are still reviewing your information for inaccuracies and will follow up with you directly to address your concerns. The system will also send the era team a reminder that you tried to login again.



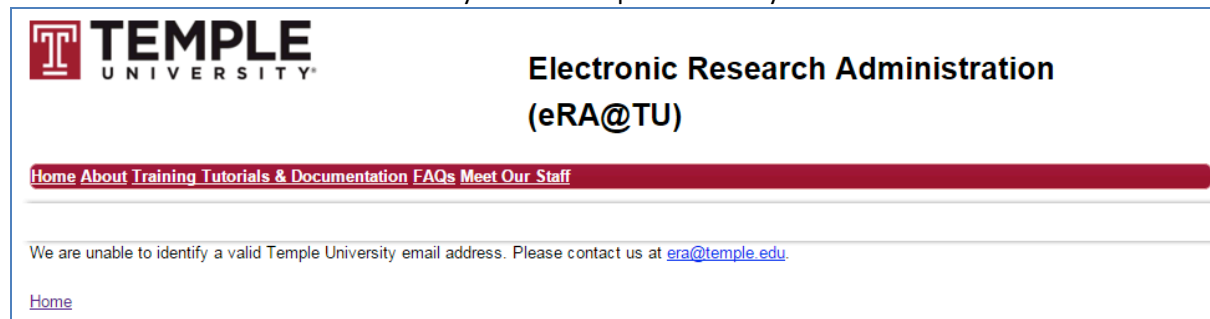
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SCENARIO 7: If you have a Guest Account and try to login and your email address is missing in the Guest system GARS. You will see the message below. To remedy this issue, contact the University [Help Desk](#) (215.204.8000) and ask for an email account to be provisioned for you because you are doing Research at Temple. This may take a day or two for Computer Services to process, and then you can try to login to ERA again to add your profile to the system.



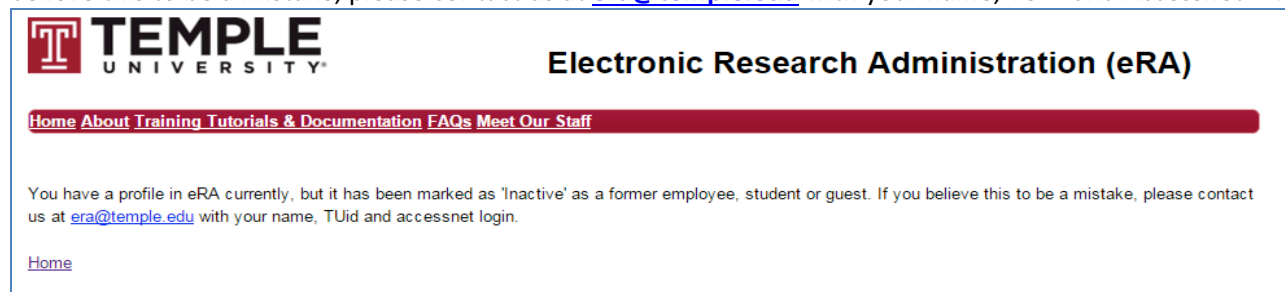
The screenshot shows the Temple University logo on the left and the title "Electronic Research Administration (eRA@TU)" on the right. Below the title is a navigation bar with links: Home, About, Training Tutorials & Documentation, FAQs, and Meet Our Staff. The main content area contains the following text: "We are unable to identify a valid Temple University or Temple Health System email address. Please contact the University Help Desk to have an email account provisioned for your TUID at 215.204.8000. Please contact us for any other questions at era@temple.edu." At the bottom left, there is a "Home" link.

SCENARIO 8: We are unable to identify a valid Temple University email address. Please contact us at era@temple.edu.



The screenshot shows the Temple University logo on the left and the title "Electronic Research Administration (eRA@TU)" on the right. Below the title is a navigation bar with links: Home, About, Training Tutorials & Documentation, FAQs, and Meet Our Staff. The main content area contains the following text: "We are unable to identify a valid Temple University email address. Please contact us at era@temple.edu." At the bottom left, there is a "Home" link.

SCENARIO 9: Your ERA profile has been in-activated in the system as you are a former employee, student or guest. If you believe this to be a mistake, please contact us at era@temple.edu with your name, TUID and Accessnet ID.



The screenshot shows the Temple University logo on the left and the title "Electronic Research Administration (eRA)" on the right. Below the title is a navigation bar with links: Home, About, Training Tutorials & Documentation, FAQs, and Meet Our Staff. The main content area contains the following text: "You have a profile in eRA currently, but it has been marked as 'Inactive' as a former employee, student or guest. If you believe this to be a mistake, please contact us at era@temple.edu with your name, TUID and accessnet login." At the bottom left, there is a "Home" link.

If you have any questions regarding the request of accessing ERA system, please contact us at era@temple.edu.