

To build your NIH Biosketch using the Common Form, first you need to ensure that your MyNCBI/SciENcv, eRA Commons, & ORCID accounts are all created, updated, & linked. For account linking instructions see pg 4 of these instructions. If you need help creating or updating any of these system profiles and accounts [Ebling Library](#) can help.

Linking ORCID to your SciENcv Account

1. **Log in** to your [My NCBI account](#).
2. **Navigate to SciENcv:** Scroll to the SciENcv section on your dashboard and click "Manage SciENcv" or "Create a new CV".
3. **Go to Linked Accounts:** Click on your name in the top right corner to access your account settings, then go to the "Linked Accounts" section.
4. **Add ORCID:** Find the "Linked Accounts" section, click "Add account" or "Change," and select "ORCID" from the list of options.
5. **Authorize the connection:** You will be redirected to the ORCID login page. Sign in with your ORCID credentials and click "Authorize" to grant the connection.
6. **Save changes:** Once redirected back to My NCBI, your ORCID account will be listed under "Linked Accounts".

Link your ORCID and eRA Commons accounts

1. **Log in to eRA Commons:** Go to the [eRA Commons website](#) and log in with your eRA credentials.
2. **Navigate to Personal Profile:** Click on the "Personal Profile" button on the left side of the landing screen.
3. **Connect your ORCID iD:**
 - o Find the ORCID iD section. If you don't have an iD linked, you will see a link that says "Create or Connect Your ORCID iD".
 - o Click this link. You will be redirected to the ORCID website.
4. **Sign in to ORCID:**
 - o If you already have an ORCID account, sign in with your ORCID credentials.
 - o If you do not have an ORCID account, click "Register Now" to create one.
5. **Authorize the connection:** After signing in, you will be prompted to authorize eRA Commons to access your ORCID profile. Click "Authorize access".
6. **Confirm the link:** You will be redirected back to your eRA Commons Personal Profile, where your ORCID iD will now be displayed, showing that the link is established.

Link your eRA Commons account to SciENcv:

1. **Access SciENcv:** Go to the [SciENcv portal](#) and select the "eRA Commons" option to log in.

2. **Access Settings:** Once logged in, click your username in the top right corner and choose Account Settings.
3. **Link Account:** Scroll down to "Linked Accounts," click "Change," and find "NIH & eRA Commons".
4. **Authenticate:** Enter your eRA Commons username and password to establish the link.

Note: If you log in to SciENcv/MyNCBI using your eRA Commons Credentials - the accounts are often linked automatically.

So that SSRS can best assist you, please ensure that Amanda Murphy (almurphy5@wisc.edu), Aaron Crandall (aaron.crandall@wisc.edu), & Sarah Dietz (sarah.dietz@wisc.edu) are listed as a delegate for your SciENcv account.

Adding a delegate to your SciENcv

1. **Log in:** Sign in to your [My NCBI account](#).
2. **Access Settings:** Click your username in the top-right corner and select **Account Settings**.
3. **Find Delegates:** Scroll down to the "Delegates" section.
4. **Add Delegate:** Click the **Add a delegate** link.
5. **Enter Email:** Enter the email address of the person you want to add and click **OK**.
6. **Confirmation:** The delegate will receive an email invitation to confirm