

Xtrain Personal Profile Instructions

Follow the instructions in an email given to you by [Mindy Sickels](#) regarding establishing an account with a username and password in **eRA-Commons**. Follow the instructions for setting a suitable password. See: https://era.nih.gov/commons/Commons/access/pswd_rqmt.htm

Warning: You will have to enter this site at the beginning of each appointment period but the time period for any one password is only 90 days so it will need to be changed. Save your username and password in a place where you can retrieve it the following year as they will be needed to reset your password. Always enter and use your **UI** email account address as that will be needed to reset your password if you have lost it.

- 1) Go to **“Personal Profile”** in the bar near the top of the page.
 - a) That will open a page that looks like the following:

- 2) Click on the **“Edit”** button associated with **“Name and ID”**
 - a) Enter information for **all** starred items (*)
 - i) Enter your University of Iowa email account address in that field
 - b) And, enter the last four digits of your social security number
 - i) The note says this is voluntary but it is not optional for NIOSH trainees.
 - c) When responding to **“Citizenship Status”**
 - i) Keep the defaults if a US citizen
 - ii) If you are a permanent resident, select that option, then take a color photo of both sides of your green card and insert them into a Word doc;, name the file **“8491 University of Iowa, O’Shaughnessy, YOUR LAST NAME”** and send it to emaples@cdc.gov with a cc to patrick-oshughnessy@uiowa.edu .
- 3) Click on the **“Edit”** button associated with **“Demographics”**
 - a) Enter information for **all** starred items (*) regarding Gender, Ethnicity and Race, and Disability
 - b) Answer the **“Questions for Those in Training and Career Development Programs”** (see below)

Questions for Those in Training and Career Development Programs

*Required for a person appointed to and supported by a NRSA or non-NRSA research training award (Trainee), institutional career award (Scholar) or research education award (Participant)

Are you delinquent on the repayment of any U.S. Federal debts?

- No
 Yes

If your answer is "yes" you must explain.

A "yes" answer with an explanation will not necessarily keep you from getting an appointment as a trainee. However, you may be contacted to provide more information.

[See examples of debts that would require a "yes" answer](#) »

Are you from a disadvantaged background?

- No
 Yes
 Do not wish to provide

You may be from a disadvantaged background if you are from one of the following: a family with below-average income or a social, cultural, or educational environment that kept you from obtaining the knowledge, skills, and abilities you need for a research career.

[See the full definition of "disadvantaged background"](#) »

- 4) No need to enter anything in "Employment", that will be done for you if you have a GRA.
- 5) Click on the "Edit" button associated with "Trainee Information"
 - a) Enter information in all starred items (*)
- 6) Click on the "Edit" button associated with "Education"
 - a) Click "Add a Degree" to enter your **undergraduate degree** information
That will open the screen below:

Your degrees

Add a Degree

Add Degree *Required

*Degree Name
Other Degree

*Status Completed in
 In Progress, expected
Length of program in progress

*Institution
If the institution is outside the US, enter the city and country where it is located:

Is this your terminal degree?

Area of Study
Primary
Secondary

If your degree is not in the list, select one of the "Other Degree" options. If you do not expect to complete this degree, leave the date blank.

- i) Select the most appropriate "Degree Name"
- ii) Under "Status" choose the "Completed in" button and enter the graduation date
- iii) Add the college/university name in "Institution"
- iv) You must add your "Area of Study" in the "Primary" line (for example, "Biology")
- b) If you are a PhD student and have obtained an MS degree, repeat this process for the MS degree
- c) **You must click "Add a Degree" again to enter your current graduate degree information**
 - i) Select the most appropriate "Degree Name" (MS or PhD)
 - ii) Click the "In/Progress, expected" bullet and enter the expected graduation date
 - iii) Add "**The University of Iowa**" in "Institution"
- 7) Click on the "Save All" button at bottom or top of screen.