

### **Med-RA Occasionally Asked Questions:**

**I have an eRA account, but it was created while at a previous institution. What do I need to do now that I am at FSU?**

All changes to role and university affiliation in eRA Commons must be initiated and completed by FSU SRA personnel. No other university personnel have the authority or ability to make these changes. To request a change to your role or university affiliation, Jan James in SRA would be the person who can help. Contact her at 644-8663 or [jjames@fsu.edu](mailto:jjames@fsu.edu).

**How do I reset my eRA password?**

If you forgot your password and did not provide it to Med-RA, you must reset it using this [link](#). Additionally, eRA passwords expire every 90 days. Once you have reset your password, contact Med-RA if you would like us to keep your password on file for convenience.

**How do I register a clinical trial?**

If you are required/want to register a clinical trial at [ClinicalTrials.gov](http://ClinicalTrials.gov), you first must request creation of a sub-account through the designated Administrator at FSU, handled through the [FSU IRB Office](#). They will create a user account and temporary password that will be emailed to you. When your entry is complete, the administrator “approves” and “releases” the entry through the registry system. You might also consider listing your research study at <http://humansubjects.magnet.fsu.edu/researchstudy/directory/>, also through the [FSU IRB Office](#).