

## iEdison Technical Upgrade: IMPORTANT Account and Password Information

As part of the technical upgrade for [iEdison](#) occurring on the evening of January 30<sup>th</sup>, 2014 and available for use on January 31<sup>st</sup>, your iEdison account username will now include a suffix of “\_EDI”. For example, if your username was previously “smithj” your new username will be “smithj\_EDI”. Also, following the upgrade, all iEdison usernames will become case insensitive.

In order to access iEdison following this upgrade, you must reset your password by completing the following steps:

1. Go to this URL: <https://public.era.nih.gov/ams/public/account/resetPassword.jsp>
2. Enter your new username in the User ID field (i.e., your existing iEdison username with the suffix “\_EDI”) and enter your Email address as registered in iEdison:

### Reset Password ?

**\* Indicates required field**

User ID: \*

Email: \*

You will see the message below on the screen after entering the User ID/Email and clicking on the “Submit” button:

### Reset Password ?

Password reset succeeded. New password has been sent to

Following these steps, you should then log in to iEdison using the temporary password you just received via e-mail and your new username. iEdison will prompt you to change your password again. Once you have set a new password, you will be able to login to iEdison.

With this new infrastructure, you will need to change your password every 90 days, rather than every 180 days. Even if you regularly use the iEdison Officer web upload service, you will need to log in to iEdison using the web page, (not the datastream login) to change your password every 90 days.

For issues related to this upgrade, please contact the iEdison helpdesk at [Commons@od.nih.gov](mailto:Commons@od.nih.gov).