



Lawrence Berkeley National Laboratory

Quick Reference Sheet: #eSR2018 Getting Started in eSRA



Everyone at LBNL has an account in the eSRA system and is able to log in. This reference sheet is about how to log in to eSRA and find your home page.

Roles and Access

In order to perform any actions in the system, individuals must also have an assigned role, such as Resource Analyst, Principal Investigator, and/or Division Reviewer. You may already have an assigned role in eSRA, but if you need to be assigned a role, please contact esRAHelp@lbl.gov, and indicate your requested role.

How to Log In

There are several ways to get to the eSRA login screen:

- In the A-Z index, search for “eSRA – Electronic System for Research Administration”
- Using a browser inside the LBNL firewall, type “Grants”

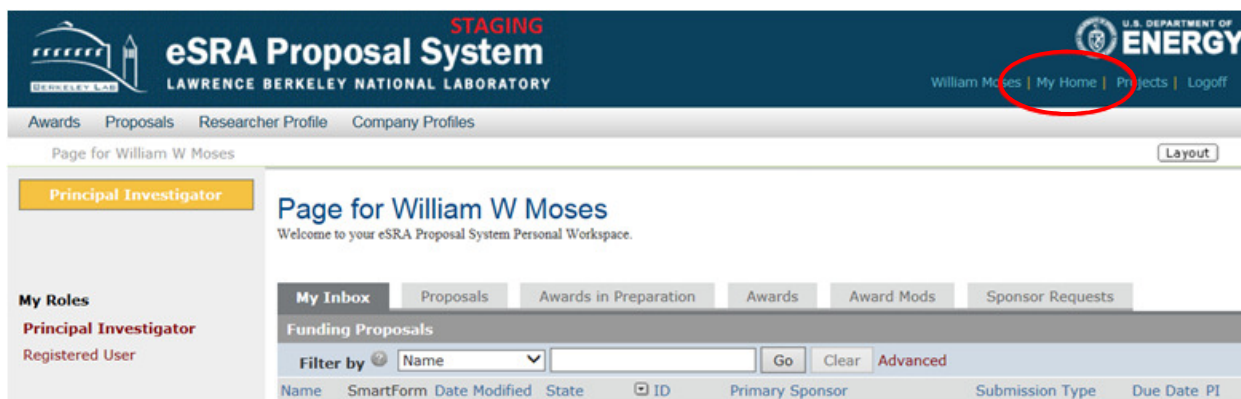
1. Click “Login” in the upper right-hand corner.



2. Use your LDAP name and password to access the system.

Personal Workspace

Your eSRA “Home Page” indicates your role in the left-hand menu. If you have multiple role possibilities, you can select one of your other authorized roles.



In your personal workspace you will find links to your proposals and awards, including information about their history and current status. Under the “My Inbox” tab you will also find your pending deliverables, and links to any required activity such as “PI Approval”.

Additional eSRA reference materials and eLearning modules are available at <http://esra.lbl.gov/training>.