Using ERA for the FRC Annual Move: Getting Started with ERA

October 29, 2013

Michael Carlson, NARA

Getting Started Using ERA

- Getting Started Using ERA
  - http://www.archives.gov/records-mgmt/era/
  - http://www.archives.gov/records-mgmt/era/account-request.html
- Step One – Appoint an ERA Account Manager
  - ERAaccounts@nara.gov

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- Step Two - Determine ERA User Roles
  - Agency Roles in ERA
    - Scheduling Records
      - Records Scheduler
      - Certifying Official
    - Transferring Records
      - Transferring Official
      - Agency Approving Official
      - Electronic Transfer Staff
  - ERA Account Manager assigns ERA roles to staff

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□ Step Three – Get ERA Users Trained

- http://www.archives.gov/era/training/intended-audience.html

- Identify the classes they need

- http://www.archives.gov/era/training/

- Get users trained

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☐ Step Four - Submit ERA User Account Requests

- ERA User Account Request Form (NA 3070)
  - ☐ Each User fills out the form and submits it
  - ☐ ERA Account Manager verifies information and forwards to ERAaccounts@nara.gov

Connectivity

- Connectivity Issues
  - Firefox v3.6.X or Internet Explorer v7 recommended
  - Windows XP or 7 recommended
  - NARA needs to know your IP address range.
    - Email information to ERAaccounts@nara.gov
  - No other specific hardware requirements

Contact

ERA Help Desk at ERAHelp@nara.gov or 1-877-372-9594

Or your appraisal or accessioning archivist

Or Michael Carlson

Michael.Carlson@nara.gov

301-837-1578