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Grantor Registration User Guide

Version 1
March 2009

Grantor Registration User Guide

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Introduction


Grants.gov has been designed to make it easier for organizations to find and apply for more than \$500 billion in federal grants. With electronic access to more than 1,000 grant programs offered by all federal grant-making agencies, Grants.gov leverages the power of the Web to streamline your grant acquisition process.

This user guide has been developed to help you register with Grants.gov. Registration is a one-time process and is required for any grantor agency representative who wishes to post opportunity synopses, application packages or use the grantor system on Grants.gov. In it, you'll find an overview of every step of the process.

Grantor Registration Process Overview:

- You will need your agency's enrollment code to complete the registration process. If you do not know this information, contact the Super User designated as your [Agency Point of Contact](#) .
- Complete your profile page.
- Create a secret question/secret answer.
- And create a username/password.

Once you have successfully completed these registration steps you will be able to login to Grants.gov and utilize the system. View the [Grantor User Guide](#)  for more information about grantor functionality within the system.

If you need further assistance with the registration process, please contact your [Grants.gov Program Advisor](#) . These Program Advisors are assigned to specific federal agencies and are available to help you with any questions you may have.

Register as a Grantor

To begin registration, select **New Agency Users** in the Quick Links right navigation bar or choose the **For Grantors** link on the left navigation menu.



On the **For Grantors** screen, you will need to choose Agency Registration in the left hand navigation menu.



On the **Agency Registration** page, click the **Get Registered** button.



Completing the Registration Profile

In order to safeguard the security of your electronic information, Grants.gov requires all agency users to create an account in the Grants.gov system. In order to access the account the user must verify that they are able to obtain a username and password. This process determines that someone really is who they claim to be.

After clicking on the **Get Registered** button, you will need to complete the online profile.

Profile Field Requirements

- **First Name:** *(REQUIRED)* **Last Name:** *(REQUIRED)* **Middle initial:** (NOT Required)
- **DOB:** mm/dd/yyyy – you must include the slash”/” do not use a dash or hyphen *(REQUIRED)*
- **Address 1:** *(REQUIRED)* **Address2:** (NOT Required) **City:** *(REQUIRED)* **State:** *(REQUIRED)* **Country:** *(REQUIRED)*
- **Telephone:** include your area code “000-000-0000” – must be a 10 digit number for U.S. for all other countries free form is accepted (NOT Required)
- **Zip Code:** zip code needs to be at least five digits – “12345” *(REQUIRED)*
- **Email:** if the email you enter already exists in the system, you should go to the grantor login page and use the Forgot My Password functionality to retrieve a temporary password *(REQUIRED)*
- **Secret Question:** is not case sensitive and can be up to 100 characters *(REQUIRED)*
- **Secret Answer:** is not case sensitive and can be up to 100 characters *(REQUIRED)*
- **Username:** is not case sensitive and can be up to 25 characters in length *(REQUIRED)*
- **Password:** **IS CASE SENSITIVE** and can be up to 25 characters; the password field must match the confirm password field *(REQUIRED)*
- **Confirm Password:** **IS CASE SENSITIVE** and must match the password entered in the preceding **Password** field

Home>For Agencies

FOR AGENCIES

First Name: MI: Last Name:

DOB: Job Title: Agency Code:

Address 1:

Address 2:

City:

State: Telephone:

Country: Zip Code:

Email:

Secret Question:

Secret Answer:

User Name: Password: Confirm Password:

Once you have clicked the **Continue** button a confirmation screen will appear, if you have changes you would like to make choose the **Edit** button and the form will return to a screen where you can make changes. If you have no changes click on the **Submit** button.

Home>For Agencies

FOR AGENCIES

First Name: MI: Last Name:

DOB: Job Title: Agency Code:

Address 1:

Address 2:

City:

State: Telephone:

Country: Zip Code:

Email:

Secret Question:

Secret Answer:

User Name: Password: Confirm Password:

You will see a message at the top of the screen that will read “You are successfully registered.” To continue to the Grantor login page click the **Continue** button on the bottom left. If you don’t receive the successful message another message will appear stating what issue needs to be addressed with the form. Simply correct the error and click **Submit** until you receive the successful message.

Home > For Agencies

FOR AGENCIES
You are successfully registered.

First Name: MI: Last Name:

DOB: Job Title: Agency Code:

Address1:

Address2:

City:

State: Telephone:

Country: Zip Code:

Email:

Secret Question:

Secret Answer:

User Name: Password: Confirm Password:

Login as a Grantor

To login as a grantor click on the **Agency Login** link under For Grantors in the Quick Links navigation on the right.

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FOR GRANTORS

- Agency Login
- New Agency Users
- Resources

What's New This Week at Grants.gov

- New Opportunities This Week
- Recovery Act Opportunities on Grants.gov
- Adobe Reader Version 9.1 Tested and Confirmed Compatible

Click the **Continue to Login** button.

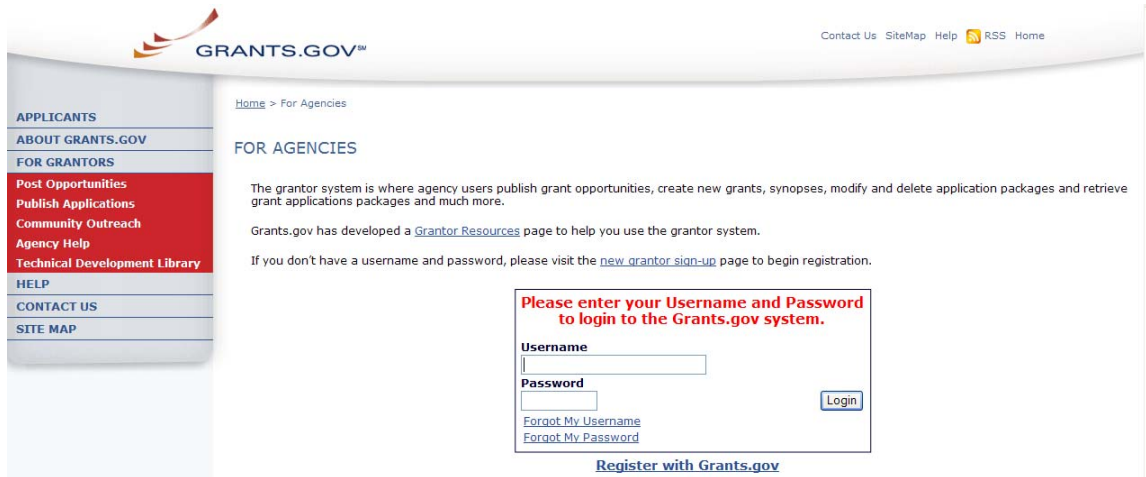
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AGENCY LOGIN

Due to the sunset of E-Authentication, Grants.gov is configuring Agency Registration within the Grants.gov system. You may be prompted to complete a profile, create a secret question/answer and confirm your username/password. **This is a required step you will only need to complete once.**

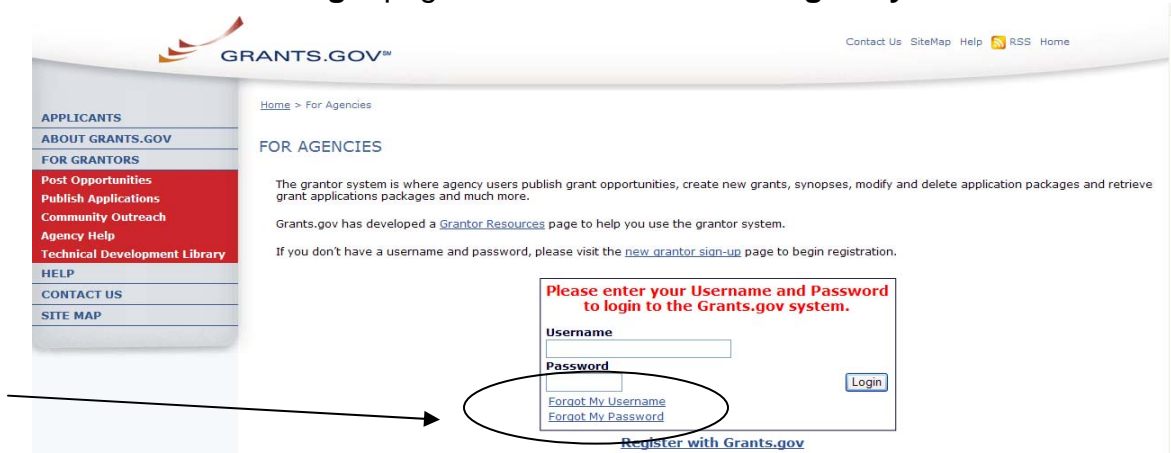
Enter the username and password you created, click on the **Login** button to enter into the grantor system. This is where you can now manage your profile and access all other grantor functionality on the Grants.gov system.



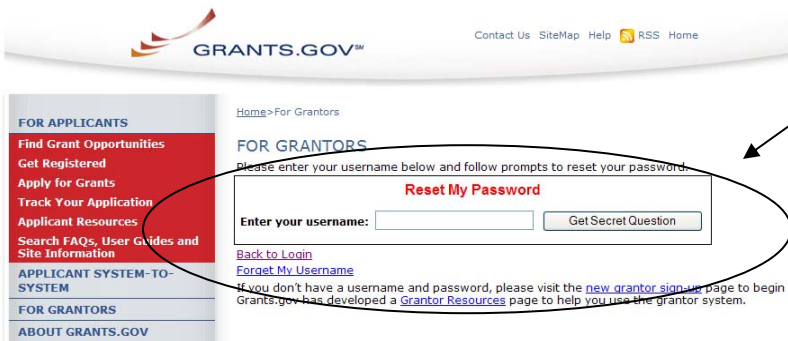
Forgot My Password

In the event that you forget your password, you can obtain a new password from the **Grantor login** page.

Go to the **Grantor login** page and click on the link **Forgot My Password**.



Then enter your username and click the **Get Secret Question** button.



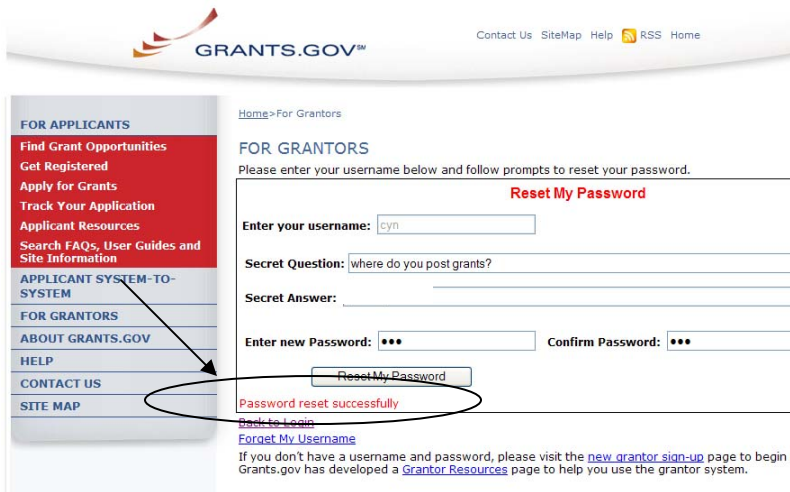
You will be directed to the reset my password page. Simply enter the answer to your secret question and then click the **Submit Answer** button to reset your password.



Once your answer is validated you will be directed to enter a new password. Enter a password and then enter it again into the confirm password field and click on the **Reset My Password** button.



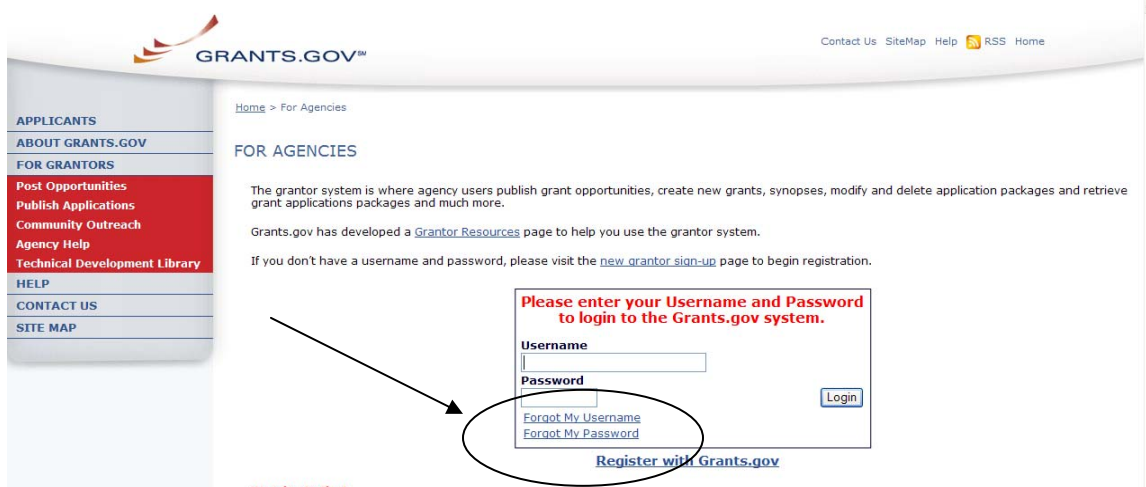
Once you have reset your password a message will appear that your password was reset successfully.



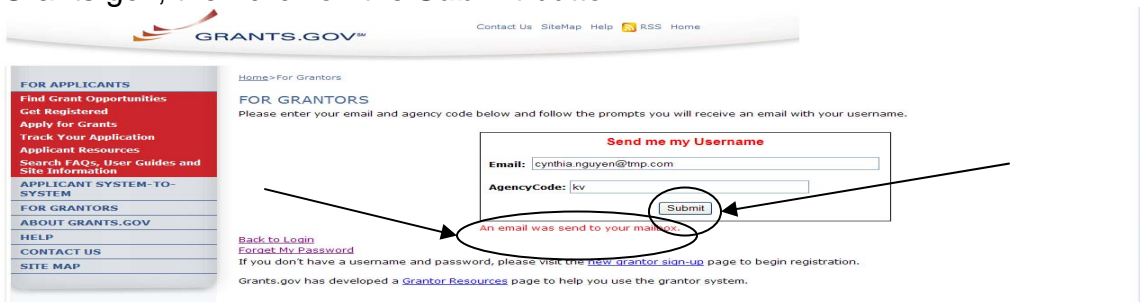
Forgot My Username

In the event that you forget your username, you can obtain a new username from the **Grantor login** page.

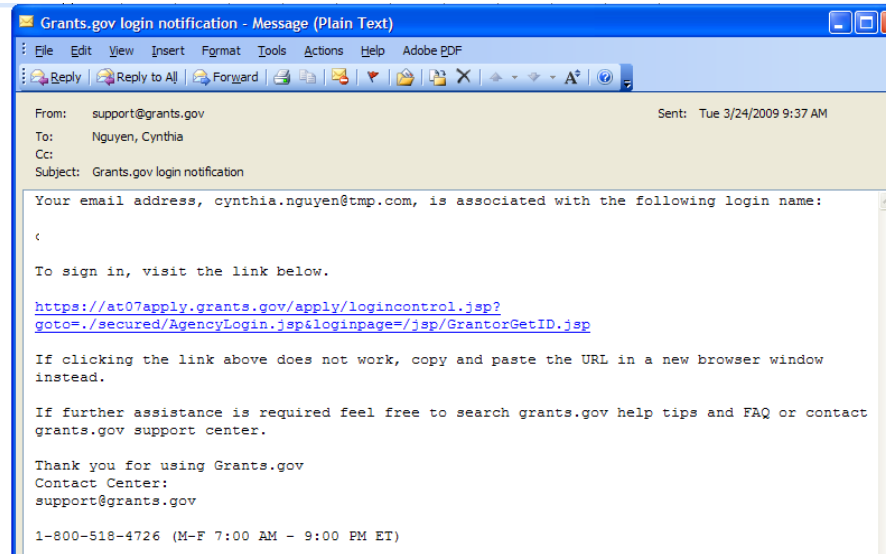
Go to the **Grantor login** page and click on the link **Forgot My Username**.



Enter the email and Agency Code you used when you registered with Grants.gov, then click on the **Submit** button.



After clicking **Submit** you will see a message stating “An email was sent to your mailbox”. After you have clicked the **Submit** button, an email will appear in your inbox with your username.



Agency Super User Permission Settings

After an agency user has created an account with Grants.gov, the Agency Super User will receive a notification by email stating that a new agency user has registered with Grants.gov. The Agency Super User will provide the user access level by using the **Reassign Roles** functionality in the Grantor section of Grants.gov. First login to the grantor system and click on **Manage Agency Users**.

To reassign roles, choose the user you wish to modify by clicking in the white box on the left of their name and then click the **Reassign Roles** button.

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Home > For Agencies > Manage Agency Users

MANAGE AGENCY USERS

Reassign Roles Modify User Delete User Refresh

Organization Users

<input type="checkbox"/>	Abu-Fadel, Marwan	
<input type="checkbox"/>	Baird, Christopher	
<input type="checkbox"/>	Bridges, Anisa	
<input type="checkbox"/>	Collins, Aaron	
<input type="checkbox"/>	Creative, TMP	
<input type="checkbox"/>	Daniels, Sarah	
<input type="checkbox"/>	Deaton, Melissa	
<input type="checkbox"/>	DeChambeau, Lisa	
<input type="checkbox"/>	GovAdmin, Grants	
<input type="checkbox"/>	Hamilton, Angela	
<input type="checkbox"/>	Hamilton, Angela	
<input type="checkbox"/>	Heflin, Dawn	
<input type="checkbox"/>	Hibbard, Victoria	
<input type="checkbox"/>	James, Keenon	
<input type="checkbox"/>	Johnson, Jack	

On the reassign roles page, choose which functionality is appropriate and use the arrows to move the roles into the current roles box on the right, click inside the white box to certify the change and then click the **Continue** button to complete the step.

TMP Creative of GrantsGovAdmin

Manage Agency User Profile
Set Agency Level
Create Agency
Modify Agency
Published Opportunities
Applicant Report
Organization Report
Set Closing Date Limits
Submission Report
Manage Opportunities
Assign Agency Tracking Number
Manage Application Package Templates
Manage Agency Users
View All Submitted

REASSIGN USER ROLES

User Name: Wallace, Mya
User ID: GG-SDaniels

Remaining Roles:

- Manage Agencies

Current Roles:

- Manage Packages
- Agency Tracking Number Assigner
- Agency Template Creator
- View Applications
- Agency Report Viewer
- Manage Synopses
- Agency Grant Retriever

I have verified the identity of this user and their authority to be assigned the above roles. I understand that users assigned the Agency Grant Retriever and View Applications roles will have the ability to access proprietary information in grant applications, and that users assigned the Manage Agencies role will have the ability to assign roles to other users on my behalf. I will periodically review the list of users in my agency and revoke these roles when they are no longer needed.

Continue Cancel Reassign

Agency Super User Account Profile Lookup

In some cases agency users may need their Agency Super User to lookup their profile information to enter the grantor system.

To lookup an agency user's profile, simply login to the grantor system, click on **Manage Agency Users**. Then choose the user you wish to modify by clicking in the white box on the left of their name and click the **Modify User** button.

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MANAGE AGENCY USERS

Reassign Roles **Modify User** Delete User Refresh

Organization Users

<input type="checkbox"/>	Abu-Fadel, Marwan
<input type="checkbox"/>	Baird, Christopher
<input type="checkbox"/>	Bridges, Anisa
<input type="checkbox"/>	Collins, Aaron
<input type="checkbox"/>	Creative, TMP
<input type="checkbox"/>	Daniels, Sarah
<input type="checkbox"/>	Deaton, Melissa
<input type="checkbox"/>	DeChambeau, Lisa
<input type="checkbox"/>	GovAdmin, Grants
<input type="checkbox"/>	Hamilton, Angela
<input type="checkbox"/>	Hamilton, Angela
<input type="checkbox"/>	Heflin, Dawn
<input type="checkbox"/>	Hibbard, Victoria
<input type="checkbox"/>	James, Keenon
<input type="checkbox"/>	Johnson, Jack
<input type="checkbox"/>	Liford, John
<input type="checkbox"/>	Lopez-Buitrago, Anne

On the Modify User Profile screen you can view their email and user ID. Giving this information to the agency user will allow them to use the Forgot My Password/Username functionality to update/reset their profile information and enter the grantor system.

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Home > For Agencies > Manage Agency Users > Modify Agency User Profile

MODIFY AGENCY USER PROFILE

User Info:

First: Last:

Tel: Email:

Title:

User ID: Password:

Agency enrollment code: in