Grantor Registration Process Update

Build 2009-01

March 25, 2009

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Overview

Due to the sunsetting of E-Authentication on March 31, 2009, Grants.gov is configuring grantor registration within the Grants.gov System. After Build 2009-01 is deployed on March 29, 2009, grantor registration and grantor login will no longer be done on the E-Authentication website, registration and login will be maintained through the Grants.gov system. This change will affect all agency users who have a Grants.gov username and password.
Agency S2S users will not be affected by this change.

Legacy and New Users Defined

This document will provide an overview of the registration process for a legacy user and new registrant. A legacy user is any agency user that is registered with ORC Level 1 or 2 and USDA Level 1 or 2 prior to the Build 2009 – 01 deployment. Agency users registered with Employee Express (EEX) will have to re-register with Grants.gov and are considered new registrants for the purpose of this document. Any user who is not registered with ORC or USDA before Build 2009-01 is in place is considered a new user.

Attention Agency Users Registered with Employee Express (EEX)

If you are **ONLY** registered with Employee Express (EEX), you will need to re-register with Grants.gov once Build 2009-01 is in place March 29, 2009. The Agency Super User will be required to approve you and assign your roles. If you are registered with ORC and or/USDA you will not have to re-register.

Attention all Agency Super Users

If you are an Agency Super User that assigns roles to agency user profiles, please be on alert since action will be required for the agency users who are currently registered with Employee Express (EEX) only. Since they need to re-register with Grants.gov you will need to assign roles to them once they do. When the build is deployed Super Users will be able to go in and view the profiles of all their Grantors who are registered. In the event a user does not remember their username the Super User can look it up and provide it to them. The Super User has the ability to delete agency users. In the event a Grantor is having issues with their Grants.gov username and password the Super User can delete them and have the Grantor re-register. This in essence is a work around to potential issues.

Grantor Login/Registration

Once Build 2009-01 is in place, grantors will continue to use the Grants.gov website to enter the grantor system. There is a quick link on the homepage under For Grantors, "Agency Login" and "New Agency Users" – where agency users will go to access the system (see Figure below "Login to Grants.gov").

Grantor Registration Process for Legacy Users

A legacy user is any agency user that is registered with ORC Level 1 or 2 and USDA Level 1 or 2. Upon completion of Build 2009-01, when a legacy user attempts to login to the Grants.gov grantor login they will experience a one-time mandatory registration update, all users should follow the steps outlined below:
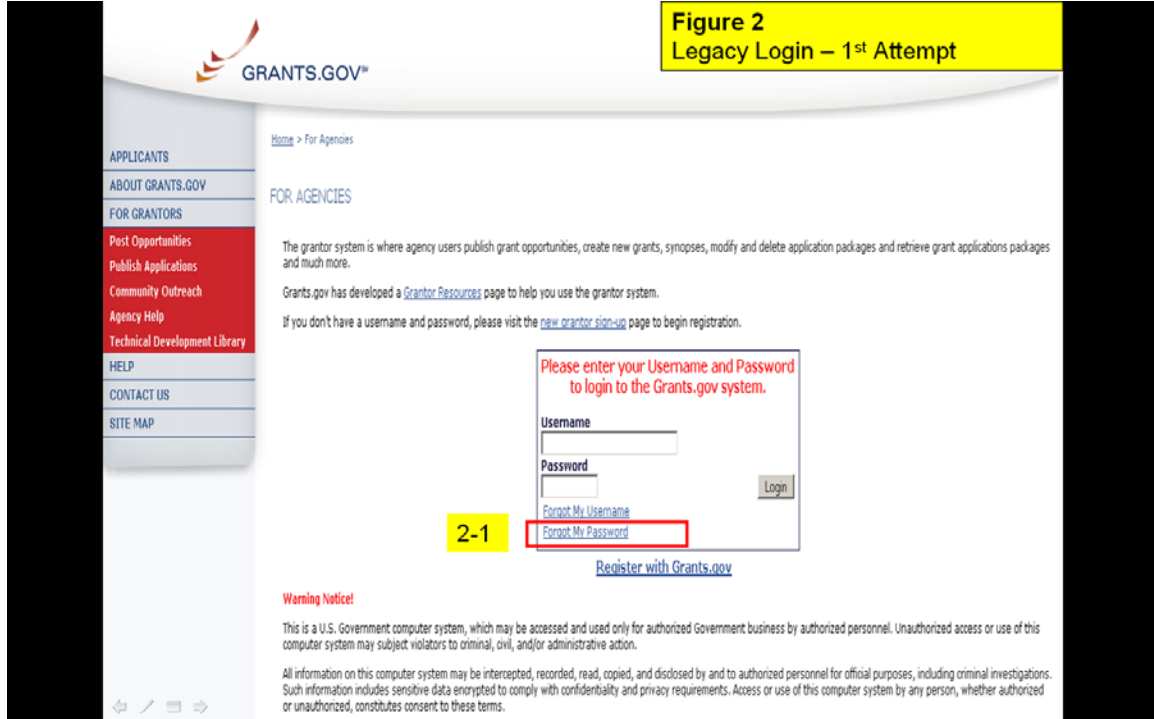
The Legacy user will login to Grants.gov as usual, using the Login button on the For Grantors page (Figure 1-1) or the **Agency Login** (Figure 1-2).

Figure 1
Legacy Agency Login

On the Legacy user's first attempt to login, they will now need to obtain a temporary password (via email). To obtain a temporary Grants.gov password click on **Forgot My Password** (Figure 2-1).

The user then enters their username and clicks **Get Secret Question** (Figure 3-1). Since the user has never before created a Secret Question, a notice in red will appear notifying the user that *"Your password was emailed to: email address"* The password sent to the user's email address, is a temporary password, however it may be kept for permanent use. Once the temporary password is received the user should return to the login screen by clicking **Back to Login** (Figure 3-2).

Figure 3
Temporary Grants.gov Password

Upon login, the user will be prompted to complete a user profile and click **Continue** (Figure 4-8).

The user must complete the online form. Once the contact information within the form is completed, also included is a "secret question/answer". This is in self-written form, it is advised the user choose a question and answer they will be able to remember in the event they need to access their information when the user doesn't remember their username or password. This profile may be updated at anytime (See Profile Requirements below).

Figure 4
Complete Grants.gov 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 (Figure 4-1) *(REQUIRED)*
- **Secret Answer:** is not case sensitive and can be up to 100 characters (Figure 4-2) *(REQUIRED)*
- **Username:** is not case sensitive and can be up to 25 characters in length (Figure 4-3) *(REQUIRED)*

- **Password: IS CASE SENSITIVE** and can be up to 25 characters; the password field must match the confirm password field (Figure 4-4) *(REQUIRED)*
- **Confirm Password: IS CASE SENSITIVE** and must match the password entered in the preceding **Password** field (Figure 4-5)

Once the profile is complete, and the user has successfully completed the new registration process. The message *"You are successfully registered"* will appear in red at the top of the profile screen confirming successful registration (Figure 5-1). The user is now ready to login and access the system features as usual.


Figure 5
Legacy Registration Successful

Grantor Registration Process for New Users

A new user is an agency user registered with Employee Express (EEX) or someone who has never registered with a credential service provider, these users will have to register with Grants.gov once Build 2009-01 is in place. *The Agency Super User will be required to assign roles to new users as appropriate.* The summary of the registration process is below:

To begin the registration process, the new user goes to the **Agency Registration** page under For Grantors on the left navigation (Figure 1-1) and clicks the **Get Registered** button or may use the **New Agency User** quick link (Figure 1-3).

Figure 1
New Agency User
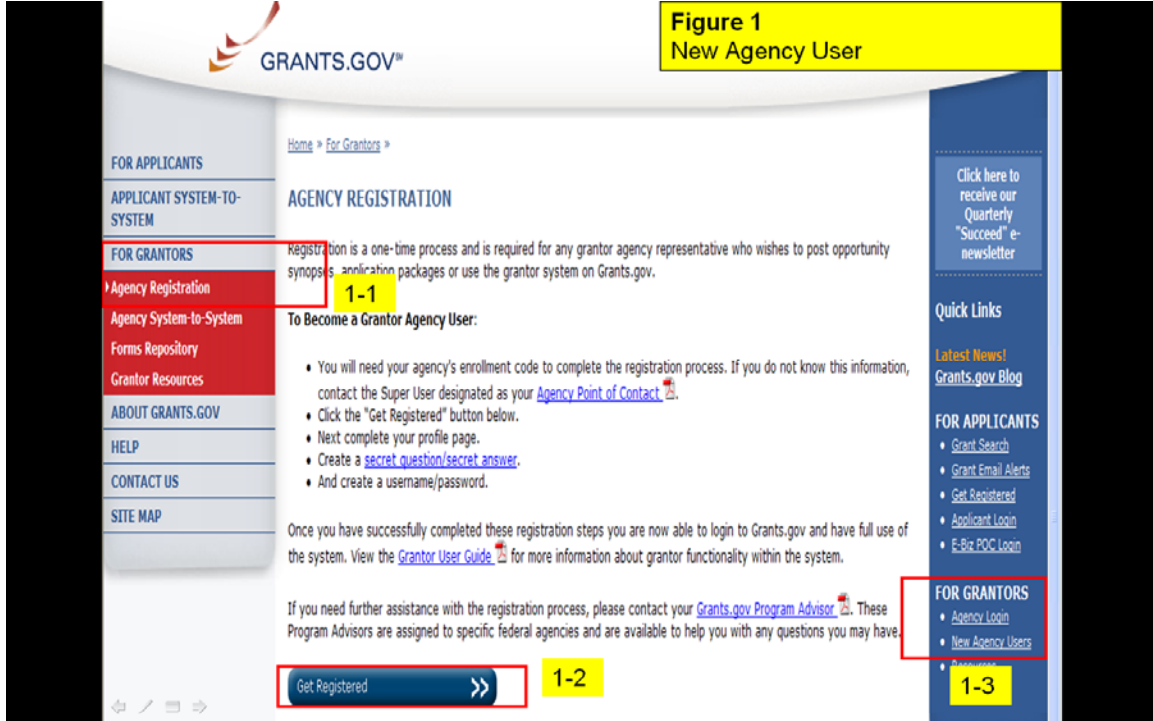
A profile form will appear, the user must complete the online form. Once the contact information within the form is completed, also included is a "secret question/answer". This is in self-written form, it is advised the user choose a question and answer they will be able to remember in the event they need to access their information when the user doesn't remember their username or password (see Profile Field Requirements below).

Figure 2
Register - Complete Grants.gov 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 (Figure 2-1) *(REQUIRED)*
- **Secret Answer:** is not case sensitive and can be up to 100 characters (Figure 2-2) *(REQUIRED)*
- **Username:** is not case sensitive and can be up to 25 characters in length (Figure 2-3) *(REQUIRED)*
- **Password: IS CASE SENSITIVE** and can be up to 25 characters; the password field must match the confirm password field (Figure 2-4) *(REQUIRED)*

- **Confirm Password: IS CASE SENSITIVE** and must match the password entered in the preceding **Password** field (Figure 2-5)
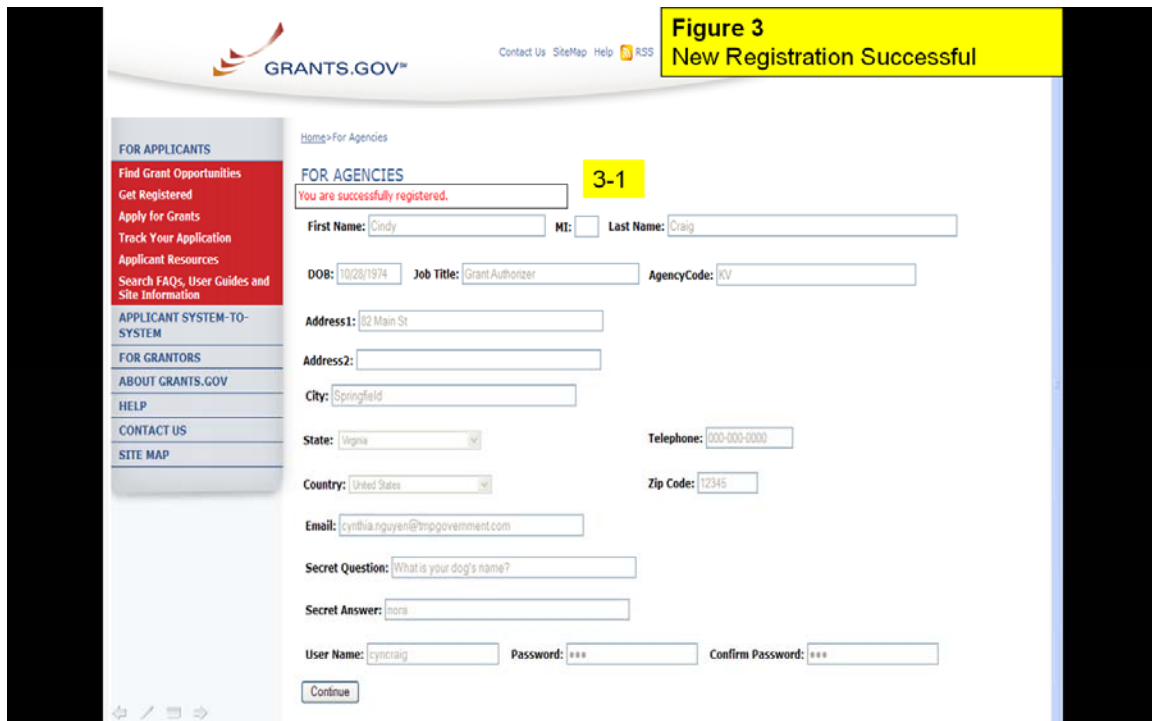
Once the profile is complete, and the user has successfully completed the new registration process. The message *"You are successfully registered"* will appear in red at the top of the profile screen confirming successful registration (Figure 3-1). An email will be sent to the Agency Super User, notifying them of user's registration status; the Super Agency User will assign roles as appropriate.

If the user does not know who their Agency Super user is, they should contact their Agency's Point of Contact (POC):
http://grants.gov/assets/AgencyPointsofContacts.pdf

or their Grants.gov Program Management Office (PMO):
http://grants.gov/assets/GrantsgovAgencyContactList.pdf

Figure 3
New Registration Successful