

Agenda – Account Presentation

AmeriCorps*State

The goal of this presentation is to show you how to establish your own individual account in eGrants, the online grant application system for the Corporation for National and Community Service.



To begin your eGrants account creation process, logon to CNCS homepage at www.cns.gov

Forms | Advanced Search
FONT SIZE: Default | Large



National Service Response to the Hurricanes
Learn more GO

Get Involved!
Lead. Inspire. Change the World. Again.

About Us

- Volunteering in America
- Our Role and Impact
- Strategic Plan
- Our Programs
- Newsroom
- Media Kit Materials
- National Service Calendar
- Make a Donation
- Employment
- Search
- Contact Us
- National Service Catalog
- Spirit of Service Awards
- President's Council on Service and Civic Participation
- Office of Inspector General

For Organizations

- How Can National Service Help Our Organization?
- Which Program Is Right for Our Organization?
- New Funding Opportunities
- Manage Current Grants and Projects
- Find Volunteers and Members
- Tools, Training, and Information
- The Resource Center
- For Faith-Based and Other Community Organizations
- Frequently Asked Questions

[eGrants](#)

For Individuals

- Why Get Involved?
- I'm Ready to Serve
- Benefits of Service
- Frequently Asked Questions
- Current Members and Volunteers
- Spread the Word
- [More for Individuals](#)
- [Join Now](#)

Our Programs

- Senior Corps
- AmeriCorps
- AmeriCorps*VISTA
- AmeriCorps*NCCC
- Learn and Serve America
- Special Initiatives
- Martin Luther King Jr. Day of Service
- Presidential Freedom Scholarship Program
- Universities Rebuilding America

Please click on "eGrants" link to open the eGrants Welcome Page.

National Service in Your State

Select a State

In Focus



Stories of Service

As a Foster Grandparent, Lucy Williams has served children with developmental disabilities for 28 years. She helps them develop skills to be as independent as



**Serving
Communities and
Country**

HOME

About Us

For Organizations

For Individuals

Our Programs

eGrants

eGrants

eGrants Home

- + Introduction to eGrants Phase II
- + Help / Assistance
- + Notices of Funding Availability
- + Feedback
- + Hours of Operation
- + Be a Peer Reviewer

Welcome to eGrants

eGrants is the Corporation for National and Community Service's web-based system for:

- ◆ Submission and tracking grant applications and concept papers;
- ◆ On-line grant application peer review;
- ◆ Negotiating and awarding grants and cooperative agreements;
- ◆ Managing grants and cooperative agreements including processing amendments, continuations; and
- ◆ Financial Status and Progress Reporting.

National Service in Your State

Select a State

Other National Service Programs

Hurricane Volunteer Support Fund

In the wake of the recent hurricanes, the Corporation is coordinating volunteers to assist with repair and relief efforts in areas affected by this devastating storm. Your donation will support volunteers in providing food and shelter, managing donations, helping victims get necessary assistance, and long-term rebuilding efforts.

[Donate Now to our Disaster Relief Fund](#)

eGrants System Status

as of Wednesday, February 22, 2006

SYSTEM OPERATING NORMALLY

Help Desk Information:

Phone: 888-677-7849 (extension 533 if needed)
Email: egrantshelp@cns.gov
Hours of operation: 8:00 AM to 6:00 PM Eastern time, Monday through Friday

Login:

**Please click here
to Use eGrants Phase II**

Please click here to begin creating an eGrants account. If you already have an eGrants account, you will also use this link to log on to your eGrants account.

eGrants Login - Mozilla Firefox

File Edit View Go Bookmarks Tools Help

Back Forward Reload Stop Home New Tab Bookmarks

<https://egrants2.cns.gov/espan/main/login.jsp>

Firefox Help General Tables of Unit... Firefox Support Plug-in FAQ Yahoo!

help

Corporation for NATIONAL & COMMUNITY SERVICE

eGRANTS

LOGIN

User Name

Password

Remember me

Login to eGrants

[Forgot your password? Get help](#)

[Don't have an eGrants account? Create an account](#)

Click here to disable the pictures

<https://egrants2.cns.gov/espan/main/forget.jsp>

egrants2.cns.gov

In order to create a new eGrants account, please click on this link.

If you already have an eGrants account for any other CNCS programs (AmeriCorps, Senior Corps, etc.), please don't create a new account. You will use that same eGrants account to create a concept paper/application for your VISTA project.

Back Forward Reload Stop Home New Tab Bookmarks <https://egrants2.cns.gov/espan/main/newaccount.jsp>

Firefox Help General Tables of Unit... Firefox Support Plug-in FAQ Yahoo!

help login

Corporation for NATIONAL & COMMUNITY SERVICE

eGRANTS

CREATE AN EGRANTS ACCOUNT

Please click on one of the following links to create an appropriate eGrants account.

- [Become a Peer Reviewer](#)
- [Create a Grantee account](#)
- [Already have an eGrants account? Proceed to Login](#)

508 Approved | eGrants Feedback | Contact Help Desk

Done egrants2.cns.gov

start Thank You - Mozilla Fi... Corporation for Natio... Create an eGrants AC... VISTA Presentation.ppt 7:03 AM

Please click on this link to continue to create a new eGrants account.

Before your begin this process, please have your organization's EIN number and Legal applicant name with you. You will be asked for this information during this process.

Become a Grantee - Mozilla Firefox

File Edit View Go Bookmarks Tools Help

Back Forward Reload Stop Home New Tab Bookmarks https://egrants2.cns.gov/espan/gr_main/newaccount.jsp

Firefox Help General Tables of Unit... Firefox Support Plug-in FAQ Yahoo!

help login

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eGRANTS

BECOME A GRANT APPLICANT

Please select one of the following options below.

[I have an eGrants account...](#)

[This is my first time. I want to create a new account with eGrants...](#)

[Already have an eGrants account? Proceed to Login](#)

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Done egrants2.cns.gov

start Thank You - Mozilla Fl... Corporation for Natio... Become a Grantee - ... VISTA Presentation.ppt 7:04 AM

Please click on this link to continue to create a new eGrants account.

https://egrants2.cns.gov/espan/gr_newaccount/logininfo.jsp?sid=7d2ab781baf342ce9acc890d4eae35e0

eGRANTS

Welcome Guest
2/22/2006, 8:19 AM, EST

Become a Grant Applicant

cancel save next

Create New Profile Menu

- Login Information
- Enter EIN#
- Select an Organization
- Organization Information
- Grantee Phone Numbers
- Review and Submit

Login Information

Please enter your login information. All questions marked with an asterisk (*) are required.

* First Name: ?

* Last Name: ?

Title: ?

* User Name: (ex: rsmith, rsmith2004) ?

* New Password: ?

* Retype New Password: ?

* Password Question: Choose Password Question ... ?

* Password Answer: ?

* Email: ?

* Retype e-mail: ?

cancel save next

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start Thank You - Mozilla Fi... Corporation for Natio... Login Information - M... VISTA Presentation.ppt 7:04 AM

If you click on "?" icon, it will open up a pop-up window with additional information in regard to that particular text filed. In order to use this function, you must turn off "pop-up blocker" which is located under "Tools" on your web browser.

You will see the pop-up window for the "New Password" text filed in the next slide.

eGRANTS

Welcome Guest
2/22/2006, 8:22 AM, EST

Create New Profile Menu

Login Information

Enter EIN#

Select an Organization

Organization Information

Grantee Phone Numbers

Review and Submit

Become a Grant Applicant

Login Information

Please enter your login inform

Password

Create a password. The password you create must comply with the following:
Passwords should be 6 characters or greater in length, contain both letters and numbers, and not contain words. Instructions for CNCS network passwords are provided below to give you some ideas.

- The password must still be at least eight characters in length
- User passwords cannot contain any part of the user's account name
- The 8 character password must now contain characters from three of the following four categories:
 1. At least on English upper case letter(s) (A..Z)
 2. At least one English lower case letter(s) (a..z)
 3. At least one base 10 digits (0.1,2...9)
 4. At least one non-alphanumeric (For example, !,\$#,%)

An example of such a password would be R5#hJ>dz, or, 5T3el#rs.

Done

* Password Question: Choose Password Question ...

* Password Answer:

Email:

Retype e-mail:

cancel save next

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start Thank You - Mozilla ... Corporation for Nat... VISTA Presentation... Corporation for Nat... https://egrants2.cn... https://egrants2.cn... 7:07 AM

In addition, your password must begin with an alphabetical character.

Please write down your password question and password answer. If you forget your password, you need this information to reset your password.

In the future, if you forget your password, you can reset your password by going to Login page and clicking on "Forgot your password? Get help" link.



[help](#) [logout](#)



eGRANTS

Welcome Be
2/22/2006, 11:44 AM, EST

Become a Grant Applicant [back](#) [next](#)

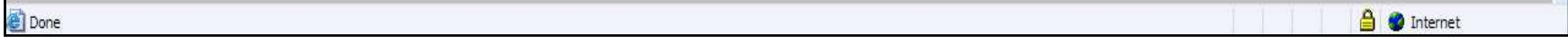
Create New Profile Menu

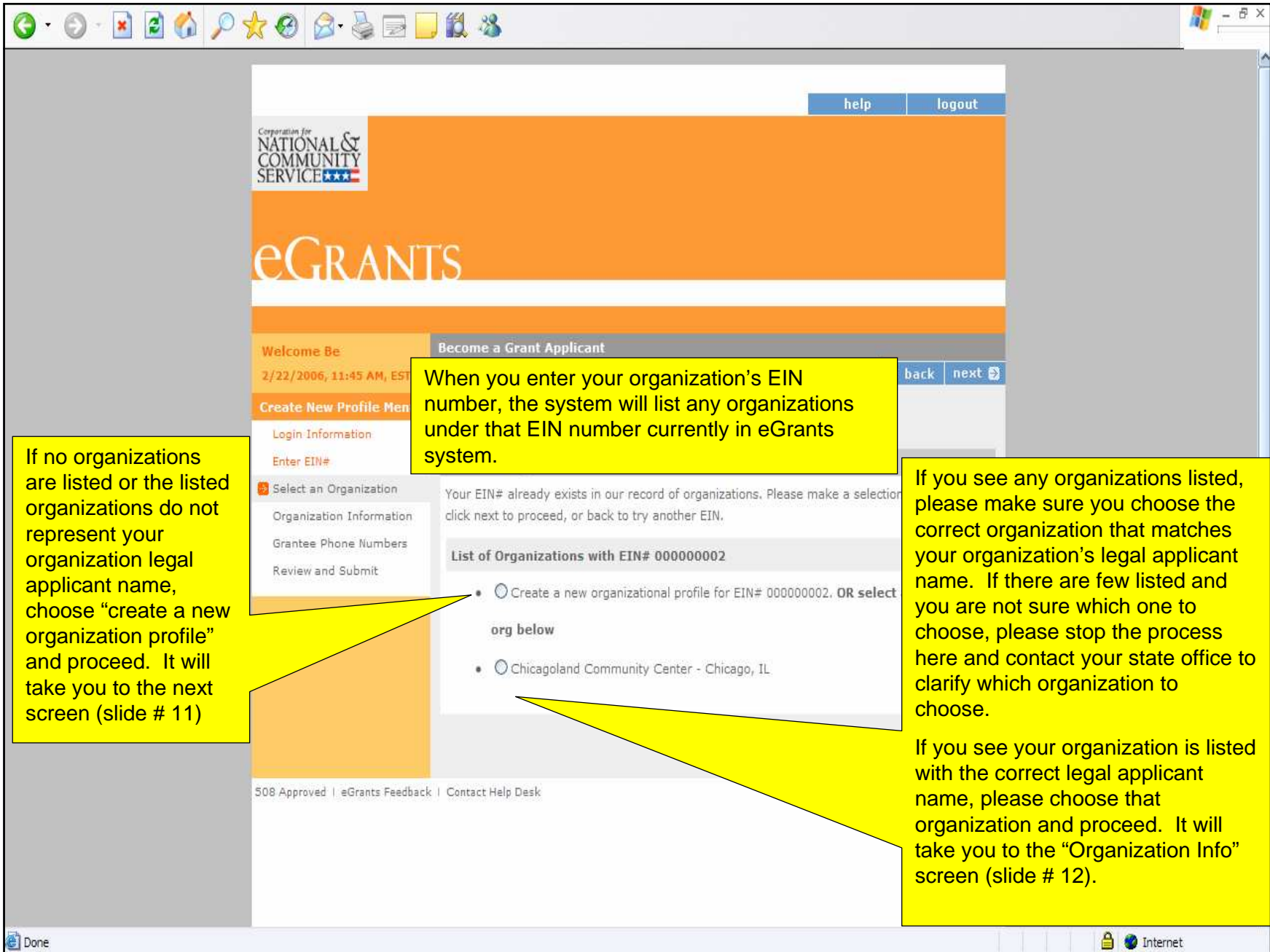
- Login Information
- Enter EIN#**
- Select an Organization
- Organization Information
- Grantee Phone Numbers
- Review and Submit

Enter EIN #
Please enter your organization's EIN#.

Enter your EIN #:

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If no organizations are listed or the listed organizations do not represent your organization legal applicant name, choose "create a new organization profile" and proceed. It will take you to the next screen (slide # 11)

When you enter your organization's EIN number, the system will list any organizations under that EIN number currently in eGrants system.

If you see any organizations listed, please make sure you choose the correct organization that matches your organization's legal applicant name. If there are few listed and you are not sure which one to choose, please stop the process here and contact your state office to clarify which organization to choose.

If you see your organization is listed with the correct legal applicant name, please choose that organization and proceed. It will take you to the "Organization Info" screen (slide # 12).

Create New Profile Menu

- Login Information
- Enter EIN#
- Select an Organization
- Organization Information**
- Grantee Phone Numbers
- Review and Submit

Organization Information

Please enter your organization information below. All questions marked with an asterisk (*) are required.

GENERAL INFORMATION

* EIN #:

DUNS #: -

* Organization's Name:

* Organization Type:

ORGANIZATIONAL CHARACTERISTIC(S)

Select the characteristic(s) that best describe your organization.

Organizational Characteristic: [add characteristic](#)

CONTACT INFORMATION

* Street Address 1:

Street Address 2:

* City:

* State:

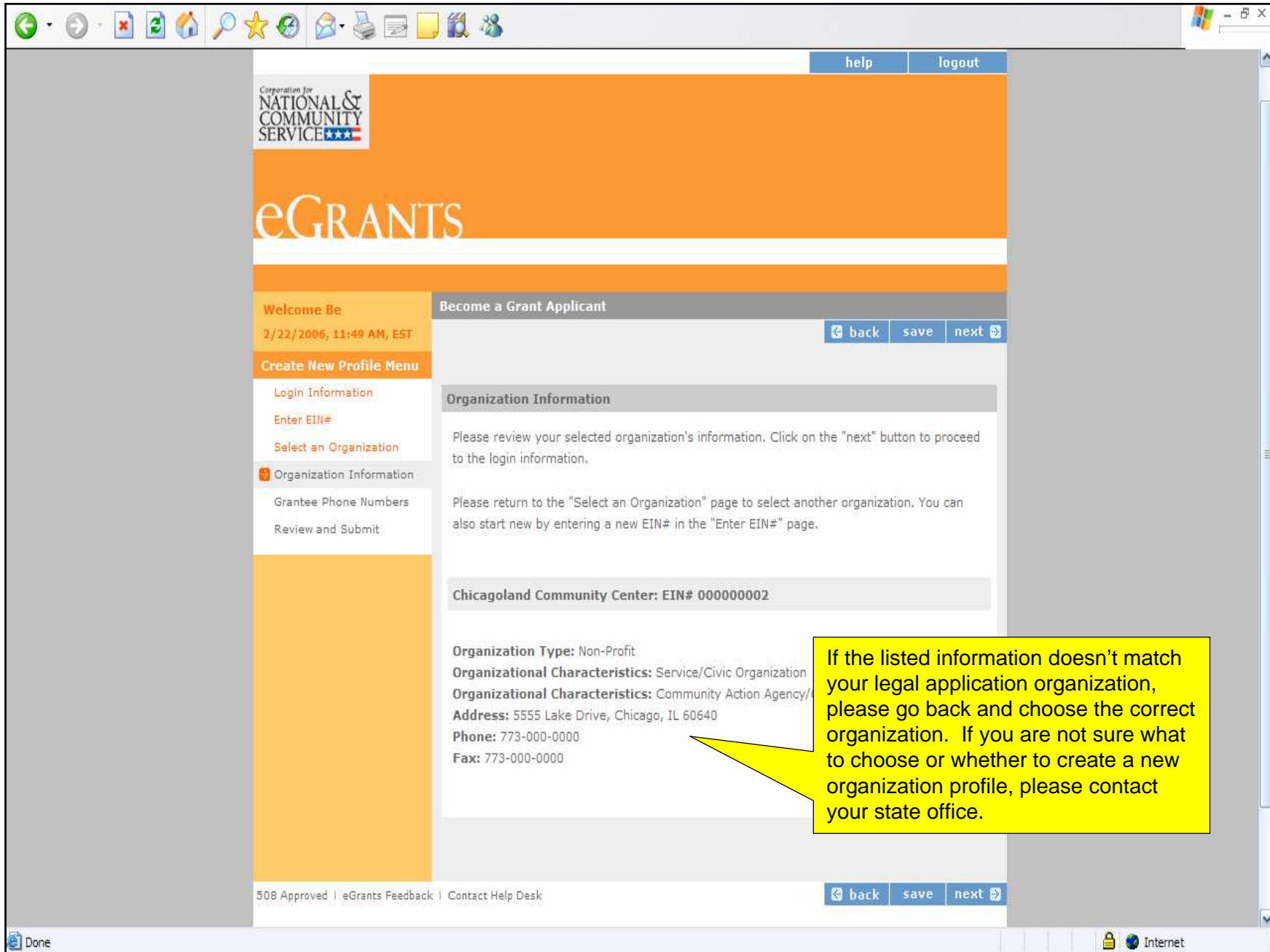
* Zipcode: -

* Phone: . . ext.

Fax: . .

Organization's Email:

Callout Box: Enter organization's data. To add organizational characteristics, please click on "add characteristics" link. You will be able to choose org. characteristics from a drop down menu.



If the listed information doesn't match your legal application organization, please go back and choose the correct organization. If you are not sure what to choose or whether to create a new organization profile, please contact your state office.



[help](#) [logout](#)



eGRANTS

Welcome Be
2/22/2006, 11:51 AM, EST
Create New Profile Menu

- Login Information
- Enter EIN#
- Select an Organization
- Organization Information
- Grantee Phone Numbers**
- Review and Submit

Become a Grant Applicant

[back](#) [save](#) [next](#)

Grantee Phone Numbers

Please enter your phone/fax information below. All questions marked with an asterisk (*) are required.

* Daytime Phone: . . ext. ?

Evening Phone: . . ?

Fax: . . ?

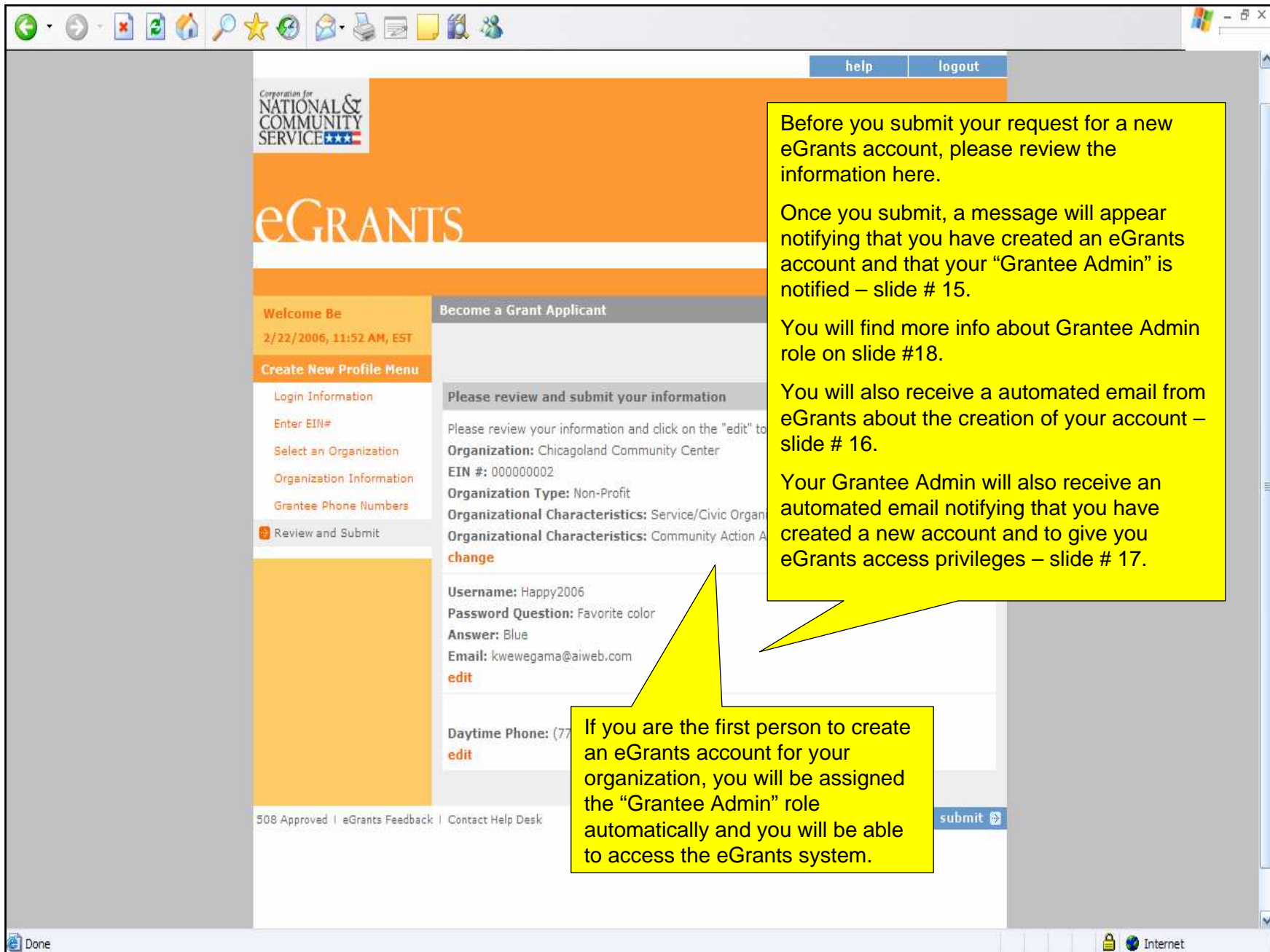
Cell: . . ?

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[back](#) [save](#) [next](#)

Done

Internet



Before you submit your request for a new eGrants account, please review the information here.

Once you submit, a message will appear notifying that you have created an eGrants account and that your "Grantee Admin" is notified – slide # 15.



You will find more info about Grantee Admin role on slide #18.

You will also receive a automated email from eGrants about the creation of your account – slide # 16.

Your Grantee Admin will also receive an automated email notifying that you have created a new account and to give you eGrants access privileges – slide # 17.

If you are the first person to create an eGrants account for your organization, you will be assigned the "Grantee Admin" role automatically and you will be able to access the eGrants system.

help logout



eGRANTS

Thank you

If you have created an account for an existing organization, the grantee administrator for your organization (listed below) has been notified about your account request. The grantee administrator must grant you access before you can login to eGrants.

For additional assistance, please contact your eGrants support provider or the eGrants help desk at 888-677-7849. For more information about your support provider go to <http://www.cns.gov/egrants/ta.html>.

- James Chicagoland

[Return to CNCS website](#)

[Go to eGrants Login](#)

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Done Internet

Your Grantee Administrator's name/s will be listed at the bottom of this message.

Until your Grantee Admin assign you an eGrants user role which gives access privileges, you will not be able to access your organizations eGrants system.

The screenshot shows a Mozilla Firefox browser window displaying the Microsoft Outlook Web Access interface. The address bar shows the URL <https://exchange.aiweb.com/exchange/>. The page title is "Microsoft Outlook Web Access" and the current view is "Thank You".

The email header information is as follows:

- From: eGrants Administrator [egrantshelp@cns.gov]
- To: Kapila Wewegama
- Cc:
- Subject: New eGrants Account
- Attachments:

The email body contains the following text:

This is an automated E-mail message. Please do not reply to it.

A new login account has been created for you with the useame and password you have specified.

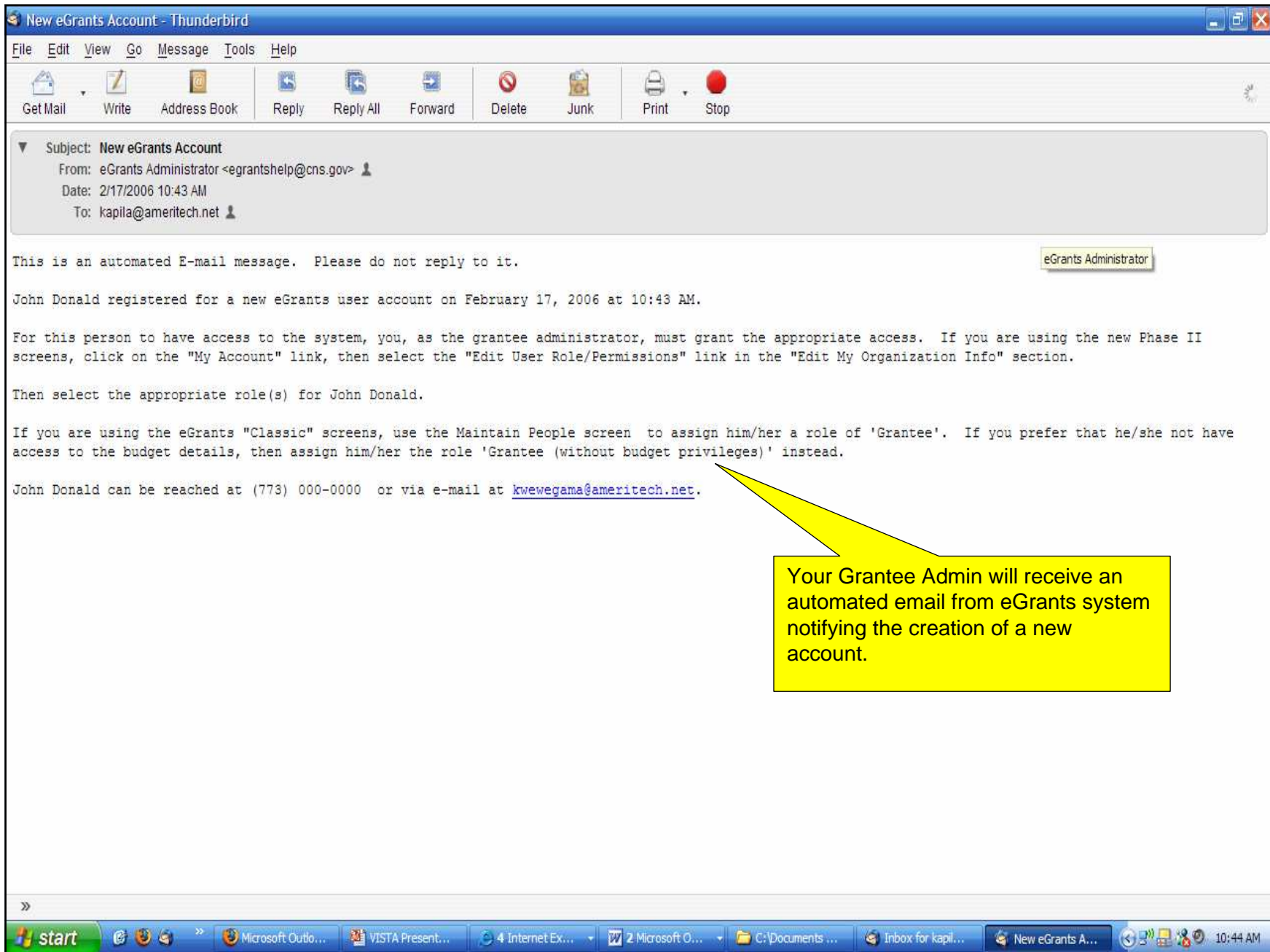
The grantee administrator(s) for your organization have been notified about your account. The administrator must complete the registration process by adding the "Grantee" role to your account. Once this is done, you will be able to access eGrants.

The grantee administrator(s) for your organization is/are listed below:

James Chicagoland Email: kapila@ameritech.net

A yellow callout box with a speech bubble points to the email body text, containing the text: "You will receive an automated email from eGrants system notifying the creation of a new account."

The browser's taskbar at the bottom shows several open applications, including Microsoft Office, VISTA Pres..., Corporation..., * ATION, http://www..., https://egr..., 2 Microsof..., and C:\Docume... The system clock shows 10:42 AM on Tuesday, 2/21/2006.




Disable Pictures & Login

https://2011.12.12017/csp/pan/main/login.jsp

help

Corporation for
NATIONAL & COMMUNITY SERVICE ★★ ★



eGRANTS

LOGIN

User Name:

Password:

Remember me

[Login to eGrants](#)

[Forgot your password? Get help](#)

[Don't have an eGrants account? Create an account](#)

[Click here to disable the pictures](#)

Account Home

[home](#)[my account](#)[help](#)[logout](#)

eGRANTS

eGRANTS MESSAGES

Welcome Ann
3/31/2006, 2:25 PM, EST

Welcome to eGrants!

MY GRANTS/APPLICATIONS

- ➔ View all application/grants
- ➔ 2 Concept Paper Initial Entry
- ➔ 2 Concept Paper Accepted
- ➔ 1 Concept Paper Rejected
- ➔ 5 Grantee Initial Entry
- ➔ 3 Awarded
- ➔ 1 Submitted to CNCS
- ➔ 5 Prime Applicant Initial Entry
- ➔ 1 Subapplicant Initial Entry
- ➔ 1 For Competitive Submission

Start a New Application

Click the links below to begin a new grant application or concept paper.

- [Start a New Application](#) ➔
- [Start a New Concept Paper](#) ➔

My Account

Click on the links below to access common account functions.

- [My Account](#) ➔
- [Equal Opportunity Survey](#) ➔
- [Org has users awaiting approval](#) ➔

Grant Management


- [Create Continuation](#) ➔
- [Amendment](#) ➔
- [Financial Status Report](#) ➔
- [Progress Report](#) ➔
- [PPVA Report](#) ➔

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View My Account

Address https://204.124.231.9/espan/gr_main/home.jsp?sid=201ea00c21c24348987e8c2635fb1ec0

home **my account** help logout



eGRANTS

How can I access my account?

Welcome Ann
3/5/2006, 3:10 PM, EST

Welcome to eGrants!

MY GRANTS/APPLICATIONS

- View all application/grants
- 3 Concept Paper Initial Entry
- 1 Concept Paper Accepted
- 4 Grantee Initial Entry
- 1 Awarded
- 5 Prime Applicant Initial Entry
- 1 Subapplicant Initial Entry

Start a New Application	My Account	Grant Management
Click the links below to begin a new grant application or concept paper.	Click on the links below to access common account functions.	Create Continuation
Start a New Application	My Account	Amendment
	Equal Opportunity Survey	Financial Status Report
	Org has users awaiting approval	Progress Report

[9/espan/gr_account/myaccount.jsp?sid=201ea00c21c24348987e8c2635fb1ec0](https://204.124.231.9/espan/gr_account/myaccount.jsp?sid=201ea00c21c24348987e8c2635fb1ec0)

My Account Page

eGRANTS

Welcome Ann
3/6/2006, 3:29 PM, EST

Grantee Info

Ann Kirkland
123 Hope Street
Pleasanton, CA 96543
Status: Grantee

MY ACCOUNT

Update My Login Info...

You can change the following information by clicking on the links below:

- ➔ Change My Password
- ➔ Change My Password Q&A
- ➔ Change My Email Address
- ➔ View All

Edit My Organization Info...

You can change the following information by clicking on the links below:

- ➔ Update Organization's Contact Information
- ➔ Update Organization's Attributes
- ➔ Edit User Role/Permissions
- ➔ View All
- ➔ Change My Primary User Role

Update My Profile...

You can change the following information by clicking on the links below:

- ➔ View All

Update My Contact Info...

You can change the following information by clicking on the links below:

- ➔ View All

Edit User Role/Permissions

Search | [Icons] | Check | [Icons] | Options

[home](#)

[my account](#)

[help](#)

[logout](#)



eGRANTS

Welcome Ann

3/7/2006, 12:57 PM, EST

Grantee Info

Ann Kirkland
123 Hope Street
Pleasanton, CA 96543
Status: Grantee

My Account

[cancel](#)

[submit](#) [arrow]

Please change user role/permission below.

Beagle, Snoopy

No Access ...

Beagle, Snoopy

No Access ...

Kirkland, Patrick

Grantee with access to budget

Pagan, April

No Access ...

- No Access ...
-
- Grantee with access to budget
- Grantee without access to budget
- Grantee Admin

[cancel](#)

[submit](#) [arrow]

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User Role Assigned

[home](#)[my account](#)[help](#)[logout](#)

eGRANTS

Welcome Ann

3/7/2006, 12:58 PM, EST

Grantee Info

Ann Kirkland
123 Hope Street
Pleasanton, CA 96543
Status: Grantee

My Account

User Role/Permissions Setting Changed

Pagan, April: Grantee with access to budget

edit again

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[Return to My Account Page](#)

User Roles

- **Grantee without access to budget**
 - Have limited application information; no budget access.
 - Cannot update organizational information or assign user role.
 - Can authorize, assure, and certify.
- **Grantee with access to budget**
 - Have access to entire application information, including budget information.
 - Cannot update organizational information or assign user role.
 - Can authorize, assure, and certify.
- **Grantee Administrator**
 - Have access to entire application, including budget information.
 - Can update organizational information, and can assign user role.
 - Can authorize, assure, and certify. (*The Grantee Admin role is not synonymous with Authorized Representative.)
 - If you are the first person to create an account for your organization, by default, you will be the Grantee Admin.

View All to Update Organization Info.

EIN #: 987654321

Organization's Name: Kirkland County Rescue Mission

* Organization Type:

ORGANIZATIONAL CHARACTERISTIC(S)

Please enter the characteristic(s) that best describe your organization.

Org. Characteristic: **delete**

Org. Characteristic: **delete**

Add additional Org. Characteristics 

Update the Org. Info. and click **Submit**.

CONTACT INFORMATION

* Street Address 1:

Street Address 2:

* City:

* State:

* Zipcode: -

* Phone: . . ext.

Edit Password/Q&A, Update Email

eGRANTS

Welcome Ann

3/6/2006, 3:40 PM, EST

Grantee Info

Ann Kirkland
123 Hope Street
Pleasanton, CA 96543
Status: Grantee

My Account

cancel

next

Please edit your login information below.

New Password: ?

Retype New Password: ?

Password Question: ?

Password Answer: ?

Email: ?

Retype e-mail: ?

Click View All in Update My Login Info...

508 Approved | [Report a Bug](#)

cancel

next

Turn off Pop-up Blocker

licant Homepage - Microsoft Internet Explorer provided by Aguirre MIS

View Favorites Tools Help

Mail and News
Pop-up Blocker
Manage Add-ons...
Synchronize...
Windows Update
Windows Messenger
Sun Java Console
Start WebEx One-Click Meeting
Reset Web Settings...
Internet Options...

Turn Off Pop-up Blocker
Pop-up Blocker Settings...

home my account help logout

eGRANTS

eGRANTS MESSAGES		MY GRANTS/APPLICATIONS
Welcome Ann 3/9/2006, 6:37 PM, EST	Welcome to eGrants!	View all application/grants 4 Concept Paper Initial Entry 35 Grantee Initial Entry 11 Prime Applicant Initial Entry 6 Subapplicant Initial Entry

Start a New Application	My Account	Grant Management
Click the links below to begin a new grant application or concept paper. Start a New Application Start a New Concept Paper	Click on the links below to access common account functions. My Account Equal Opportunity Survey Org has users awaiting approval	Create Continuation Amendment Financial Status Report Progress Report PPVA Report

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