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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 log in 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.

- FOR APPLICANTS
- APPLICANT SYSTEM-TO-SYSTEM
- FOR GRANTORS
- Agency Registration
- Agency System-to-System Forms Repository
- Grantor Resources
- ABOUT GRANTS.GOV
- HELP
- CONTACT US
- SITE MAP

Home > For Grantors >

GRANTOR REGISTRATION – FOR FEDERAL AGENCIES ONLY

This registration page is for federal agencies to register with Grants.gov to post and manage funding opportunities. If you are an organization or individual registering to submit applications to Grants.gov, please go to ["FOR APPLICANTS, Get Registered"](#).

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.

To Become a Grantor Agency User:

- 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](#).
- Click the "Get Registered" button below.
- Next complete your profile page.
- Create a [secret question/secret answer](#).
- And create a username/password.

Once you have successfully completed these registration steps you are now able to login to Grants.gov and have full use of the system. View the [Grantor Registration User Guide](#) for step-by-step instructions to register. For more information about grantor functionality within the system, see the [Grantor User Guide](#).

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.

[Get Registered >>](#)

Click here to receive our Quarterly "Succeed" e-newsletter

Quick Links

Latest News!
[Grants.gov Blog](#)
[\[Exit Disclaimer\]](#)

FOR APPLICANTS

- [Grant Search](#)
- [Grant Email Alerts](#)
- [Get Registered](#)
- [Applicant Login](#)
- [E-Biz BOC Login](#)
- [Track My Application](#)

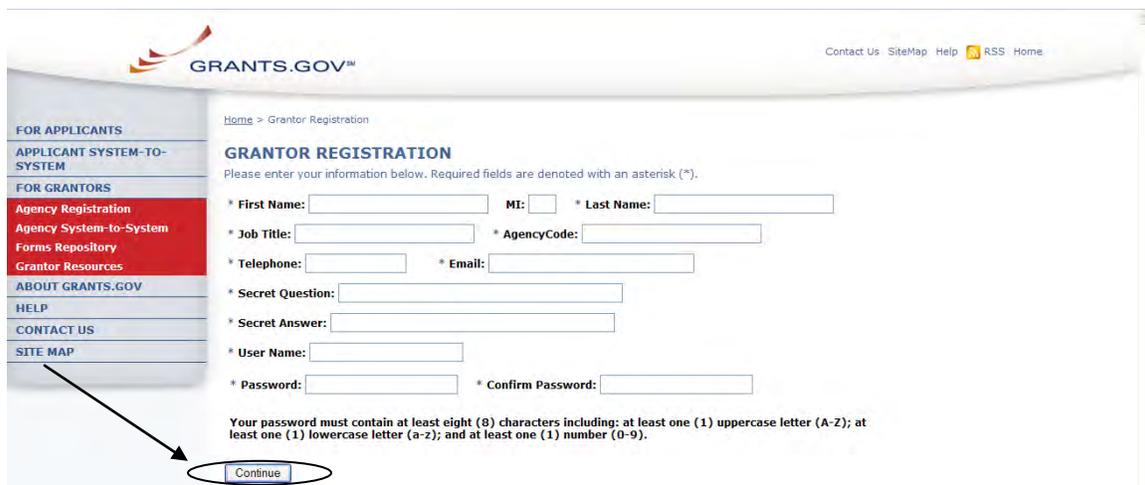
FOR GRANTORS

- [Grantor Login](#)
- [New Agency Users](#)
- [Resources](#)

Completing the Registration Profile

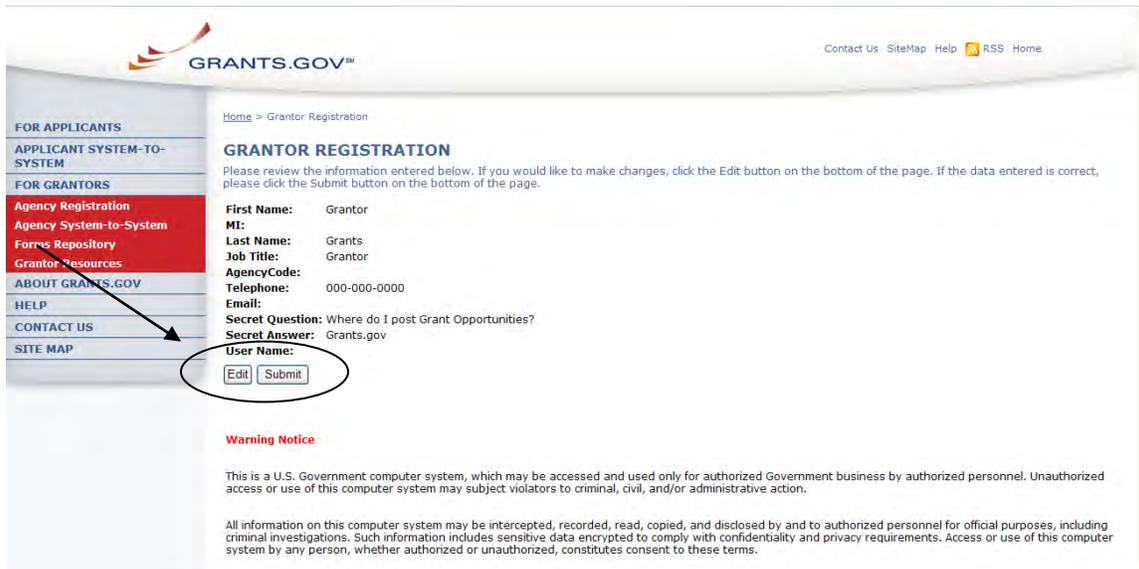
In order to safeguard the security of your electronic information, Grants.gov requires all agency users to create an account in the Grants.gov system. In order to access the account the user must verify that they are able to obtain a username and password. This process determines that someone really is who they claim to be. The Grants.gov Agency Code can be obtained by contacting the grants management office or the agency point of contact within your agency; you will need the Agency Code for registration.

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

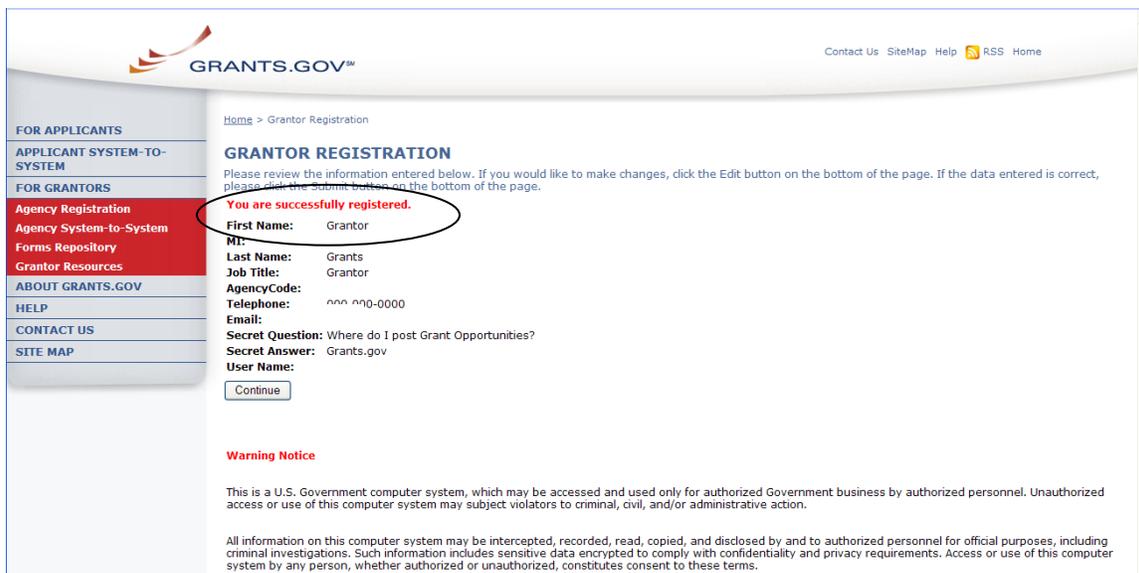


The screenshot shows the Grants.gov website interface. At the top left is the Grants.gov logo. At the top right are links for Contact Us, SiteMap, Help, RSS, and Home. On the left side, there is a navigation menu with categories: FOR APPLICANTS, APPLICANT SYSTEM-TO-SYSTEM, FOR GRANTORS, ABOUT GRANTS.GOV, HELP, CONTACT US, and SITE MAP. The 'FOR GRANTORS' section is expanded, showing links for Agency Registration, Agency System-to-System, Forms Repository, and Grantor Resources. The main content area is titled 'GRANTOR REGISTRATION' and contains a registration form. The form includes fields for First Name, MI, Last Name, Job Title, Agency Code, Telephone, Email, Secret Question, Secret Answer, User Name, Password, and Confirm Password. A password requirement note is displayed below the form: 'Your password must contain at least eight (8) characters including: at least one (1) uppercase letter (A-Z); at least one (1) lowercase letter (a-z); and at least one (1) number (0-9)'. A 'Continue' button is located at the bottom of the form, circled in red, with an arrow pointing to it from the left.

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.



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.



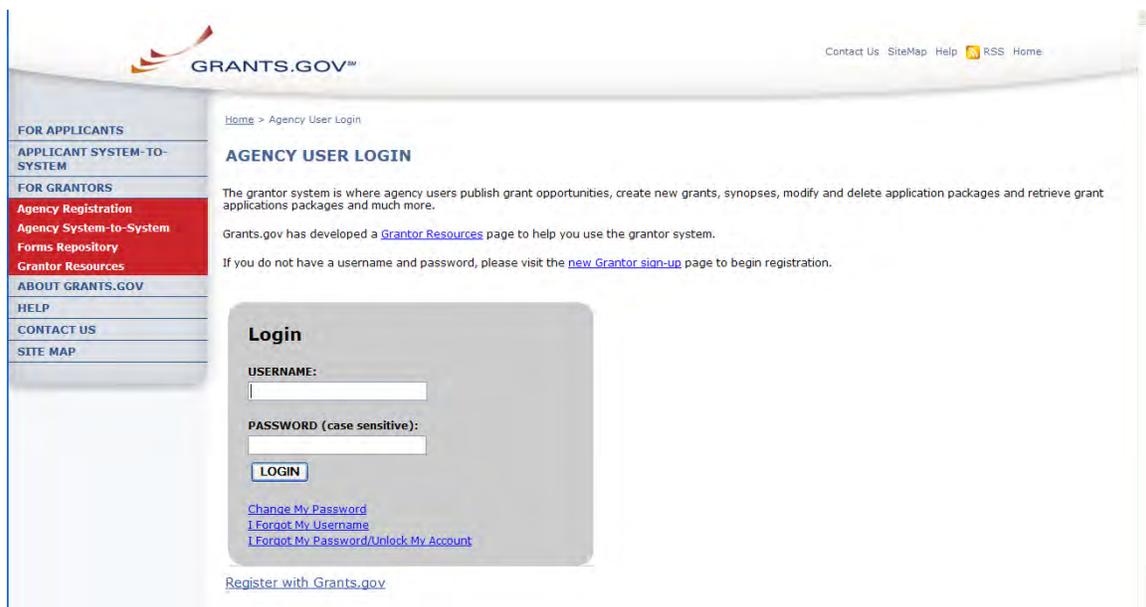
Login as a Grantor

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



The screenshot shows the Grants.gov homepage. The navigation menu on the right includes 'FOR GRANTORS' with a sub-menu containing 'Agency Login', 'New Agency Users', and 'Resources'. An arrow points from the 'Agency Login' link to the 'FOR GRANTORS' section.

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.

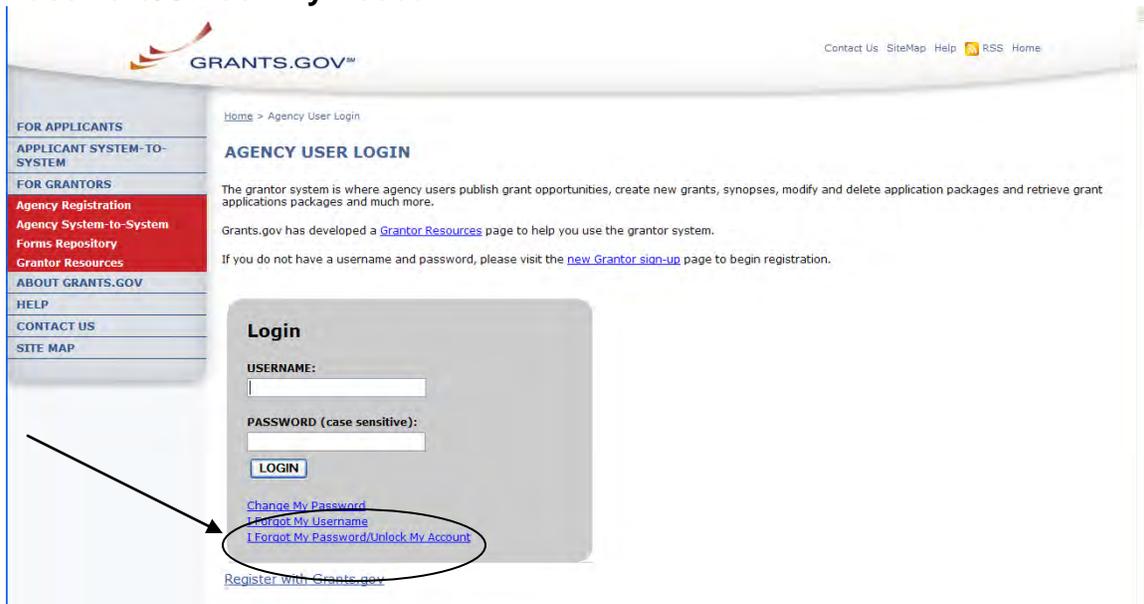


The screenshot shows the 'AGENCY USER LOGIN' page. It features a login form with fields for 'USERNAME:' and 'PASSWORD (case sensitive):', and a 'LOGIN' button. Below the form are links for 'Change My Password', 'I Forgot My Username', and 'I Forgot My Password/Unlock My Account'. The page also includes a navigation menu on the left and a breadcrumb trail at the top: 'Home > Agency User Login'.

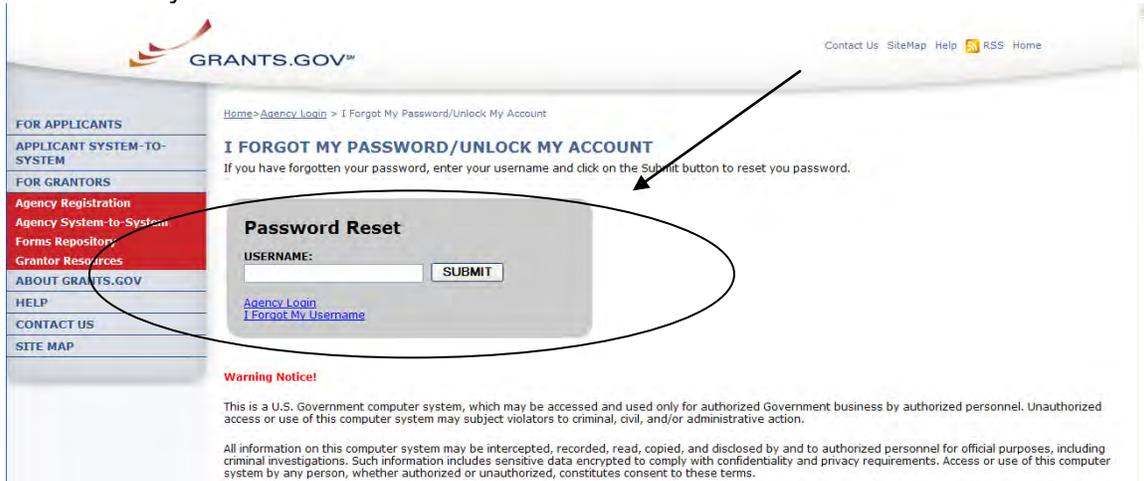
I Forgot My Password/Unlock My Account

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

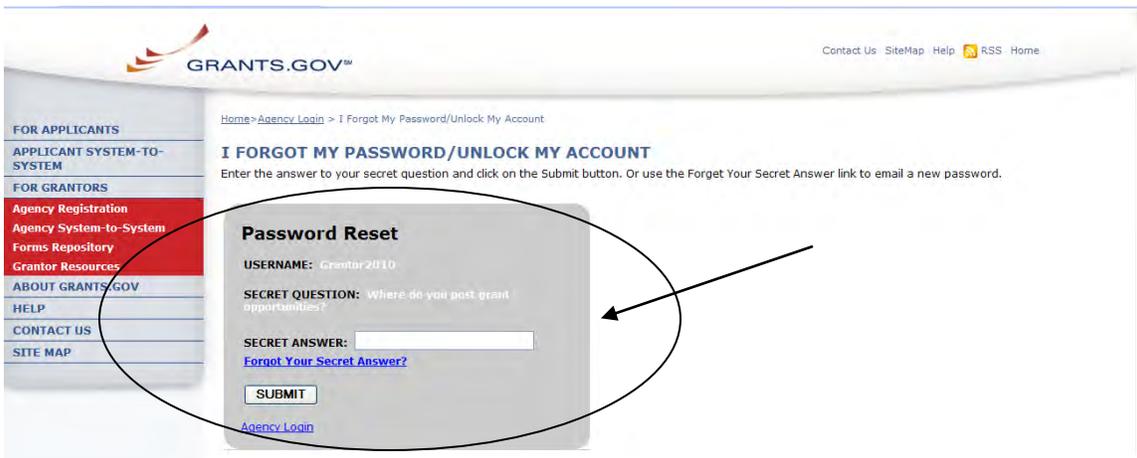
Go to the **Grantor login** page and click on the link **I Forgot My Password/Unlock My Account**.



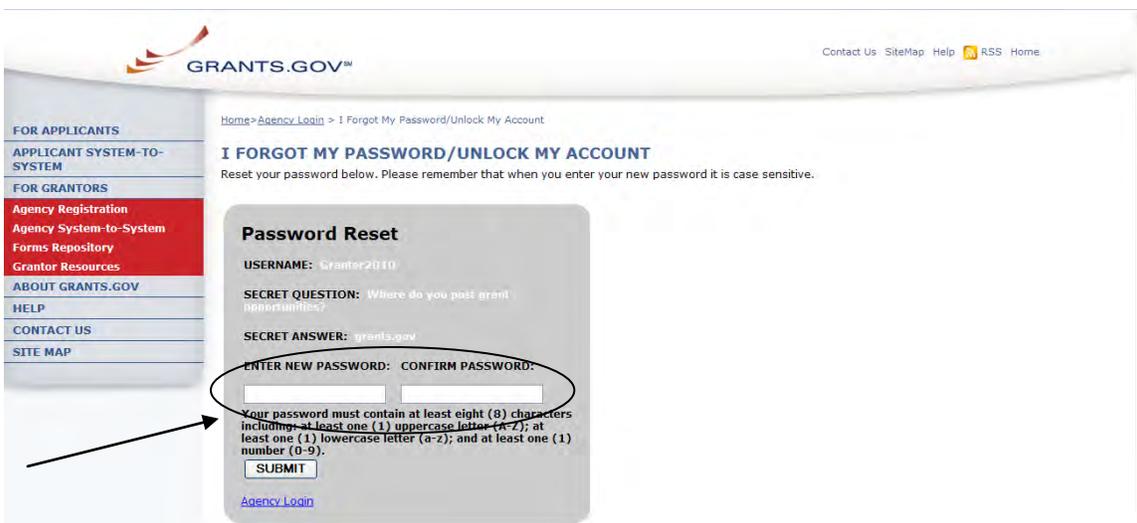
Then enter your username and click the **Submit** button.



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



Once you have reset your password a message will appear that your password has been changed.

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[Home](#) > [Agency Login](#) > I Forgot My Password/Unlock My Account

I FORGOT MY PASSWORD/UNLOCK MY ACCOUNT

Reset your password below. Please remember that when you enter your new password it is case sensitive.

Password Reset

Password has been changed.

USERNAME: [creator2011](#)

SECRET QUESTION: Where do you find grant opportunities?

SECRET ANSWER: [grants.gov](#)

ENTER NEW PASSWORD: CONFIRM PASSWORD:

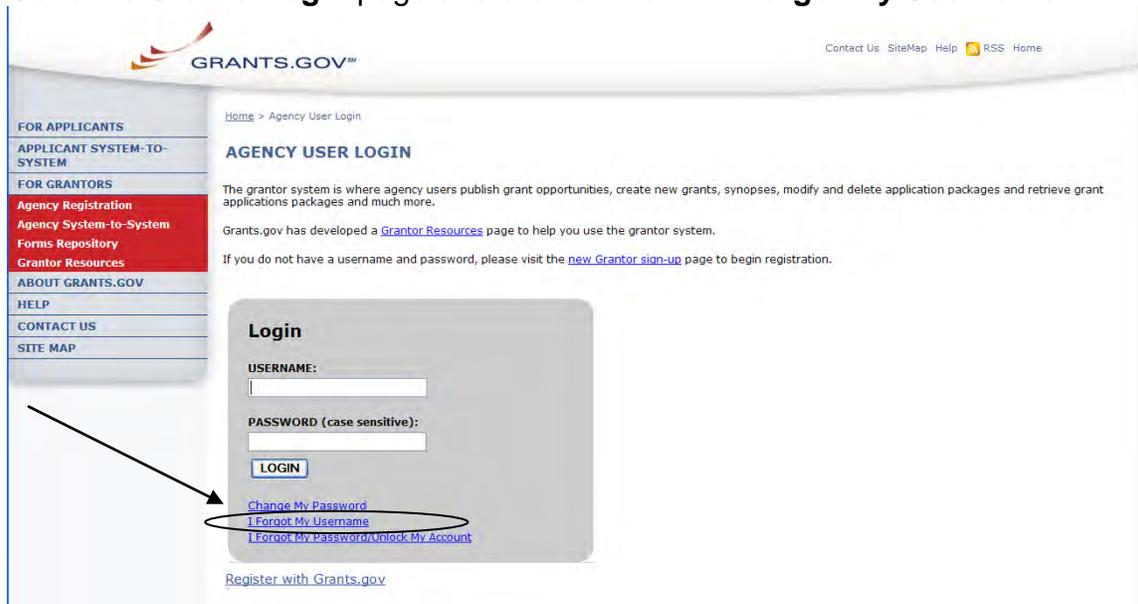
Your password must contain at least eight (8) characters including: at least one (1) uppercase letter (A-Z); at least one (1) lowercase letter (a-z); and at least one (1) number (0-9).

[Agency Login](#)

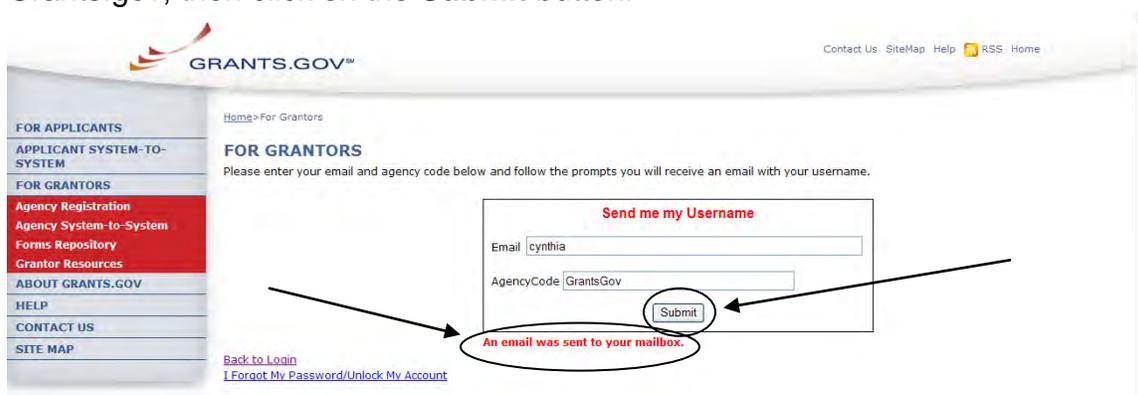
I Forgot My Username

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

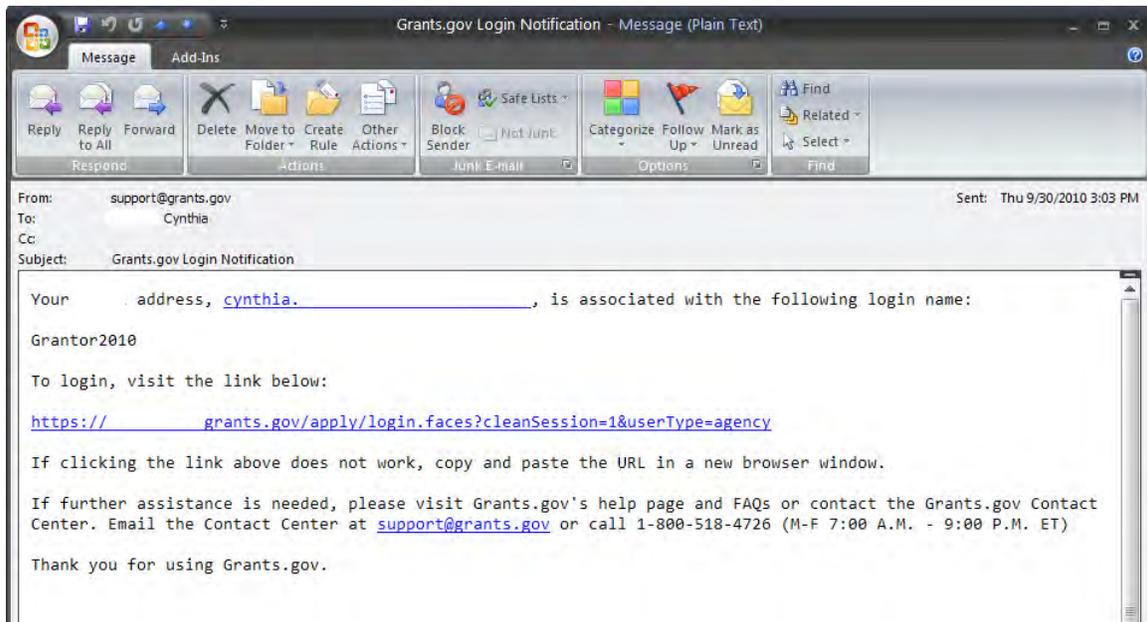
Go to the **Grantor login** page and click on the link **I Forgot My Username**.



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**. Use the search box to view a list of your agency users.

To reassign roles, choose the user you wish to modify and then click the **Reassign Roles** button.

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Welcome,

Home > For Agencies > Manage Agency Users

Export Data

Search By: All Search

Reassign Roles View Profile Deactivate User

Search returned 2 results:

| User ID | Last Name | First Name | Account Status |
|-------------|-----------|------------|----------------|
| Impfinder | Wallace | Mya | INACTIVE |
| Impcreative | Nguyen | Cindy | ACTIVE |

Manage My Profile
View Closings Calendar
Submission Report
Set Agency Level
Create Agency
Modify Agency
Published Opportunities
Applicant Report
Organization Report
Reaction Report
Get Version
Audit Report
Change My Password
Manage Opportunities
Retrieve Submitted Applications
Assign Agency Tracking Number
Manage Application
Manage Agency Users

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.

Welcome, Cindy

Home > For Agencies > Manage Agency Users > Reassign User Roles

REASSIGN USER ROLES

User Name: "Wallace, Mya"
User ID: GG

Remaining Roles:
No remaining roles

Current Roles:
Manage Synopses
Manage Packages
View Applications
Agency Proposal Views
Manage Agencies
Agency Tracking Number Assign
Agency Grant Retrieval
Agency Template Creator

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