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Security Build Overview

Applicants

Updated September 9, 2010

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Background

The Security Build is an update to the Grants.gov system to comply with the National Institute of Standards and Technology (NIST) security standards.¹ The changes for the build will be available on October 11, 2010. These updates will not apply to System-to-System accounts. Applicants will experience a number of system changes that include updates to passwords and logins, including:

- New password requirements
- 90-day password expiration
- New change password option
- Enhancements to “I Forgot My Password”
- Account lockout for incorrect passwords
- User roles removed after one (1) year of inactivity
- Updates to the user profile.

This document will explain the changes to the system and what to expect once the security build is in place.

1. New Password Requirements

When an applicant (Authorized Organization Representative (AOR) or Individual) changes a password in the Grants.gov system, the password will have to comply with the following requirements:

- Cannot be the same as the previous three (3) passwords
- Must contain at least eight (8) characters
- Must contain at least one (1) number
- Must contain at least one (1) uppercase letter
- Must contain one (1) lower case letter.

What to expect:

When an applicant changes a password, prompts will be displayed with instructions to comply with the new password requirements.

¹ The National Institute of Standards and Technology (NIST) Special Publication (SP) 800-53A, recommended Security Controls for Federal Information Systems. The items listed in this document will be included in the Security Build on October 11, 2010.

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Home > Change My Password

CHANGE MY PASSWORD

To change your password, please complete the fields below.

USERNAME:

CURRENT PASSWORD (case sensitive):

NEW PASSWORD (case sensitive):

CONFIRM NEW 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.

Home > I Forgot My Password

I FORGOT MY PASSWORD/UNLOCK MY ACCOUNT

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

Password Reset

• 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.

USERNAME:

SECRET QUESTION:

SECRET ANSWER:

ENTER NEW PASSWORD:

CONFIRM PASSWORD:

[Back to Applicant Login](#)

Example screenshots:

2. Passwords Expire In 90 Days

All passwords starting the day of implementation will expire in 90 days.

Going forward all passwords will expire every 90 days. For example, if a password is changed today, today is considered as day one (1). This password will be valid for 90 calendar days and will not be valid on the 91st day or onward.

Without a valid password, an applicant will not be able to login to Grants.gov and submit an application.

What to expect:

Applicant Center Login

- Applicants who successfully log in to Grants.gov will see a password expiration warning message, beginning 15 days before expiration. Grants.gov will display a countdown message of the number of days until the password expires when the users log in or until the password is changed.

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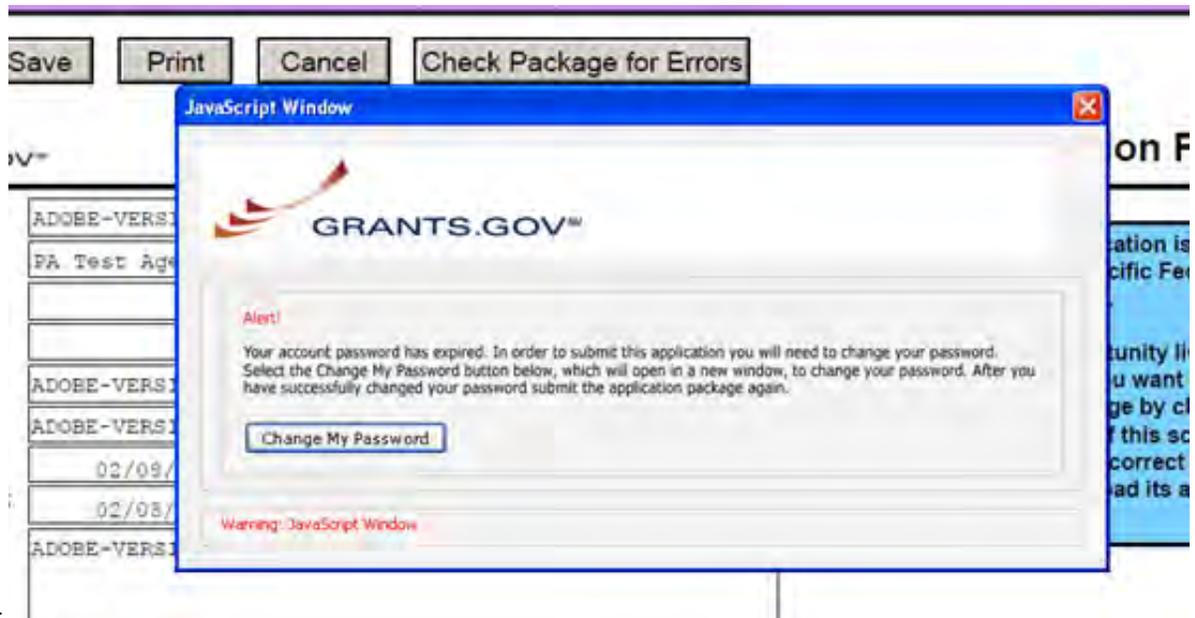


Example screenshot:

- No users with an expired password will be able to log in using the browser. Users can change the password by using the “Change My Password” button on the login page. If the user is successful in changing the password, then the user will be able to log in.

Application Submission

- Applicants will not be able to submit their application if a password has expired.
 - Applicants will receive an error message with instructions to change the password. After changing the password, applicants can submit the application immediately.



Example screenshot:

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Password Expiration Email Notification

- All users will receive two (2) email notifications before passwords expire.
 - The first email notification will be sent 15 days before the password expires.
 - The second email notification will be sent five (5) days before the password expires.

3. New Change Password Option

Applicants will be able to change a password at any time by entering their current password and entering a new password twice correctly. The change password option will be provided on the applicant login page and within the Applicant Center.

What to expect:

When applicants receive the email notification that their password will expire, they can use the Change My Password functionality to avoid password expiration.

The image contains two screenshots of the applicant system interface. The left screenshot is titled 'APPLICANT LOGIN' and includes instructions to login to check AOR status and manage applications. It features a 'Login' box with 'USERNAME:' and 'PASSWORD (case sensitive):' fields, a 'LOGIN' button, and links for 'Change My Password', 'I Forgot My Username', and 'I Forgot My Password/Unlock My Account'. The right screenshot is titled 'CHANGE MY PASSWORD' and includes instructions to complete fields to change the password. It features a 'CHANGE MY PASSWORD' box with 'USERNAME:', 'CURRENT PASSWORD (case sensitive):', 'NEW PASSWORD (case sensitive):', and 'CONFIRM NEW PASSWORD:' fields, a 'SUBMIT' button, and a password requirement notice: '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.'

Example screenshots:

4. Enhancements to “I Forgot My Password”

Currently, the only way to retrieve a forgotten password is to answer the security question. If an applicant forgets the answer to the security question a new option will be available on the “I Forgot My Password/Unlock My Account” page. The new option allows applicants to request a system generated password through an email message. The system will send the email to the address in the user’s profile.

What to expect:

Applicants will receive the system generated password. The password will not expire for 90 days.

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Example screenshot:

5. Account Lockout for Incorrect Passwords

The applicant's account will lock for 15 minutes if the user provides the wrong password three (3) consecutive times within a five (5) minute period.

What to expect:

a. Applicant Center Login

- Once an applicant is locked out, the applicant will not be able to login through the browser for 15 minutes.
 - After 15 minutes with no attempts to log in, the applicant can log in to the system with the correct password.
 - Applicants who don't know the correct password can unlock an account within 15 minutes by using the "I Forgot My Password/Unlock My Account" option, or by requesting a system-generated password.

b. Applications

- Applicants will not be able to submit their applications during the lockout period (15 minutes).
 - Applicants can unlock an account by using the "I Forgot My Password/Unlock My Account" option by entering their correct username and password during the 15 minute period, or by requesting a system generated password and then submitting the application.
 - The applicant can also wait for 15 minutes and then, by logging in with a correct password, submit the application.

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Example screenshots:



6. Changes to “Manage My Profile”

User profile updates for applicants include two types of fields, those that can be updated and not updated.

What to expect:

For applicant users, the following fields cannot be updated on the “Manage My Profile” page:

- Username
- DUNS.

The following fields can be updated on the “Manage My Profile” page with a valid password:

- First Name
- MI
- Last Name
- Job Title

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- Telephone
- Email
- Secret Question
- Secret Answer.

MANAGE MY PROFILE

First Name: MI: Last Name:

Job Title: DUNS:

Telephone: Email:

Secret Question:

Secret Answer:

Username:

To submit your changes please enter your password below.

Password:

Example screenshot:

7. User Role Removal After One (1) Year of No Activity

Accounts that are inactive for one (1) calendar year will be deactivated. An inactive account is defined as having no login activity for one (1) year.

What to expect for an AOR:

Once the account is inactive, the role for AORs will be removed and the applicant will not be able to log in or apply for grant opportunities. To reactivate an account, the applicant must change the password. The AOR will not be able to submit applications until the E-Biz POC reassigns the applicant as an AOR.

If the 90-day expiration notifications are ignored and there is no account activity, an email notification will be sent to the applicant every week for four (4) weeks prior to account deactivation and role removal. The username will be included in the email notifications as well as a link to update the password.

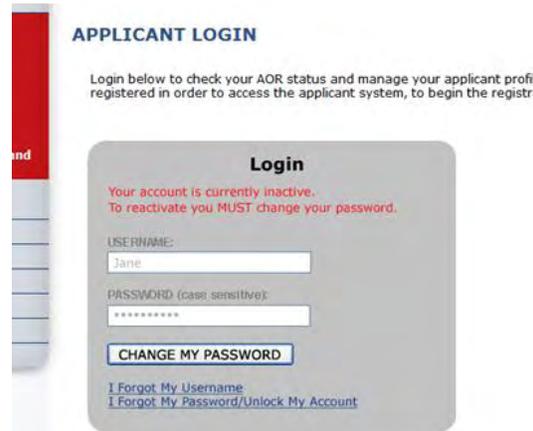
What to expect for an Individual:

Once the account is inactive the Individual applicant will need to change their password to reactivate their account.

If the 90-day expiration notifications are ignored and there is no account activity, an email notification will be sent to the applicant every week for four (4) weeks prior to account deactivation. The username will be included in the email notifications as well as a link to update the password.

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APPLICANT LOGIN

Login below to check your AOR status and manage your applicant profile registered in order to access the applicant system, to begin the registration process.

Login

Your account is currently inactive.
To reactivate you **MUST** change your password.

USERNAME:

PASSWORD (case sensitive):

[CHANGE MY PASSWORD](#)

[I Forgot My Username](#)
[I Forgot My Password/Unlock My Account](#)

Example screenshot:

Other Resources

If you are an E-Biz POC for your organization, please visit www.grants.gov/securitycommebiz for more information about new E-Biz POC functionality that will be included in the Security Build.

For more information about the Grants.gov process including finding grant opportunities, registration process and applying for a grant – review the Applicant User Guide, FAQs and find additional help by using the iPortal.