

FIND

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 <u>Agency Point of Contact</u>.
- 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 <u>Grantor User Guide</u> for more information about grantor functionality within the system.

If you need further assistance with the registration process, please contact your **<u>Grants.gov Program Advisor</u>**. 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.

	SRANTS.GOV [™] Search Contact Us Site Map Help SRSS	Home
FOR APPLICANTS	Home » For Grantors »	Click here to
APPLICANT SYSTEM-TO- SYSTEM	GRANTOR REGISTRATION - FOR FEDERAL AGENCIES ONLY	Quarterly
FOR GRANTORS	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"	newsletter
Agency Registration Agency System-to-System Forms Repository	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.	Quick Links
Grantor Resources	To Become a Grantor Agency User:	Grants.gov Blog [Exit Disclaimer]
ABOUT GRANTS.GOV HELP CONTLCT US SITE MAP	 You will need your <u>agency's enrollment code</u> to complete the registration process. If you do not know this information, contact the Super User designated as your <u>Agency Point of Contact</u>. Cick the "Cot Registered" button below. Next complete your profile page. Create a <u>secret question/secret answer</u>. And create a username/password. 	FOR APPLICANTS • Grant Search • Grant Email Alerts • Get Registered • Applicant Login • E-Biz POC Login
	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 <u>Grantor Registration User Guide</u> of rostep by-step instructions to register. For more information about grantor functionality within the system, see the <u>Grantor User Guide</u> .	Track My Application FOR GRANTORS Grantor Login New Agency Users

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.

OR APPLICANTS	Home > Grantor Registration
PPLICANT SYSTEM-TO-	GRANTOR REGISTRATION
OR CRANTORS	 Please enter your information below. Required fields are denoted with an asterisk (*).
gency Registration	* First Name: MI: * Last Name:
gency System-to-System orms Repository	* Job Title: * AgencyCode:
rantor Resources	* Telephone: * Email:
BOUT GRANTS.GOV	* Secret Question:
ELP	
ONTACT US	* Secret Answer:
ТЕ МАР	* User Name:
	* Darcword: * Confirm Darcword:

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.

FOR APPLICANTS	Home > Grantor Registration
SYSTEM	GRANIOR REGISTRATION Please review the information entered below. If you would like to make changes, click the Edit button on the bottom of the page. If the data entered is correct,
POR GRANTORS Agency Registration Agency System-to-System Forns Repository Grantor Yesources ABOUT GRANTS.GOV HELP CONTACT US SITE MAP	First Name: Grantor MI: Last Name: Grants Job Title: Grantor AgencyCode: Telephone: 000-000-0000 Email: Secret Question: Where do I post Grant Opportunities? Secret Answer: Grants.gov User Name: Edit Submit
	Warning Notice This is a U.S. Government computer system, which may be accessed and used only for authorized Government business by authorized personnel. Unauthorized access or use of this computer system may subject violators to criminal, civil, and/or administrative action.
	All information on this computer system may be intercepted, recorded, read, copied, and disclosed by and to authorized personnel for official purposes, including criminal investigations. Such information includes sensitive data encrypted to comply with confidentiality and privacy requirements. Access or use of this computer system by any person, whether authorized or unauthorized, constitutes consent to these terms.

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.

G	Contact Us SiteMap Help SRSS Home	2
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 > Grantor Registration Please review the information entered below. If you would like to make changes, click the Edit button on the bottom of the page. If the data entered is correct, please the statistic matter below. If you would like to make changes, click the Edit button on the bottom of the page. If the data entered is correct, please the statistic matter below. If you would like to make changes, click the Edit button on the bottom of the page. If the data entered is correct, please the statistic matter below. If you would like to make changes, click the Edit button on the bottom of the page. If the data entered is correct, please the statistic matter below. If you would like to make changes, click the Edit button on the bottom of the page. If the data entered is correct, please the statistic matter below. If you would like to make changes, click the Edit button on the bottom of the page. If the data entered is correct, please the statistic matter below. If you would like to make changes, click the Edit button on the bottom of the page. If the data entered is correct, please the statistic matter below. If you would like to make changes, click the Edit button on the bottom of the page. If the data entered is correct, please the statistic matter below. If you would like to make changes, click the Edit button on the bottom of the page. If the data entered is correct, please the statistic matter below. If you would like to make changes, click the Edit button on the bottom of the page. If the data entered is correct, please the statistic matter below. If you would like to make the page. If the data entered is correct, please the statistic matter below to matter below. If you would like to make the page. If the data entered is correct, please the statistic matter below to	
	Warning Notice This is a U.S. Government computer system, which may be accessed and used only for authorized Government business by authorized personnel. Unauthorized access or use of this computer system may subject violators to criminal, civil, and/or administrative action. All information on this computer system may be intercepted, recorded, read, copied, and disclosed by and to authorized personnel for official purposes, including criminal investigations. Such information includes sensitive acta to cause the computer system may be included as a sensitive action and privacy requirements. Access or use of this computer system by any person, whether authorized or unauthorized, constitutes consent to these terms.	

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.

G	RANTS.GOV ^w Search Contact Us Site Map Help	RSS
FOR APPLICANTS Find Grant Opportunities Get Registered Apply for Grants		Sign-up for our "Succeed" Quarterly Newsletter
Track Your Application	Find Apply Succord	Quick Links
Applicant Resources	rina. Apply. Succeea.	Latest News!
Search FAQS, User Guides and Site Information		Grants.gov Blog
APPLICANT SYSTEM-TO- SYSTEM	Grants.gov is your source to FIND and APPLY for federal government grants. The U.S. Department of Health and Human Services is proud to be the managing partner for Grants.gov, an initiative that is having an unparalleled impact on the grant community. Learn more about Grants now, and determine if you are elinible for react conportunities offered on this site	FOR APPLICANTS • Grant Search
FOR GRANTORS		Grant Email Alerts
ABOUT GRANTS.GOV	Grants.gov does not provide personal financial assistance. To learn where you may find personal help, check Governmen	<u>Get Registered</u> Applicant Login
HELP	<u>Denents, Student Loans</u> and <u>Sman Dusiness Start-up Loans</u> .	E-Biz POC Login
CONTACT US	What's New This Week at Grants.gov	FOR ORIUTORS
SITE MAP		Agency Login
	New Opportunities This Week	<u>New Agency Users</u>
	Recovery Act Opportunities on Grants.gov	• <u>Resources</u>

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.

	GRANTS.GOV™
FOR APPLICANTS	Homg > Agency User Login
APPLICANT SYSTEM-TO- SYSTEM	AGENCY USER LOGIN
FOR GRANTORS	The grantor system is where agency users publish grant opportunities, create new grants, synopses, modify and delete application packages and retrieve grant applications packages and much more.
Agency System-to-System	Grants.gov has developed a <u>Grantor Resources</u> page to help you use the grantor system.
Grantor Resources	If you do not have a username and password, please visit the <u>new Grantor sign-up</u> page to begin registration.
HELP	
CONTACT US SITE MAP	Login
-	USERNAME:
	PASSWORD (case sensitive):
	LOGIN
	Change My Password I Forgat My Username I Forgat My Password/Unlock My Account
	Register with Grants.gov

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**.

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FOR APPLICANTS APPLICANT SYSTEM-TO- SYSTEM FOR GRANTORS Agency Registration Agency System-to-System Forms Repository Grantor Resources ABOUT GRANTS.GOV	Home > Agency User Login AGENCY USER LOGIN The grantor system is where agency users publish grant opportunities, create new grants, synopses, modify and delete application packages and retrieve grant applications packages and much more. Grants.gov has developed a <u>Grantor Resources</u> page to help you use the grantor system. If you do not have a username and password, please visit the <u>new Grantor sion-up</u> page to begin registration.
HELP CONTACT US SITE MAP	Login USERNAME: PASSWORD (case sensitive): LOGIN Change My Password Lerradt My Password Lerradt My Password/Unlock My Account Register With Grants.gov

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

5	
FOR APPLICANTS	Home>Agency Login > I Forgot My Password/Unlock My Account
APPLICANT SYSTEM-TO- SYSTEM	I FORGOT MY PASSWORD/UNLOCK MY ACCOUNT
FOR GRANTORS	
Agency Registration	
Agency System-to-System Forms Repositor, Grantor Resources ABOUT GRA ITS.GOV HELP CONTACT US SITE MAP	Password Reset USERNAME: SUBMIT Agency Login LForgot My Username
	Warning Notice!
	This is a U.S. Government computer system, which may be accessed and used only for authorized Government business by authorized personnel. Unauthorized access or use of this computer system may subject violators to criminal, civil, and/or administrative action.
	All information on this computer system may be intercepted, recorded, read, copied, and disclosed by and to authorized personnel for official purposes, including criminal investigations. Such information includes sensitive data encrypted to comply with confidentiality and privacy requirements. Access or use of this computer system by any person, whether authorized or unauthorized, constitutes consent to these terms.

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.

	Contect Us SiteMap Help 🔂 RSS Home
FOR APPLICANTS	Home>Agency Login > I Forgot My Password/Unlock My Account
APPLICANT SYSTEM-TO- SYSTEM	I FORGOT MY PASSWORD/UNLOCK MY ACCOUNT
FOR GRANTORS	Enter the answer to your secret question and click on the Submit button. Or use the Forget Your Secret Answer link to email a new password.
Agency System-to-System Forms Repository Grantor Resources ABOUT GRANTS GOV HELP CONTACT US SITE MAP	Password Reset Username: Grentor 2010 SECRET QUESTION: Valuere da your past grant opportantities SECRET Answer: Forgal Your Secret Answer? SUBMIT Agency Logit

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.

	GRANTS.GOV™ Contact Us SiteMap Help S RSS Home
FOR APPLICANTS	Hame>Agency Login > I Forgot My Password/Unlock My Account
APPLICANT SYSTEM-TO-	I FORGOT MY PASSWORD/UNLOCK MY ACCOUNT
FOR GRANTORS	Reset your password below. Please remember that when you enter your new password it is case sensitive.
Agency Registration Agency System-to-System Forms Repository Grantor Resources	Password Reset
ABOUT GRANTS.GOV HELP	SECRET QUESTION: Where do you post aron'
CONTACT US	SECRET ANSWER: grants.gov
	ENTER NEW PASSWORD: CONFIRM PASSWORD: Logr password must contain at least eight (8) characters including-at least one (1) oppercase letter (a-z); at least one (1) lowercase letter (a-z); and at least one (1) mubber (1-9). SUBMIT Agency Login

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



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.

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FOR APPLICANTS	Home > Agency User Login
APPLICANT SYSTEM-TO- SYSTEM	AGENCY USER LOGIN
OR GRANTORS gency Registration gency System-to-System	The grantor system is where agency users publish grant opportunities, create new grants, synopses, modify and delete application packages and retrieve grant applications packages and much more. Grants.gov has developed a <u>Grantor Resources</u> page to help you use the grantor system.
orms Repository Srantor Resources ABOUT GRANTS.GOV	If you do not have a username and password, please visit the <u>new Grantor sign-up</u> page to begin registration.
IELP CONTACT US SITE MAP	Login
	USERNAME: PASSWORD (case sensitive):
	LOGIN Change My Password
	I Forgot My Username I Forgot My Password/Unlock My Account Register with Grants gov

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

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FOR APPLICANTS	Home>For Grantors	
APPLICANT SYSTEM-TO- SYSTEM	FOR GRANTORS	slow and follow the promote you will receive an email with your username
FOR GRANTORS	Please enter your email and agency code be	adwand follow the prompts you will receive an entail with your dsername.
Agency Registration		Send me my Username
Agency System-to-System		Send hie my Oserhane
Forms Repository		Email cynthia
Grantor Resources		
ABOUT GRANTS.GOV		AgencyCode GrantsGov
HELP		Submit
CONTACT US		Cublin
SITE MAP	Back to Login I Forgot My Password/Unlock My Account	An email was sent to your mailbox.

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.

Message Ad	a ⇒ G dd-Ins	rants.gov Login Notification - Message (Plain Text	D)	- = ×
Reply Reply Forward to All Respond	Delete Move to Create Other Folder* Rule Actions*	Block Int Junk Sender Junk E-mail	H Find Related → S Select → Find	
From: support@gra To: Cyr Co: Subject: Grants.gov Your addre Grantor2010	ints.gov ithia Login Notification iss, <u>cynthia.</u>	, is associated with the	e following login	Sent: Thu 9/30/2010 3:03 PM
To login, visit https:// If clicking the If further assis Center. Email th Thank you for us	the link below: <u>grants.gov/apply/logi</u> link above does not work tance is needed, please te Contact Center at <u>sup</u> sing Grants.gov.	n.faces?cleanSession=1&userType=agen k, copy and paste the URL in a new bu visit Grants.gov's help page and FA(<u>port@grants.gov</u> or call 1-800-518-47;	cy rowser window. Qs or contact the 26 (M-F 7:00 A.M.	Grants.gov Contact - 9:00 P.M. ET)

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.



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 liters > Reassign lie	et Rizles:
Manage My Profile	REASSIGN USER ROLES	
View Closings Calendar		
Submission Report	User Name: "Wallace, Mya"	
Set Agency Level	User ID: GG	\frown
Create Agency	Remaining Roles:	Current Roles:
Modify Agency	No remaining Roles	Manage Syriopses
Published Opportunities		Managa Packages View Adolications
Applicant Report		>> Agency Report Verver
Organization Report		Agency Tracking Number Assigner
Rejection Report		Agency Template Creator
Get Version		
Audit Report	- Annalisation Color Colors	
Change My Password	I have verified the identity of this user and their auth applications roles will have the ability to access proposta	ority to be assigned the above roles. I understand that users assigned the Agency Grant Retriever and View winformation in grant applications, and that users assigned the Manage Agencies role will have the ability to
Manage Opportunities	assign roles to other users on my behalf. I will periodical	review the list of users in my agency and revoke these roles when they are no longer needed.
Retrieve Submitted Applications	Continue	Cancel Reassign
Contraction interest		