



Grantor Registration User Guide

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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 login 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.



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.

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

The screenshot shows the Grants.gov website's Grantor Registration page. The page title is "GRANTOR REGISTRATION" and it includes a breadcrumb trail: "Home > Grantor Registration". A navigation menu on the left lists various sections, with "Agency Registration" highlighted in red. The main content area contains a registration form with the following fields:

- * First Name:
- MI:
- * Last Name:
- * Job Title:
- * Agency Code:
- * Telephone: (xxx-xxx-xxxx)
- * Email:
- * Secret Question:
- * Secret Answer:
- * User Name:
- * Password:
- * Confirm Password:

A "Continue" button is located at the bottom of the form, circled in red. Below the form is a "Warning Notice" section with the following text:

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.

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.

The screenshot shows the Grants.gov website's Grantor Registration confirmation screen. The page title is "GRANTOR REGISTRATION" and it includes a breadcrumb trail: "Home > Grantor Registration". A navigation menu on the left lists various sections, with "Agency Registration" highlighted in red. The main content area displays the following information:

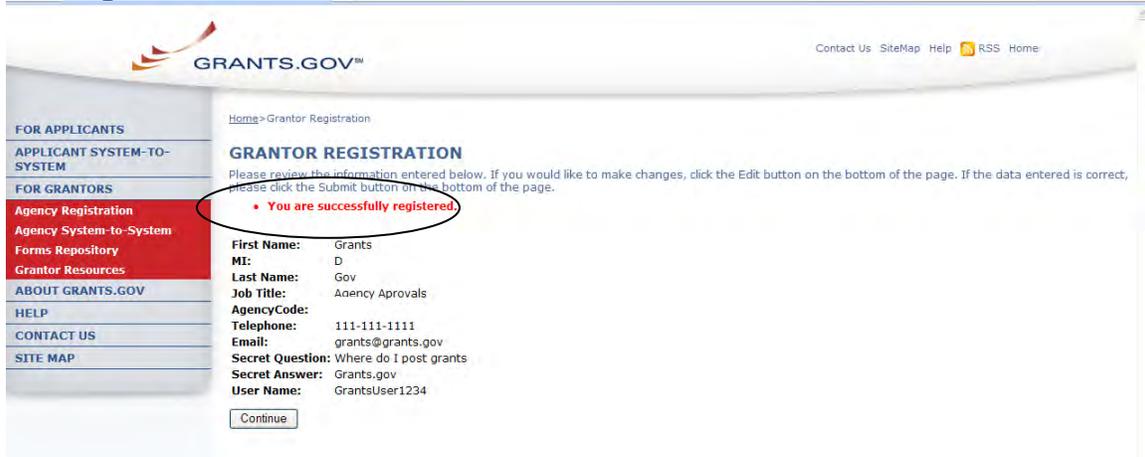
GRANTOR REGISTRATION

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 click the Submit button on the bottom of the page.

First Name: Grants
MI: D
Last Name: Gov
Job Title: Agency Approvals
Agency Code: KV
Telephone: 111-111-1111
Email: grants@grants.gov
Secret Question: Where do I post grants
Secret Answer: Grants.gov
User Name: GrantsUser1234

At the bottom of the page, there are two buttons: "Edit" and "Submit", both circled in red.

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.

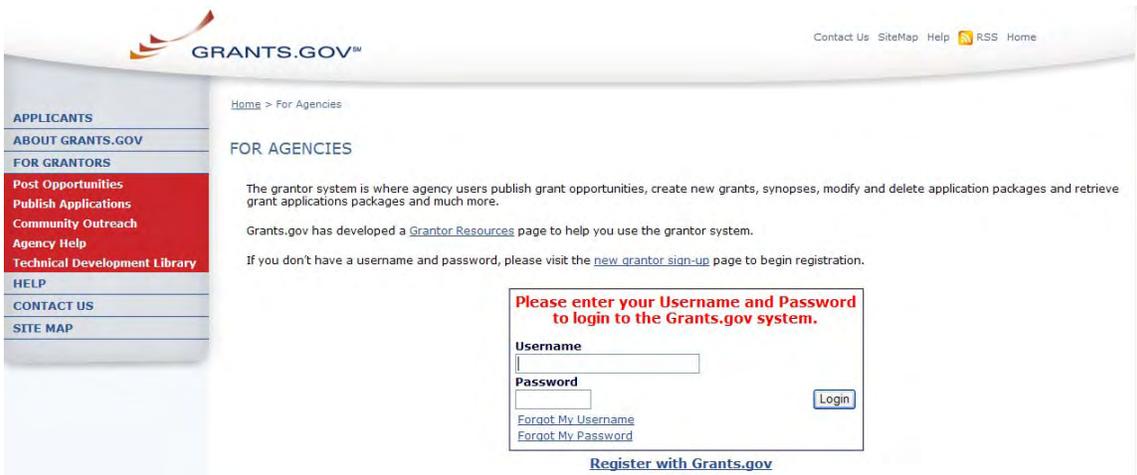


Login as a Grantor

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



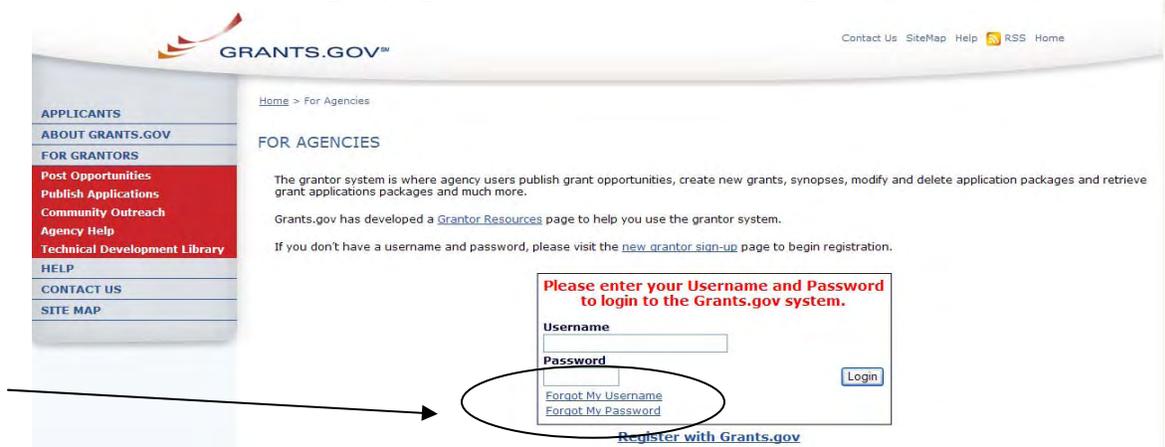
Enter the username and password you created, click on the **Login** button to enter into the grantor system. This is where you can now manage your profile and access all other grantor functionality on the Grants.gov system.



Forgot My Password

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 **Forgot My Password**.



Then enter your username and click the **Get Secret Question** button.



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

GRANTS.GOVSM Contact Us SiteMap Help RSS Home

Home > For Grantors

FOR GRANTORS

Please enter your username below and follow prompts to reset your password.

Reset My Password

Enter your username:

Secret Question:

Secret Answer:

[Back to Login](#)
[Forget My Username](#)

If you don't have a username and password, please visit the [new grantor sign-up](#) page to begin registration. Grants.gov has developed a [Grantor Resources](#) page to help you use the grantor system.

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 **Reset My Password** button.

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Home > For Grantors

FOR GRANTORS

Please enter your username below and follow prompts to reset your password.

Reset My Password

Enter your username:

Secret Question:

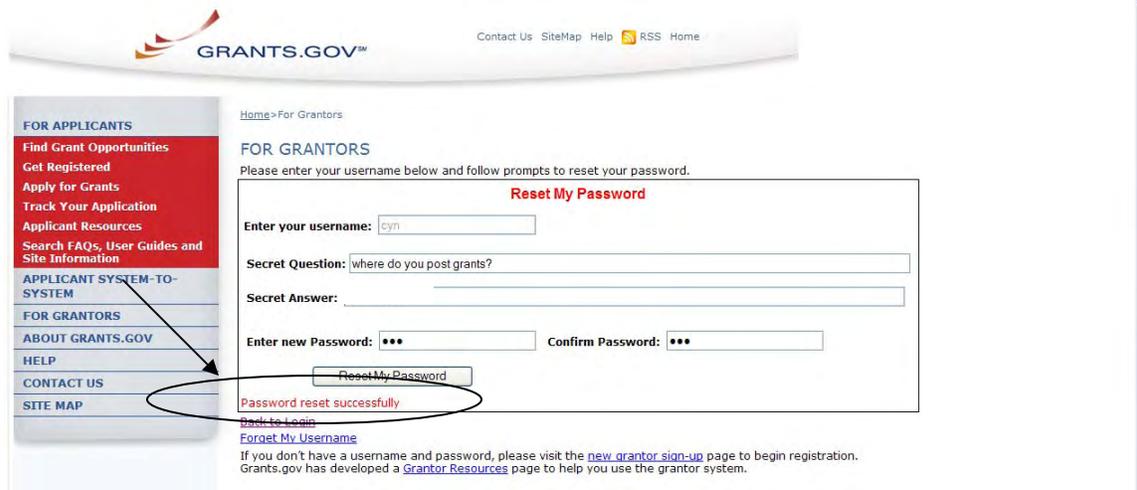
Secret Answer:

Enter new Password: Confirm Password:

[Back to Login](#)
[Forget My Username](#)

If you don't have a username and password, please visit the [new grantor sign-up](#) page to begin registration. Grants.gov has developed a [Grantor Resources](#) page to help you use the grantor system.

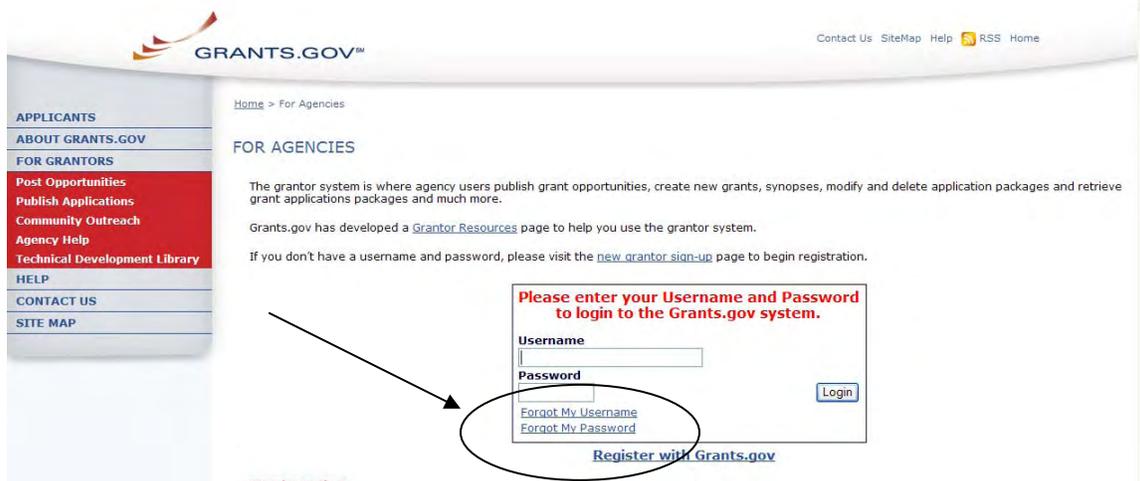
Once you have reset your password a message will appear that your password was reset successfully.



Forgot My Username

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

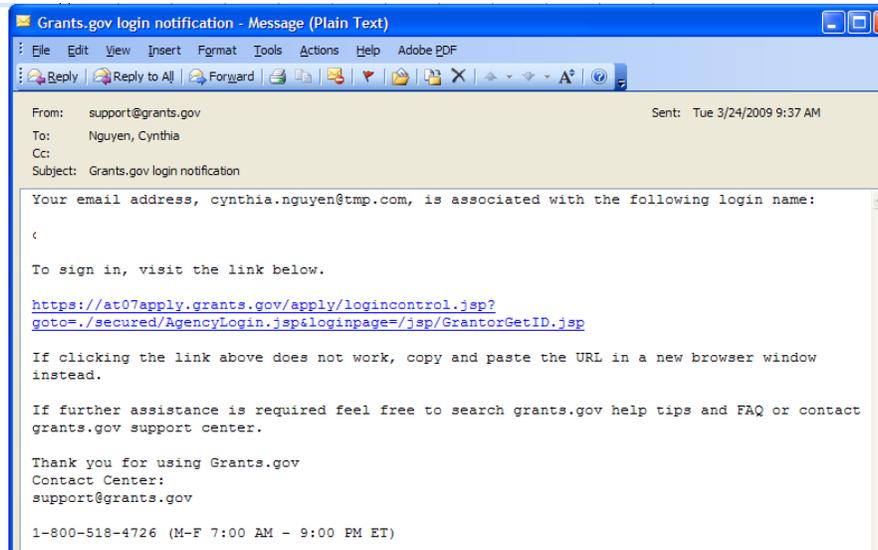
Go to the **Grantor login** page and click on the link **Forgot My Username**.



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.



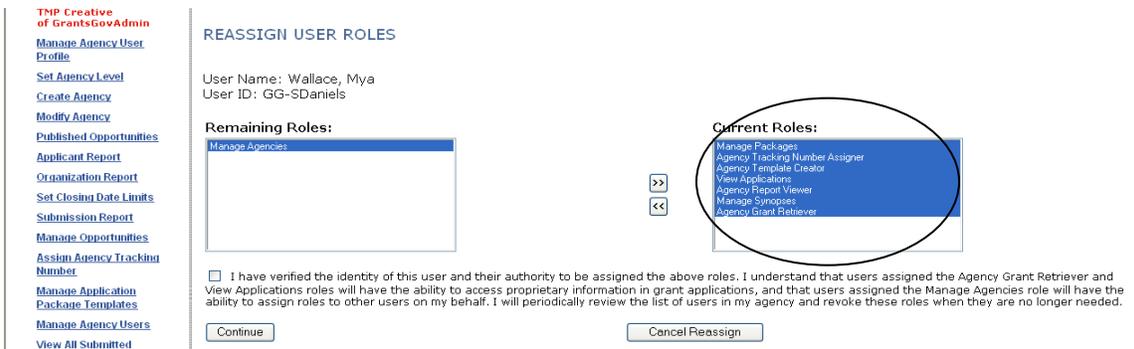
Agency Super User Permission Settings

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**.

To reassign roles, choose the user you wish to modify by clicking in the white box on the left of their name and then click the **Reassign Roles** button.



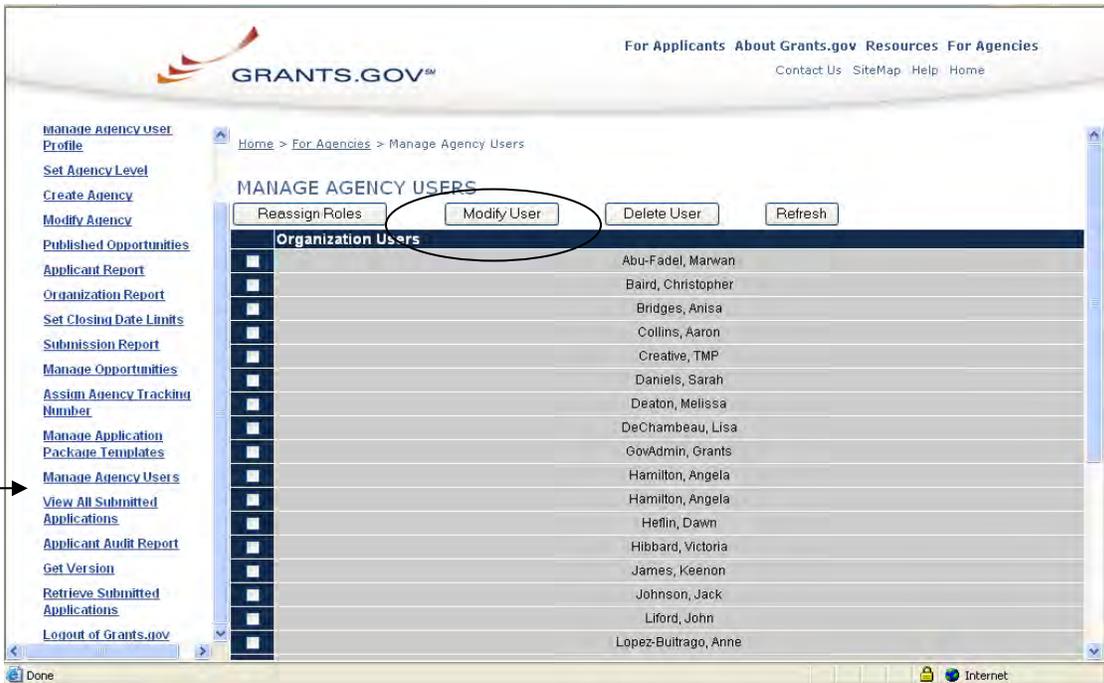
On the reassign roles page, choose which functionality is appropriate and use the arrows to move the roles into the current roles box on the right, click inside the white box to certify the change and then click the **Continue** button to complete the step.



Agency Super User Account Profile Lookup

In some cases agency users may need their Agency Super User to lookup their profile information to enter the grantor system.

To lookup an agency user's profile, simply login to the grantor system, click on **Manage Agency Users**. Then choose the user you wish to modify by clicking in the white box on the left of their name and click the **Modify User** button.



On the Modify User Profile screen you can view their email and user ID. Giving this information to the agency user will allow them to use the Forgot My Password/Username functionality to update/reset their profile information and enter the grantor system.

