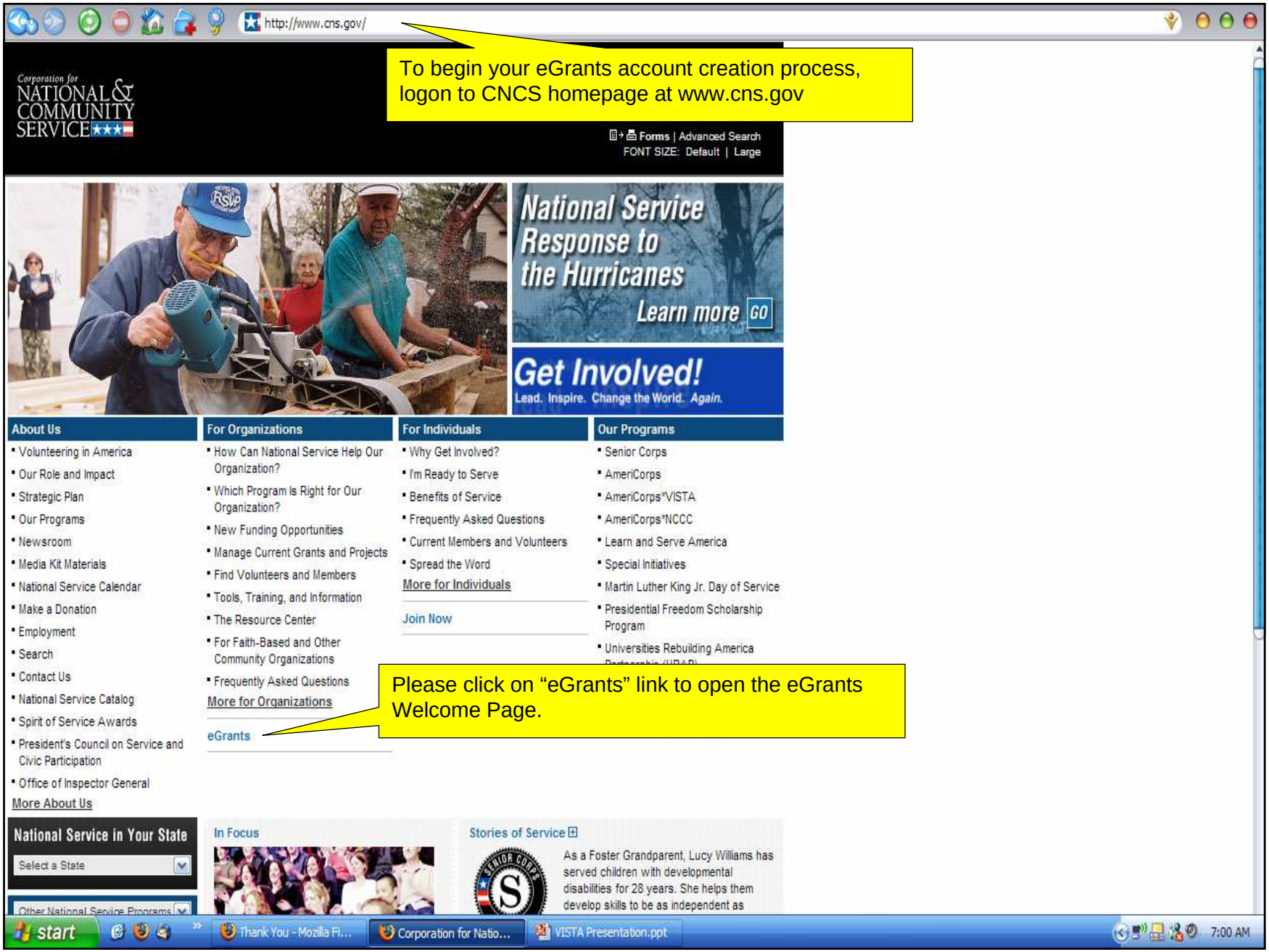
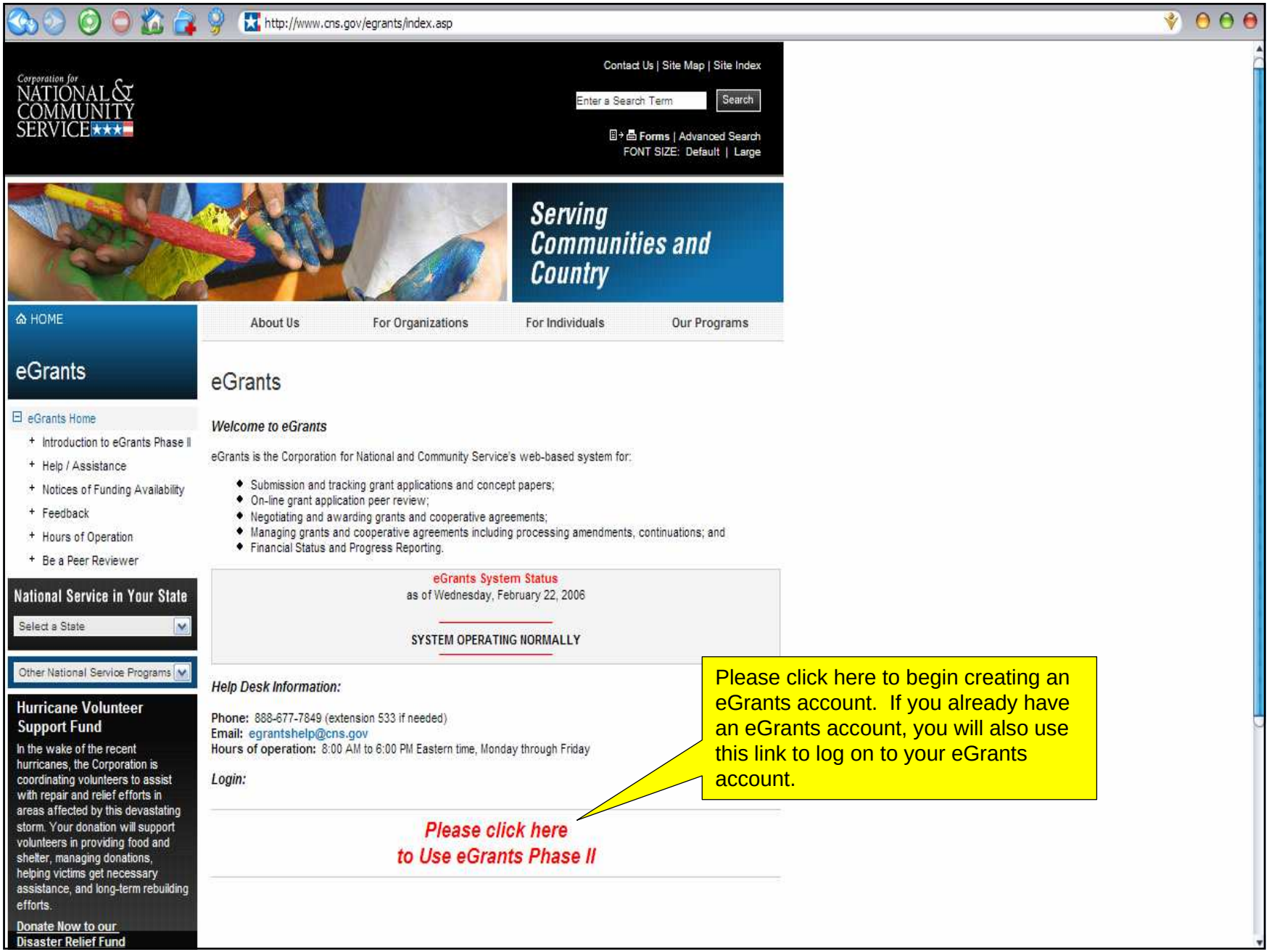
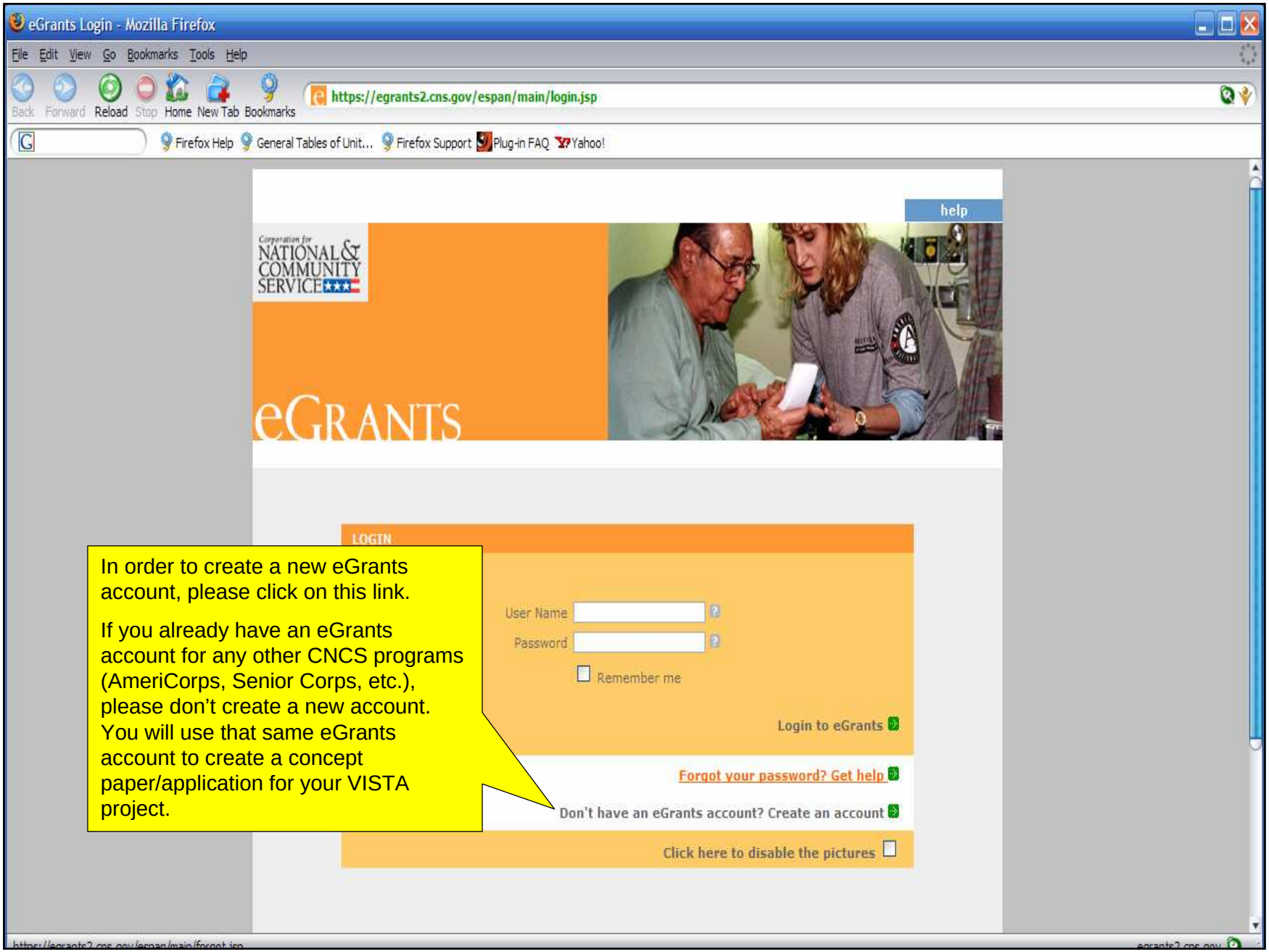
Agenda – Account Presentation

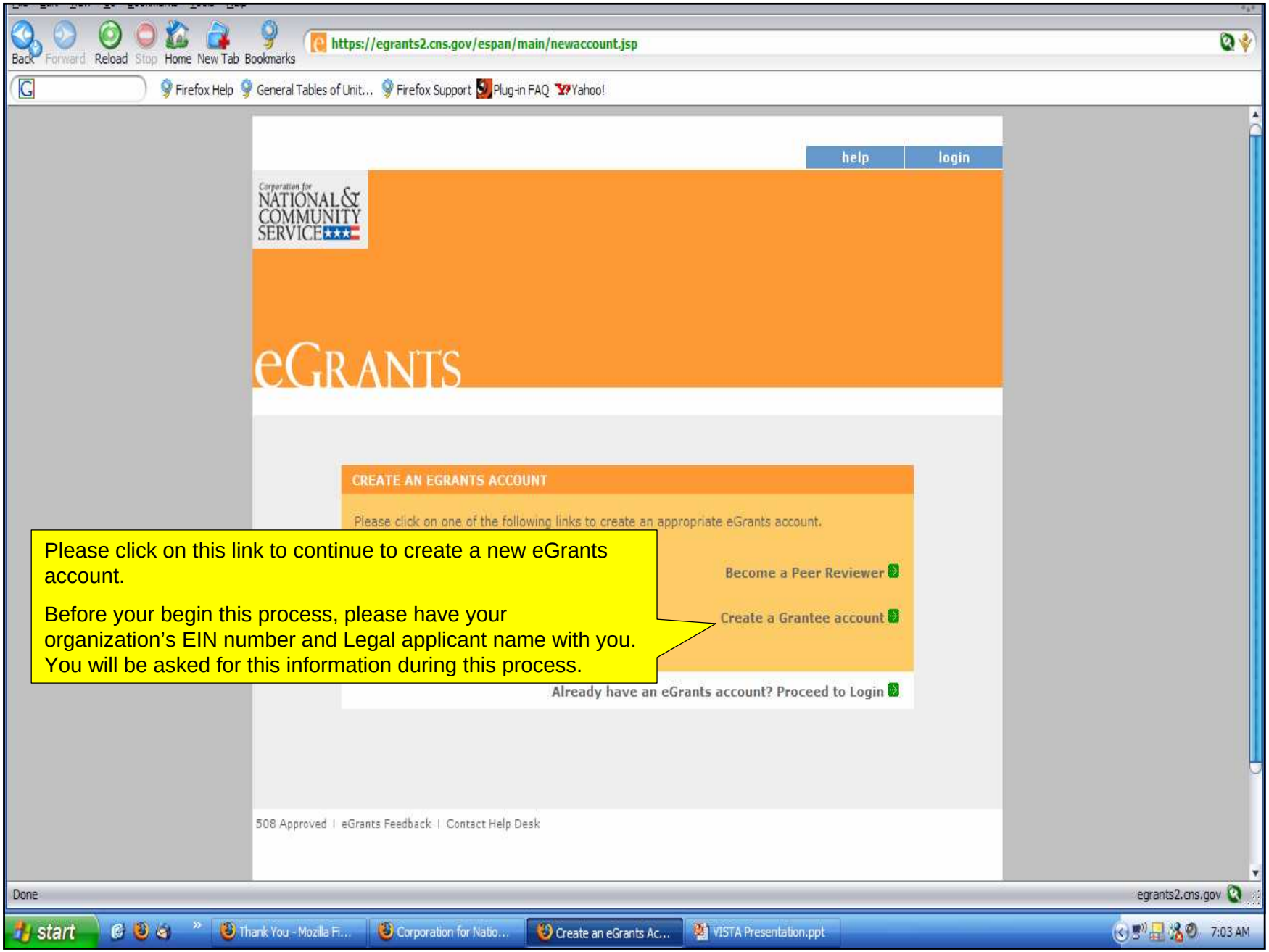
AmeriCorps*State

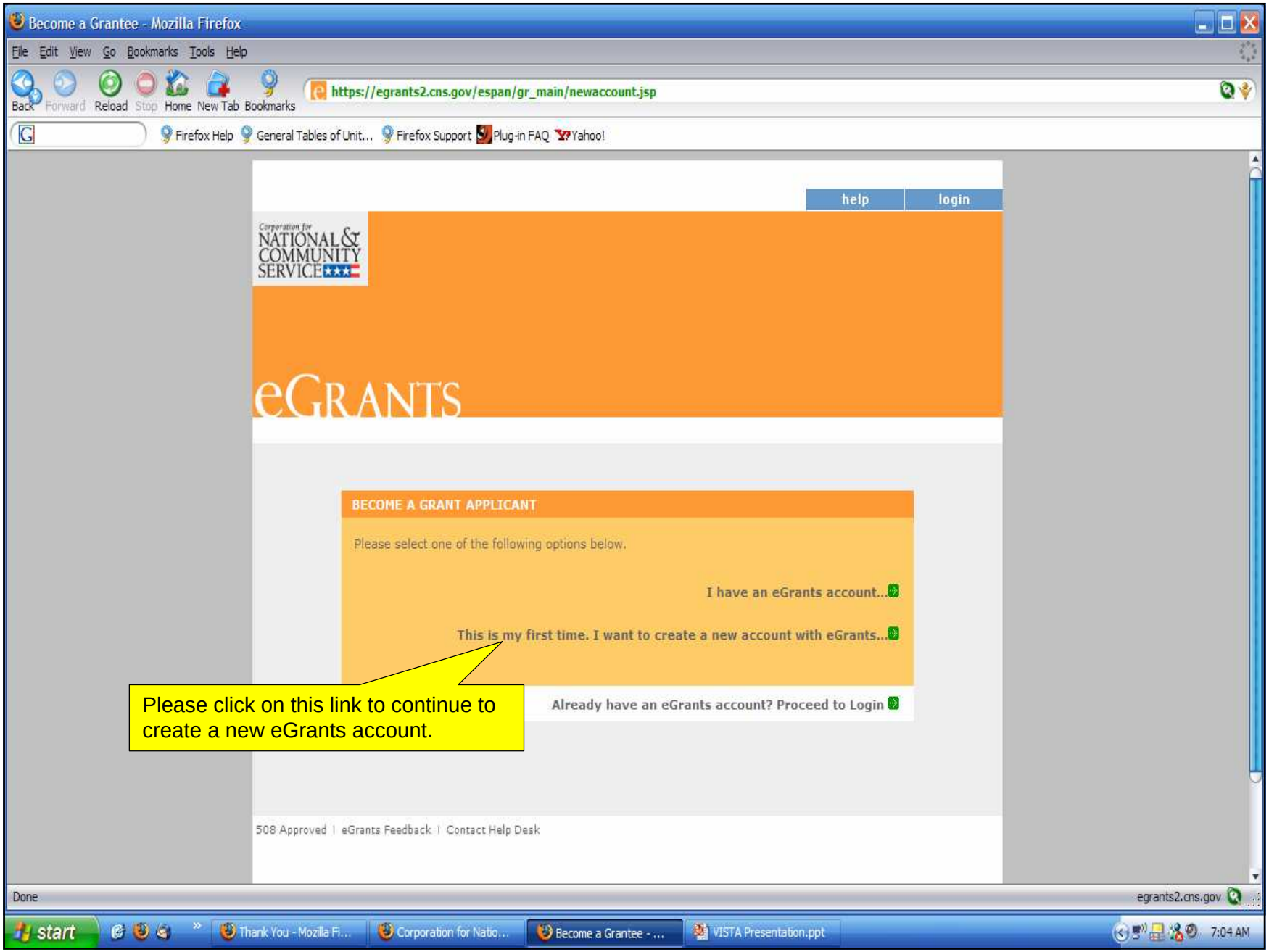
The goal of this presentation is to show you how to establish your own individual account in eGrants, the online grant application system for the Corporation for National and Community Service.

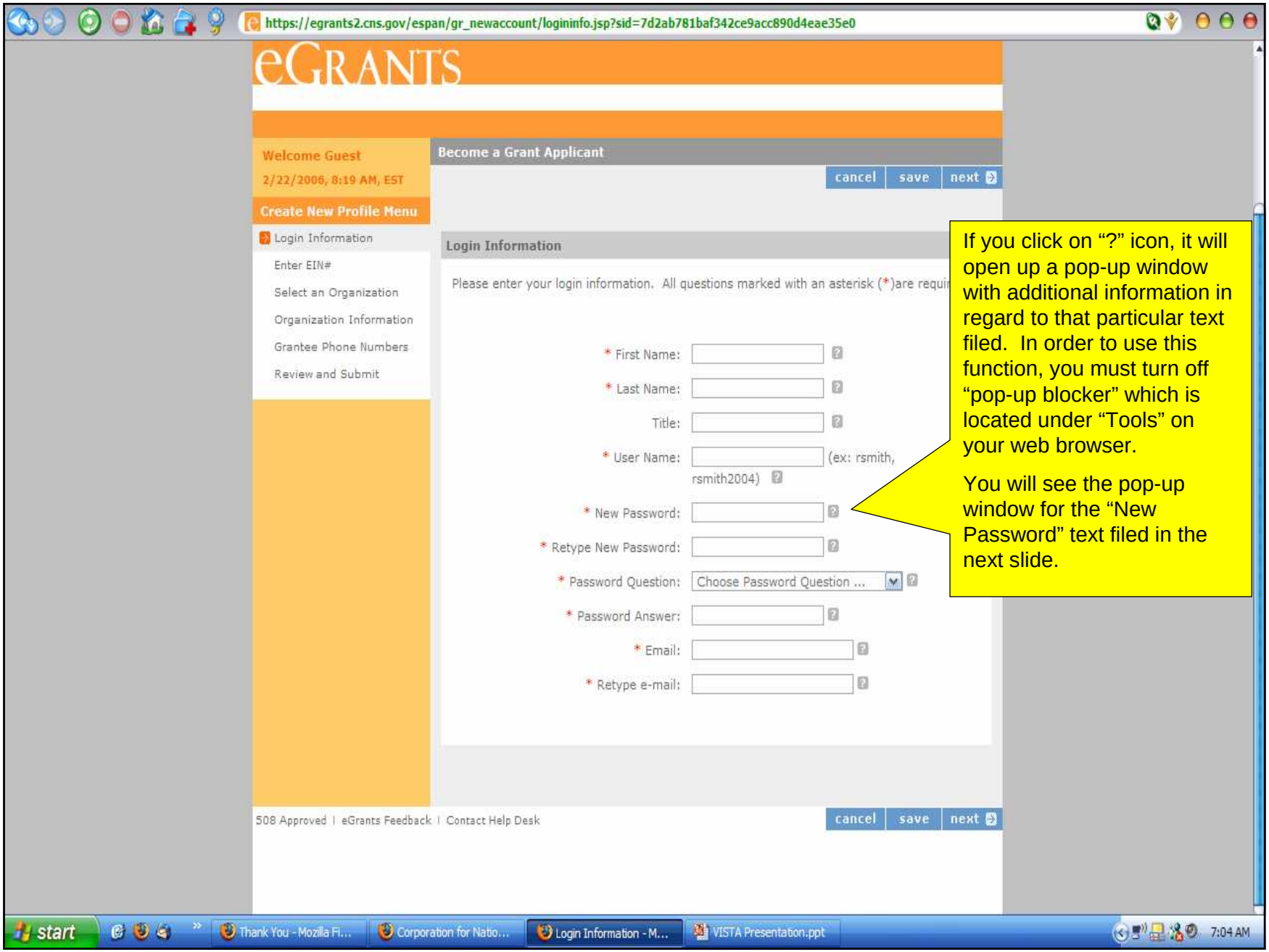

http://www.cns.gov/
To begin your eGrants account creation process, logon to CNCS homepage at www.cns.gov
Corporation for NATIONAL & COMMUNITY SERVICE
Forms | Advanced Search
FONT SIZE: Default | Large
National Service Response to the Hurricanes
Learn more GO
Get Involved!
Lead. Inspire. Change the World. 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
More About Us
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
More for Organizations
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
Other National Service Programs
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
start
Thank You - Mozilla Fi...
Corporation for Natio...
VISTA Presentation.ppt
7:00 AM

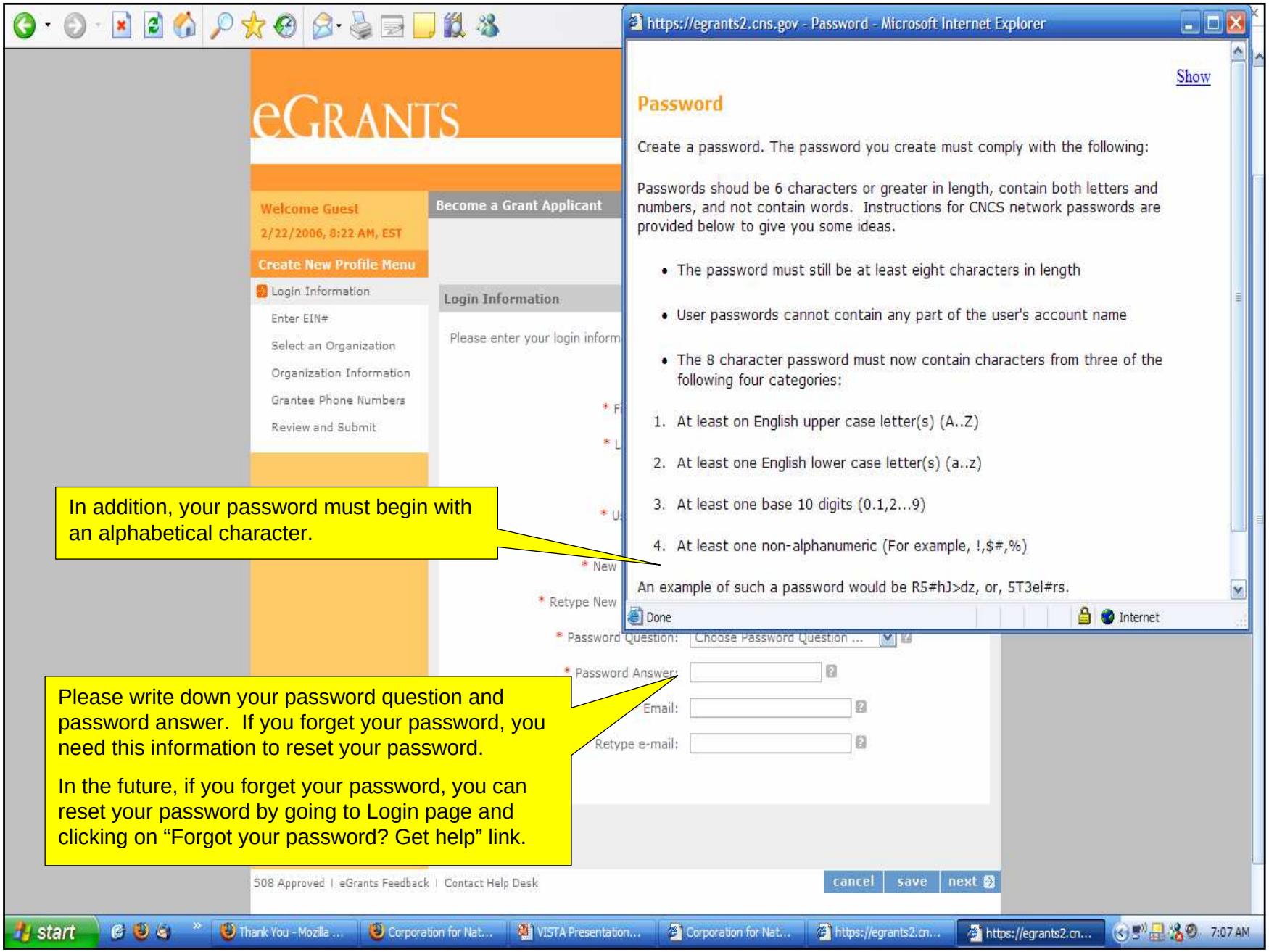

http://www.cns.gov/egrants/index.asp
Contact Us | Site Map | Site Index
Corporation for NATIONAL & COMMUNITY SERVICE
Enter a Search Term
Search
Forms | Advanced Search
FONT SIZE: Default | Large
Serving Communities and Country
HOME
About Us
For Organizations
For Individuals
Our Programs
eGrants
eGrants Home
Introduction to eGrants Phase II
Help / Assistance
Notices of Funding Availability
Feedback
Hours of Operation
Be a Peer Reviewer
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
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.
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.

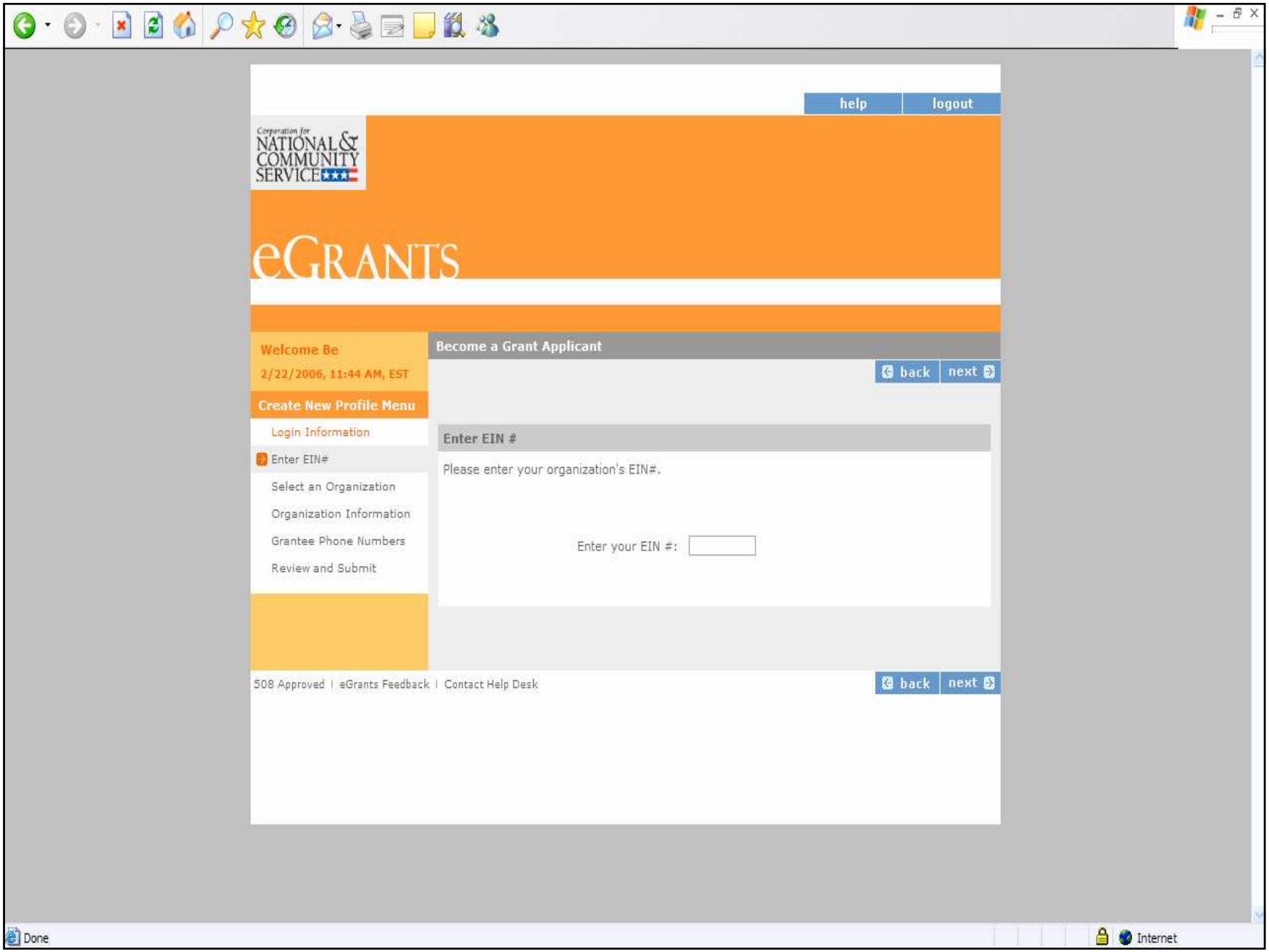

eGrants Login - Mozilla Firefox
File Edit View Go Bookmarks Tools Help
Back Forward Reload Stop Home New Tab Bookmarks
https://egrants2.cns.gov/espan/main/login.jsp
Firefox Help General Tables of Unit... Firefox Support Plug-in FAQ Yahoo!
help
Corporation for NATIONAL & COMMUNITY SERVICE
eGRANTS
LOGIN
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
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.

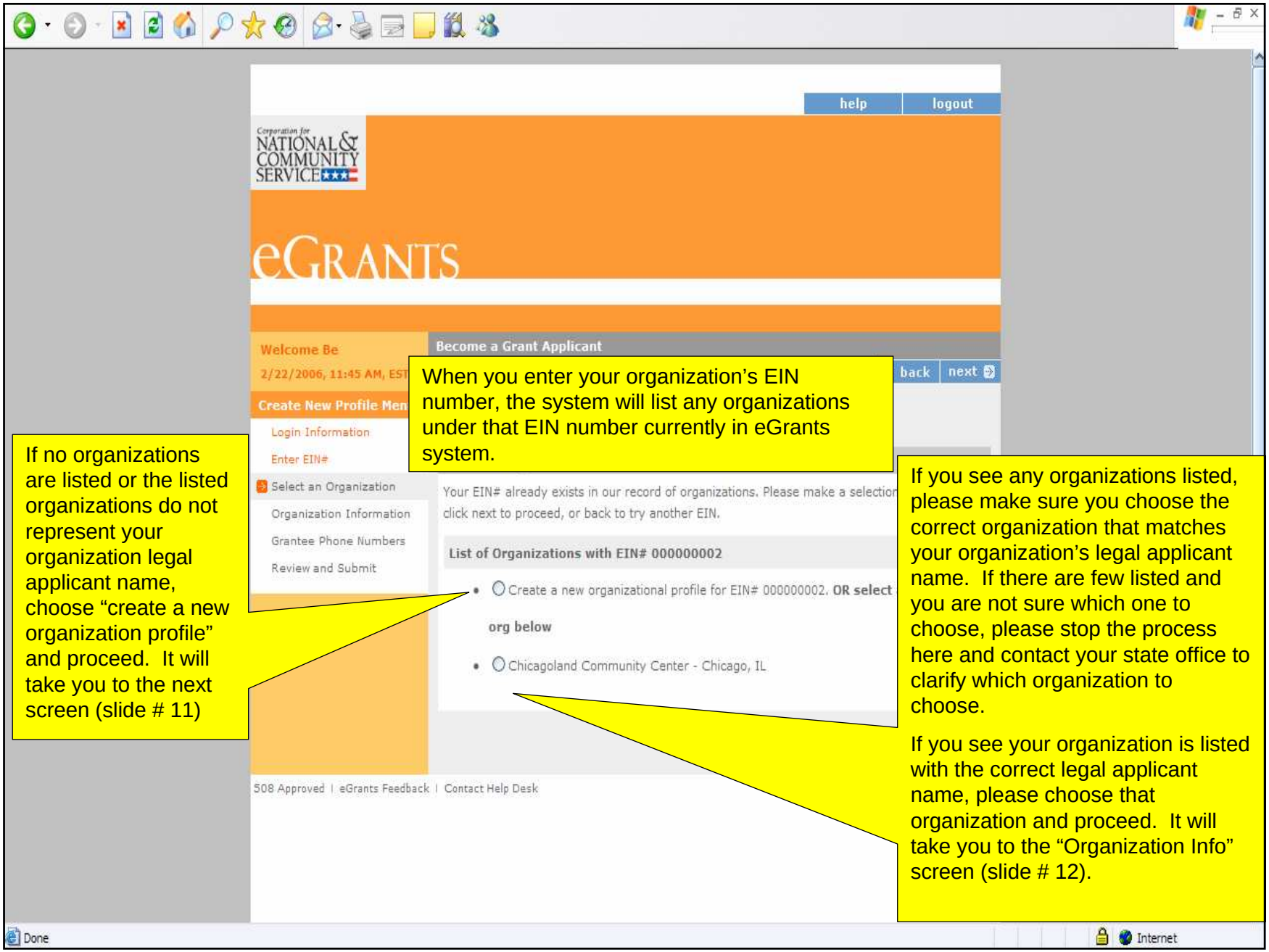

https://egrants2.cns.gov/espan/main/newaccount.jsp
help
login
eGRANTS
CREATE AN EGRANTS ACCOUNT
Please click on one of the following links to create an appropriate eGrants account.
Become a Peer Reviewer
Create a Grantee account
Already have an eGrants account? Proceed to Login
508 Approved | eGrants Feedback | Contact Help Desk
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
Corporation for NATIONAL & COMMUNITY SERVICE
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
Please click on this link to continue to create a new eGrants account.
508 Approved | eGrants Feedback | Contact Help Desk
Done
egrants2.cns.gov
start
Thank You - Mozilla Fi...
Corporation for Natio...
Become a Grantee - ...
VISTA Presentation.ppt
7:04 AM


https://egrants2.cns.gov/espan/gr_newaccount/logininfo.jsp?sid=7d2ab781baf342ce9acc890d4eae35e0
eGRANTS
Welcome Guest
2/22/2006, 8:19 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
cancel
save
next
Login Information
Please enter your login information. All questions marked with an asterisk (*)are requi
* 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:
508 Approved | eGrants Feedback | Contact Help Desk
cancel
save
next
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.
start
Thank You - Mozilla Fi...
Corporation for Natio...
Login Information - M...
VISTA Presentation.ppt
7:04 AM


https://egrants2.cns.gov - Password - Microsoft Internet Explorer
Show
Password
Create a password. The password you create must comply with the following:
Passwords shoud 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
Internet
eGRANTS
Welcome Guest
2/22/2006, 8:22 AM, EST
Become a Grant Applicant
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 inform
* New
* Retype New
* Password Question:
Choose Password Question ...
* Password Answer:
Email:
Retype e-mail:
508 Approved | eGrants Feedback | Contact Help Desk
cancel
save
next
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.
start
Thank You - Mozilla ...
Corporation for Nat...
VISTA Presentation...
Corporation for Nat...
https://egrants2.cn...
https://egrants2.cn...
7:07 AM


help
logout
Corporation for NATIONAL & COMMUNITY SERVICE
eGRANTS
Welcome Be
2/22/2006, 11:44 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
next
Enter EIN #
Please enter your organization's EIN#.
Enter your EIN #:
508 Approved | eGrants Feedback | Contact Help Desk
back
next
Done
Internet

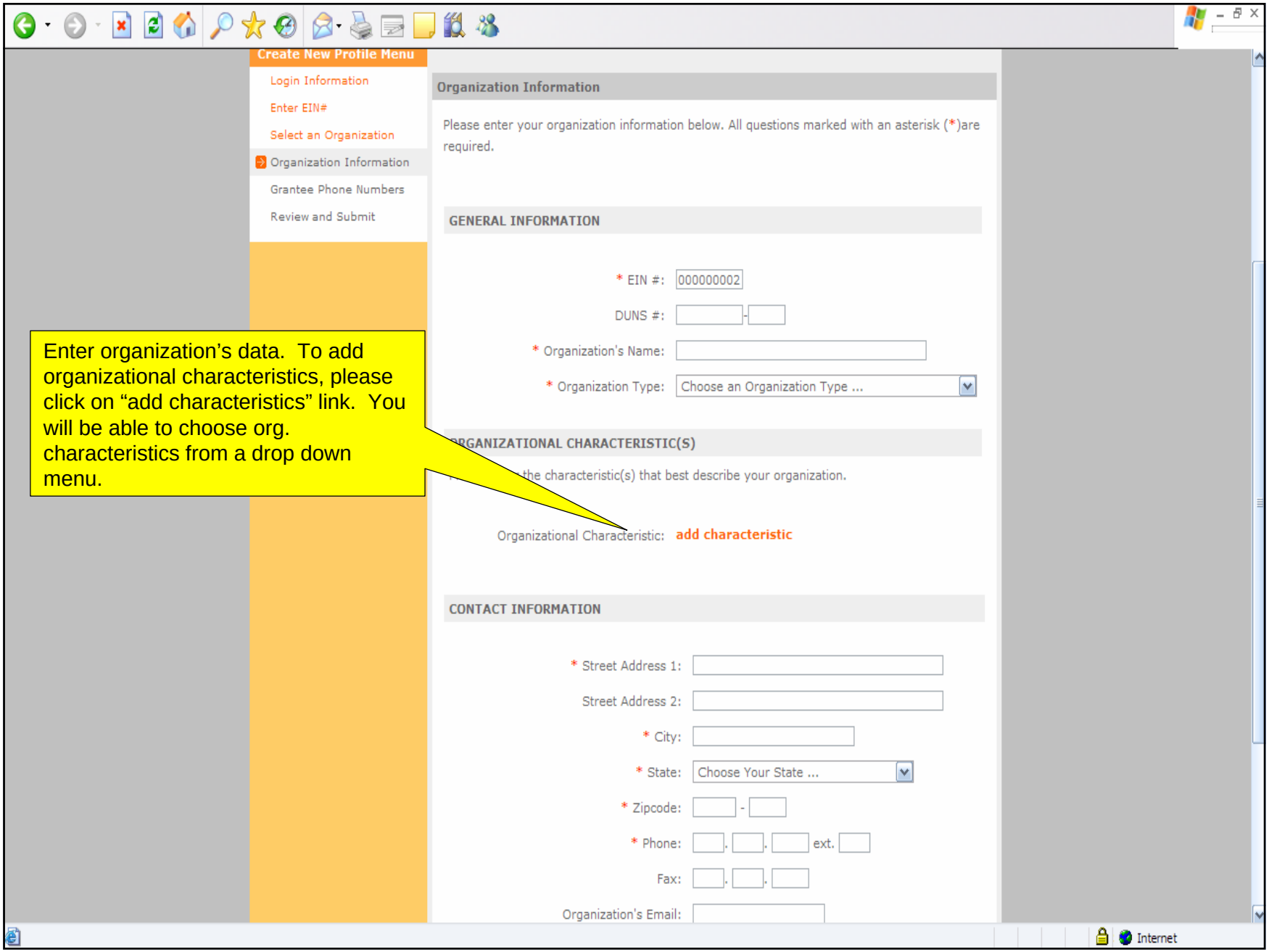


When you enter your organization's EIN number, the system will list any organizations under that EIN number currently in eGrants system.

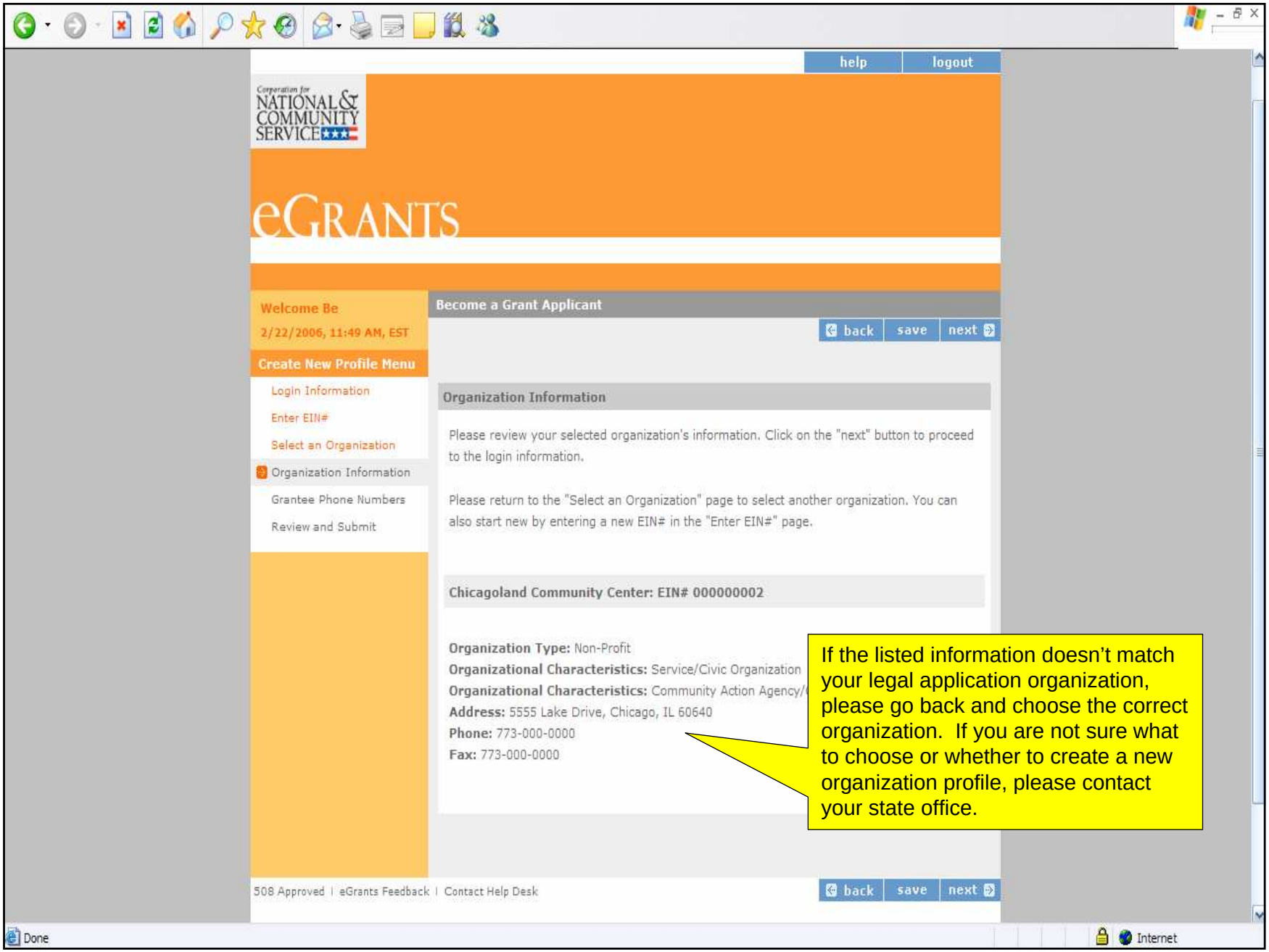
If no organizations are listed or the listed organizations do not represent your organization legal applicant name, choose "create a new organization profile" and proceed. It will take you to the next screen (slide # 11)

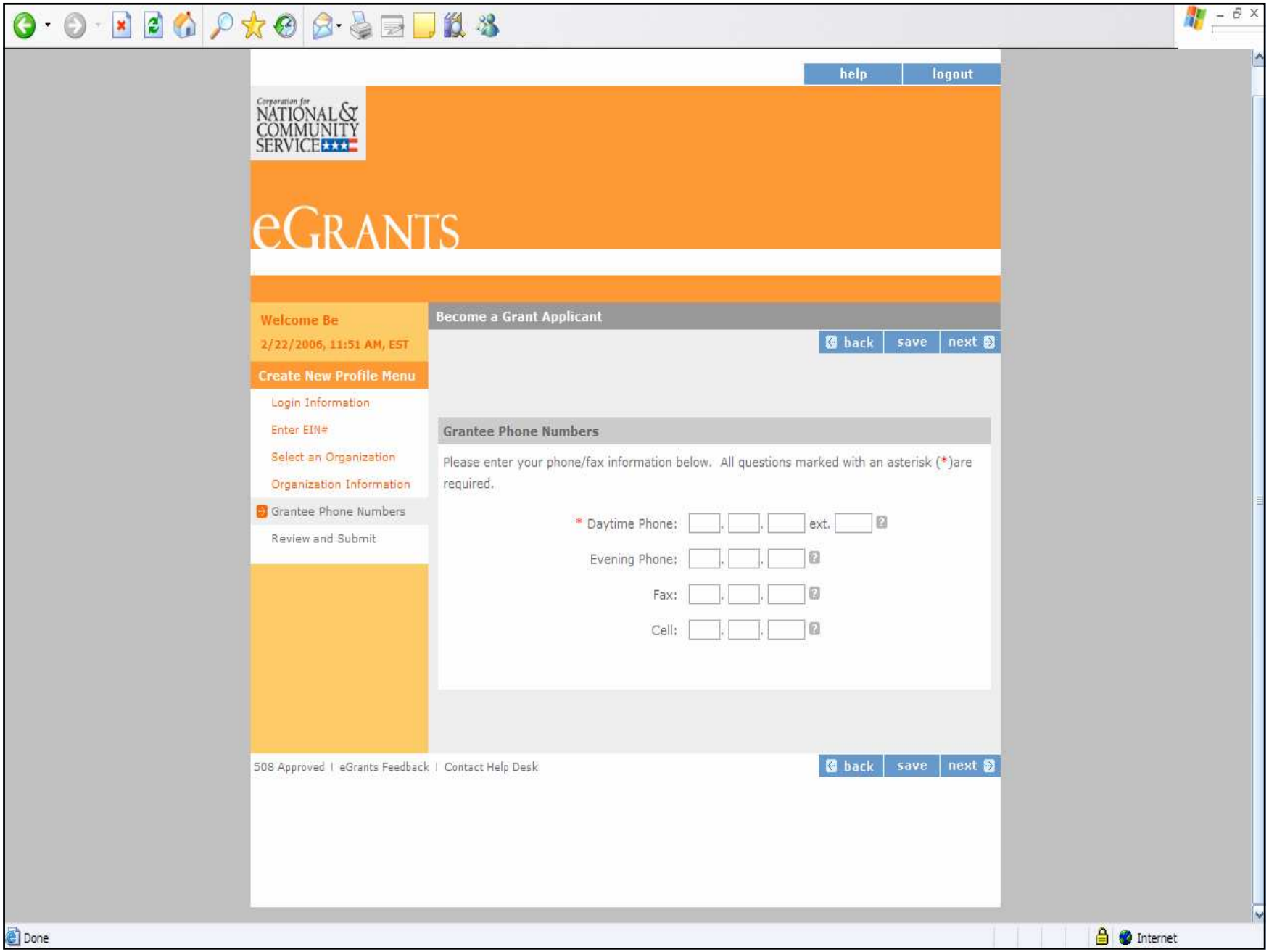
If you see any organizations listed, please make sure you choose the correct organization that matches your organization's legal applicant name. If there are few listed and you are not sure which one to choose, please stop the process here and contact your state office to clarify which organization to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

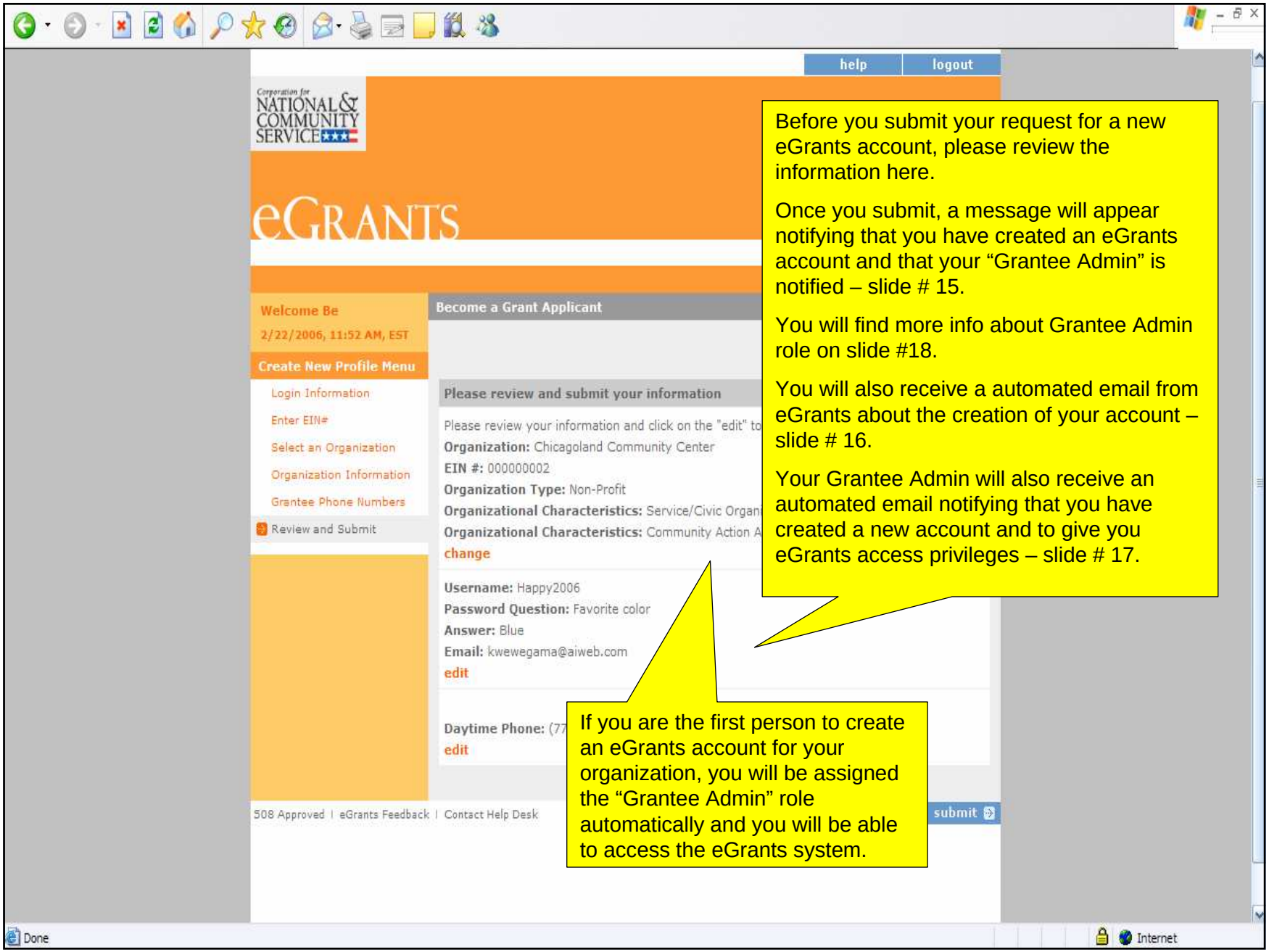
If you see your organization is listed with the correct legal applicant name, please choose that organization and proceed. It will take you to the "Organization Info" screen (slide # 12).

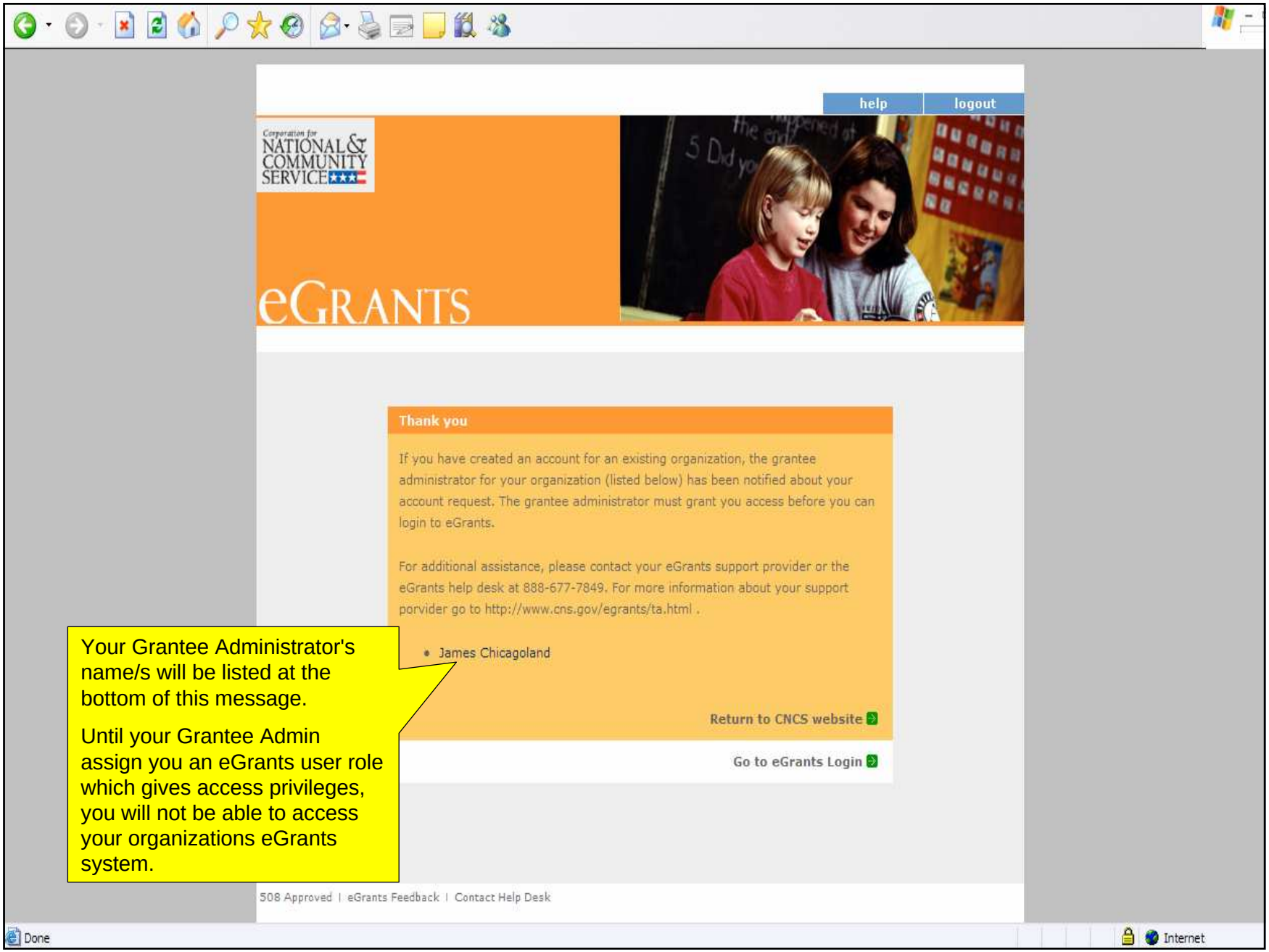


Enter organization's data. To add organizational characteristics, please click on "add characteristics" link. You will be able to choose org. characteristics from a drop down menu.


help
logout
Corporation for NATIONAL & COMMUNITY SERVICE
eGRANTS
Welcome Be
2/22/2006, 11:49 AM, EST
Become a Grant Applicant
back
save
next
Create New Profile Menu
Login Information
Enter EIN#
Select an Organization
Organization Information
Grantee Phone Numbers
Review and Submit
Organization Information
Please review your selected organization's information. Click on the "next" button to proceed to the login information.
Please return to the "Select an Organization" page to select another organization. You can also start new by entering a new EIN# in the "Enter EIN#" page.
Chicagoland Community Center: EIN# 000000002
Organization Type: Non-Profit
Organizational Characteristics: Service/Civic Organization
Organizational Characteristics: Community Action Agency/
Address: 5555 Lake Drive, Chicago, IL 60640
Phone: 773-000-0000
Fax: 773-000-0000
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.
508 Approved | eGrants Feedback | Contact Help Desk
back
save
next
Done
Internet

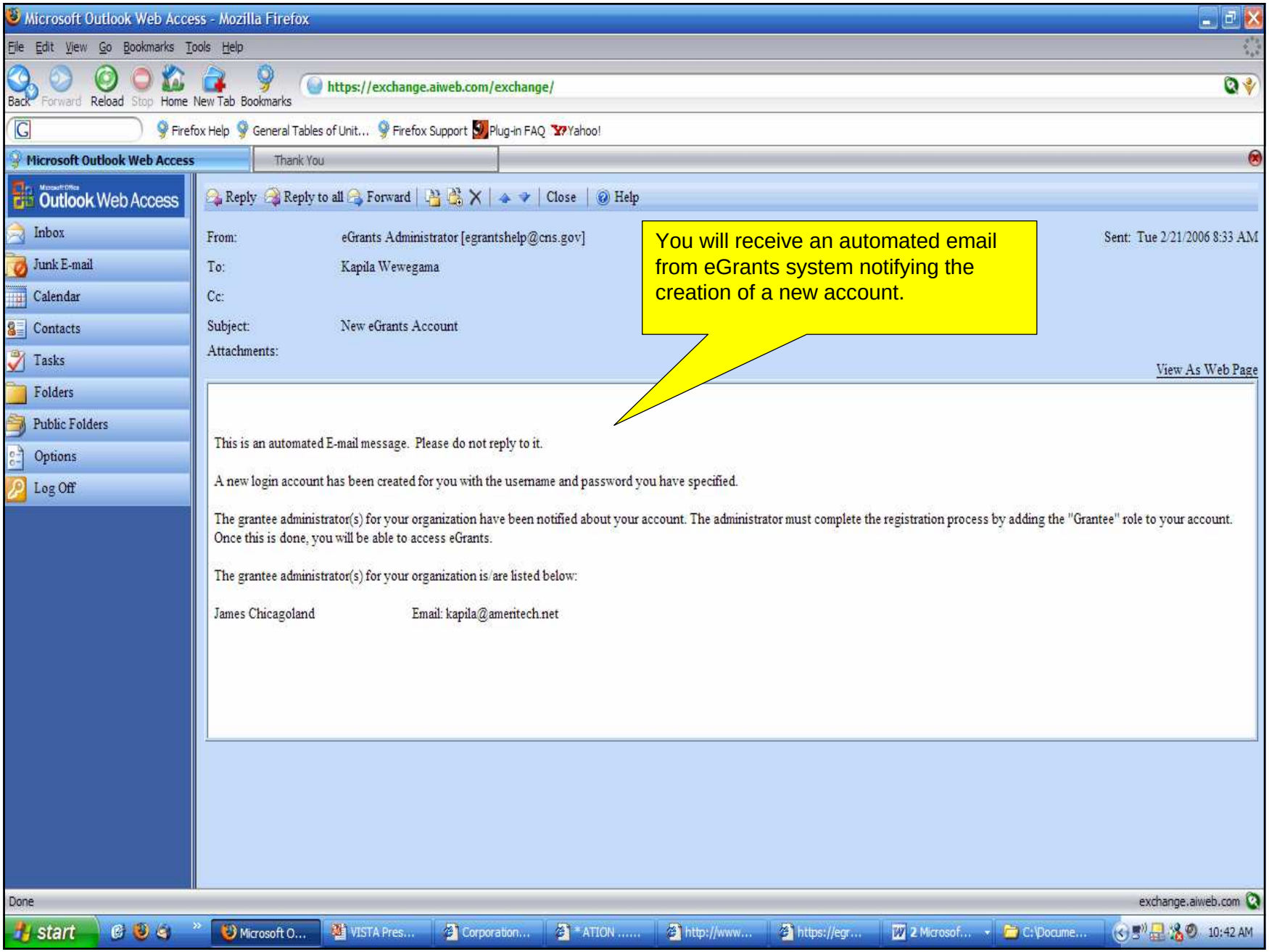

help
logout
Corporation for NATIONAL & COMMUNITY SERVICE
eGRANTS
Welcome Be
2/22/2006, 11:51 AM, EST
Create New Profile Menu
Login Information
Enter EIN#
Select an Organization
Organization Information
Grantee Phone Numbers
Review and Submit
Become a Grant Applicant
back
save
next
Grantee Phone Numbers
Please enter your phone/fax information below. All questions marked with an asterisk (*)are required.
* Daytime Phone:
ext.
Evening Phone:
Fax:
Cell:
508 Approved | eGrants Feedback | Contact Help Desk
back
save
next
Done
Internet

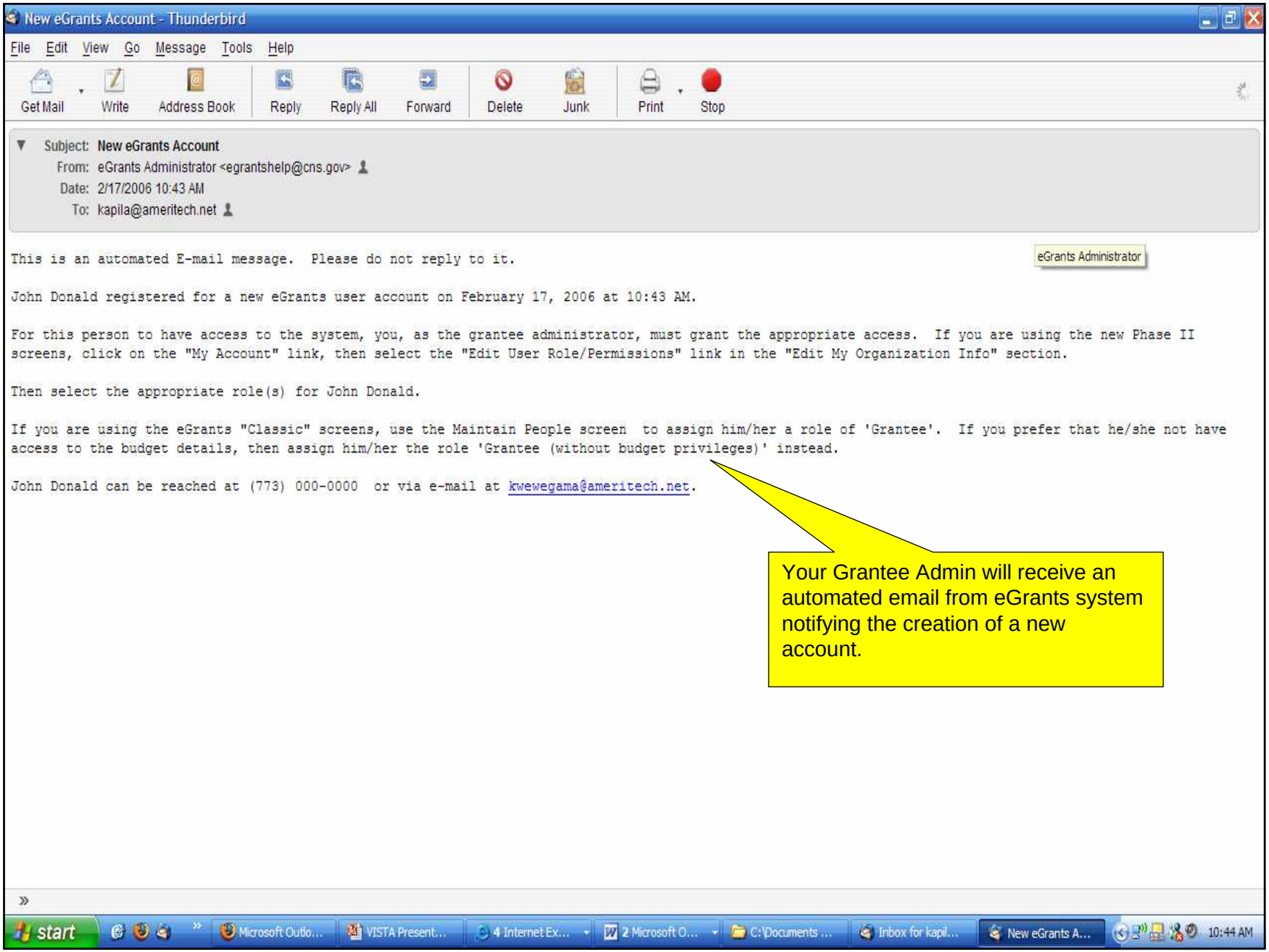

help
logout
Corporation for NATIONAL & COMMUNITY SERVICE
eGRANTS
Welcome Be
2/22/2006, 11:52 AM, EST
Create New Profile Menu
Login Information
Enter EIN#
Select an Organization
Organization Information
Grantee Phone Numbers
Review and Submit
Become a Grant Applicant
Please review and submit your information
Please review your information and click on the "edit" to
Organization: Chicagoland Community Center
EIN #: 000000002
Organization Type: Non-Profit
Organizational Characteristics: Service/Civic Organ
Organizational Characteristics: Community Action A
change
Username: Happy2006
Password Question: Favorite color
Answer: Blue
Email: kwewegama@aiweb.com
edit
Daytime Phone: (77
edit
508 Approved | eGrants Feedback | Contact Help Desk
submit
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.



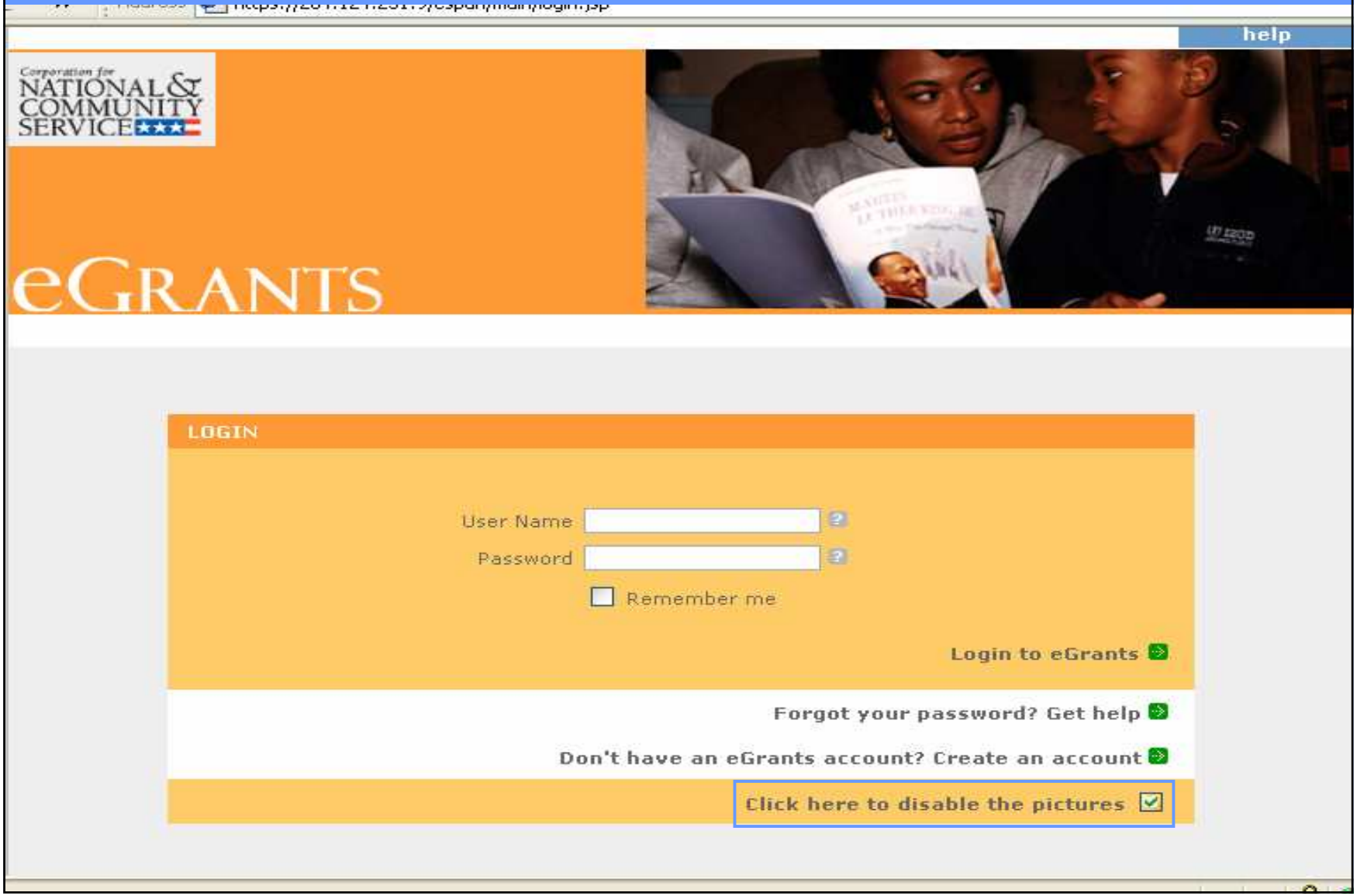
Your Grantee Administrator's name/s will be listed at the bottom of this message.

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.

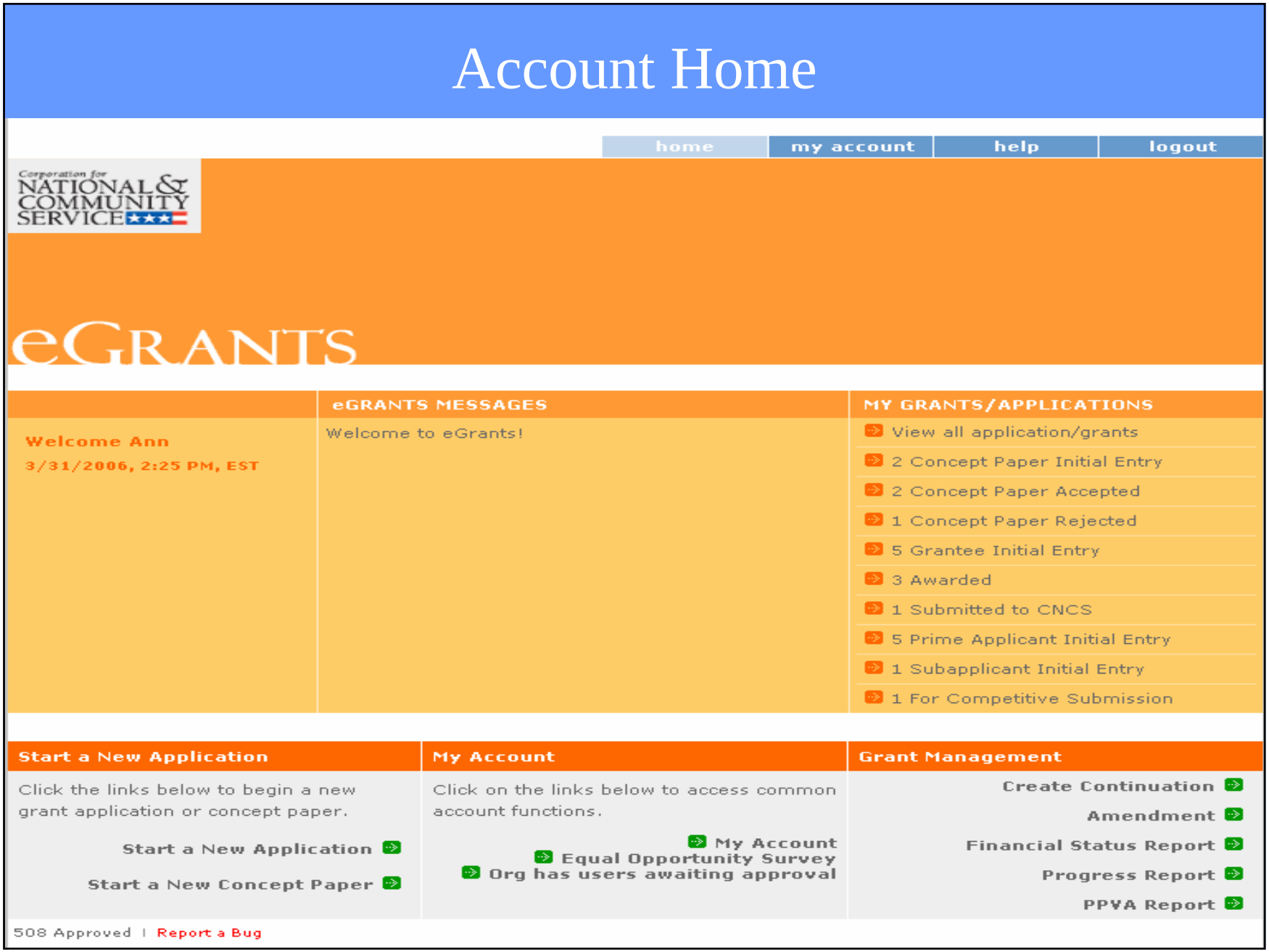

Microsoft Outlook Web Access - Mozilla Firefox
File Edit View Go Bookmarks Tools Help
Back Forward Reload Stop Home New Tab Bookmarks
https://exchange.aiweb.com/exchange/
Firefox Help General Tables of Unit... Firefox Support Plug-in FAQ Yahoo!
Microsoft Outlook Web Access
Thank You
Outlook Web Access
Inbox
Junk E-mail
Calendar
Contacts
Tasks
Folders
Public Folders
Options
Log Off
Reply Reply to all Forward Close Help
From: eGrants Administrator [egrantshelp@cns.gov]
Sent: Tue 2/21/2006 8:33 AM
To: Kapila Wewegama
Cc:
Subject: New eGrants Account
Attachments:
View As Web Page
You will receive an automated email from eGrants system notifying the creation of a new account.
This is an automated E-mail message. Please do not reply to it.
A new login account has been created for you with the username 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
Done
exchange.aiweb.com
start
Microsoft O...
VISTA Pres...
Corporation...
* ATION .....
http://www...
https://egr...
2 Microsof...
C:\Docume...
10:42 AM


New eGrants Account - Thunderbird
File Edit View Go Message Tools Help
Get Mail Write Address Book Reply Reply All Forward Delete Junk Print Stop
Subject: New eGrants Account
From: eGrants Administrator <egrantshelp@cns.gov>
Date: 2/17/2006 10:43 AM
To: kapila@ameritech.net
This is an automated E-mail message. Please do not reply to it.
eGrants Administrator
John Donald registered for a new eGrants user account on February 17, 2006 at 10:43 AM.
For this person to have access to the system, you, as the grantee administrator, must grant the appropriate access. If you are using the new Phase II screens, click on the "My Account" link, then select the "Edit User Role/Permissions" link in the "Edit My Organization Info" section.
Then select the appropriate role(s) for John Donald.
If you are using the eGrants "Classic" screens, use the Maintain People screen to assign him/her a role of 'Grantee'. If you prefer that he/she not have access to the budget details, then assign him/her the role 'Grantee (without budget privileges)' instead.
John Donald can be reached at (773) 000-0000 or via e-mail at kwewegama@ameritech.net.
Your Grantee Admin will receive an automated email from eGrants system notifying the creation of a new account.
start
Microsoft Outlo...
VISTA Present...
4 Internet Ex...
2 Microsoft O...
C:\Documents ...
Inbox for kapil...
New eGrants A...
10:44 AM

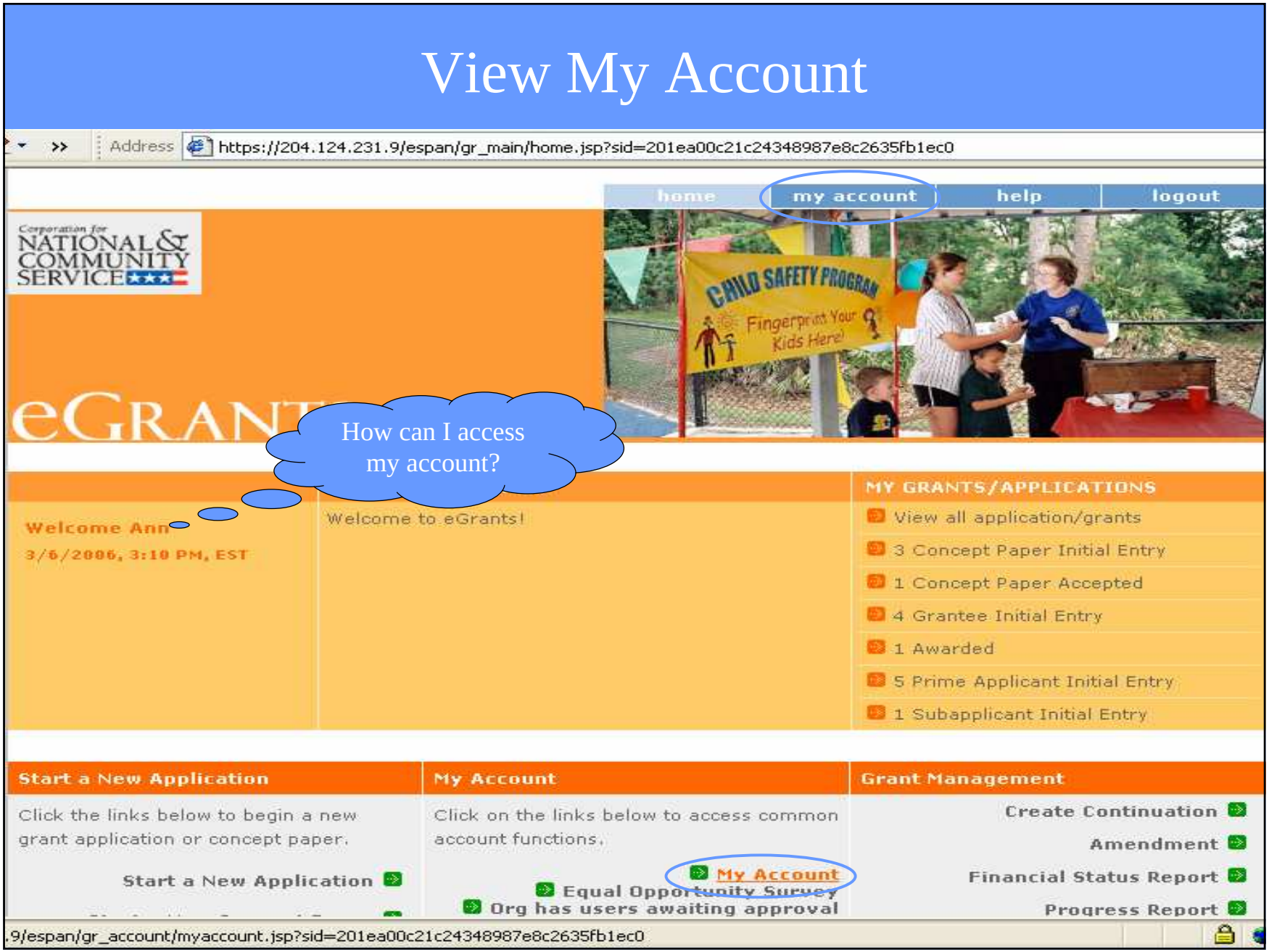
Disable Pictures & Login



Account Home

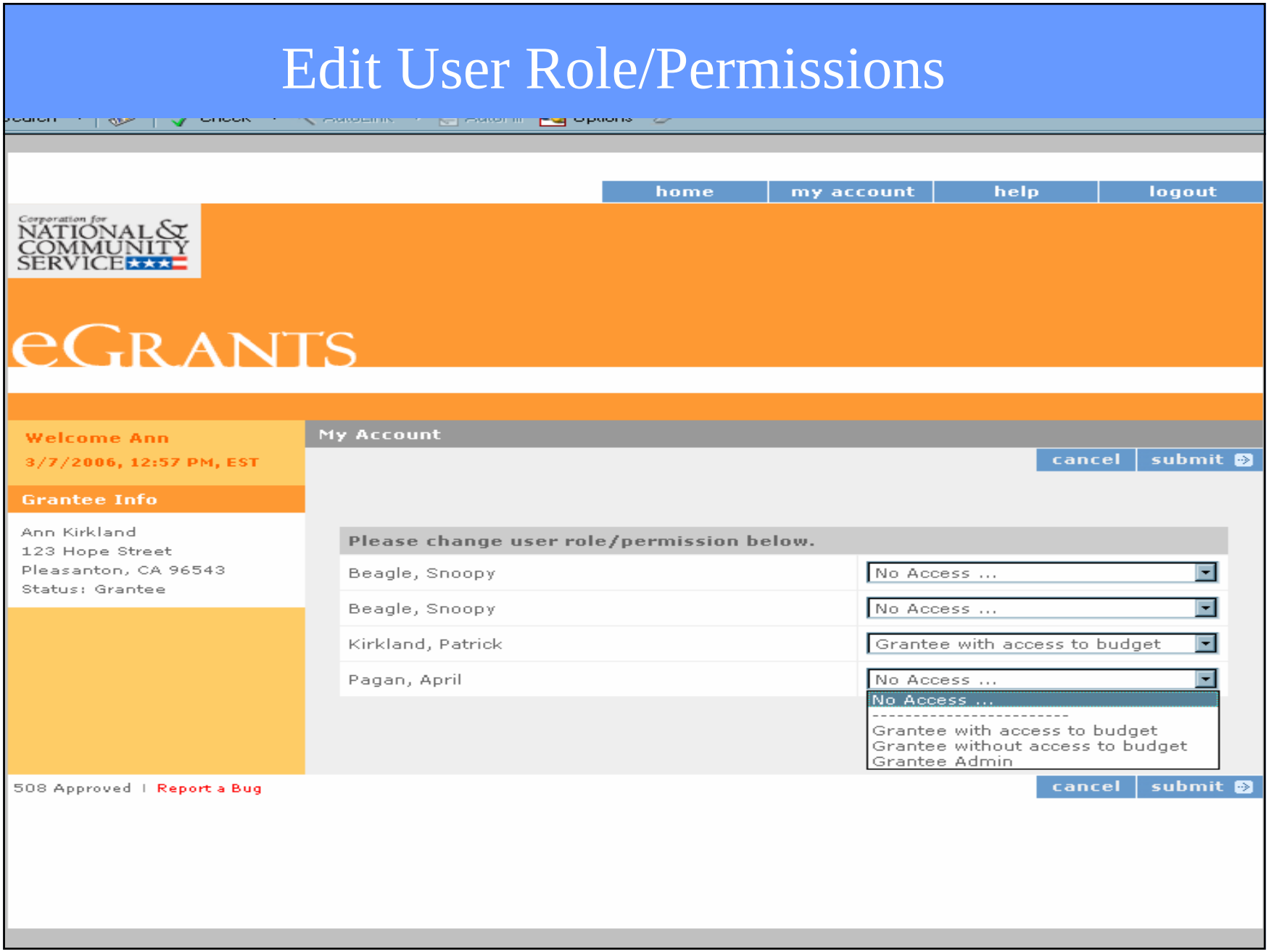


View My Account



My Account Page

Edit User Role/Permissions

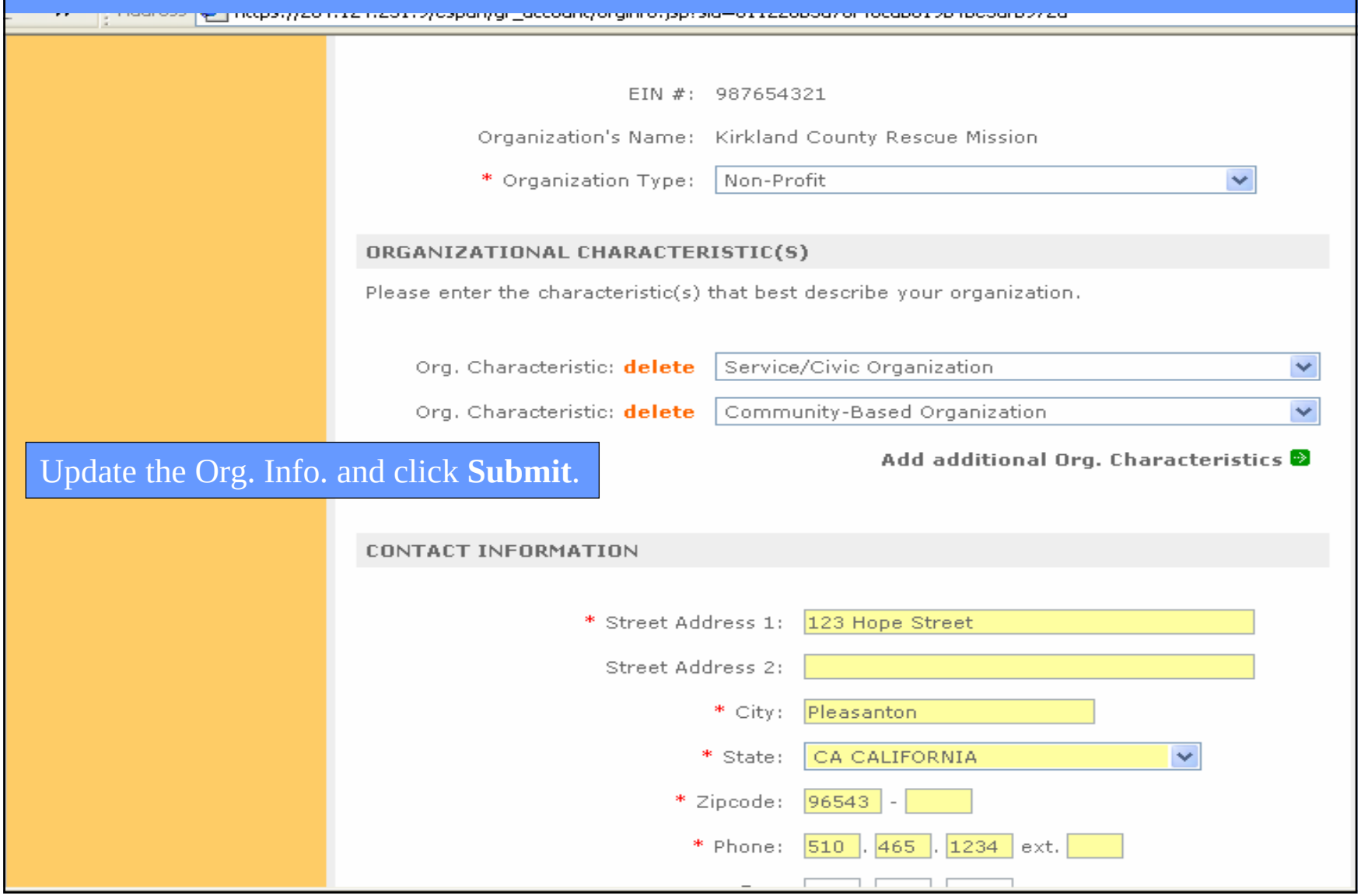


User Role Assigned

User Roles

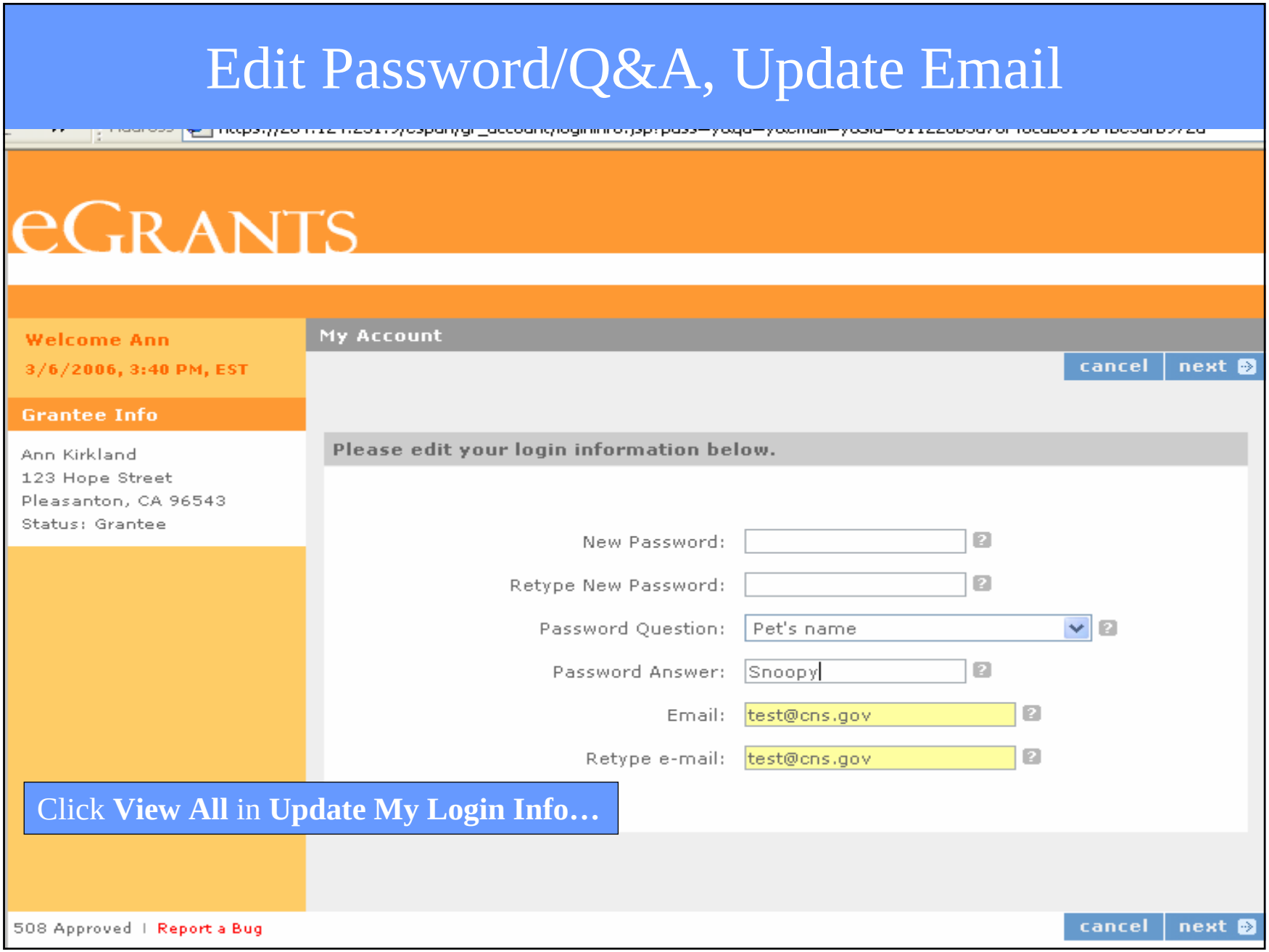
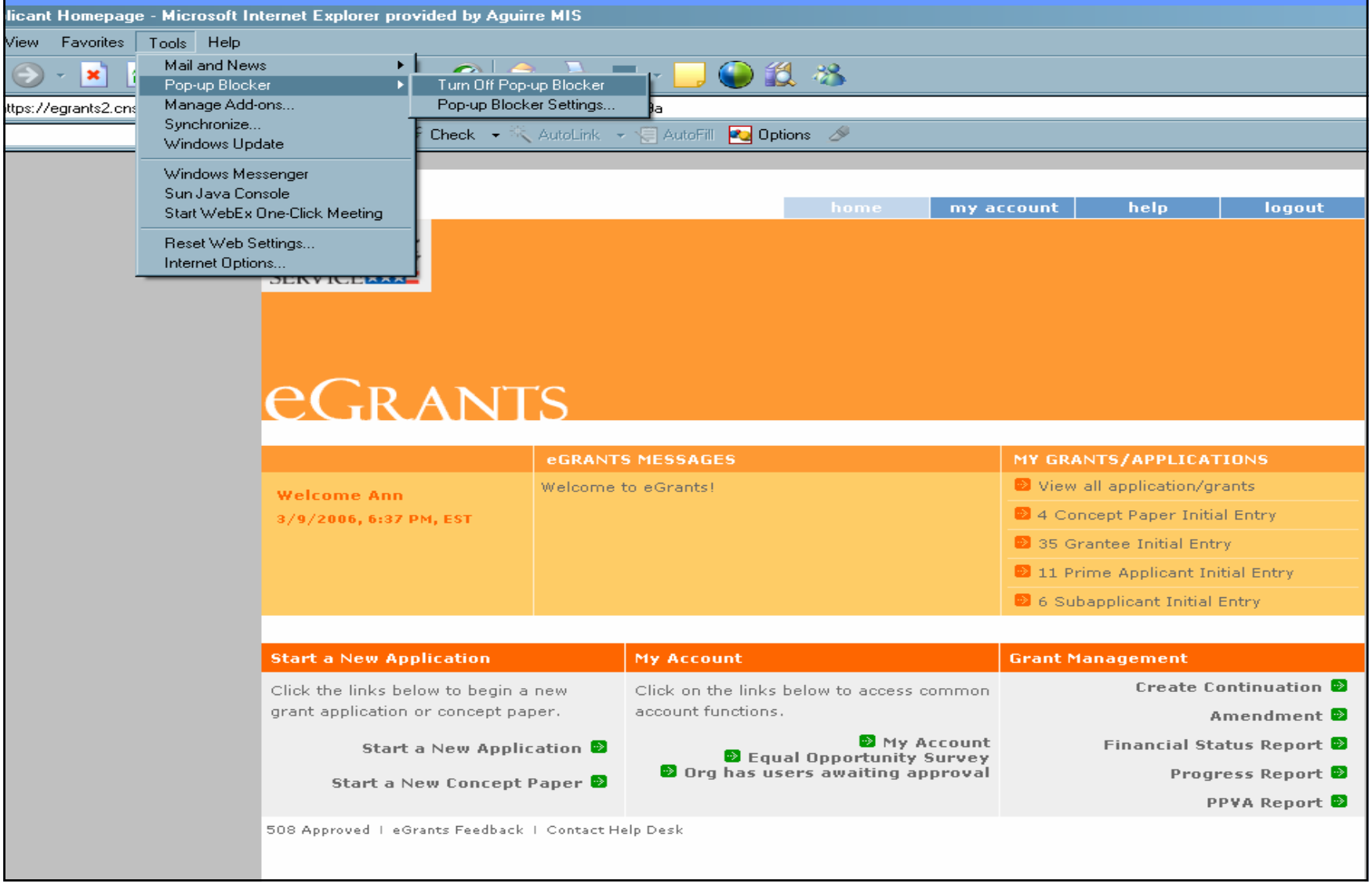
- **Grantee without access to budget**
  - Have limited application information; no budget access.
  - Cannot update organizational information or assign user role.
  - Can authorize, assure, and certify.
- **Grantee with access to budget**
  - Have access to entire application information, including 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.



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

Edit Password/Q&A, Update Email



Turn off Pop-up Blocker