

This Power Point Presentation is designed to:

- **learn/review how to create and manage an individual eGrants account with the Corporation for National and Community Service.**

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To begin your eGrants account creation process, logon to CNCS homepage at www.cns.gov



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
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- Office of Inspector General

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 Partnership (URAP)

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



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

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.

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

LOGIN

User Name ?

Password ?

Remember me

Corporation for National and Community Service actively monitors this system and software to ensure system security, availability, and to ensure appropriate and legitimate usage. If you are a Federal employee who intentionally accesses a Federal computer or system without authorization, and makes unauthorized modifications to, or destroys information in any Federal information system, you are in violation of the Computer Fraud and Abuse Act (18 U.S.C. 1030). Any evidence of possible violations of proper use or applicable laws may be turned over to Corporation Management and law enforcement. If you are found to be in violation of the system proper use rules or law could be subject to termination, fines and imprisonment. By proceeding, you hereby consent with these terms and consent to such monitoring and informational collection for system security and other official purposes.

[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 individual eGrants account for any CNCS programs (AmeriCorps, VISTA, Senior Corps, etc.) from your organization, please don't create a new account. You will use that same personal eGrants account to access/create/complete your project applications and reports for the particular CNCS program that you are applying for .

Each person who is required to work in the eGrants system from an organization should create his/her own individual eGrants account to access their organization's eGrants system.

If you disable the pictures built into the eGrants templates, it will speed up screen refreshes.



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](#) →

[Do not have an eGrants account? Proceed to Login](#) →

Please click on this link to continue to create a new eGrants account.

Before you begin this process, please have your organization's EIN number, Legal applicant name and DUNS number with you. You will be asked for this information during this eGrants account creation process.

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...](#) 

Please click on this link to continue to create a new eGrants account.

[Already have an eGrants account? Proceed to Login](#) 

e Guest

06, 8:55 PM, EDT

Become a Grant Applicant

cancel

save

next >

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 information. All questions marked with an asterisk (*) are required.

* 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: ?

If you click on "?" icon, it will open up a pop-up window with additional information in regard to that particular text field. 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 field in the next slide.

Firefox

Help

Tab Bookmarks

https://egrants2.cns.gov/espan/gr_newaccount/logininfo

Microsoft Outlook We...

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 information.

* First Name

* Last Name

* User Name

* New Password

* Retype New Password

* Password Question: Choose Password Question ...

* Password Answer:

* Email:

Retype e-mail:

cancel save next

https://egrants2.cns.gov - Password - Mozilla Firefox

Password

Passwords must comply with the following rules:

- Passwords must be at least seven (7) characters in length.
- Passwords must include at least one (1) number, but may not begin with a number.
- Passwords cannot contain any part of your account name.
- Passwords cannot contain any word in the English language.
- The password may not contain any non-alphanumeric character (such as, @, !, \$, #, %, &).

An example of an allowable password is s3kure.

Caution

Do not share your password with anyone—including commission staff and technical support. Do not write your password down and leave it in a conspicuous location. You can protect your account and data by keeping your password private.

Done egrants2.cns.gov

The pop-up window (? icon window) for the "New Password" text filed.

Please write down your password question you choose and your 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.



eGRANTS

Welcome James

6/10/2006, 9:10 PM, EDT

Become a Grant Applicant

back

next

Create New Profile Menu

Login Information

Enter EIN#

Select an Organization

Organization Information

Grantee Phone Numbers

Review and Submit

Enter EIN

Please enter your organization's EIN#.

Enter your EIN #:

Enter your organizations' 9 digit Employer Identification Number.



eGRANTS

Welcome James
6/10/2006, 9:16 PM, EDT
Create New Profile Menu

Become a Grant Applicant

back | next

Select an Organization

Your EIN# already exists in our record of organizations. Please click next to proceed, or back to try another EIN.

List of Organizations with EIN# 000000002

- Create a new organizational profile for EIN# 0000
- OR select an existing org below**
- Chicagoland Community Center - Chicago, IL

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)

When you enter your organization's EIN number, the system will list any organizations, which has that EIN number currently listed in eGrants system, under "select an existing org below."

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 CNCS Program Officer to clarify which organization to choose.

If you see your organization listed with the correct legal applicant name, please choose that organization and proceed. It will take you to the "Organization Info" screen (slide # 13).

508 Approved |

Create New Profile Menu

- Login Information
- Enter EIN#
- Select an Organization
- Organization Information**
- Grantee Phone Numbers
- Review and Submit

Organization Information

Please enter your organization information below. All questions marked with an asterisk (*) are required.

GENERAL INFORMATION

* EIN #: 000000002

DUNS #: [] - []

* Organization's Name: []

* Organization Type: Choose an Organization Type ... [v]

Choose an Organization Type from the drop down menu.

ORGANIZATIONAL CHARACTERISTIC(S)

Please enter the characteristic(s) that best describe your organization.

Organizational Characteristic: [add characteristic](#)

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

CONTACT INFORMATION

* Street Address 1: []

Street Address 2: []

* City: []

* State: Choose Your State ... [v]

* Zipcode: [] - []

* Phone: [] . [] . [] ext. []

Fax: [] . [] . []

Organization's Email: []

DUNS Number for your Organization (applies to organization profile creation only, i.e. first person to create the profile and account for your organization)

(Although this is not a required piece of information for eGrants account creation, you are strongly encouraged to input this data. Please check with your Program Officer or CNCS State Program Staff to see if this piece of information is required. If you do not enter it during the profile creation process, you can request to add it with contact the Help Desk at a later time. DUNS number is a unique nine-character identification number provided by the commercial company Dun & Bradstreet).

Organizations can request a DUNS number by calling 1-866-705-5711 or visiting

<http://fedgov.dnb.com/webform/displayHomePage.do>

▪

Welcome James

6/10/2006, 9:37 PM, EDT

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 enter your organization information below. All questions marked with an asterisk (*) are required.

GENERAL INFORMATION

* EIN #: 000000002

DUNS #: -

* Organization's Name:

* Organization Type: Choose an Organization Type ...

ORGANIZATIONAL CHARACTERISTIC(S)

Please enter the characteristic(s) that best describe your organization.

Org. Characteristic: delete

- Choose an Organizational Characteristic ...
- Choose an Organizational Characteristic ...
-
- Area Agency on Aging
- Historically Black College or University (HBCU)
- Service/Civic Organization
- Community Action Agency/Community Action Program
- Community College
- Chamber of Commerce/Business Association
- Community-Based Organization
- Faith-based organization
- 4-year college
- Governor's Office
- Health Department
- Hispanic Serving College or University
- School (K-12)
- Law Enforcement Agency
- Local Affiliate of National Organization
- Local Education Agency
- Local Government, Municipal
- * National Non-Profit (Multi-State)

CONTACT INFORMATION

* Street Address

Street Address

* Phone: . . . ext.

Choose Organization Characteristics from the drop down menu. Once you choose an Organization Characteristic, you can add more by clicking on "Add additional Org. Characteristics" link that will show up under your chosen org. characteristics.



eGRANTS

Welcome James

6/10/2006, 9:45 PM, EDT

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

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# 00000002

Organization Type: Non-Profit

Organizational Characteristics: Service/Civic Organization

Organizational Characteristics: Community Action Agency/Communit

Address: 5555 Lake Drive, Chicago, IL 60640

Phone: 773-000-0000

Fax: 773-000-0000

If the listed information doesn't match your legal applicant 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 CNCS Program Officer.



eGRANTS

Welcome James

6/10/2006, 9:49 PM, EDT

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

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: . . ?

Enter your contact information.



eGRANTS

Welcome James

6/10/2006, 9:53 PM, EDT

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

Organization: Chicagoland Community Center

EIN #: 000000002

Organization Type: Non-Profit

Organizational Characteristics: Service/Civ

Organizational Characteristics: Community

[change](#)

Username: james

Password Question: City of birth

Answer: Chicago

Email: james@yahoo.com

[edit](#)

Daytime Phone: (773) 000-0000

Evening Phone: (312) 000-0000

Fax: (773) 000-0000

[edit](#)

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 # 16.

You will find more info about Grantee Admin role on slide #19.

You will also receive a automated email from eGrants about the creation of your account – slide # 17.

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 # 18.

If you are the first person to create an eGrants account from your organization, you will be assigned the "Grantee Admin" role automatically when you submit your account data, and therefore, will be able to access the eGrants system. Otherwise, the "Grantee Admin" in your organization will have to assign you're an eGrants user role in order for your account to become active.



Thank you

If you have created an account for an existing organization, the grantee administrator for your organization (listed below) has been notified about your account request. The grantee administrator must grant you access before you can login to eGrants.

For additional assistance, please contact your eGrants support provider or the eGrants help desk at 888-677-7849. For more information about your support provider go to <http://www.cns.gov/egrants/ta.html>.

- James Chicagoland

[Return to CNCS website](#) 

[Go to eGrants Login](#) 

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.

- Inbox
- Junk E-mail
- Calendar
- Contacts
- Tasks
- Folders
- Public Folders
- Options
- Log Off

From: eGrants Administrator [egrantshelp@cns.gov]
 To: Kapila Wewegama
 Cc:
 Subject: New eGrants Account
 Attachments:

Sent: Tue 2/21/2006 8:33 AM

You will receive an automated email from eGrants system notifying the creation of a new account.

[View As Web Page](#)

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



Subject: New eGrants Account
From: eGrants Administrator <egrantshelp@cns.gov>
Date: 2/17/2006 10:43 AM
To: kapila@ameritech.net

Your Grantee Admin will receive an automated email from eGrants system notifying the creation of a new account.

eGrants Administrator

This is an automated E-mail message. Please do not reply to it.

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.

3 Different Roles assigned to eGrants Users:

1. GRANTEE WITH ACCESS TO BUDGET

An eGrants user with this role will be able to access and create applications/reports in the eGrants system and will be able to view and work in all the sections.

2. GRANTEE WITHOUT ACCESS TO BUDGET

An eGrants user with this role will be able to access and create applications/reports in the eGrants system and will be able to view and work in all the sections except for the budget sections.

3. GRANTEE ADMIN

An eGrants user with this role will be able to access and create applications/reports in the eGrants system and will be able to view and work in all the sections. In addition, Grantee Admin eGrants users are also responsible for maintaining the eGrants account system of their organization.

- To edit the current eGrants user roles and permissions, Grantee Admin should click on “Edit User Role/Permission” link listed on their “My Account” page.
- The names of all the eGrants accounts holders for the organization will be listed on this page. To edit the user role for any of the current eGrants account holders listed there, the Grantee Admin should choose the appropriate user role from the drop down list next to the user name.
- To deny access for any of the listed eGrants users, choose “No Access” by clicking on the dropdown arrow next to the individual’s name. The system doesn’t allow you to remove the name of any registered eGrants users from the organization’s account.

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OPTION 1

When the Grantee Admin logs into his/her account after someone creates a new account, this link will appear on their eGrants home page. They can click on this link to access the screen that list all the eGrants accounts names for their organization – slide # 23.



VIEW MY GRANTS/APPLICATIONS

View all application/grants

eGRANTS MESSAGES

Welcome James

OPTION 2

Your Grantee Admin also can click on "My Account" link or use the "My Account" tab on the top to access their account page to choose the "Edit User Roles/Permissions" link (slide #22) to access the screen that list all the eGrants accounts names for their organization.

Creating an Application

Managing My Account

Reporting to CNCS

New

Continuation/Renewal

Amendment

Concept Paper

Click on the links below to access common account functions.

My Account

Equal Opportunity Survey

Org has users awaiting approval

Financial Status Report

Progress Report

PPVA Report



Welcome James

6/10/2006, 10:26 PM, EDT

Grantee Info

James Chicagoland
5555 Lake Drive
Chicago, IL 60640
Status: Grantee

MY ACCOUNT

Update My Login Info...

You can change the following information by clicking on the links below:

[➔ Change My Password](#)

Edit My Organization Info...

You can change the following information by clicking on the links below:

[➔ Update Organization's Contact Information](#)

[➔ Update Organization's Attributes](#)

[➔ Edit User Role/Permissions](#)

[➔ View All](#)

[➔ Change My Primary User Role](#)

Your Grantee Admin will click on this link to access the screen that list all the eGrants accounts names for the organization – Slide # 23.

This link and the two links above it will only display on Grantee Admin's account page. eGrants accounts with other user roles will not have these three links listed on their "My Account" page.

Update My Contact Info...

You can change the following information by clicking on the links below:

[➔ View All](#)



Welcome James

My Account

cancel

submit

Grantee Info

James Chicagoland
Chicagoland Community
Center
5555 Lake Drive
Chicago, IL 60640
Status: Grantee
Role: Grantee Administrator
Grantee (without budget
privileges)

Please change user role/permission below.

Each user's roles are highlighted in the list next to their name. To change a user's assigned role(s), you can change the selected (highlighted) items in the list and click submit. Use CTRL-Click to select multiple roles or to deselect a highlighted role. To inactivate a user's account, uncheck the 'Active' box and click on the 'Submit' button. To view Inactive users list, click on 'Show Inactive Roles' link at the bottom.

Name	Active	Roles
Donald, John	<input checked="" type="checkbox"/>	Grantee with access to budget Grantee without access to budget Grantee Admin
Smiles, Always	<input checked="" type="checkbox"/>	Grantee with access to budget Grantee without access to budget Grantee Admin
Smith, Peter	<input checked="" type="checkbox"/>	Grantee with access to budget Grantee without access to budget Grantee Admin
Smith, Tom	<input checked="" type="checkbox"/>	Grantee with access to budget Grantee without access to budget Grantee Admin
	<input checked="" type="checkbox"/>	Grantee with access to budget Grantee without access to budget Grantee Admin
	<input checked="" type="checkbox"/>	Grantee with access to budget Grantee without access to budget Grantee Admin

When someone creates a new eGrants account, a user role will not be selected next to their name. At this point, the Grantee Admin will choose one of the three eGrants roles for the user by clicking on the appropriate role. Only after the Grantee Admin choose a role and click "submit," the new user will be able to access the eGrants system through his/her new account.

cancel

submit



Welcome James

My Account

cancel

submit

Grantee Info

James Chicagoland
Chicagoland Community
Center
5555 Lake Drive
Chicago, IL 60640
Status: Grantee
Role: Grantee Administrator
Grantee (without budget
privileges)

Please change user role/permission below.

Each user's roles are highlighted in the list next to their name. To change a user's assigned role(s), you can change the selected (highlighted) items in the list and click submit. Use CTRL-Click to select multiple roles or to deselect a highlighted role. To inactivate a user's account, uncheck the 'Active' box and click on the 'Submit' button. To view Inactive users list, click on 'Show Inactive Roles' link at the bottom.

Name	Active	Roles
Donald, John	<input checked="" type="checkbox"/>	Grantee with access to budget Grantee without access to budget Grantee Admin
Smiles, Always	<input checked="" type="checkbox"/>	Grantee with access to budget Grantee without access to budget Grantee Admin
Smith, Peter	<input checked="" type="checkbox"/>	Grantee with access to budget Grantee without access to budget Grantee Admin
Smith, Tom	<input checked="" type="checkbox"/>	Grantee with access to budget Grantee without access to budget Grantee Admin
Smith, Nuwan	<input checked="" type="checkbox"/>	Grantee with access to budget Grantee without access to budget Grantee Admin
Walker, Greg	<input checked="" type="checkbox"/>	Grantee with access to budget Grantee without access to budget Grantee Admin

When an organization doesn't want a current eGrants account holder to have access to eGrants system anymore, the Grantee Admin needs to inactivate the account for that eGrants user. You cannot remove a name of an eGrants account holder from the system. In order inactivate an eGrants account user, you need to uncheck "Active" box for that user.

cancel

submit



When you login to your account after you have been assigned an eGrants role, your eGrants home page will look similar to this page.

Your login name will be displayed here.



eGRANTS

eGRANTS MESSAGE

Welcome James

All the different Grants/Applications currently in eGrants system for your organization will be listed according to their application types

VIEW MY GRANTS/APPLICATIONS

- ➔ View all application/grants
- ➔ 1 Concept Paper Initial Entry
- ➔ 1 Concept Paper Accepted
- ➔ 4 Grantee Initial Entry
- ➔ 2 Prime Applicant Initial Entry
- ➔ 1 Subapplicant Initial Entry

Creating an Application

- New ➔
- Continuation/Renewal ➔
- Amendment ➔
- Concept Paper ➔

Managing My Account

Click on the links below to access common account functions.

- My Account ➔
- Equal Opportunity Survey ➔
- Org has users awaiting approval ➔

Reporting to CNCS

- Financial Status Report ➔
- Progress Report ➔
- PPVA Report ➔

For eGrants related Technical Issue and Problems, please contact:

eGrants Help Desk: 1-888-677-7849 (Ext. 533)

email: eGrantshelp@cns.gov

Thank you!

Hope you enjoyed the presentation

All the best with your eGrants application process!!!

Created and Presented by Kapila Wewegama
eGrants Coaching Unit
JBS International/Aguirre Division
1-888-333-8272