

eGrants

learning series

getting started

INTRODUCTION FOR AGENCY USERS

Applying for an **eGrants** login ID

Logging in

Using the **eGrants** screens

Managing your account information

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Introduction

Welcome to **eGrants**, Pennsylvania Department of Education’s online, system for submitting and managing grant applications.

eGrants is available to all educational Agencies eligible to apply for and receive educational grants, including public and nonpublic school districts, charter schools, intermediate units, technical learning centers, libraries and other institutions.

The system is designed for fast preparation of grant applications and their electronic submission by authorized Agency personnel. It contains many features to help you manage and track your grant applications online.

Agency users can complete grant applications from a desktop computer, laptop, tablet, or phone. **eGrants** scales according to the device it is displayed on, and it should be noted that page layout may differ from device to device.

A representative of an authorized educational Agency can apply for an **eGrants** account as an Agency user.

In addition, “third-party” users and peer reviewers may create accounts when participating in the grant submission and review process.

If your agency does not have an eGrants user administrator, contact the Program Office for the grant you want to apply for. The Program Office will create a user administrator account for your office. The new user administrator can add, delete, and modify users and access roles.

About Agency Users

eGrants is a secured Internet system. In order to protect user privacy, information about each Agency is secured by user type and by Agency assignment.

When a new account is created for you, only information for your specific Agency is available.

Your Agency User Administrator is responsible for creating your account, assigning your privileges and making your account available for use.

You will receive a unique login ID that identifies you as a member of the Agency. Your login ID and password protect your personal information and the work you perform. Do not share your login ID and password.

You can maintain your own personal information, personalize your **eGrants** settings, and manage your password.

Access to Agency and Program Office Information

For Agencies, the Agency User Administrator is responsible for securing **eGrants** information and access to the tasks users can perform.

When the Agency User Administrator creates new user accounts, a selection of security roles is available for assignment. These roles control the information the new user can view, the tasks that can be performed and the approvals that can be applied.

Generally, Agency users work only within their assigned Agencies and have access only to information specific to the Agency. Temporary, limited access to view projects for other Agencies can be assigned for some peer reviews.

The Program Office Administrator is responsible for authorizing Agencies to view grant programs and submit applications. Agencies can request access to information from any number of Program Offices to view and apply for grants that may be available to them.

If you have access to more than one Program Office, you can select the Program Office when logging in or change the Program Office while you work in **eGrants**. Note that you can view information only for the currently selected Program Office.

In addition to the Program Office Administrator responsible for managing grant programs, each Program Office has a User Administrator who oversees Agency users. The Program Office User Administrator can assist the Agency User Administrator with creating users and assigning roles.

Apply for Electronic Signature Privileges ❖ Step-by-Step

eGrants uses online electronic signatures to record approvals on submitted projects.

Like a signature on a paper document, the electronic signature is a legally binding authorization that validates the user's acceptance and approval of contracts, terms and conditions.

Generally, only managerial personnel in an Agency, such as a superintendent or director, have the authority to sign and submit legal documents.

Electronic signatures are secured and verified by the user's unique login ID, password and special electronic signature privileges applied to the user account.

The ability to use an electronic signature must be assigned by the Pennsylvania Department of Education's Office of Chief Counsel.

Before applying for an electronic signature account, your Agency User Administrator must create an **eGrants** account for you.

To apply for electronic signature privileges:

1. Obtain the form of resolution at the following link:

**[http://www.portal.state.pa.us/portal/server.pt/gateway/
PTARGS_0_148494_1325483_0_0_18/E-signature%20Resolution.docx](http://www.portal.state.pa.us/portal/server.pt/gateway/PTARGS_0_148494_1325483_0_0_18/E-signature%20Resolution.docx)**

2. Have the governing body of your Agency (school board, board of directors or board of trustees) adopt the resolution identifying and authorizing a specific individual (superintendent, Executive Director, Director, CEO) to sign electronic agreements with the department.
3. After adoption of the resolution, have the resolution form signed by the appropriate board officers, attested to by the governing body's secretary and signed by the authorized officer(s).
4. Send the fully executed resolution to:

Pennsylvania Department of Education
Division of Federal Programs
333 Market Street, 5th Floor
Harrisburg, PA 17126

❖ END OF INSTRUCTIONS: "APPLY FOR ELECTRONIC SIGNATURE PRIVILEGES"

Logging in to eGrants

After receiving your eGrants login and password, follow the instructions below to open a new session.

Login to eGrants ❖ Step-by-Step

To start your eGrants session:

1. Open an Internet browser window with Internet Explorer.
2. Go to the eGrants website:
 - **PDE Website Access**
From the Pennsylvania Department of Education home page (www.education.pa.gov): Click **Online Services**. Click **eGrants**.
 - **Manual URL**
In the browser address window, type [http://www.eGrants.pa.gov/](http://www.eGrants.pa.gov) and press ENTER.

TIP: Add the eGrants website as a new desktop shortcut or save it as an Internet access for fast return.

The eGrants welcome screen appears.



[Home](#) [Contact Us](#) [FAQ](#) [System Requirements](#)

Welcome to eGrants!



The Pennsylvania Department of Education's eGrants Grants Management system provides licensed education agencies and community-based programs with online access to grant applications.

To access eGrants, login with your eGrants login and password. If you are not registered to use eGrants you must contact the Program Office Administrator of the grant you want to apply. Go to the [Pennsylvania Department of Education's](#) web site to get more information about the grant's availability and eligibility requirements.

 eGrants makes it easy to complete and submit grant applications.

Login

Login

Password

 Remember Me

Forgot Password

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3. Type in your username and password, then click the **Sign On** button.

The eGrants homepage appears.








news tuesday, february 20, 2018

eGrants Update

Division of Federal Programs
1/1/2018 12:00:00 AM

New grants are coming to eGrants! Please check back for more updates.

user guides

-  [Getting Started](#)
-  [Agency User Management](#)
-  [Creating Agency Users](#)
-  [Creating a Grant Application](#)
-  [Signing and Submitting Grant Applications](#)
-  [Signing and Submitting Third Party Grant Applications](#)
-  [How to Add a Program Office to a User](#)

Session Timeout: 3:41:09 PM

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4. The Program Office assigned to your account displays by default. However, you can change program offices by moving your mouse over the current program office selected. A dialog box pops up, and then you can select which program office you want.



5. Click the Program Office to select it.

❖ **END OF INSTRUCTIONS: "LOGIN TO EGRANTS"**

Retrieve Forgotten Password ❖ Step-by-Step

Your **eGrants** account requires a secure login ID and password.

Your account information is linked to an email address. If you forget your **eGrants** password, you can receive a new temporary password via email.

1. Open an Internet browser window in Internet Explorer.
2. Go to the **eGrants** website: **www.egrants.pa.gov**.

The eGrants welcome screen appears.



[Home](#) [Contact Us](#) [FAQ](#) [System Requirements](#)

Welcome to eGrants!



The Pennsylvania Department of Education's **eGrants** Grants Management system provides licensed education agencies and community-based programs with online access to grant applications.

To access eGrants, login with your eGrants login and password. If you are not registered to use eGrants you must contact the Program Office Administrator of the grant you want to apply. Go to the [Pennsylvania Department of Education's](#) web site to get more information about the grant's availability and eligibility requirements.

 eGrants makes it easy to complete and submit grant applications.

Sign On

Username

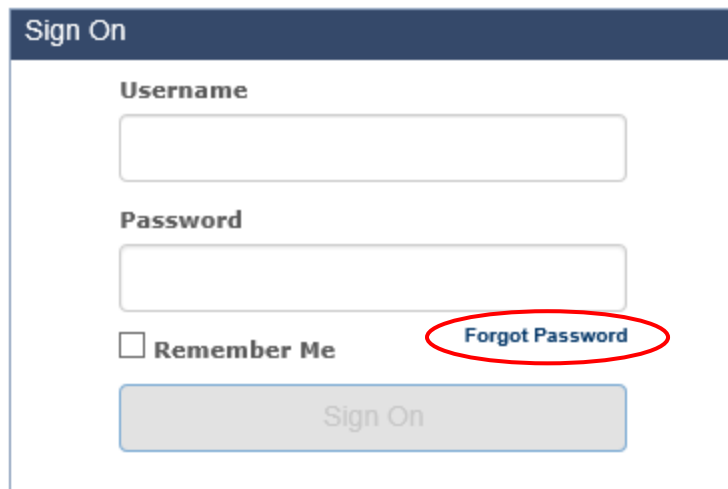
Password

Remember Me [Forgot Password](#)

Version: 5.0.0.54

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3. Click the **Forgot Password** above the **Sign On** button.



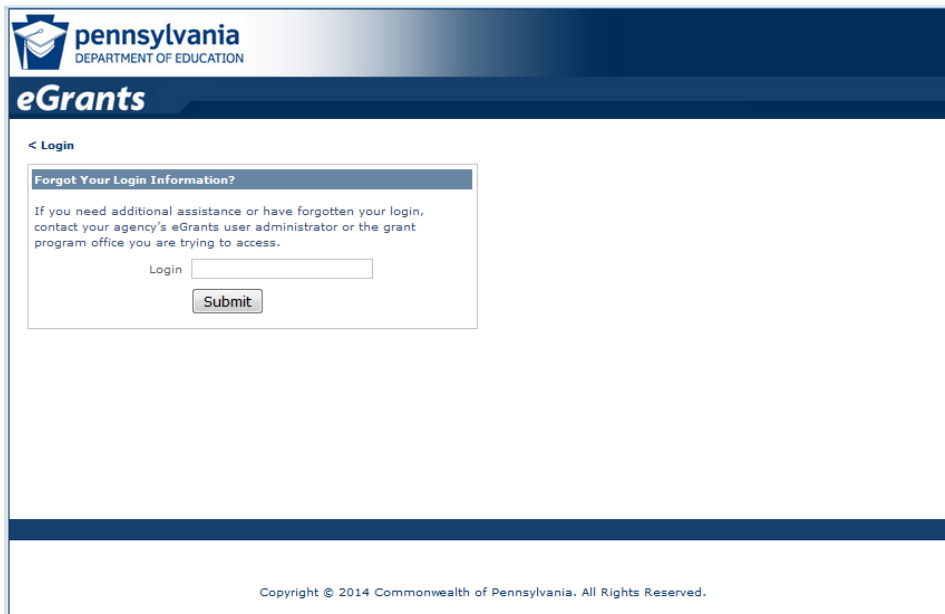
Sign On

Username

Password

Remember Me **Forgot Password**

The following screen appears.



 **pennsylvania**
DEPARTMENT OF EDUCATION

eGrants

< Login

Forgot Your Login Information?

If you need additional assistance or have forgotten your login, contact your agency's eGrants user administrator or the grant program office you are trying to access.

Login

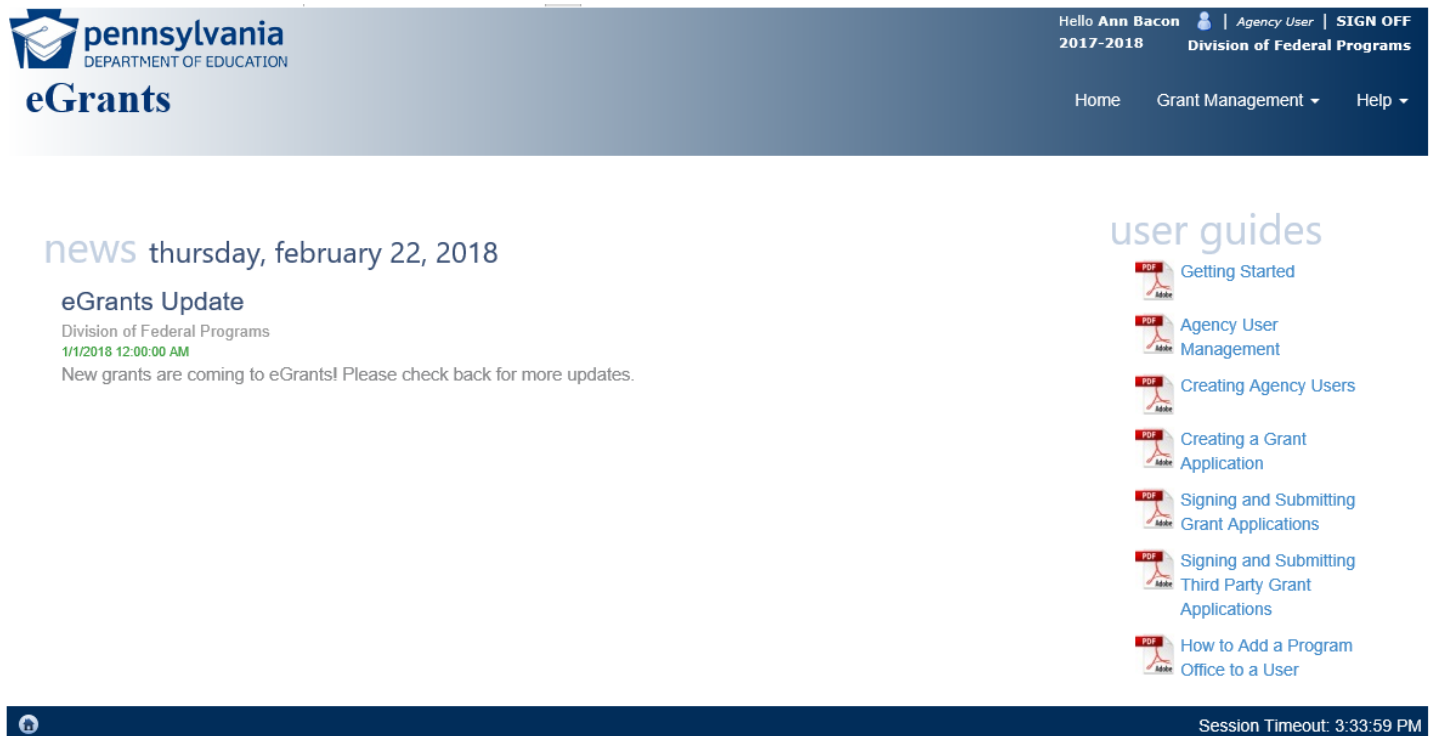
Copyright © 2014 Commonwealth of Pennsylvania. All Rights Reserved.

4. Enter your login ID, then click **Submit**.
 5. Check your email for your new temporary password and instructions on how to login.
- After logging in, be sure to change your password. See “Managing Your Account Information.”

❖ **END OF INSTRUCTIONS: “Retrieve Forgotten Password”**

The eGrants Start Page

After you login to eGrants the **Start** page appears.



The screenshot shows the eGrants Start Page interface. At the top left is the Pennsylvania Department of Education logo and the text "eGrants". At the top right, it says "Hello Ann Bacon 2017-2018" and "Agency User | SIGN OFF | Division of Federal Programs". Below the logo, there are navigation links: "Home", "Grant Management", and "Help". The main content area is divided into two columns. The left column has a "news" section dated "thursday, february 22, 2018" with a sub-section "eGrants Update" from the "Division of Federal Programs" dated "1/1/2018 12:00:00 AM". The right column is titled "user guides" and lists seven PDF guides: "Getting Started", "Agency User Management", "Creating Agency Users", "Creating a Grant Application", "Signing and Submitting Grant Applications", "Signing and Submitting Third Party Grant Applications", and "How to Add a Program Office to a User". At the bottom of the page, there is a dark blue footer bar with a session timeout notice: "Session Timeout: 3:33:59 PM".

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Each **Start** page is customized to provide you with all the information you need to begin working in **eGrants**.

- **Program Office Welcome**
Basic information about the selected Program Office is displayed. Click the links to display the Program Office home page and other important websites.
- **Program Office Information and Updates**
Information about available grants and other important news is posted for the selected Program Office.
- **User Guides**
User guides for using the eGrants system are displayed. Click a title to display the guide in pdf format.
- **System Alerts**
eGrants system administration posts important system alerts about availability, maintenance, new features, etc., periodically. Note that this section only appears if there are alerts.

User Profile Link ❖ Features and Functions

Your user name appears in the upper right corner of every screen.

Click the **Profile** icon  beside your name to view or modify your unique user profile settings:

- **User Account Detail**
- **Contact Information**
- **Roles**
- **Agency/LEA Access**
- **Password**
- **Settings**

See “Managing Your Account Information” for additional details.

Select Program Office ❖ Step-by-Step

The Program Office you selected during login displays in the upper right corner of every screen.

If you have access to information for more than one Program Office, you can change the Program Office at any time. You can view only grants and grant applications for the selected Program Office.

PROGRAM OFFICE ACCESS: Your privileges to view information or perform tasks may vary for each Program Office. To request security roles to view Program Office information, contact your Agency User Administrator.

To view information for a new Program Office:

1. Hover over the Program Office display at the top right of the screen. (The name is an active link.) The **Select Program Office** window displays all Program Offices that enable access by your Agency. You must select a Program Office to continue.



2. Click the name of the Program Office to open its **Start** page.

After you select a Program Office, you can only see information for that Program Office.

❖ **END OF INSTRUCTIONS: "SELECT PROGRAM OFFICE"**

Select Program Year ❖ Step-by-Step

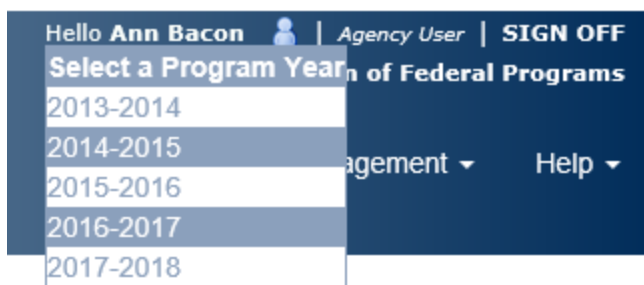
Program Offices identify and manage grants based on pre-assigned program years (2013-2014, 2014-2015, etc.).

Available grants, Agency allocations, terms and conditions and enrollment periods may vary with each program year.

PERSONALIZED SETTINGS: If your work requires you to review previous program years consistently, you can change the default program year for your own **eGrants** session. Refer to “Managing Your Account Information” for instructions on changing the default program year.

To view information for a new program year:

1. Hover over the program year display at the top right of the screen. (The date is an active link.) The **Select Program Year** window appears.



To exit the window without changing the program year, move your cursor away from the pop-up.

2. Click a **Program Year** to switch to that year.

After you select a program year, you can only see information for that program year. Change the program year as often as needed.

The program year controls many aspects of **eGrants** data. Access to Program Offices, available grants, projects and other information may not be available for the selected program year.

❖ **END OF INSTRUCTIONS: “SELECT PROGRAM YEAR”**

View Important Information and Alerts ❖ Step-by-Step

The **Important Information and Updates** panel on the left side of the start page, under the Welcome, displays all news feeds available from the Program Offices you can access.

The **System Alerts** pane on the left side of the start page displays information from **eGrants** system administration.

The most recent newsfeeds and alerts appear at the top of the list.

1. To view the complete text of a newsfeed or alert, click its title to display it.

news thursday, february 22, 2018

eGrants Update

Division of Federal Programs

1/1/2018 12:00:00 AM

New grants are coming to eGrants! Please check back for more updates.

❖ **END OF INSTRUCTIONS: “View Newsfeeds and Alerts”**

Using the eGrants Screen Displays

eGrants user screens are designed for easy location, selection and entry of information.

All screen displays are standardized. The same information, format and options are available on all similar screens. In most cases, the next step available for you is marked clearly.

Main Menu ❖ Features and Functions

The **Main Menu** bar spans the top of every eGrants screen. It is the main method for selecting screens and tasks to perform.



You can access the main menu by clicking any of its options at any time, from any screen.

Hovering over some of the options opens submenus containing additional choices.

Click the submenu option to select it.

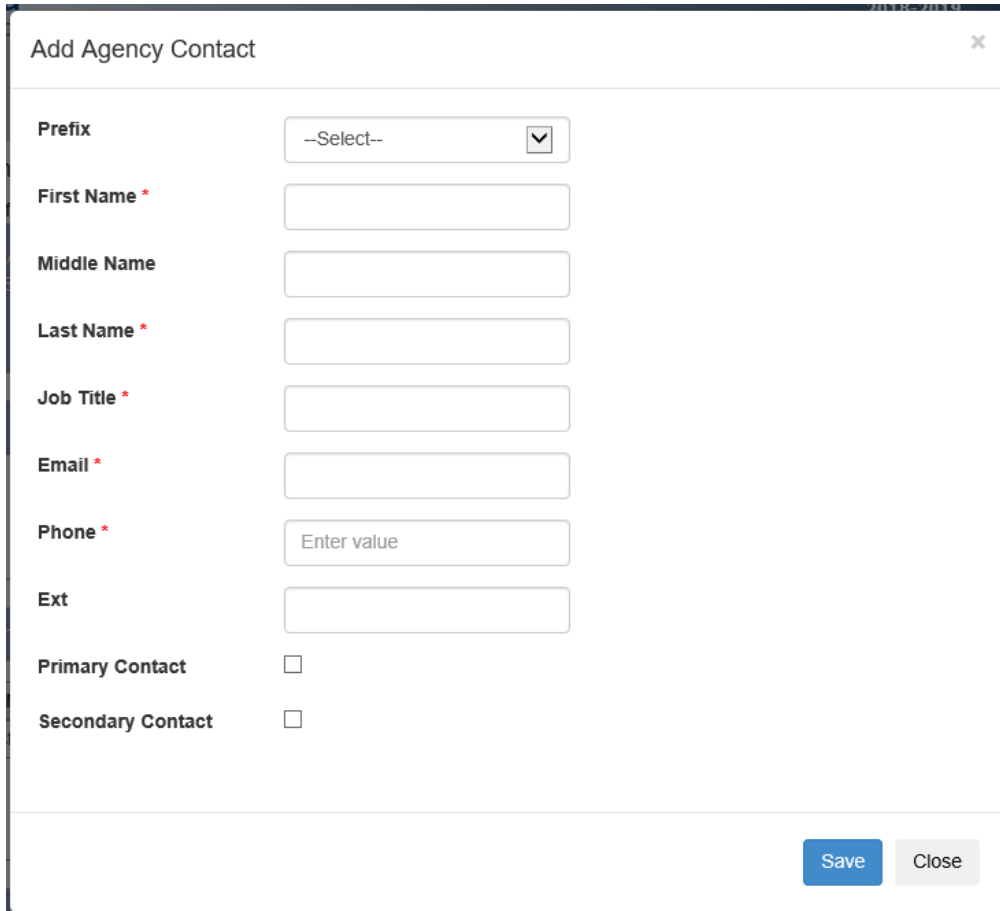
IMPORTANT NOTE: If you click an option on the menu, the current screen closes **without** saving information. If you have entered data on a screen, be sure to click the **Save** button before using the main menu.

Menu Map for Agency Users

MAIN MENU OPTION	SUBMENU OPTION	ACTION PERFORMED
Home		Click Home to return to the starting page for the current Program Office at any time. Use the starting page to move quickly to recent projects, view alerts and use other shortcuts.
Grants Management	Grant Profiles	Click Grants Management > Grant Profiles to view a list of all available grants offered by the current Program Office. Select a grant on the list to view its details or begin the application process.
	Grant Applications	Click Grants Administration > Grant Applications to view a list of all grant applications created for available programs. Use the list to view the grant application's status and select a grant application to edit and view.
Administration (special access)	System Administration/Contract Type Default Documents	The Administration option is available only to a authorized Agency User Administrators responsible for maintaining user accounts.
Help	PDE Help	Click Help > PDE Help to use the system's online help feature, with step-by-step instructions.

Data Entry Windows ❖ Features and Functions

Depending on the type of data required, **eGrants** presents full-screen displays or smaller data entry windows.



Enter Data

Each entry screen or window contains “fields” for the entry or selection of data.

Click any field to begin typing, complete a checkbox or select an item. To move quickly through the fields, press **TAB** to move to the next field or **SHIFT+TAB** to move to the previous field.

If data cannot be entered in a field, such as for a read-only screen, **eGrants** does not allow typing or editing.

REQUIRED FIELDS: If information is required, the field is marked with a red asterisk *. You must complete the field to complete your entry and save the new record.

Text Fields

Text fields are displayed as empty rectangles.

- **Single-Line** text fields enable the entry of up to 120 characters, including letters, numerals and punctuation marks.
- **Multi-Line** text fields display as a larger rectangle and enable the entry (or pasting) of an unlimited amount of data. If the text you enter is too large to fit in the display, scroll bars appear at the right side of the text field.
- **Cut-and-Paste** is available in all text fields. To copy, right-click and select **Copy**, or type **CTRL+C**. To paste, right-click and select **Paste**, or type **CTRL+V**.
- **Numerical** text fields restrict entry to include only specific types of information, such as zip codes or currency. In general, punctuation such as commas and dollar signs should not be entered.

Date Fields

If a date is required, you can enter the date manually or use the calendar.

- **Manual Date Entry.** Click the field and type the date in **mm/dd/yyyy** format.

- **Calendar Selection.** To view and select dates, click the date field.

07/01/2018

The calendar window appears.

Click the single arrows ◀ or ▶ to move through months of the calendar display.

After the correct date is displayed, click the date to close the calendar and insert the date into the field.

July 2018						
Su	Mo	Tu	We	Th	Fr	Sa
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	31				


Checkboxes and Lists

Use the checkbox and list fields to select information when needed.

- **Single Checkbox** fields are used to include “yes” or “no” for a question or condition. Click the checkbox once to insert a checkmark. Click a second time to remove the checkmark.
- **Checkbox list** fields allow you to select one or more items from a list. Click a checkbox once to insert a checkmark. Click it a second time to remove the checkmark.
- **Radio button lists** display round buttons. You can select only one of the options in the list. Click a button once to select it. Click it a second time to deselect it.

Dropdown Selections


Dropdown boxes enable you to complete a field by selecting one answer from a fixed list.

Pre-loaded contract number 

Click the down arrow to display available selections. Click the selection to insert it into the field.

Save Data


Data entry screens and windows contain **Save** buttons.

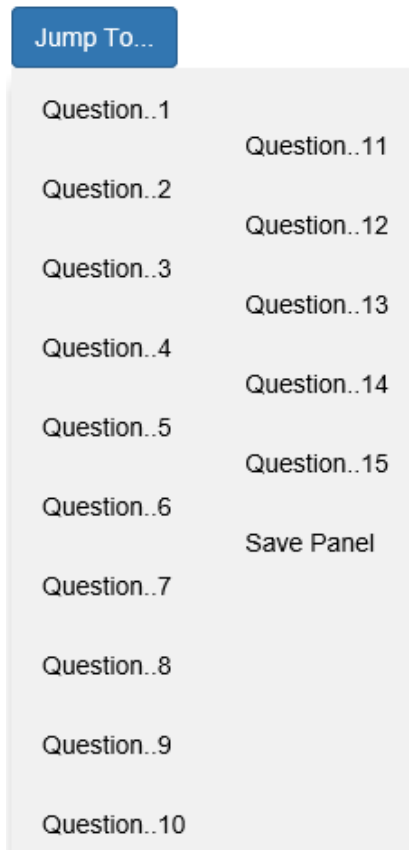
- **Save.** Click the **Save** button  to save your work and close the current window or screen. The system returns to the previous menu or screen.

IMPORTANT: Save your work frequently. For security, eGrants logs off your session after 20 minutes of inactivity. If you are interrupted, click **Save** to ensure that your work is saved to prevent the need to re-enter data.


Jump To...

Some data entry screens contain **Jump To...** buttons to help you navigate pages with many questions easily.

- **Jump To...** Click the **Jump To...** button  to open a pop-up screen allowing you to click on a question number and jump directly to it. The button follows you when you scroll, so it is always visible on the page.





Cancel Data Entry

You can close an entry screen or window by clicking the word **CLOSE** or by clicking the **Close** icon .

The window closes without saving the data you entered. The system returns to the previous screen or menu.

Selection Grid ❖ Features and Functions

When you need to select a program, project, user or other record from the **eGrants** database, a selection grid appears.


Grant Applications								
Your Agency is a Member of the following Grant Applications:								
LEA	AUN	Grant Title	Project No	Project Type	Project Status	Workflow Step		
Abington SD	123460302	Title I, Part D – Delinquent Programs	FA-107-19 0001	Original Application	In Process	Original Data Entry		
Abington SD	123460302	Consolidated Application	FA-999-19 0001	Original Testing	In Process	Original Data Entry		

Selection grids are designed for fast location and retrieval of information. Follow the instructions below to locate information and select it for viewing or data entry.

Select Entry

To select an entry for viewing or editing, click the edit  icon.

Delete Selection

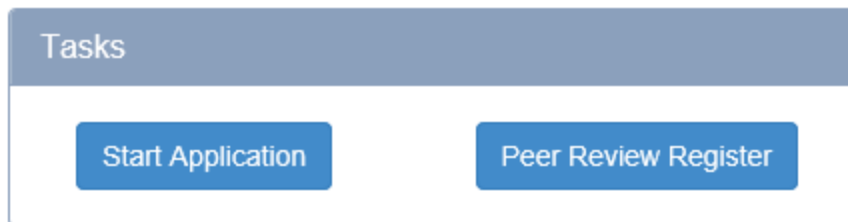
For some grids, you can delete an entry by clicking the **Delete** icon  in its row. Note that the entry is deleted only from the current selection grid and is no longer associated with the current record. The entry is not removed from the database. Also note that not all grids have this icon.

Shortcuts and Special Features

Special shortcuts help you move quickly through the screens or perform tasks quickly.

Task Buttons

Throughout the system, task buttons appear to show you the actions available to you.



Wizards

When a process you need to complete contains multiple steps, such as creating a new grant application, a series of wizard windows appear.

Grant Title: Z - Consolidated Application



Setup

Welcome to the Create Grant Application Wizard Set Up page. You will use this wizard to set up your grant application.

Select the grant application type, then click Next. *

[Next](#) [Cancel](#)

The wizard is designed to help you enter all the information you need to create a new file or record. The windows move step-by-step through the process.

Enter data in the fields as indicated. Use the wizard buttons or links to complete and move through each step.

- **Next.** After completing data entry in one window, click the **Next** button to move to the next window.
- **Previous.** To move to a previous window to view or re-enter data, click the **Previous** button.
- **Finish.** The last window of the wizard contains a **Finish** button. Click **Finish** to create the new file or record and close the wizard.
- **Cancel.** If you do not want to save the new file, click the **Cancel** button at any time to exit the window and end the process. No new file or record is saved.

IMPORTANT: You must move through all the windows of the wizard and click **Finish** to save all your work. Be sure to complete all entry screens in order to save the correct data.


Time-out Warning

For security, your current **eGrants** session closes after 20 minutes of inactivity.

The blue bar at the bottom of the screen displays the time your current session will timeout.

To renew your session:

1. Click the time displayed on the right side of the blue bar.



Session Timeout: 4:31:31 PM

2. Click **Logout** to exit **eGrants**.

IMPORTANT: Be sure to save your work before logging out of the system.

Managing Your Account Information

User accounts are created by the Agency User Administrator assigned for your Agency.

After your account is created, you can manage your personal information, view your roles or change your password.

Access a special **User Profile** screen by clicking the **Profile** icon  beside your name in the upper right corner.


LOGIN ID RESTRICTIONS: Your login ID is your exclusive registration to use **eGrants** as an authorized representative for your Agency. Login IDs cannot be reused or reissued. You cannot change your login ID. If you no longer need your **eGrants** account, your login ID can be de-activated. If you require a login ID as a representative of another Agency, a new (or separate) login ID must be created for you.

Change Personal Information ❖ Step-by-Step

You can change the personal information assigned to your account at any time. Use the option when needed to update your email address, phone number and other details.

EMAIL ASSIGNMENT: eGrants uses your email address to send notifications about projects and programs automatically. Your email address also is required to reset your password or retrieve a forgotten password. Be sure your email address is accurate and up-to-date at all times.

To change your personal information:

1. From any screen, click the **Profile** icon  beside your name in the upper right corner. The **View Profile** screen appears.

User Account Detail

Login	<input type="text"/>
User Type	<input type="text" value="Choose..."/>
Last Login	<input type="text"/>
<input type="checkbox"/> Account is Locked	
<input type="button" value="Save"/>	

Contact Information

Title	<input type="text" value="Choose..."/>
First Name	<input type="text"/>
Middle Initial	<input type="text"/>
Last Name	<input type="text"/>

2. The **Personal Information** panel contains contact information. Click the panel to expand it or close it as needed.

3. Click any field to edit the information.

Title	Dropdown/Required	Select a title.
First Name	Text / Required	Type the first name. Compound and hyphenated names are acceptable.
Middle Initial	Text / Optional	Type the middle initial.
Last Name	Text / Required	Type the last name. Compound and hyphenated names are acceptable.
Password	Text / Required	Type a password
New Password	New Password	Type a new password
Confirm Password	Text / Required	Confirm the password
Change Password	Button	Click to change password.
Default Program Office	Dropdown	Select Program Office
Default Program Year	Dropdown	Select Program Year
Default Start Page	Dropdown	Select Default Start Page
Save	Button	Save Data

4. Click **Save** to save the information before exiting the screen.

❖ **END OF INSTRUCTIONS: “CHANGE PERSONAL INFORMATION”**


View User Roles ❖ Step-by-Step

“Roles” control the type of work you can perform while using **eGrants**. The roles assigned to you by the Agency User Administrator determine the information you can view and the types of actions you can perform, such as creating a grant, editing a grant or submitting a grant.

Note that roles also are specified individually for each Program Office. If you have access to more than one Program Office, your privileges for each may be different.

ROLE EXPIRATION AND REVIEW: For security, roles are valid for only one year at a time. Your Agency User Administrator is responsible for reviewing and updating your account on an annual basis. If you have trouble logging into the system or performing your assigned tasks, contact your Agency User Administrator to review or renew your user roles.

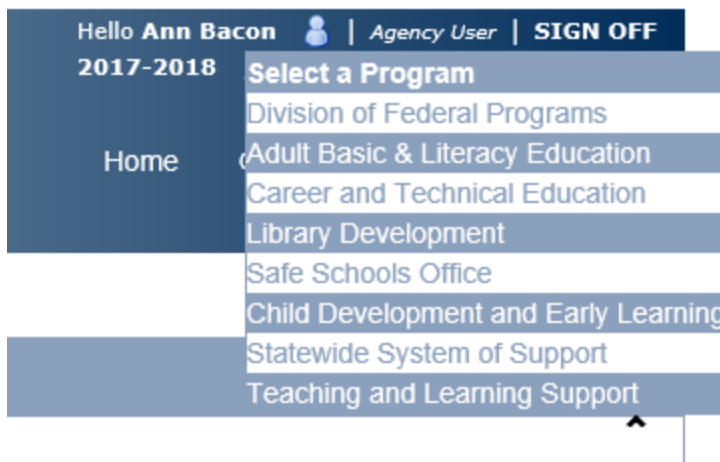
To view your role assignment:

1. From any screen, click the **Profile** icon  beside your name in the upper right corner. The **View Profile** screen appears.
2. The **Roles** panel contains information about your assigned roles for the current Program Office.

3. View the roles assigned in the window.

Roles	
Role	Expires On
Agency Sign-off	7/11/2018 12:00:00 AM
Agency User Administrator	7/11/2018 12:00:00 AM
Project Create	7/11/2018 12:00:00 AM
Project Writer	7/11/2018 12:00:00 AM
Project Viewer	7/11/2018 12:00:00 AM
Project Submit	7/11/2018 12:00:00 AM

4. To review roles for a different Program Office, if you have access to more than one, select the Program Office from the dropdown list that appears in the top right side of the screen.



5. You'll be returned to the eGrants home screen. From there, click the  button.

IMPORTANT NOTE: Roles are assigned only by authorized Agency User Administrators. If you need to add or change a role, contact the User Administrator for your Agency.

❖ **END OF INSTRUCTIONS: "VIEW USER ROLES"**


View Program Office Access ❖ Step-by-Step

Program Offices assign access to information individually for each Agency.

Access to individual users within the Agency is managed by the Agency User Administrator or by the Program Office User Administrator.

PROGRAM OFFICE ACCESS: To view information for a Program Office, your Agency must be authorized by the Program Office and you must have at least one role assigned for the Program Office.

To view your Program Office assignment:

1. From any screen, click the **Profile** icon  beside your name in the upper right corner. The **View Profile** screen appears.
2. The **Program Offices** panel contains information about Program Offices you can access. Click the panel to expand it or close it as needed.
3. View the Program Offices assigned in the window.

Program Office
Division of Federal Programs
eGrants Test - UAT
Safe Schools Office
Teaching and Learning Support

❖ **END OF INSTRUCTIONS: “VIEW PROGRAM OFFICE ACCESS”**


View Agency Access ❖ Step-by-Step

Most users have access to information for only one Agency.

Additional access may be assigned to enable peer reviewers with temporary, limited access to project information for other Agencies.

AGENCY ACCESS: Access to Agency information is managed only by the Program Office. To obtain access to project information for other Agencies, you must be approved by the Program Office User Administrator.

To view your Agency assignment:

1. From any screen, click the **Profile** icon  beside your name in the upper right corner. The **View Profile** screen appears.
2. The **Agency Access** panel contains information about Agency or Agencies you can access. Click the panel to expand it or close it as needed.
3. View the Agencies assigned in the window.



The screenshot shows a panel titled "Agency/LEA Access" with a blue header. Below the header is a table with one row. The table has a header row with "Agency/LEA Name" and a data row with "Abington SD".

Agency/LEA Name
Abington SD


❖ **END OF INSTRUCTIONS: "VIEW AGENCY ACCESS"**

Change Password ❖ Step-by-Step

You can change your **eGrants** password at any time. You cannot change your **eGrants** login ID.

SECURITY NOTE: Your **eGrants** login ID and password identify you as an Agency user. Your user account login identifies all work performed, all approvals and all email notifications. Protect your account. Do not share your login and password with other users.

To change your current user password:

1. From any screen, click the **Profile** icon  beside your name in the upper right corner. The **View Profile** screen appears.
2. The **Password** panel contains fields used to change the password. Click the panel to expand it or close it as needed.

Password

Password	<input type="text" value="Password"/>
New Password	<input type="text" value="New Password"/>
Confirm Password	<input type="text" value="New Password Confirm"/>

3. Complete the fields

Password	Text / Required	Type your current password in the field. Passwords are case-sensitive.
New Password	Text / Required	Type a password. Passwords must be at least eight characters, including one upper case letter, one lower case letter and one numeral. Do not use spaces.
Password Confirm	Text / Required	Retype the password exactly as entered in the new Password field above.


4. Click **Change Password**. Your password is changed for the current session. You must use your new password for subsequent logins.

❖ **END OF INSTRUCTIONS: "CHANGE PASSWORD"**

Change Settings ❖ Step-by-Step

You can change your eGrants preferences at any time to view the information you need after login. Use the option to change the default program year or starting page to appear each time you login.

To change your preferred settings:

1. From any screen, click the **Profile** icon  beside your name in the upper right corner. The **View Profile** screen appears.
2. The **Settings** panel contains fields used to change the **Start** screen settings. Click the panel to expand it or close it as needed.

Settings

Default Program Office

Default Program Year

Default Start Page

3. Complete the fields.

Default Program Office	Dropdown / Required	Click the dropdown arrow. Click the program office to use for all new eGrants sessions. You can change the program office if needed after you login.
Default Program Year	Dropdown / Required	Click the dropdown arrow. Click the program year to use for all new eGrants sessions. You can change the program year if needed after you login.
Default Start Page	Dropdown / Required	To start with a preferred page when you login to eGrants, click the dropdown arrow. Click the page to select it.

4. Click **Save**. Your preferred settings will be used the next time you login to eGrants.

❖ **END OF INSTRUCTIONS: “CHANGE SETTINGS”**