

eGrants

learning series

adding program office access to a user account

INTRODUCTION FOR AGENCY USERS

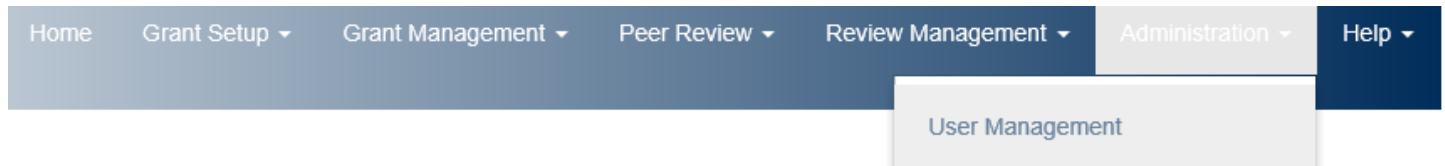
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Adding a Program Office Access to a User Account

After you have logged on to eGrants with the Agency User Administrator role, you can add program office access to user accounts.

1. From the **Administration** menu, click **User Management**.



2. When the **User Agency Summary** screen appears, click the **Select** icon for the user's account you are adding the program office access to.



Hello **Lisa Brown** | Agency User
 [2013-2014] Division of Federal Programs INT TEST
 Palmyra Area SD

eGrants Home Grants Management Administration Help Logout

User Agency Summary
Use this screen to view, create and maintain Agency users with access to the Bureau.

Palmyra Area SD

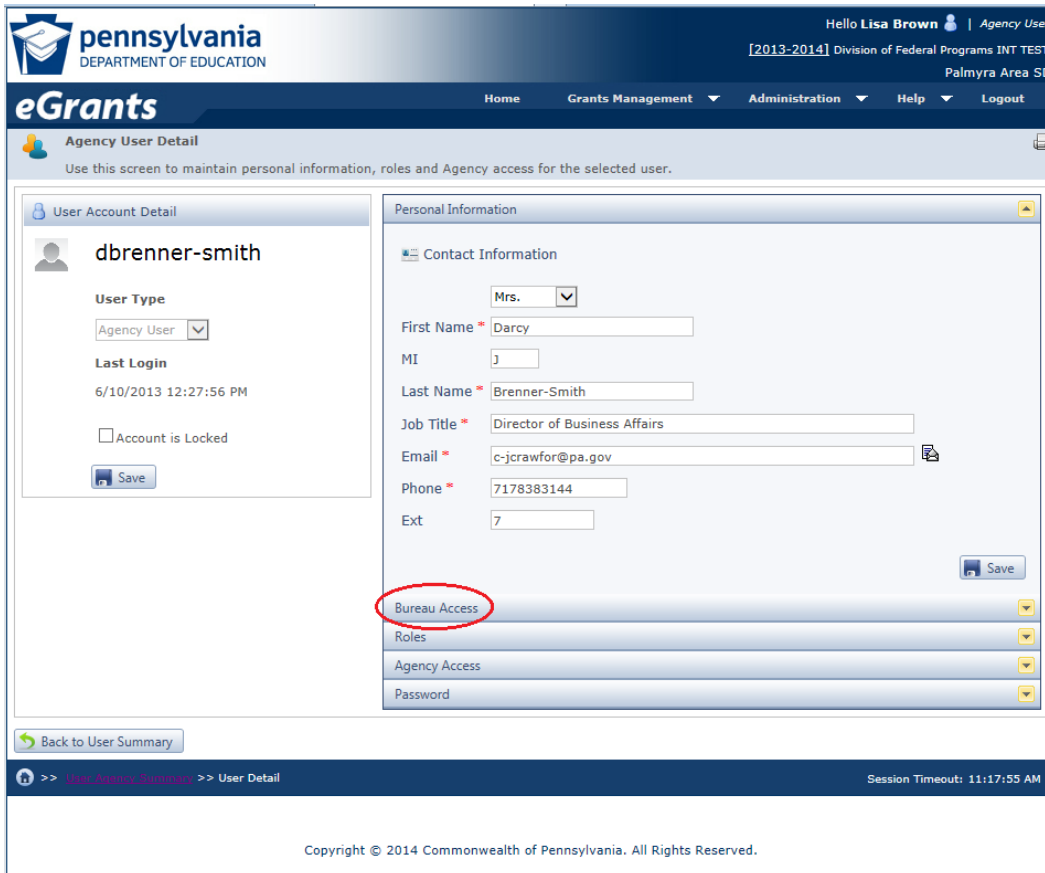
Agency Users

	Last Name	First Name	Login	Email	Locked		
	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
1065	Brenner-Smith	Darcy	dbrenner-smith	c-jcrawfor@pa.gov	<input type="checkbox"/>		
1750	Brown	Lisa	brownlisa	c-jcrawfor@pa.gov	<input type="checkbox"/>		
462	Bucher	Mark	bucher	c-jcrawfor@pa.gov	<input type="checkbox"/>		

>> User Agency Summary Session Timeout: 11:15:07 AM

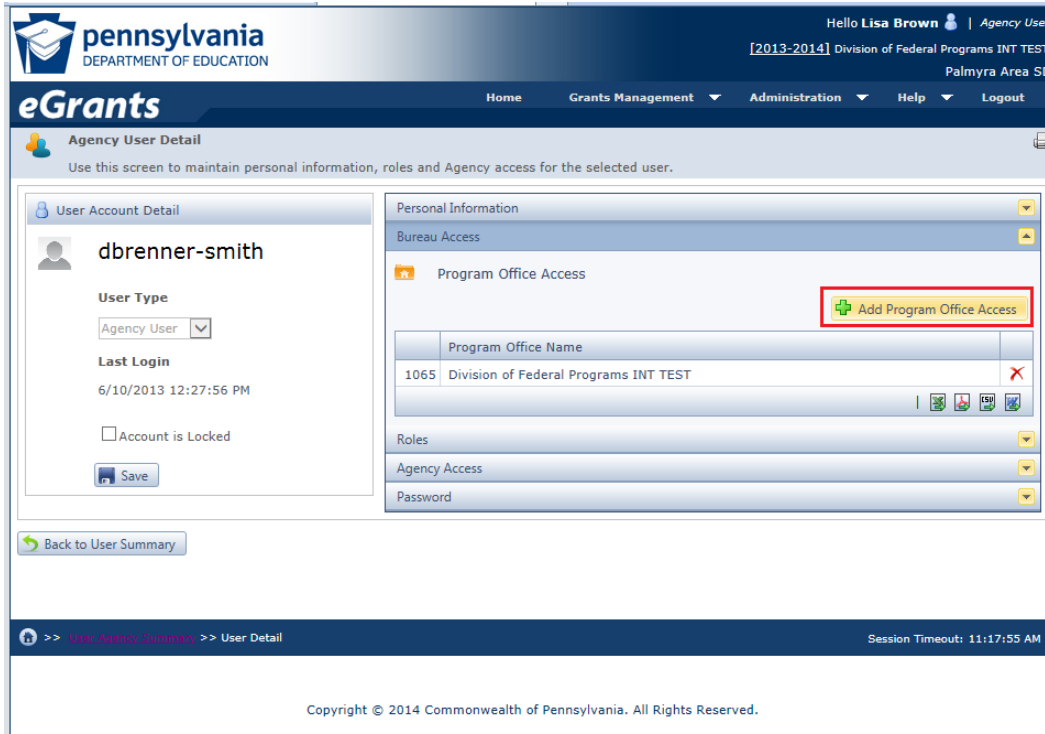
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3. When the **Agency User Detail** screen appears, click the **Bureau Access** tab.



The screenshot displays the 'Agency User Detail' interface. On the left, the 'User Account Detail' section shows the user 'dbrenner-smith' with a 'User Type' of 'Agency User' and a 'Last Login' of '6/10/2013 12:27:56 PM'. A 'Save' button is present. The main area is titled 'Personal Information' and contains a 'Contact Information' section with fields for 'First Name' (Darcy), 'Last Name' (Brenner-Smith), 'Job Title' (Director of Business Affairs), 'Email' (c-jcrawfor@pa.gov), 'Phone' (7178383144), and 'Ext' (7). Below this, there are four tabs: 'Bureau Access', 'Roles', 'Agency Access', and 'Password'. The 'Bureau Access' tab is circled in red. A 'Save' button is also located at the bottom right of the 'Personal Information' section. At the bottom of the screen, there is a 'Back to User Summary' button and a session timeout notice.

- Click the **Add Program Office Access** button in the **Bureau Access** pane.



Agency User Detail

Use this screen to maintain personal information, roles and Agency access for the selected user.

User Account Detail

dbrenner-smith

User Type
Agency User

Last Login
6/10/2013 12:27:56 PM

Account is Locked

Personal Information

Bureau Access

Program Office Access

Program Office Name
1065 Division of Federal Programs INT TEST

Roles

Agency Access

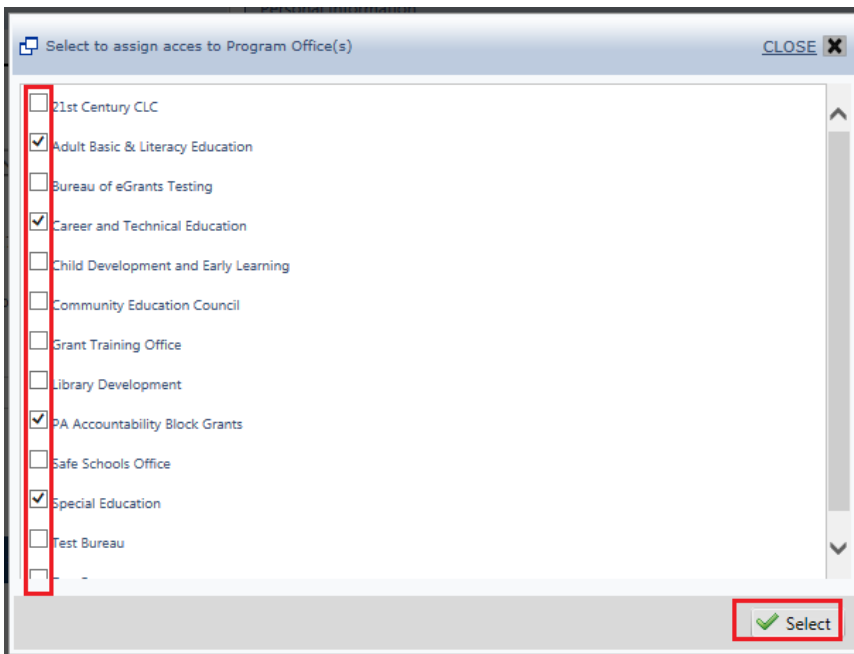
Password

Session Timeout: 11:17:55 AM

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A window appears with a list of the program offices your agency has access to. If you would like access to other program offices, contact the program office administrator.

- Select the program offices from the window, then click the **Select** button.



Select to assign access to Program Office(s)

21st Century CLC

Adult Basic & Literacy Education

Bureau of eGrants Testing

Career and Technical Education

Child Development and Early Learning

Community Education Council

Grant Training Office

Library Development

PA Accountability Block Grants

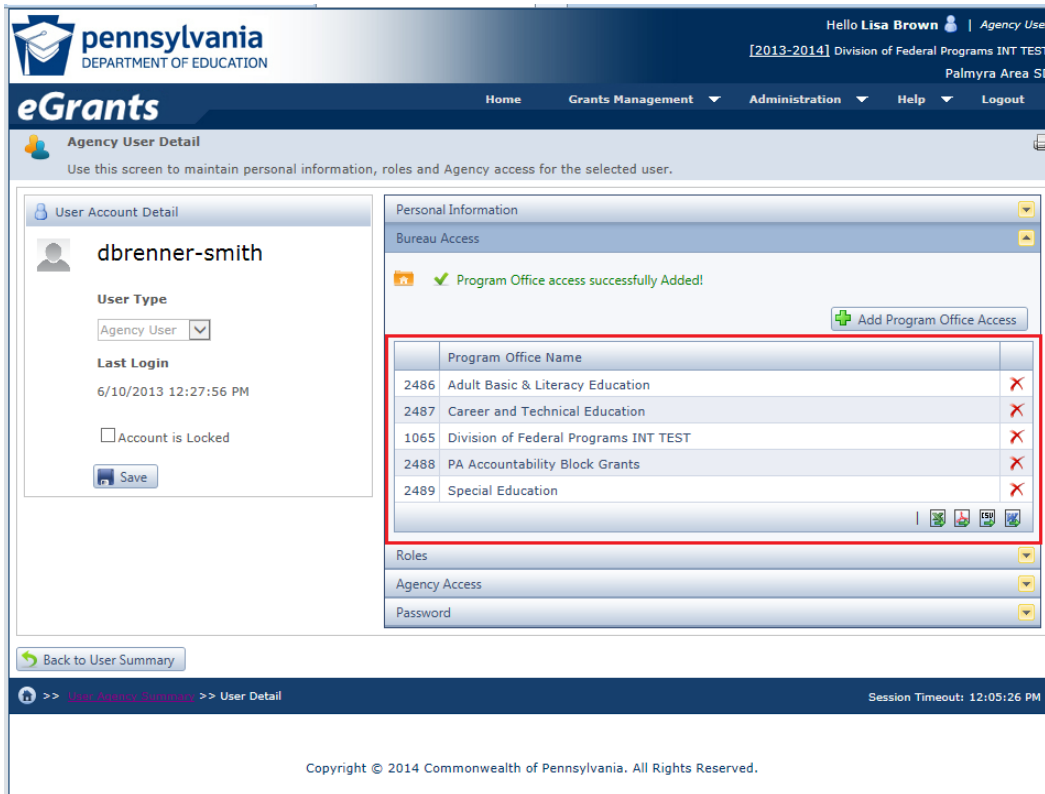
Safe Schools Office

Special Education

Test Bureau

-

The Program Offices appear in the grid.



The screenshot shows the 'Agency User Detail' page for user 'dbrenner-smith'. The page is titled 'Agency User Detail' and includes a 'Save' button. A message states 'Program Office access successfully Added!'. Below this is a table of program offices with a red box highlighting the table. The table has columns for ID, Program Office Name, and a status indicator (a red 'X').

ID	Program Office Name	Status
2486	Adult Basic & Literacy Education	X
2487	Career and Technical Education	X
1065	Division of Federal Programs INT TEST	X
2488	PA Accountability Block Grants	X
2489	Special Education	X

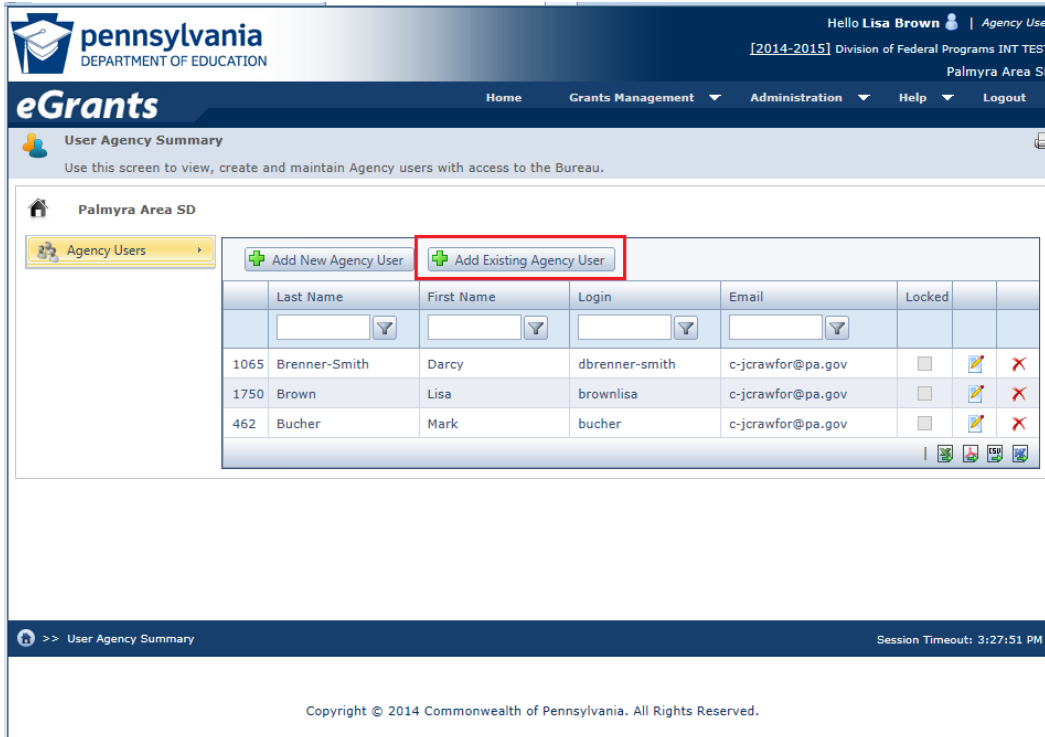
Below the table are sections for 'Roles', 'Agency Access', and 'Password'. At the bottom, there is a 'Back to User Summary' button and a session timeout notice: 'Session Timeout: 12:05:26 PM'.

Now you can add the appropriate roles for each user for this program office to give them access. See *Agency User Management* for information about adding roles.

Add Existing Agency Users to a Program Office

If you have the Agency User Administrator role, you can add existing agency users to your agency.

1. On the **User Agency Summary** screen, click the **Add Existing Agency User** button.



Hello Lisa Brown | Agency User
 [2014-2015] Division of Federal Programs INT TEST
 Palmyra Area SD

eGrants Home Grants Management Administration Help Logout

User Agency Summary
 Use this screen to view, create and maintain Agency users with access to the Bureau.

Palmyra Area SD

Agency Users

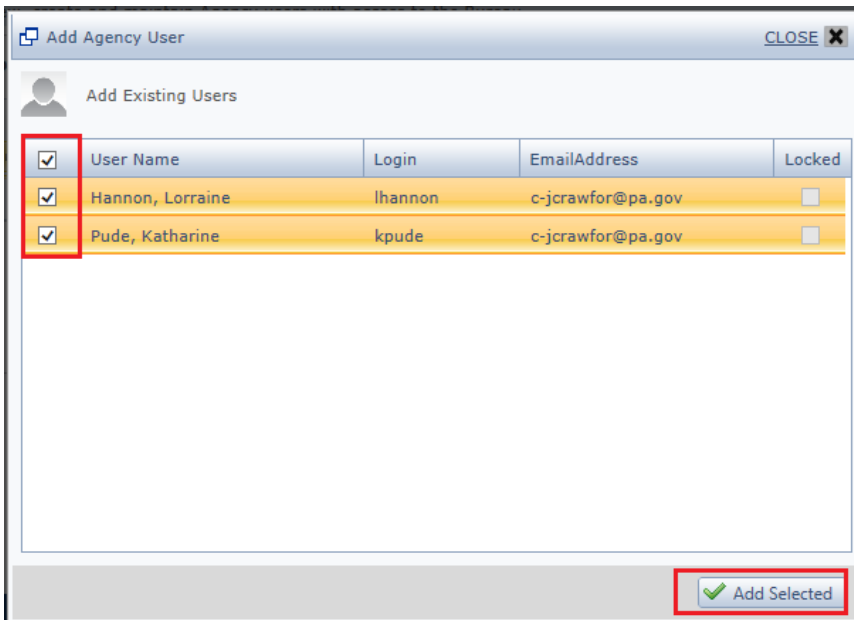
Add New Agency User Add Existing Agency User

	Last Name	First Name	Login	Email	Locked		
	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>			
1065	Brenner-Smith	Darcy	dbrenner-smith	c-jcrawfor@pa.gov	<input type="checkbox"/>		
1750	Brown	Lisa	brownlisa	c-jcrawfor@pa.gov	<input type="checkbox"/>		
462	Bucher	Mark	bucher	c-jcrawfor@pa.gov	<input type="checkbox"/>		

>> User Agency Summary Session Timeout: 3:27:51 PM

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2. When the Add Agency User screen appears, select the users to add, then click **Add Selected**.



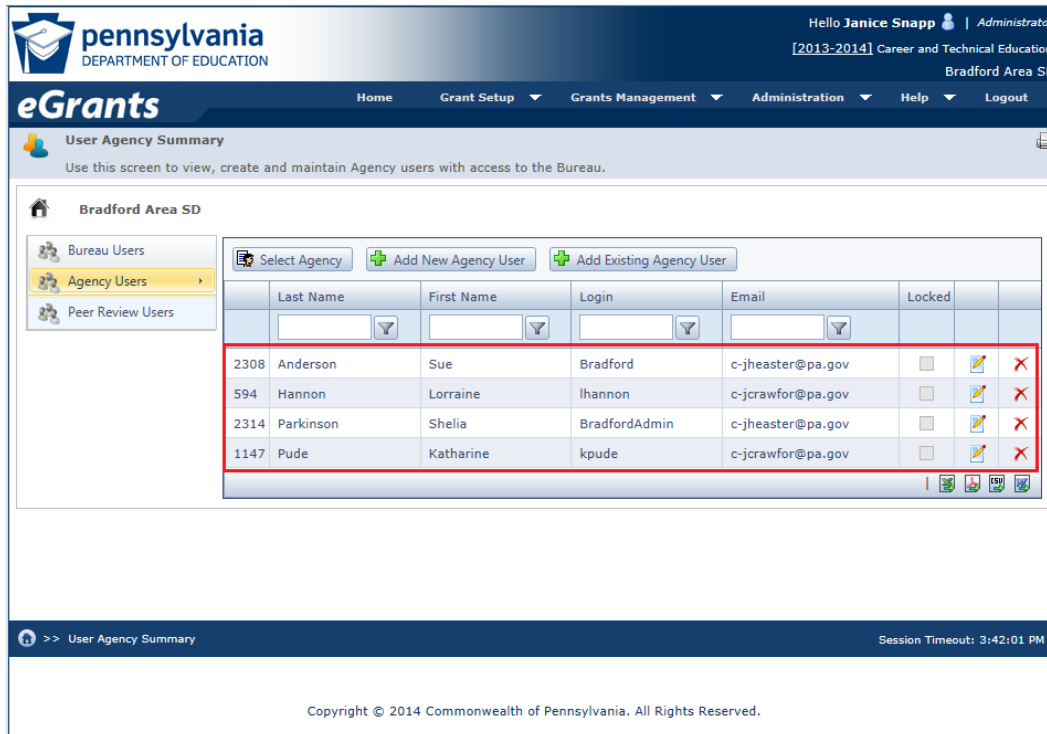
Add Agency User CLOSE X

Add Existing Users

<input checked="" type="checkbox"/>	User Name	Login	EmailAddress	Locked
<input checked="" type="checkbox"/>	Hannon, Lorraine	lhannon	c-jcrawfor@pa.gov	<input type="checkbox"/>
<input checked="" type="checkbox"/>	Pude, Katharine	kpude	c-jcrawfor@pa.gov	<input type="checkbox"/>

Add Selected

The users appear in the grid.



Hello **Janice Snapp** | Administrator
 [2013-2014] Career and Technical Education
 Bradford Area SD

eGrants Home Grant Setup Grants Management Administration Help Logout

User Agency Summary
 Use this screen to view, create and maintain Agency users with access to the Bureau.

Bradford Area SD

Bureau Users
Agency Users
 Peer Review Users

Select Agency Add New Agency User Add Existing Agency User

	Last Name	First Name	Login	Email	Locked		
2308	Anderson	Sue	Bradford	c-jheaster@pa.gov	<input type="checkbox"/>		
594	Hannon	Lorraine	lhannon	c-jcrawfor@pa.gov	<input type="checkbox"/>		
2314	Parkinson	Shelia	BradfordAdmin	c-jheaster@pa.gov	<input type="checkbox"/>		
1147	Pude	Katharine	kpude	c-jcrawfor@pa.gov	<input type="checkbox"/>		

>> User Agency Summary Session Timeout: 3:42:01 PM

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Now you can add the appropriate roles for each user for this program office to give them access. See *Agency User Management* for information about adding roles.