

Quick Sheet: Self Registration for Grantors

Audience: Grantors

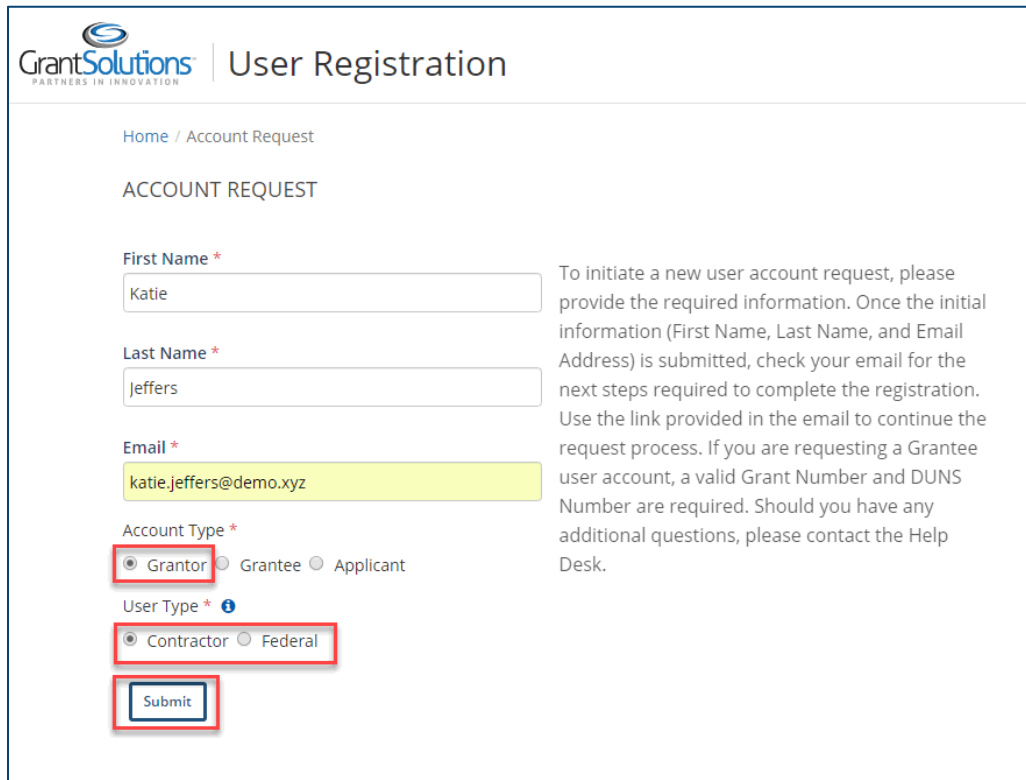
PURPOSE

The purpose of this quick sheet is to provide **grantors** with instructions for requesting a new account using the GrantSolutions Self Registration (GSR) process.

SUBMIT THE INITIAL REQUEST

To initiate the GrantSolutions Self Registration process, please complete the “Account Request” form.

1. From an internet browser such as Internet Explorer, Chrome, or Firefox, go to <https://www.grantsolutions.gov/gsrstatic/registration/initiate-request>.
2. The “User Registration” screen appears. Enter information in the required fields as indicated by the red asterisks.
3. Under *Account Type*, select the **Grantor** radio button.
4. Under *User Type*, select the **Contractor** or **Federal** radio button.
5. Click the **Submit** button.



The screenshot shows the "User Registration" page on the GrantSolutions website. The page title is "User Registration" and the breadcrumb is "Home / Account Request". The main heading is "ACCOUNT REQUEST". The form contains the following fields and options:

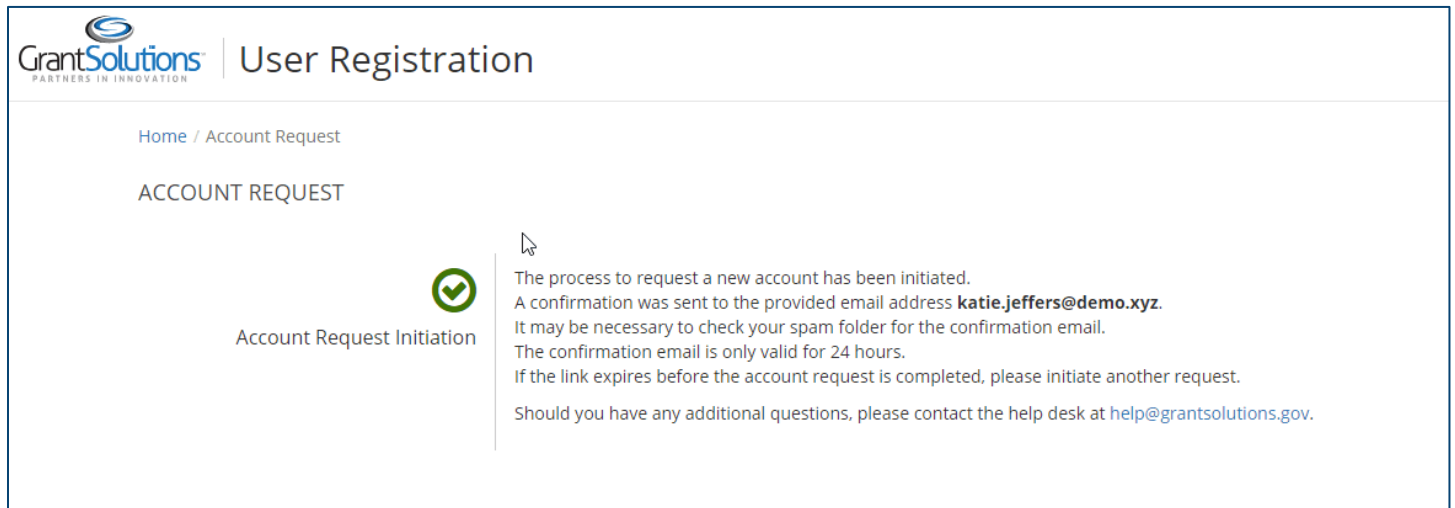
- First Name ***: Text input field containing "Katie".
- Last Name ***: Text input field containing "Jeffers".
- Email ***: Text input field containing "katie.jeffers@demo.xyz".
- Account Type ***: Radio button options: Grantor, Grantee, Applicant.
- User Type ***: Radio button options: Contractor, Federal.
- Submit**: A button at the bottom of the form.

To the right of the form, there is a text block: "To initiate a new user account request, please provide the required information. Once the initial information (First Name, Last Name, and Email Address) is submitted, check your email for the next steps required to complete the registration. Use the link provided in the email to continue the request process. If you are requesting a Grantee user account, a valid Grant Number and DUNS Number are required. Should you have any additional questions, please contact the Help Desk."

6. The “Account Request Initiation” message appears stating that a confirmation message is sent to the email address provided on the *Account Request* form.

The email contains a **[link to verify your email address and continue the process.](#)**

- If you do not receive the email message, check your spam or junk folder
- The confirmation message link is only valid for 24 hours
- If the message expires, initiate a new request

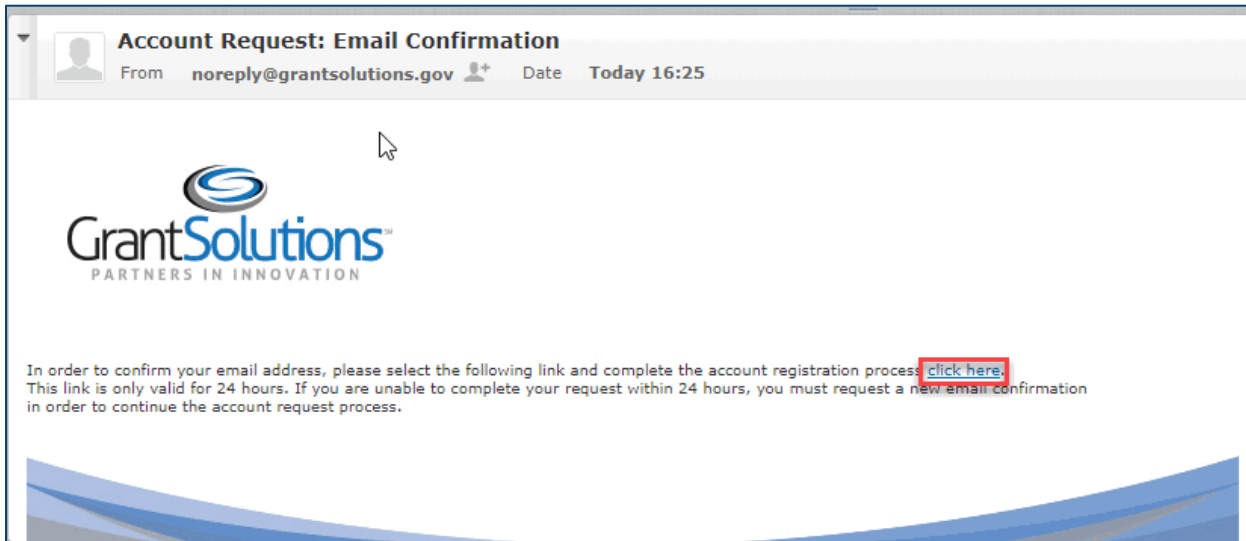


The screenshot shows the GrantSolutions User Registration page. At the top left is the GrantSolutions logo. The page title is "User Registration". Below the title is a breadcrumb trail: "Home / Account Request". The main heading is "ACCOUNT REQUEST". On the left side, there is a green checkmark icon next to the text "Account Request Initiation". On the right side, there is a mouse cursor pointing to a text block that reads: "The process to request a new account has been initiated. A confirmation was sent to the provided email address **katie.jeffers@demo.xyz**. It may be necessary to check your spam folder for the confirmation email. The confirmation email is only valid for 24 hours. If the link expires before the account request is completed, please initiate another request. Should you have any additional questions, please contact the help desk at help@grantsolutions.gov."

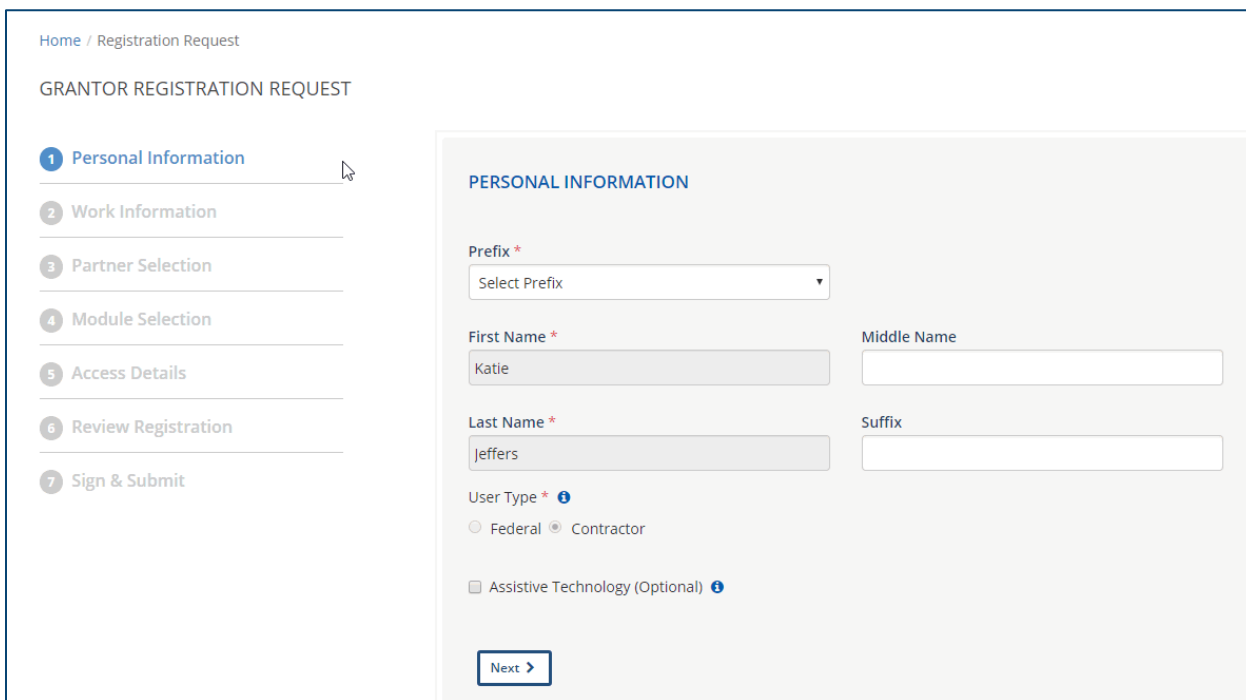
COMPLETE EMAIL CONFIRMATION

After completing the initial request, the next step is to complete the email confirmation process.

1. Open the email message, and select the **click here** link.



2. The "Grantor Registration Request" screen appears.



The screenshot displays the "GRANTOR REGISTRATION REQUEST" screen. On the left is a navigation menu with seven steps: 1 Personal Information, 2 Work Information, 3 Partner Selection, 4 Module Selection, 5 Access Details, 6 Review Registration, and 7 Sign & Submit. The "1 Personal Information" step is selected. The main content area is titled "PERSONAL INFORMATION" and contains the following fields:

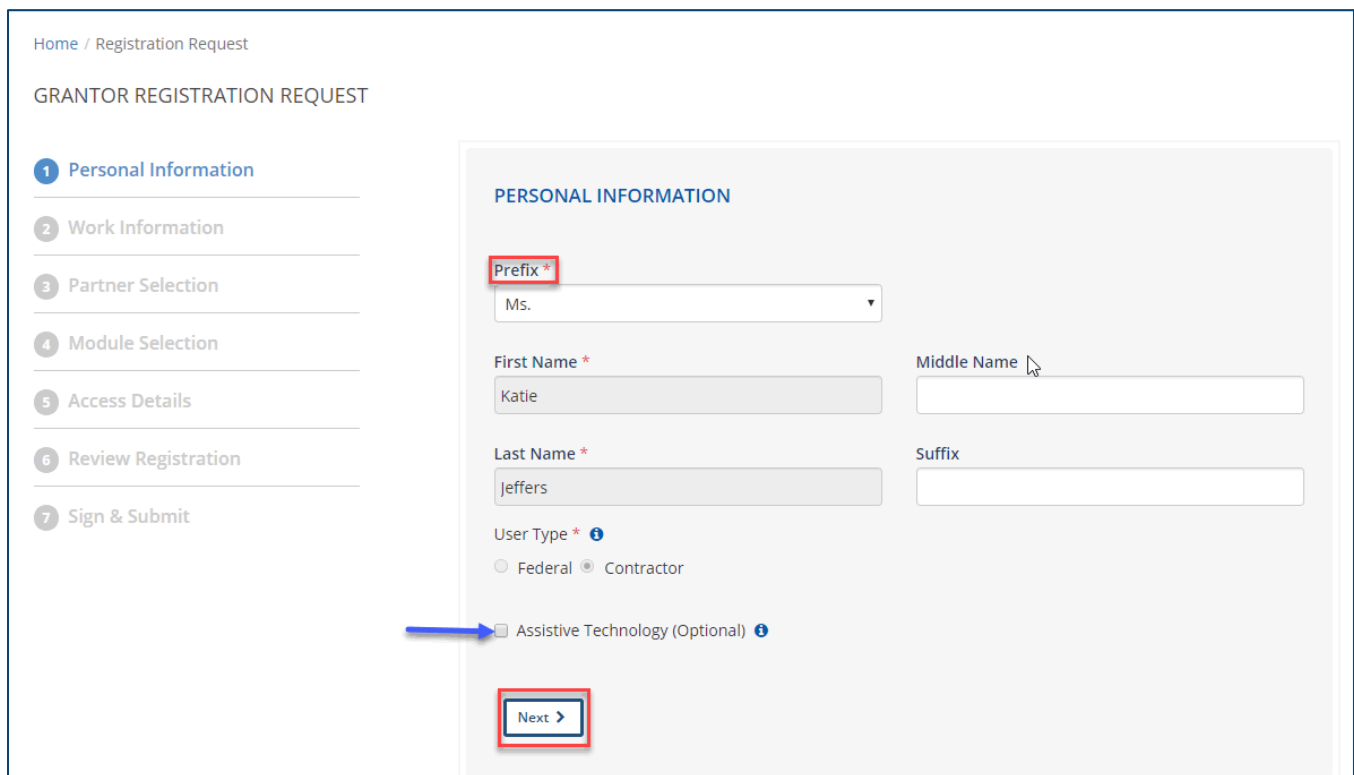
- Prefix * (dropdown menu with "Select Prefix")
- First Name * (text input with "Katie")
- Middle Name (text input)
- Last Name * (text input with "jeffers")
- Suffix (text input)
- User Type * (radio buttons for "Federal" and "Contractor", with "Contractor" selected)
- Assistive Technology (Optional) (checkbox)

A "Next >" button is located at the bottom of the form.

COMPLETE THE GRANTOR REGISTRATION REQUEST

There are seven steps necessary to complete the User Registration request. Each step is listed on the left side of the screen. A check mark appears when a step is successfully completed.

1. The first screen to complete is *Personal Information*. The First Name and Last Name fields are pre-filled based on information submitted in the initial request. (Optional) However, the **Middle Name** and **Suffix** fields may be added if desired.
2. Select the correct **Prefix**.
3. (Optional) Select the **Assistive Technology** checkbox if you use a tool such as JAWS, or other assistive technology.
4. Click the **Next** button.



Home / Registration Request

GRANTOR REGISTRATION REQUEST

- 1 Personal Information
- 2 Work Information
- 3 Partner Selection
- 4 Module Selection
- 5 Access Details
- 6 Review Registration
- 7 Sign & Submit

PERSONAL INFORMATION

Prefix *
Ms.

First Name *
Katie

Middle Name

Last Name *
jeffers

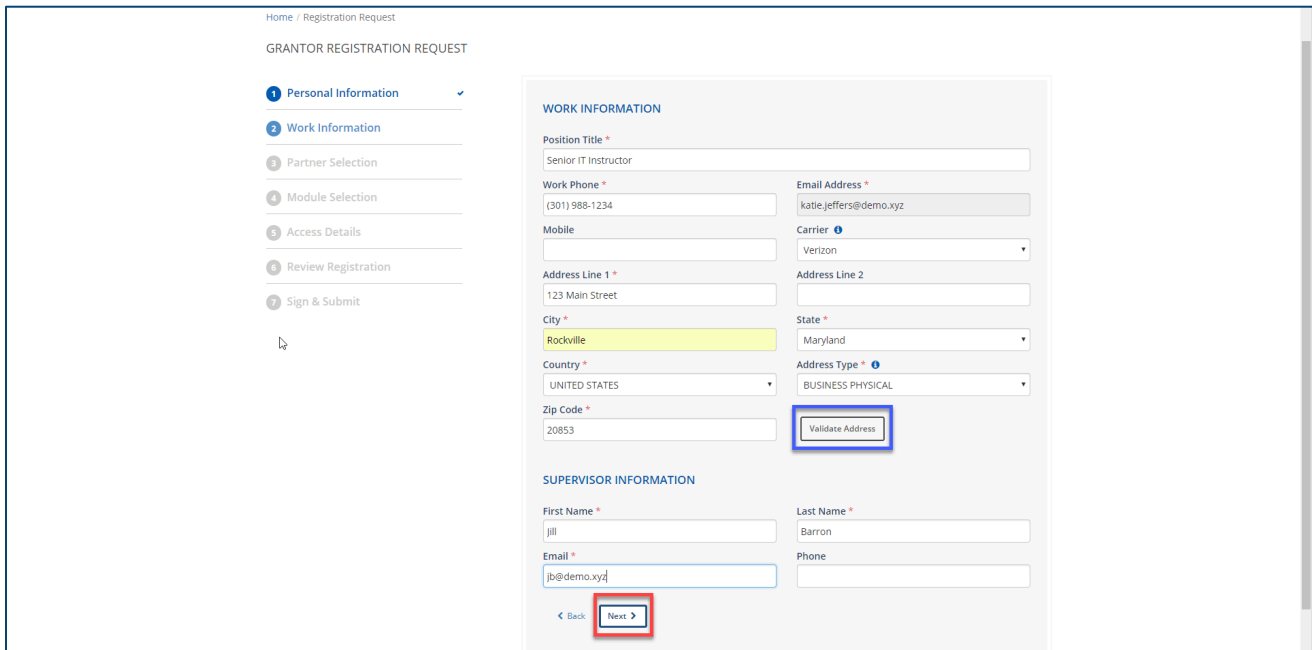
Suffix

User Type * ⓘ
 Federal Contractor

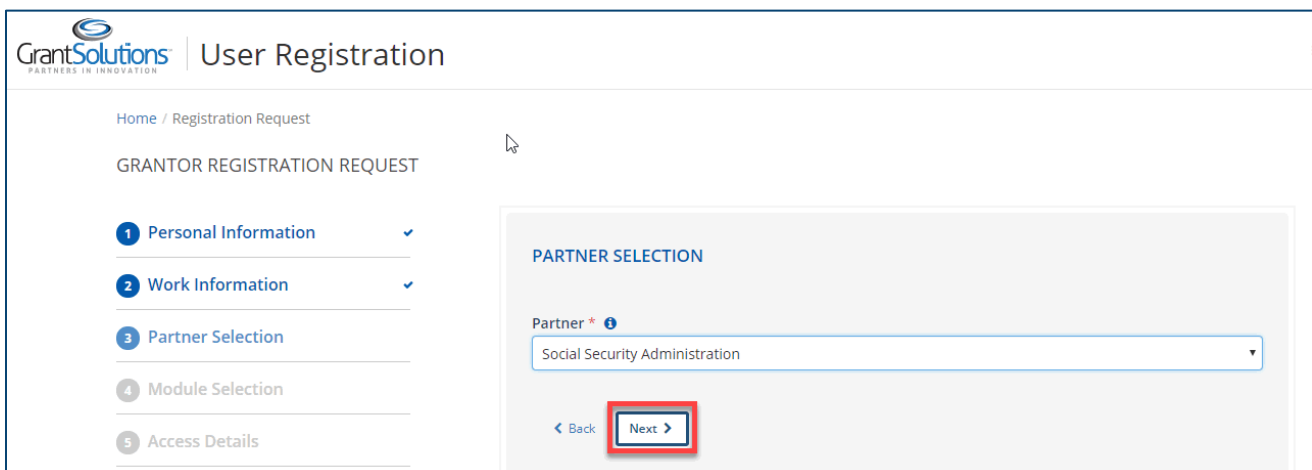
Assistive Technology (Optional) ⓘ

Next >

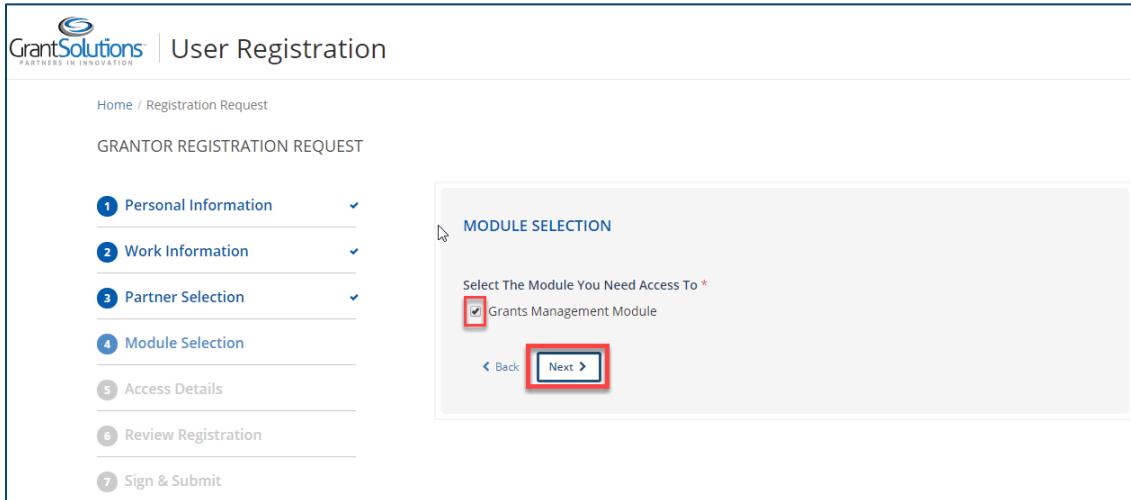
5. The *Work Information* screen appears. Enter information in the required fields as indicated by the red asterisks. All other fields are optional.
6. (Optional) Click the **Validate Address** button.
7. When done, click the **Next** button.



8. The *Partner Selection* screen appears. Use the *Select Partner* drop-down list to select the desired agency.
9. Click the **Next** button.



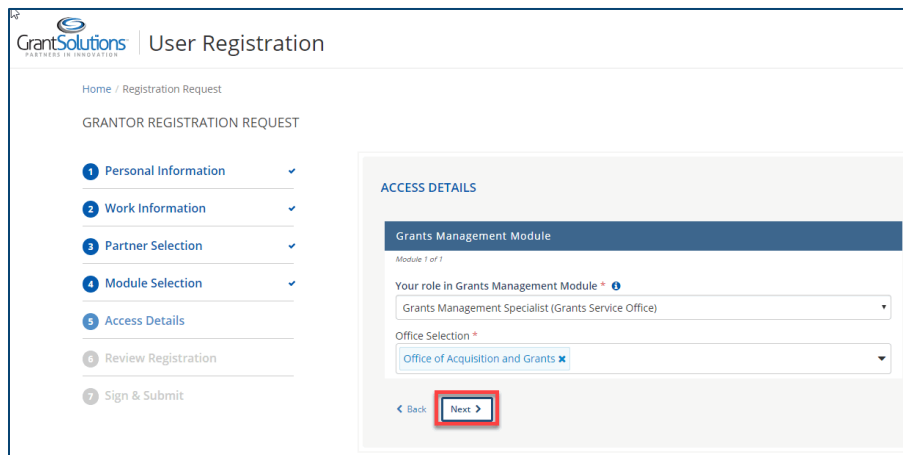
10. The *Module Selection* screen appears. Select the **module** to which you need access.
11. Click the **Next** button.



12. The *Access Details* screen appears. Use the drop-down lists to select the desired **role** and **office(s)**.
Note: Click the information icon for a list of role descriptions.

Note: When more than one office appears, multiple offices may be selected from the drop-down list.

13. Click the **Next** button.

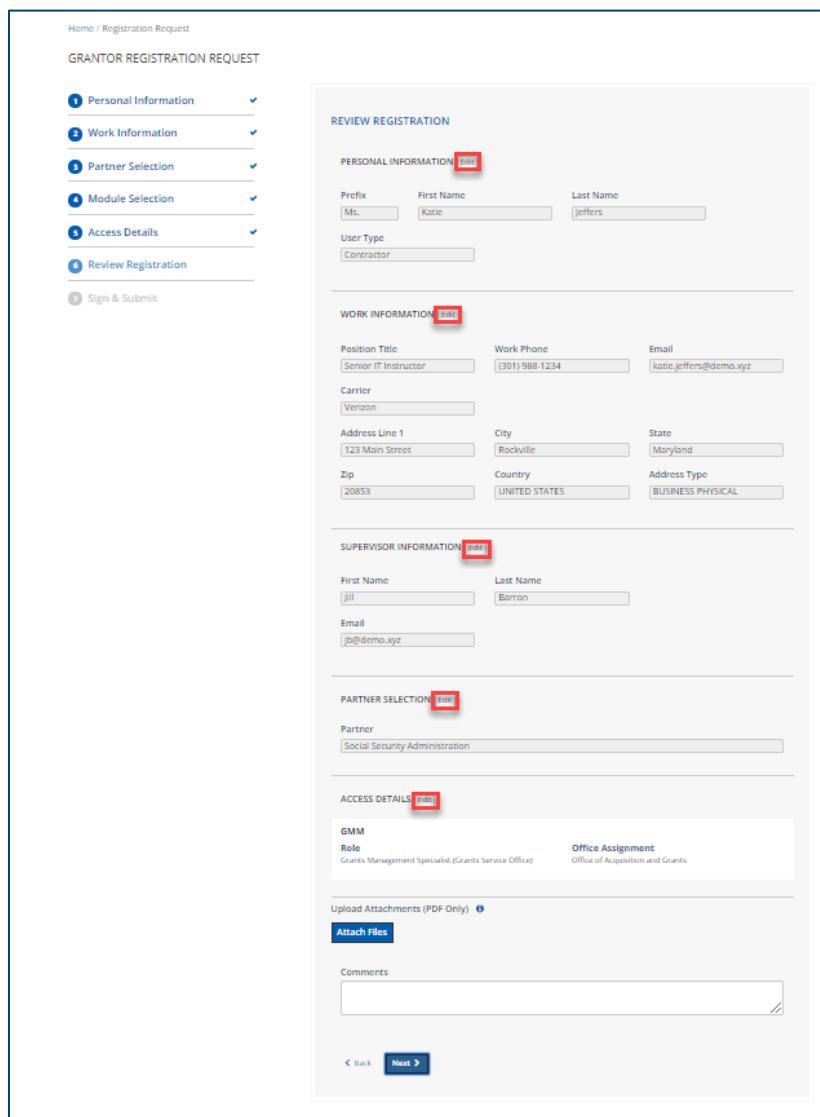


- The *Review Registration* screen appears. Click the **Edit** button to the right of a section name to return to that screen and make changes.

After making changes, click the **Next** button at the bottom of the screen (and any/all subsequent screens) to return to the *Review Registration* screen.

For example, if the **Edit** button is clicked for the *Access Details* section, the *Access Details* screen appears. Once changes are made, advance through the screens by clicking the **Next** button.

*Note: All information previously entered in each section is retained.



Home / Registration Request

GRANTOR REGISTRATION REQUEST

- 1 Personal Information ✓
- 2 Work Information ✓
- 3 Partner Selection ✓
- 4 Module Selection ✓
- 5 Access Details ✓
- 6 Review Registration
- 7 Sign & Submit

REVIEW REGISTRATION

PERSONAL INFORMATION [Edit](#)

Prefix First Name Last Name
 Ms. Katie jeffers

User Type
 Contractor

WORK INFORMATION [Edit](#)

Position Title Work Phone Email
 Senior IT Instructor (301) 988-1234 katie.jeffers@demo.xyz

Carrier
 Verizon

Address Line 1 City State
 123 Main Street Rockville Maryland

Zip Country Address Type
 20853 UNITED STATES BUSINESS PHYSICAL

SUPERVISOR INFORMATION [Edit](#)

First Name Last Name
 Jill Barron

Email
 jlb@demo.xyz

PARTNER SELECTION [Edit](#)

Partner
 Social Security Administration

ACCESS DETAILS [Edit](#)

GMM	Office Assignment
Role Grants Management Specialist (Grants Service Office)	Office of Acquisition and Grants

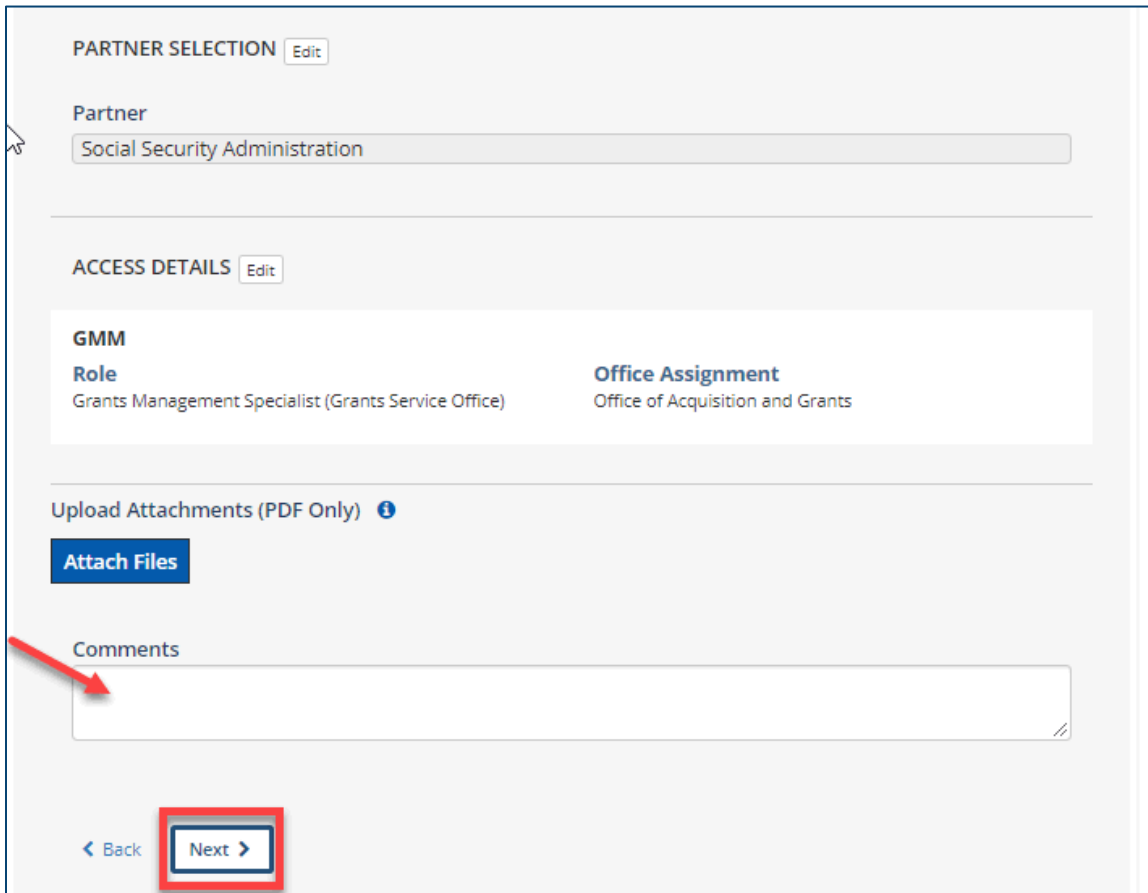
Upload Attachments (PDF Only) [i](#)

[Attach Files](#)

Comments

< Back [Next](#) >

15. Once changes are made and the information is verified as accurate, attach any files and enter additional information in the *Comments* box located towards the bottom of the *Review Registration* screen.
16. When done, click the **Next** button.



PARTNER SELECTION [Edit](#)

Partner
Social Security Administration

ACCESS DETAILS [Edit](#)

GMM

Role Grants Management Specialist (Grants Service Office)	Office Assignment Office of Acquisition and Grants
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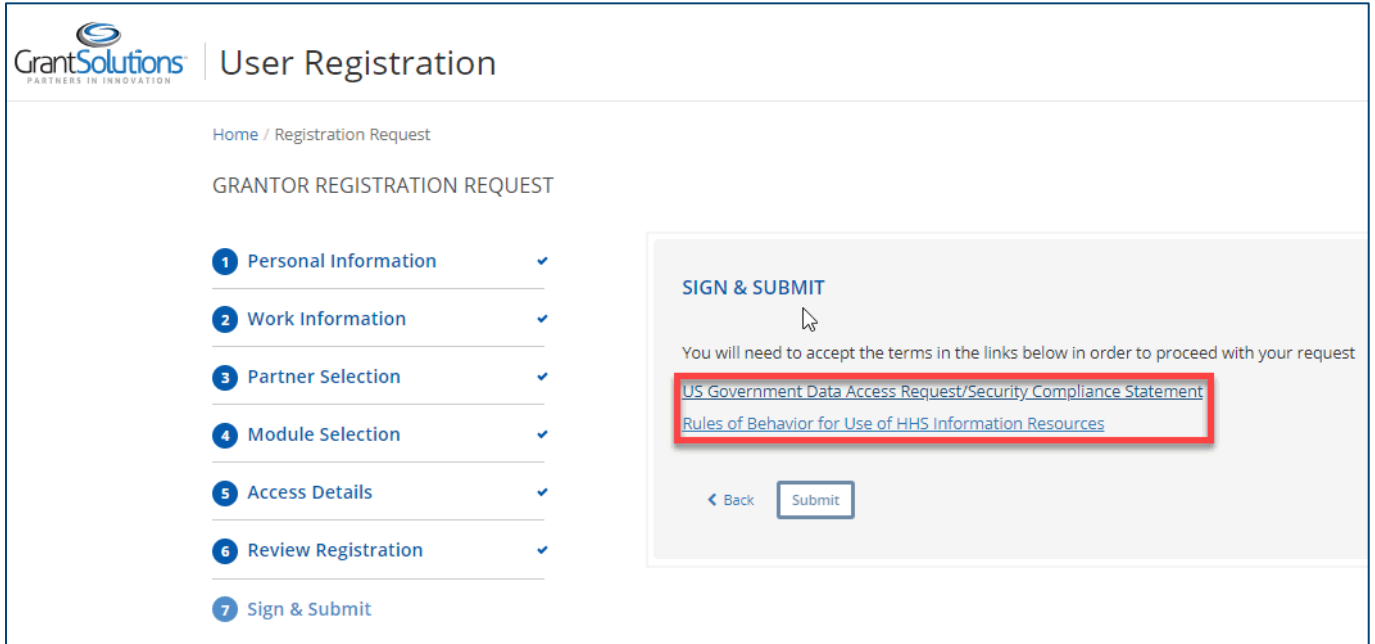
Upload Attachments (PDF Only) ⓘ


[Attach Files](#)

Comments

[← Back](#) [Next >](#)

17. The *Sign & Submit* screen appears. Click the link **US Government Data Access Request/Security Compliance Statement** to review the terms of receiving an account.



 | User Registration

Home / Registration Request

GRANTOR REGISTRATION REQUEST

- 1 Personal Information ✓
- 2 Work Information ✓
- 3 Partner Selection ✓
- 4 Module Selection ✓
- 5 Access Details ✓
- 6 Review Registration ✓
- 7 Sign & Submit

SIGN & SUBMIT

You will need to accept the terms in the links below in order to proceed with your request

- [US Government Data Access Request/Security Compliance Statement](#)
- [Rules of Behavior for Use of HHS Information Resources](#)

[← Back](#)

18. After reading the statement, select the **checkbox** towards the bottom of the screen to **agree** to the terms. Click the **Close** button.

US Government Data Access Request/Security Compliance Statement

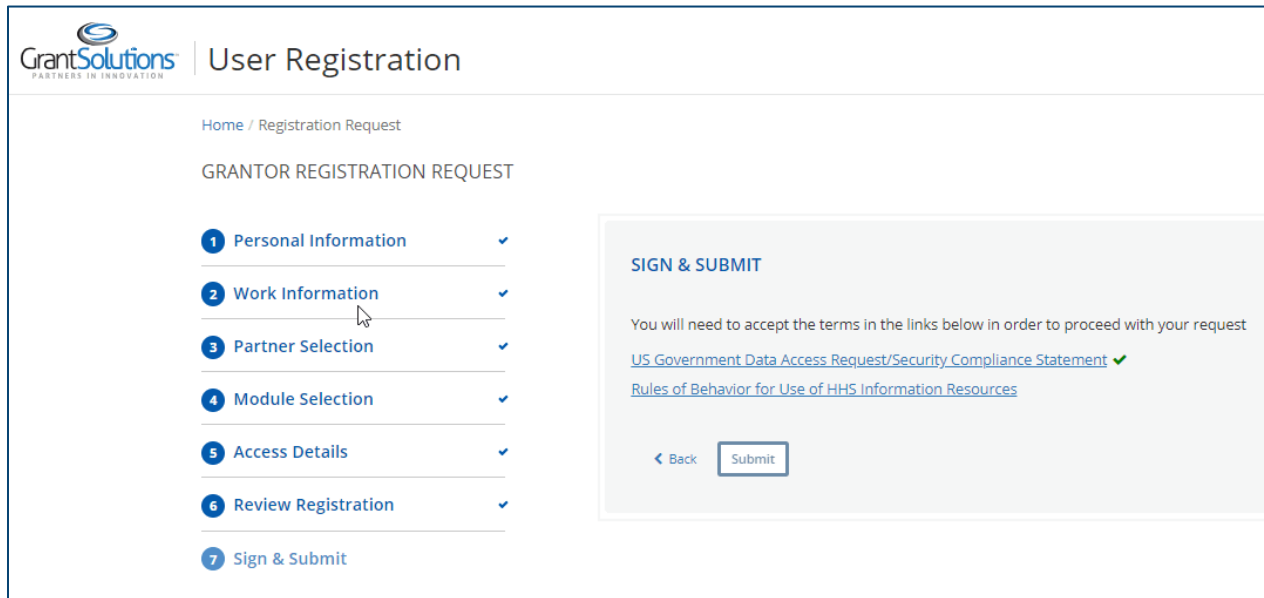
Responsibilities of a Federal staff user:

As a user granted Federal staff authority, I agree to abide by the following:

- I will not disclose data from any GrantSolutions system to anybody except authorized system users whose roles permit access to that data.
- I will not make any unencrypted electronic copies of data from any GrantSolutions system.
- I will not violate the privacy and confidentiality of data in GrantSolutions systems, and I will ensure the proper disposal of data (in any format) including printed reports.
- I will access GrantSolutions systems only to the extent that my duties require such access.
- I will abide by all HHS Rules of Behavior (See Attached). Alternatively, a Rules of Behavior from your Department or Agency can be substituted
- I will adhere to all applicable HHS and Federal Information Technology policies, including all IT security training requirements.
- I will report inappropriate or malicious use of GrantSolutions systems to the GrantSolutions Help Desk and the ACF CISO/ISSO, and immediately suspend the account(s) used.
- I will immediately notify the Help Desk if I am separated from duty or no longer responsible for the duties granted by this account.
- I will provide updated information upon request including HSPD-12 Identification Card and annual HHS or Partner equivalent Security Awareness Training certification.

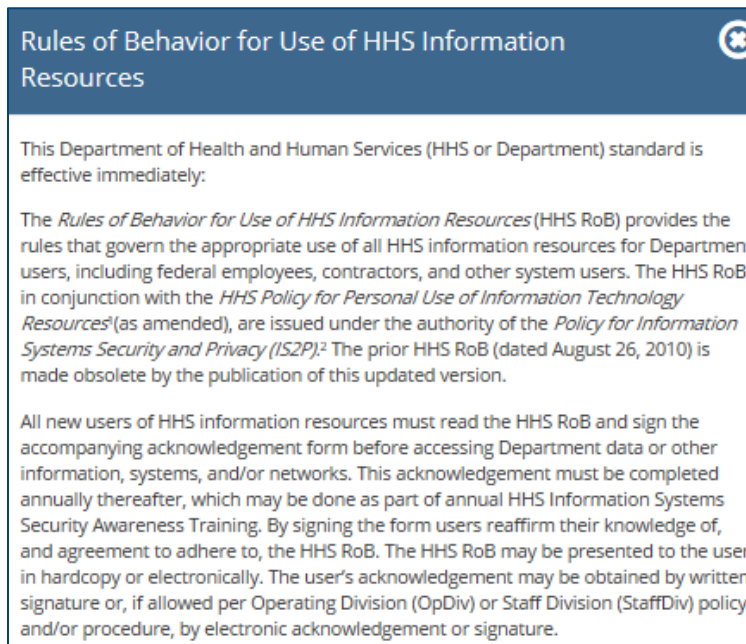
I understand and agree to comply with the terms and provisions listed in above statement.

19. The *Sign & Submit* screen reappears, and a green checkmark appears to the right of the link. Click the link **Rules of Behavior for Use of HHS Information Resources** to review the terms of receiving an account.



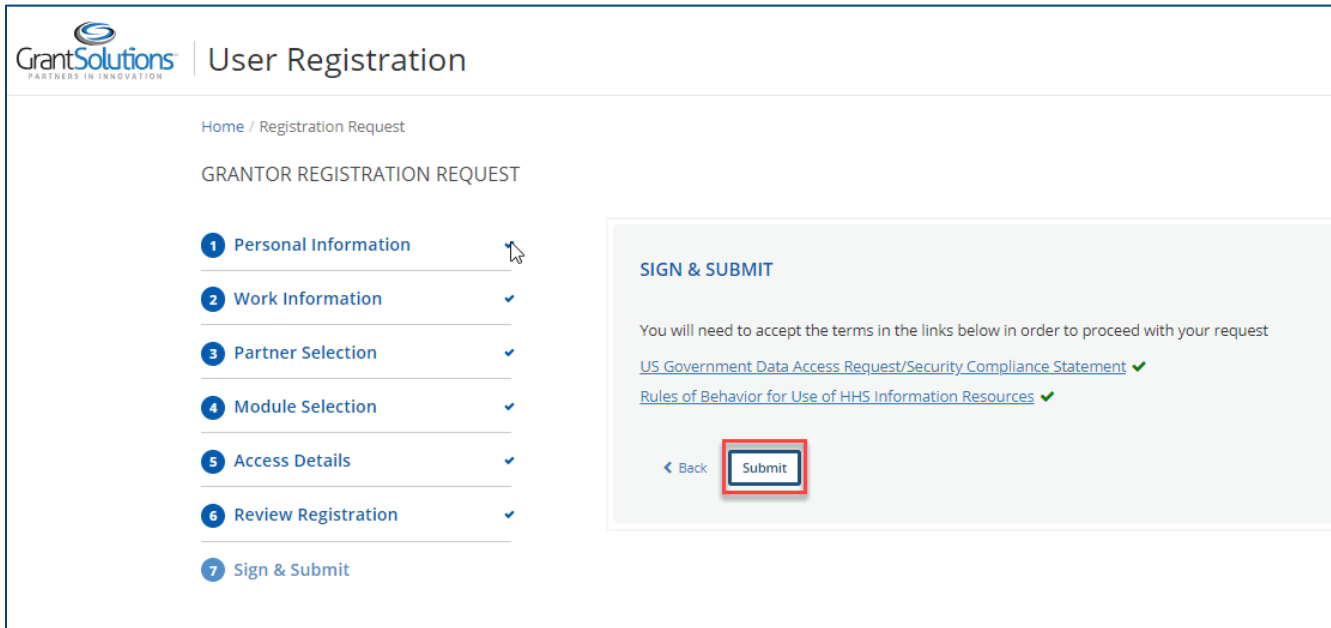
The screenshot shows the 'User Registration' page. On the left, a progress list includes: 1 Personal Information, 2 Work Information, 3 Partner Selection, 4 Module Selection, 5 Access Details, 6 Review Registration, and 7 Sign & Submit. The 'SIGN & SUBMIT' section contains the text: 'You will need to accept the terms in the links below in order to proceed with your request'. Below this text are two links: 'US Government Data Access Request/Security Compliance Statement' (with a green checkmark) and 'Rules of Behavior for Use of HHS Information Resources'. At the bottom of the section are 'Back' and 'Submit' buttons.

20. After reading the statement, click the **checkbox** towards the bottom of the screen to **agree** to the terms. Click the **Close** button.



The screenshot shows a document titled 'Rules of Behavior for Use of HHS Information Resources'. The text reads: 'This Department of Health and Human Services (HHS or Department) standard is effective immediately: The Rules of Behavior for Use of HHS Information Resources (HHS RoB) provides the rules that govern the appropriate use of all HHS information resources for Department users, including federal employees, contractors, and other system users. The HHS RoB, in conjunction with the HHS Policy for Personal Use of Information Technology Resources (as amended), are issued under the authority of the Policy for Information Systems Security and Privacy (IS2P). The prior HHS RoB (dated August 26, 2010) is made obsolete by the publication of this updated version. All new users of HHS information resources must read the HHS RoB and sign the accompanying acknowledgement form before accessing Department data or other information, systems, and/or networks. This acknowledgement must be completed annually thereafter, which may be done as part of annual HHS Information Systems Security Awareness Training. By signing the form users reaffirm their knowledge of, and agreement to adhere to, the HHS RoB. The HHS RoB may be presented to the user in hardcopy or electronically. The user's acknowledgement may be obtained by written signature or, if allowed per Operating Division (OpDiv) or Staff Division (StaffDiv) policy and/or procedure, by electronic acknowledgement or signature.'

The *Sign & Submit* screen reappears, and a green checkmark appears to the right of the link. Click the **Submit** button.



21. The screen refreshes and the *Account Request Accepted* message appears. The message on the page states “Your new account request submission was successful and is now under review. Once a decision is made, an email notification will be sent. Should you have any additional questions, please contact the help desk at help@grantsolutions.gov.”
22. (Optional) To print or save the Registration Request Summary, click the **Print Registration Request Summary** button.

