Quick Sheet: Self Registration for Grantors
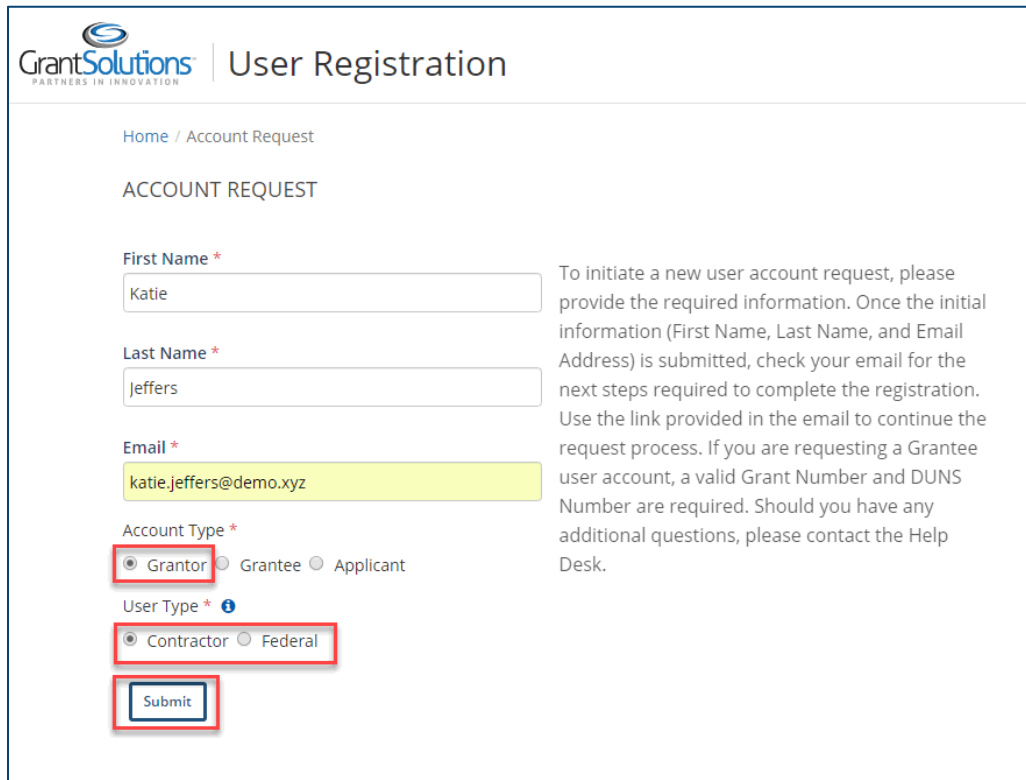
Audience: Grantors

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.

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

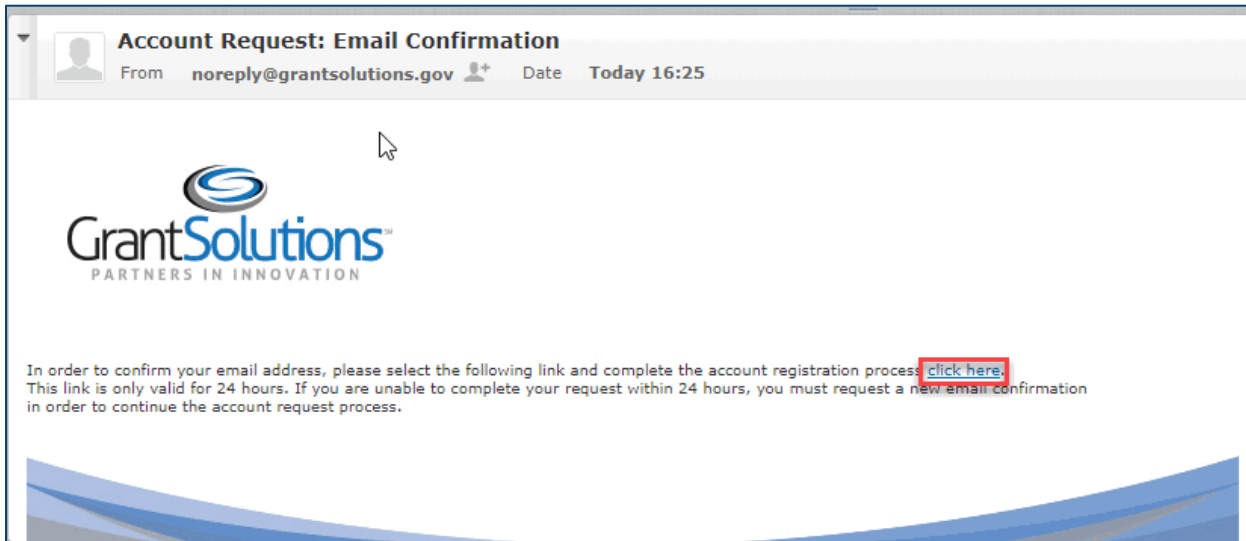- If the message expires, initiate a new request

GrantSolutions | User Registration

Home / Account Request

ACCOUNT REQUEST

Account Request Initiation

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.
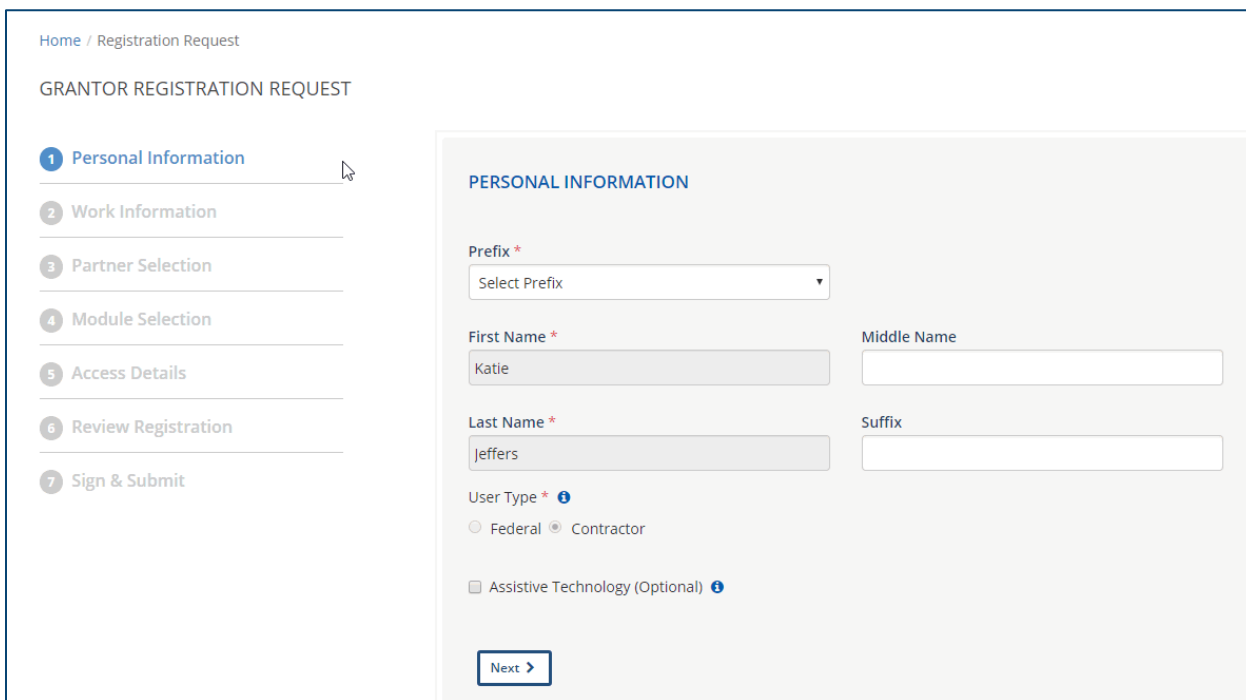
COMPLETE EMAIL CONFIRMATION

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.

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**.

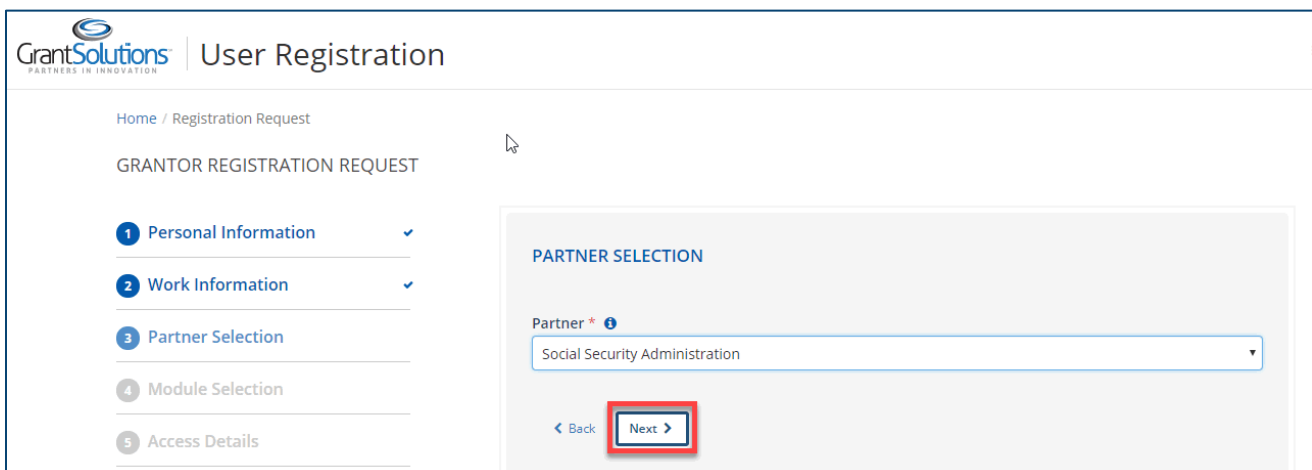3. (Optional) Select the **Assistive Technology** checkbox if you use a tool such as JAWS, or other assistive technology.
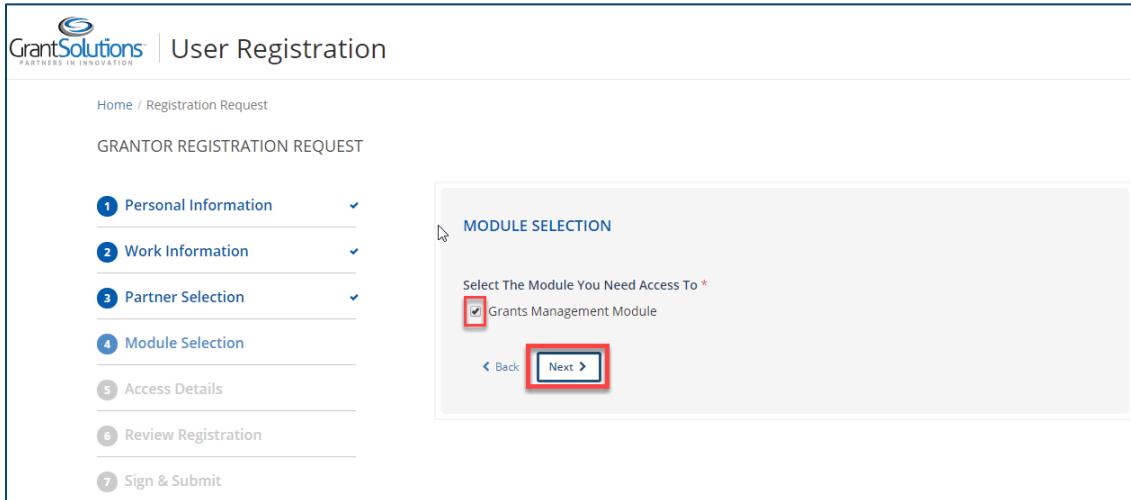
4. Click the **Next** button.

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**.
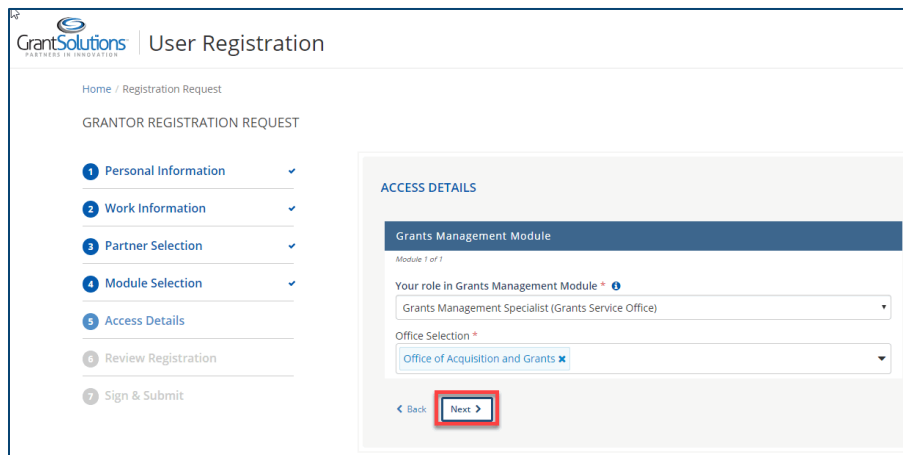
9. Click the **Next** button.

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.
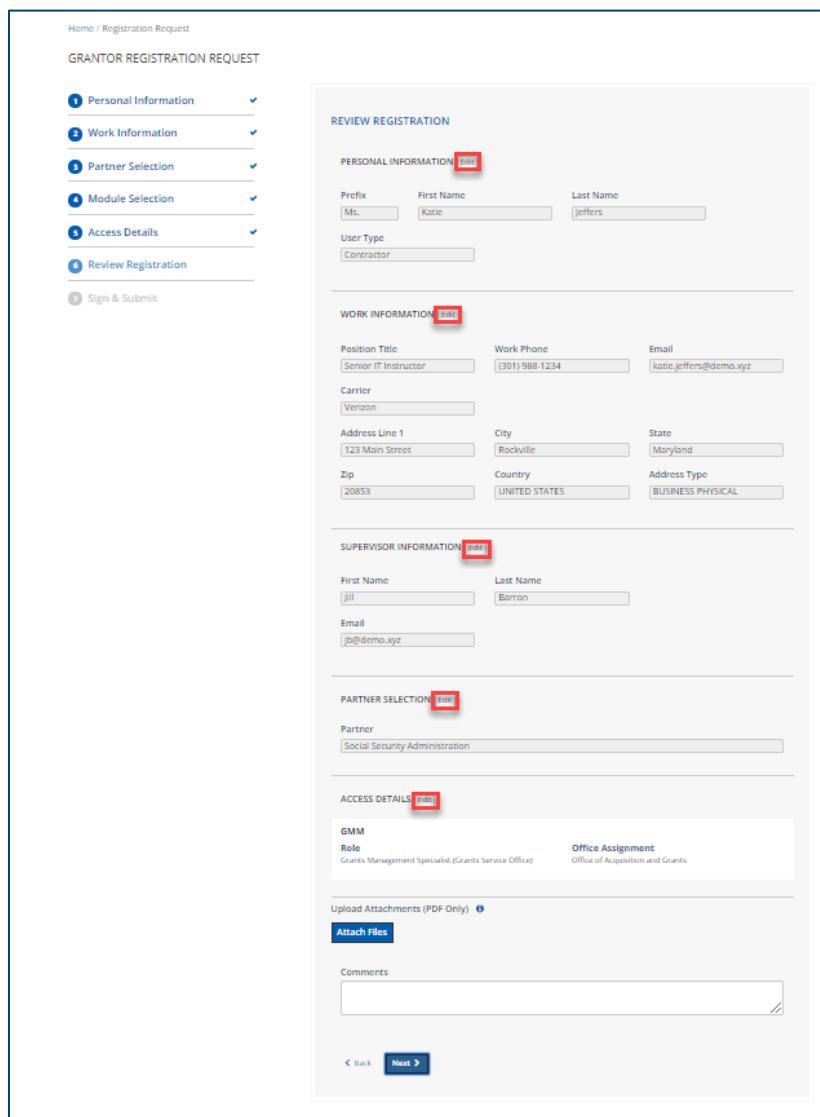
13. Click the **Next** button.

14. 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.

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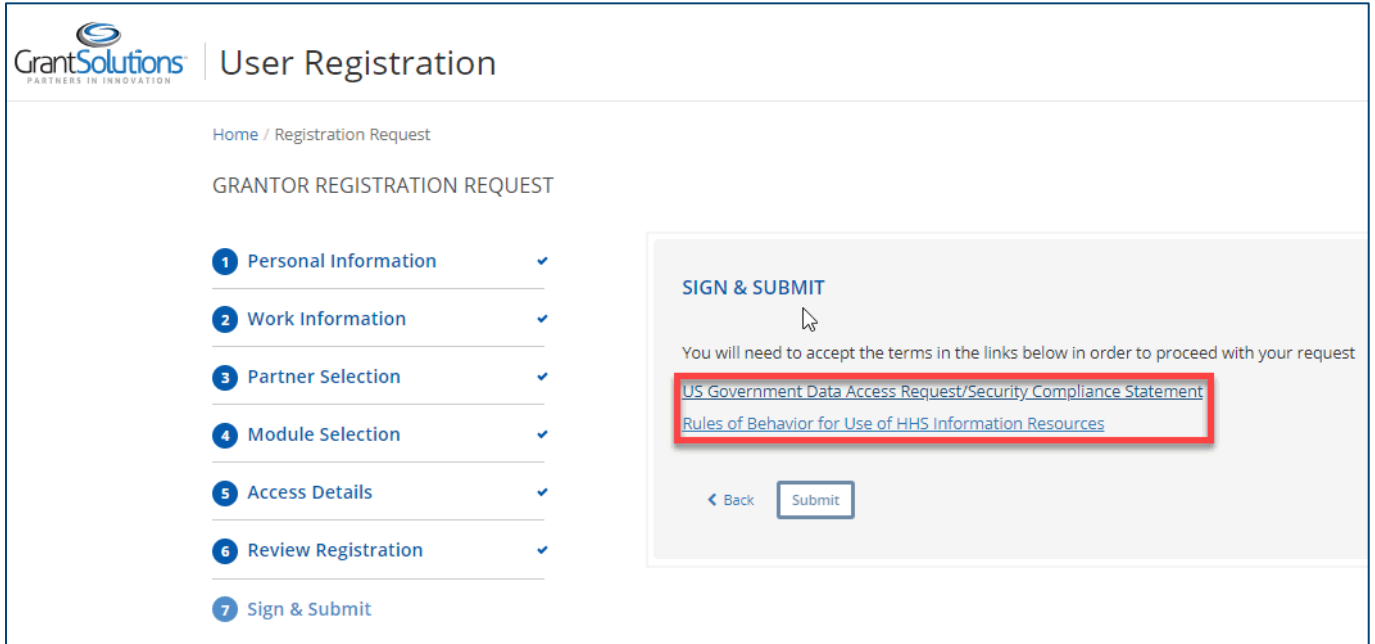
17. The *Sign & Submit* screen appears. Click the link **US Government Data Access Request/Security Compliance Statement** to review the terms of receiving an account.

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

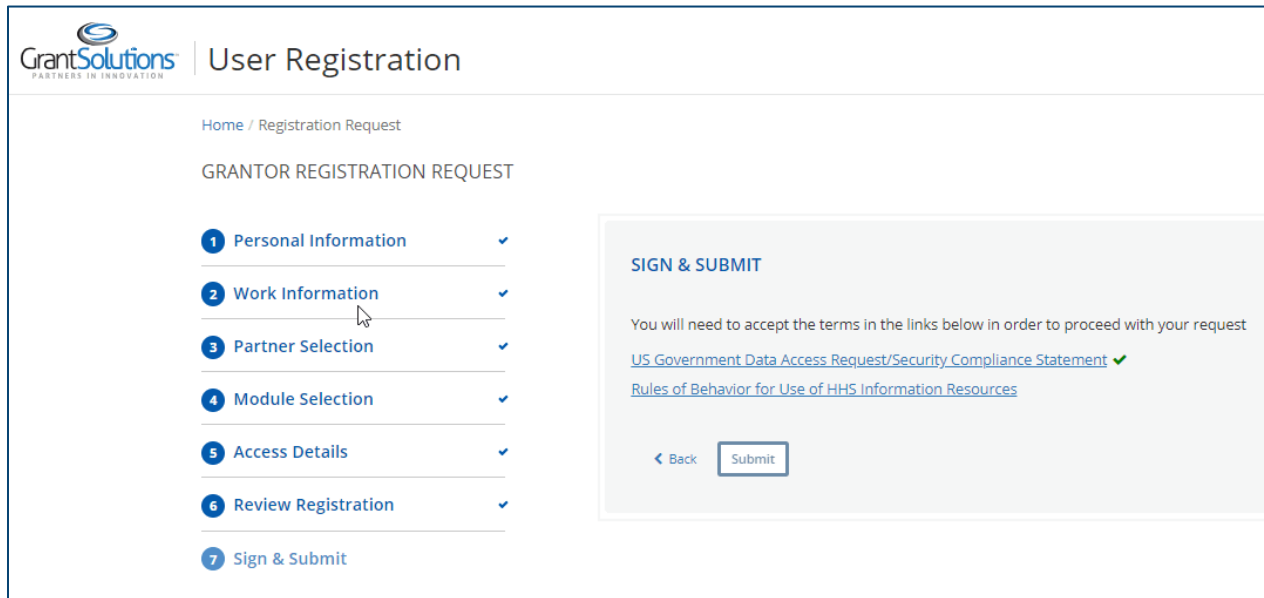## US Government Data Access Request/Security Compliance Statement

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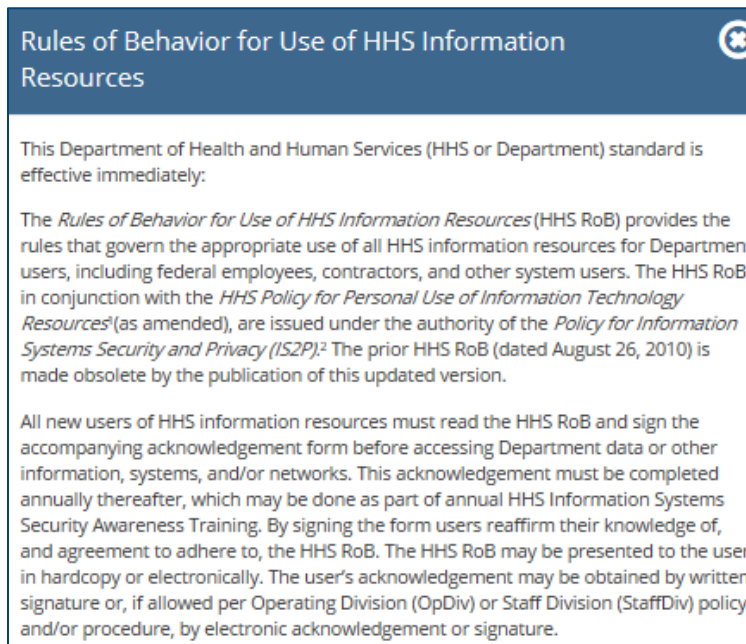
☑ I understand and agree to comply with the terms and provisions listed in above statement.

[Close]

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.
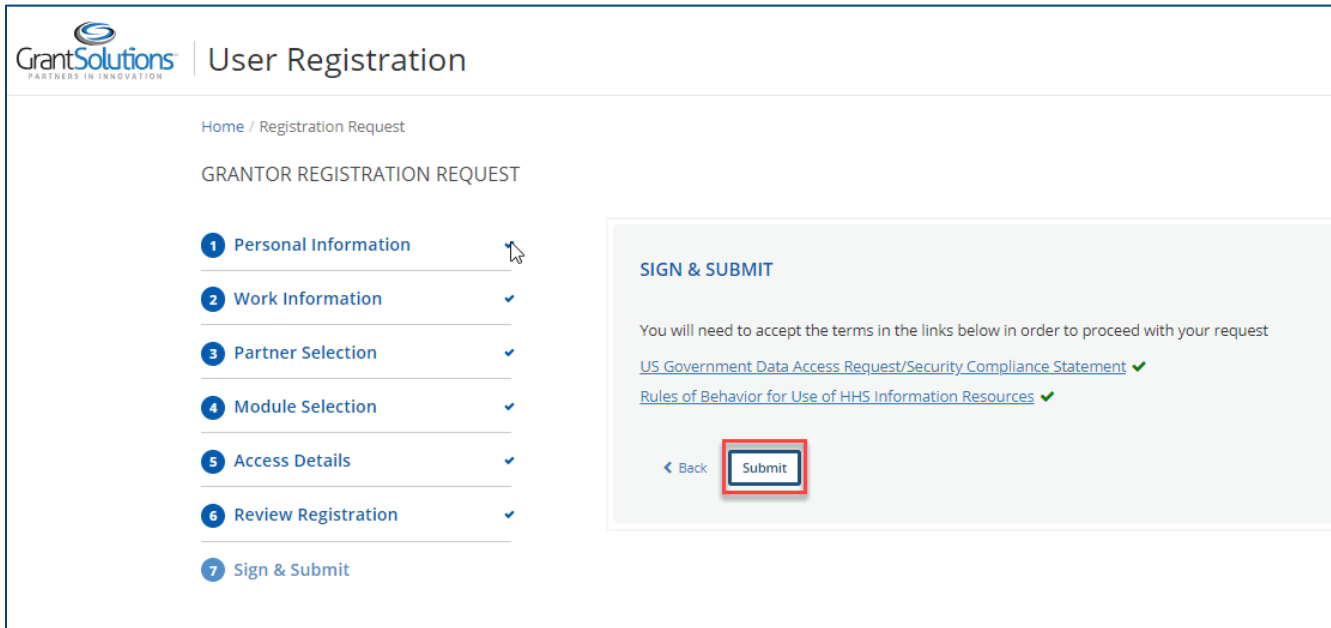

20. After reading the statement, click the **checkbox** towards the bottom of the screen to **agree** to the terms. Click the **Close** button.

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.