

MyGrants Grantee Account Creation SOP

Introduction

This standard operating procedure (SOP) explains the account creation process for MyGrants Grantees, both domestic and overseas, in the MyGrants module. This module facilitates the process of granting federal assistance.

User Roles

This SOP is relevant to the grantee user role. The grantee is responsible for requesting federal assistance on behalf of their organization.

Process Flow

Below are the steps of the grantee account creation process. The grantee completes each step in the process flow.

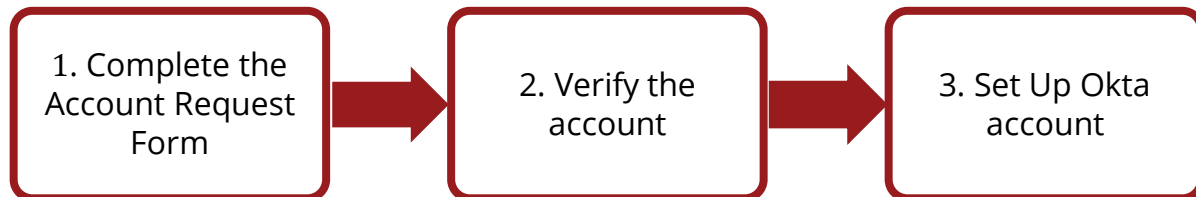


Figure 1: Account Creation Process

Complete the Account Request Form

Grantees follow the steps below to complete an Account Request form.

1. Click [this link](#) to open the **MyGrants Login** page. Alternatively, type "[MyGrants Homepage - MyGrants Portal](#)" in a web browser address bar.



1. Click the **Create an Account** button to open the **Choose your Account Type** pop-up.

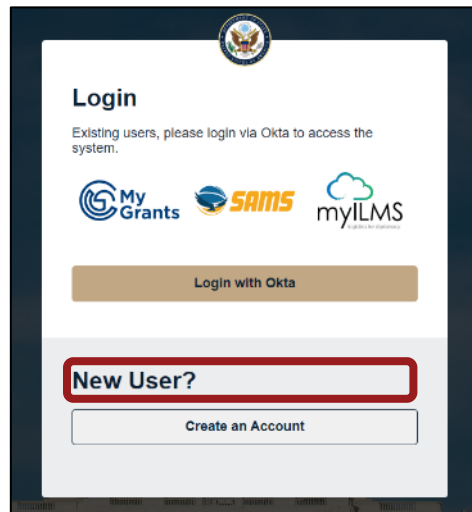


Figure 2: Create an Account button

2. Click the **Create a MyGrants Applicant/Grantee Account** button to open the **User Registration Request** page.

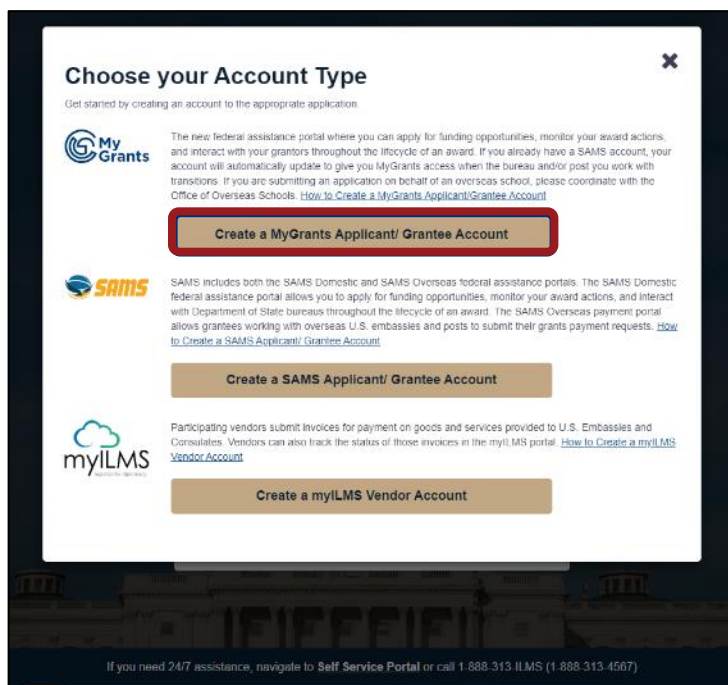


Figure 3: Create a MyGrants Applicant/Grantee Account button.

3. Type the grantee's first name in the **First Name** field.
4. Type the grantee's email address in the **Business email** field.
5. Type the grantee's surname in the **Last Name** field.



6. Complete the remaining optional fields to provide more information for the grantee profile.
7. Check the **I certify that I have read and agree to the Legal Terms and Conditions** checkbox.
8. Click the **Submit** button.

* Indicates required

User Registration Request

* First Name 4

* Business Email 5

Middle Name 6

* Last Name

Business Phone

Job Title

Street

City

Organization Legal Name

State

Unique Entity Identification Number

Zip

Organization Contact

Country

Fill in your organization contact's email address here to alert them to add you as a contact in the MyGrants Portal.

I certify that I have read and agree to the [Legal Terms and Conditions](#)

Submit 9

Figure 4: User Request Registration Form

Verify the Account

The grantee follows the steps below to verify the account.

1. Access the grantee's business email account and open the **Verify Your MyGrants Account Registration** email from MyGrants.



Figure 5: Verification Email



2. Click the **click here** link to open the **Account Verified** page.

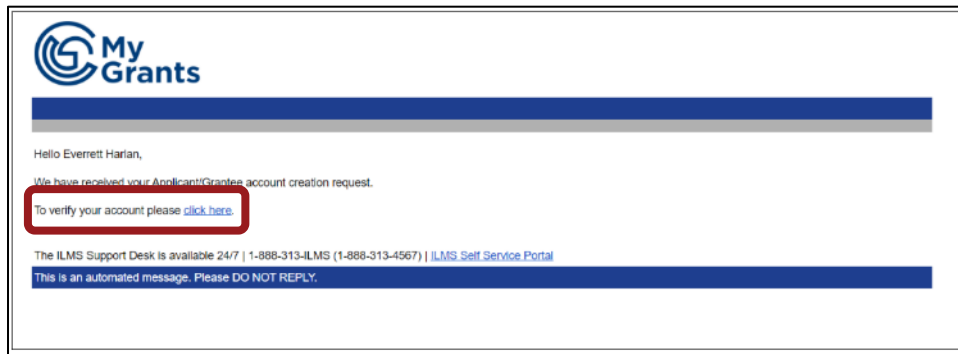


Figure 6: Verification Email Link

Set Up Okta Account

The grantee follows the steps below to set up an Okta account.

1. Access the grantee's business email account and open the **Welcome to Okta!** email from Okta.



Figure 7: Okta Account Activation Email

2. Click the **Activate Okta Account** button to open the **Set Up Security Methods** page.

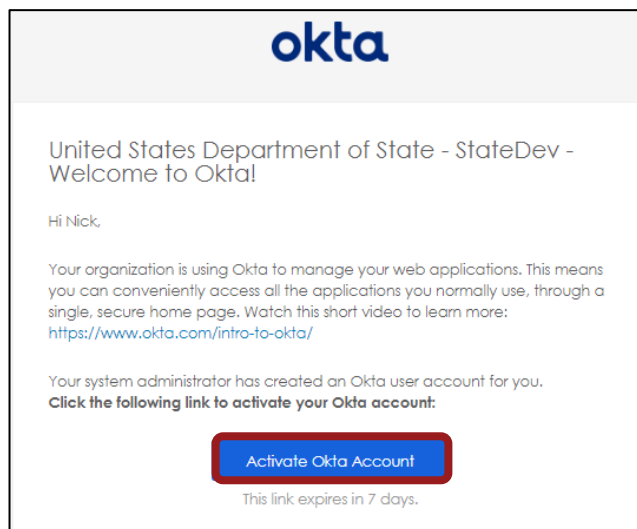


Figure 8: Okta Activation



3. Click the **Set up** button in the **Password** section to set up a password for the Okta account.

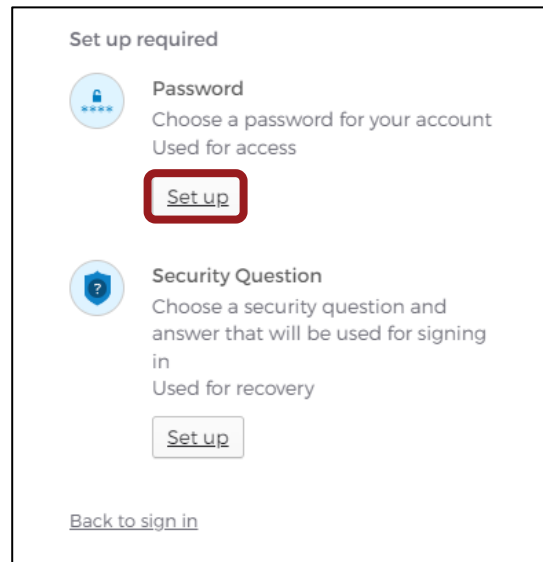


Figure 9: Set up security methods page

4. Type a password that fits the password requirements in the **Enter password** field.
5. Type the password in the **Re-enter password** field.
6. Click the **Next** button.

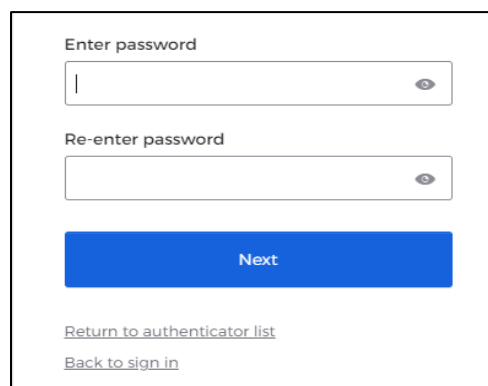


Figure 10: Set up password



7. Click the **Set up** button in the **Okta Verify** section to open instructions to download and set up the **Okta Verify** app.

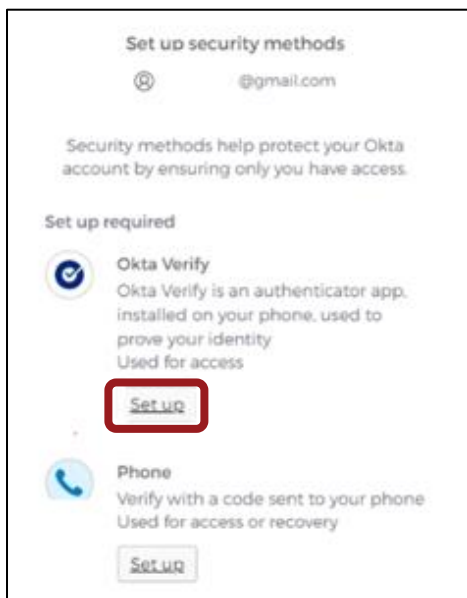


Figure 11: Set up security methods

8. Click the **Scan a QR Code** button.
9. Scan the QR code with a mobile device.

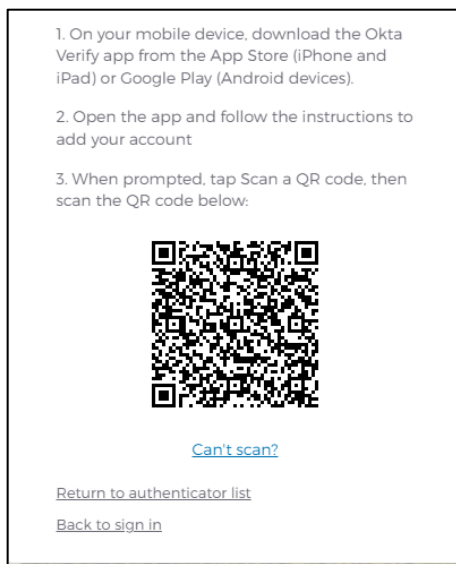


Figure 12: Scan QR Code



10. Click the **Set up** button in the **Security Question** section.

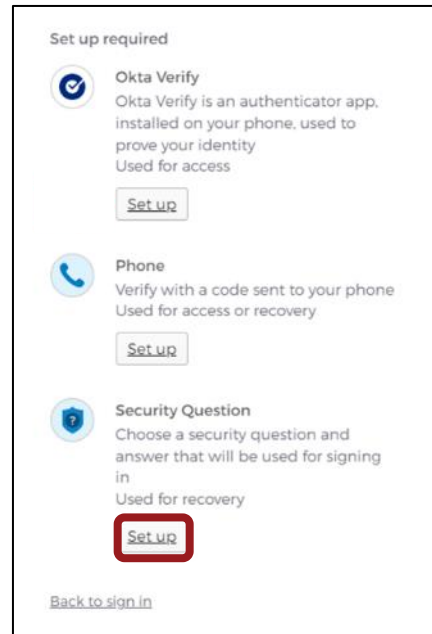


Figure 12: Set up button

11. Select either the **Choose a security question** or the **Create my own security question** option.
- Choose a security question:** Expand the **Choose a security question** drop-down. Then, type the answer to the question in the **Answer** field.
 - Create my own security question:** Type a security question in the **Create my own security question** field. Then, type the answer to the question in the **Answer** field.
12. Click the **Verify** button.



Set up security question
@ nkrauter12@gmail.com

Choose a security question
 Create my own security question

Choose a security question
What is the food you least liked as a chi... ▾

Answer
|

Verify

[Return to authenticator list](#)
[Back to sign in](#)

Figure 13: Set up Security Questions

13. Click the **Set Up Later** button to complete the Okta account setup.

Set up security methods
@ gmail.com

Security methods help protect your Okta account by ensuring only you have access.

Set up optional

Phone
Verify with a code sent to your phone
Used for access or recovery

Set up

Set up later

[Back to sign in](#)

Figure 15: Set up Later button



14. Click the **MyGrants** tile to sign in to the Okta account and access MyGrants.

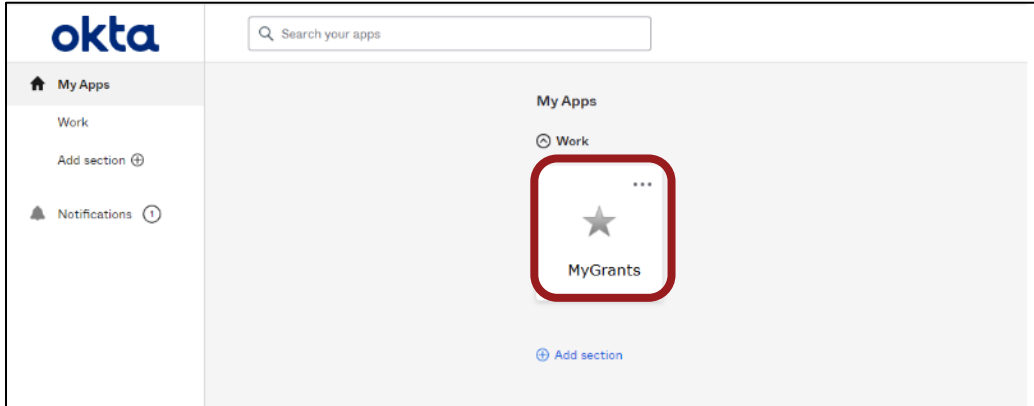


Figure 15: MyGrants tile

15. Click the **Agree** button. The Okta account set up is now complete.

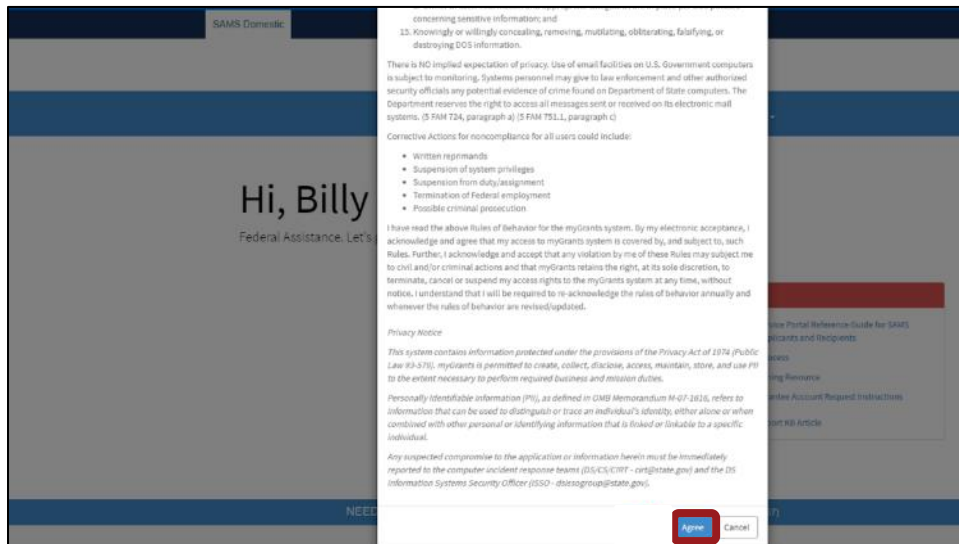


Figure 17: Complete Okta account set up





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