



## WebGrants Instructions for Accessing your Grant

### Logging into the WebGrants System

Sign into Web Grants

Url: [Enter\\_Current URL here](#)

On the Login Page

Click on User ID on the left side of your page under Login

Enter your User ID

Enter your Password

Click on 'Sign In'

A screenshot of the WebGrants login page. At the top left is the WebGrants logo. Below it, the word "Login" is displayed with a key icon. The main content area features a white box with the heading "Enter your user id and password" and a user icon. Inside this box is a "User ID" input field with a single dot, a green "SIGN IN" button, and two links: "Forgot User ID?" and "Forgot Password?". To the right of the login box is a grey box with a document icon and the text "Announcements". At the bottom center, there is a yellow button that says "Click here to Register".

**Note:** Use the WebGrants Menu, not the Browser Menu

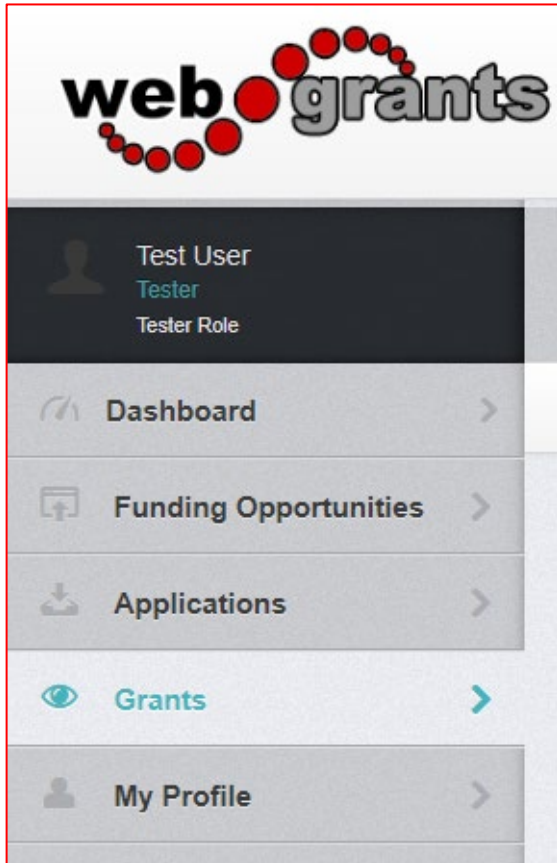
WebGrants is compatible with many different browsers; please feel free to use the browser of your choice.

Read the Instructions on the screen for navigating in the system.



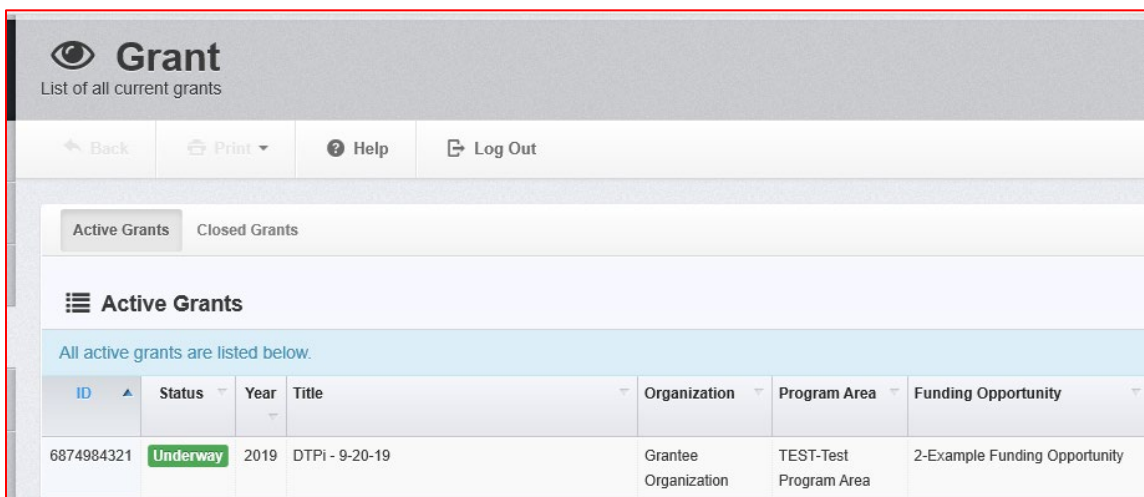
From the Side Menu:

Click on 'Grants'




Select the Grant you would like to access in the 'Active Grants' listing.

If you need to access a closed grant, click on the 'Closed Grants' tab.





Once you have selected the Grant, you will be directed to the Grant Components.

 <b>Grant Components</b>	
The grant forms appear below. You can define your own alerts in the Alerts section	
Component	Last Ed
General Information	Sep 30,
Status Reports	Oct 10,
Multi and Grid Budget	Oct 10,
Claims	Oct 1, 2
Contract Amendments	Oct 22,
Site Visits	Oct 1, 2
Contract	Oct 22,
Named Attachment	-
Encumbrances	-
Correspondence	-
Funding Opportunity	