



EGrAMS

End-to-End e-Grants Solution

January 18, 2023

- ❖ **EGrAMS is a web based application**
- ❖ **Easy to use with help features**
- ❖ **Automates the program life cycle**
- ❖ **No additional software required to run**
- ❖ **Supports industry standard W3C browsers (Microsoft Edge, Firefox, Chrome, Safari)**
- ❖ **EGrAMS uses a consistent user interface**

❖ How to start EGrAMS?

- ✓ Open your browser window
- ✓ Type in the URL (<https://egrams-mi.com/leo>)



Header – Browser controls, Application logo; constant for all screens

Menu – Lists available options

Body – Based on the option selected

Footer – Links; constant for all screens

❖ Before using the application, it is important to:

1. Notations and Controls
2. Search and Review Grant Opportunities
3. Register your Agency
4. Create User Profile
5. Logging into the system
6. Accessing Menus and Options

❖ Comments and Help

- ✓ All screens have a comment line at the bottom of the screen, when applicable
- ✓ Most fields display a brief description of what data is to be entered in the respective field
- ✓ All screen have a Information icon and yellow book screen help and/or documentation, when applicable
- ✓ All fields support field lookups, calendar lookups or dropdowns, if applicable (where applicable)
- ✓ Field Lookups support
 - User defined Search criteria on code and description
 - Wild cards – prefix, suffix & in between
 - Sorting by Code or Description in Ascending & Descending order
 - Wild card character is ‘%’

❖ Error Reporting

- ✓ All screen validations are done online and errors displayed as
 - Information Messages
 - Confirmation Messages

❖ Optional & Mandatory Input

- ✓ All fields prefixed by ‘*’ are mandatory and cannot be left blank

'*' Mandatory field


Field Lookup

Dropdown


Action buttons

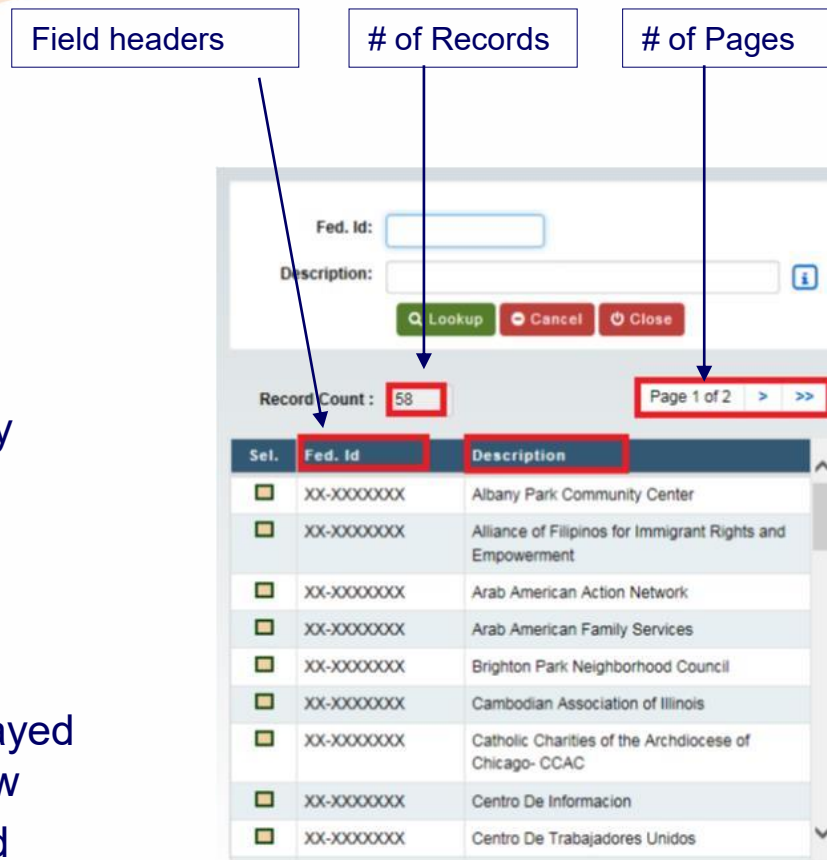
- ❖ **Field Lookups enable users to select the appropriate value from a list of available choices**

• Invoking a Lookup

- ✓ Click on the field lookup icon 
- ✓ Based on the field, the system displays all values
- ✓ The displayed set is sorted in Ascending order of description, by default
- ✓ Click on Field Headers to change Sort order of respective field

• Selecting the desired value

- ✓ Moving the mouse over the displayed rows, highlights the respective row
- ✓ Click on  to select the desired record



Field headers

of Records

of Pages

Fed. Id:

Description:

Lookup Cancel Close


Record Count: 58 Page 1 of 2 > >>

Sel.	Fed. Id	Description
<input type="checkbox"/>	XX-XXXXXXX	Albany Park Community Center
<input type="checkbox"/>	XX-XXXXXXX	Alliance of Filipinos for Immigrant Rights and Empowerment
<input type="checkbox"/>	XX-XXXXXXX	Arab American Action Network
<input type="checkbox"/>	XX-XXXXXXX	Arab American Family Services
<input type="checkbox"/>	XX-XXXXXXX	Brighton Park Neighborhood Council
<input type="checkbox"/>	XX-XXXXXXX	Cambodian Association of Illinois
<input type="checkbox"/>	XX-XXXXXXX	Catholic Charities of the Archdiocese of Chicago- CCAC
<input type="checkbox"/>	XX-XXXXXXX	Centro De Informacion
<input type="checkbox"/>	XX-XXXXXXX	Centro De Trabajadores Unidos

- **Entering Search Criteria**

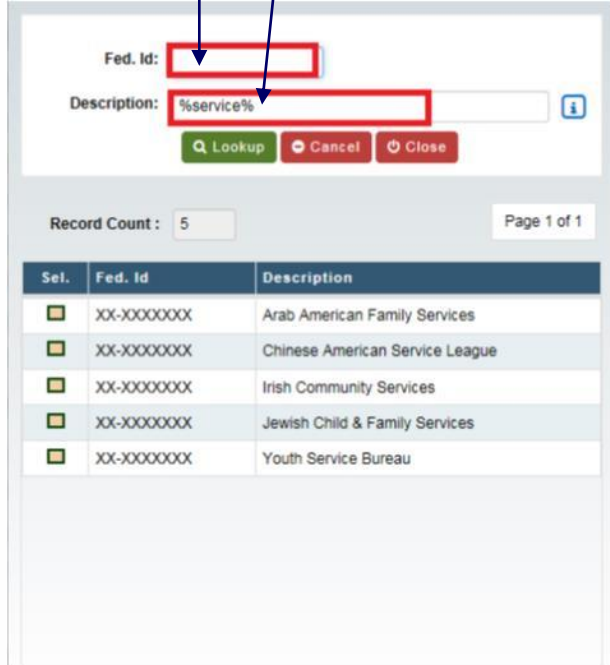
- ✓ Enter desired criteria in the 'Search Fields' (use '%' as a wildcard)
- ✓ Click on 'Lookup' to search the records based on entered criteria
- ✓ Click on 'Cancel' to blank out entered search criteria
- ✓ Click on 'Close' to return to parent screen without selecting a value

- **Selecting the desired value**

- ✓ Moving the mouse over the displayed rows, highlights the respective row
- ✓ Click on  to select the desired record

❖ *The above search criteria specifies that the name should have the characters with 'service' in the description*

Search Fields



Sel.	Fed. Id	Description
<input type="checkbox"/>	XX-XXXXXXX	Arab American Family Services
<input type="checkbox"/>	XX-XXXXXXX	Chinese American Service League
<input type="checkbox"/>	XX-XXXXXXX	Irish Community Services
<input type="checkbox"/>	XX-XXXXXXX	Jewish Child & Family Services
<input type="checkbox"/>	XX-XXXXXXX	Youth Service Bureau

- ❖ **Multi Value Lookups** enable users to select the appropriate value(s) from a list of available choices. This option is extremely useful when a user has to select multiple values. Eg. County information

- **Invoking the lookup**

- ✓ Same as described in previous slides

- **Search Criteria**

- ✓ Same as described in previous slides

- **Selecting the desired value**

- ✓ Click on the ☐ checkbox to mark the required value(s)
- ✓ Click on to select the desired record(s)

The screenshot shows a 'Multi Value Lookup' dialog box. At the top, there are input fields for 'Code:' and 'Description:', followed by 'Lookup', 'Cancel', and 'Close' buttons. Below this, it shows 'Record Count: 102' and 'Page 1 of 1'. The main area is a table of county names with checkboxes. The following table represents the data shown in the screenshot:

<input type="checkbox"/> Adams	<input type="checkbox"/> Alexander	<input checked="" type="checkbox"/> Bond
<input type="checkbox"/> Boone	<input type="checkbox"/> Brown	<input type="checkbox"/> Bureau
<input type="checkbox"/> Calhoun	<input type="checkbox"/> Carroll	<input type="checkbox"/> Cass
<input type="checkbox"/> Champaign	<input type="checkbox"/> Christian	<input type="checkbox"/> Clark
<input type="checkbox"/> Clay	<input type="checkbox"/> Clinton	<input type="checkbox"/> Coles
<input checked="" type="checkbox"/> Cook	<input type="checkbox"/> Crawford	<input type="checkbox"/> Cumberland
<input type="checkbox"/> DeKalb	<input type="checkbox"/> DeWitt	<input type="checkbox"/> Douglas
<input checked="" type="checkbox"/> DuPage	<input type="checkbox"/> Edgar	<input type="checkbox"/> Edwards
<input type="checkbox"/> Effingham	<input type="checkbox"/> Fayette	<input type="checkbox"/> Ford
<input type="checkbox"/> Franklin	<input type="checkbox"/> Fulton	<input type="checkbox"/> Gallatin

At the bottom right of the dialog box is an 'OK' button.

- ❖ **Calendar Lookups enable users to select the appropriate date value across month, year, etc. as required**

- **Invoking a Calendar Lookup**

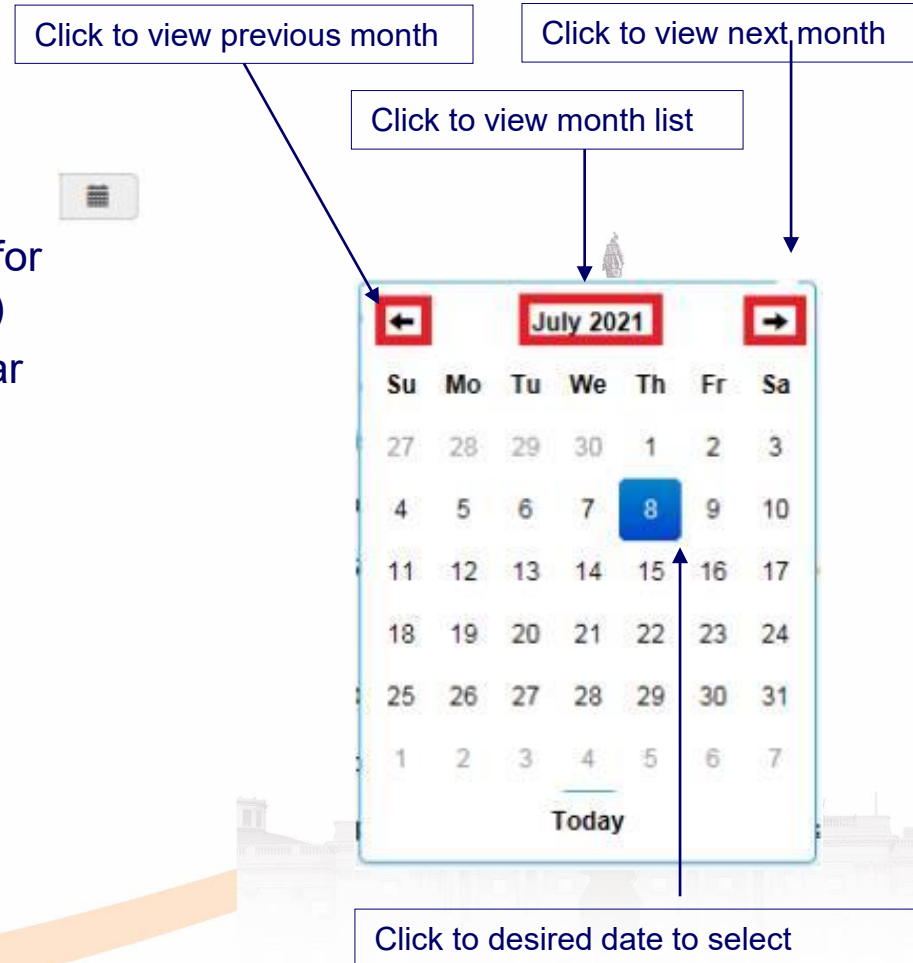
- ✓ Click on the calendar lookup icon
- ✓ The system displays the calendar for the current date (day, month, year)
- ✓ Navigate to the desired month, year based on the ← and → controls

- **Selecting the desired date**

- ✓ Click on the date to select the respective date

- **Viewing month list**

- ✓ Click on the Month / Year in the header



- **Selecting the desired month**

- ✓ The system displays the list of months
- ✓ Navigate to the desired year based on the ← and → controls
- ✓ Click on the month to select the desired month

- **Viewing Year list**

- ✓ The system displays the list of years
- ✓ Navigate to the desired year based on the ← and → controls
- ✓ Click on the year to select the desired year

Click to view previous year

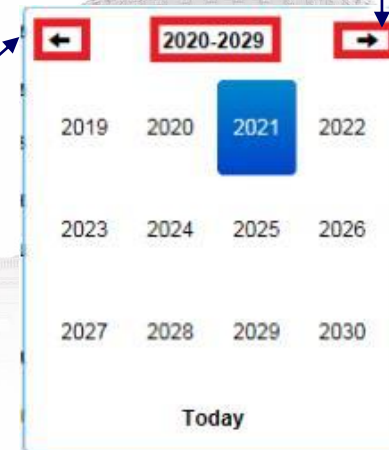
Click to view next year

Click to view year list



Click to view next year block

Click to view previous year block



❖ Dropdowns are used when the choice of values available is limited

• Invoking a Dropdown

- ✓ Click on the dropdown icon  to view a list of available values
- ✓ The system displays a list of available values



• Selecting the desired value

- ✓ Click on the displayed value to select the respective choice
- ✓ In addition, the user may use the up and down arrow keys to view the available choice of values
- ✓ You may type the first character of the desired value

- ❖ All field level validations are done online and appropriate errors are displayed by the system.

- **Information Message**

- ✓ Displays a popup window with the appropriate error or warning message
- ✓ Click on 'OK' to acknowledge the message



- **Confirmation Message**

- ✓ Displays a popup window with the appropriate error or warning message
- ✓ Provides the user a choice to confirm or cancel a certain action
- ✓ Click on 'Yes' to confirm
- ✓ Click on 'No' to cancel the action

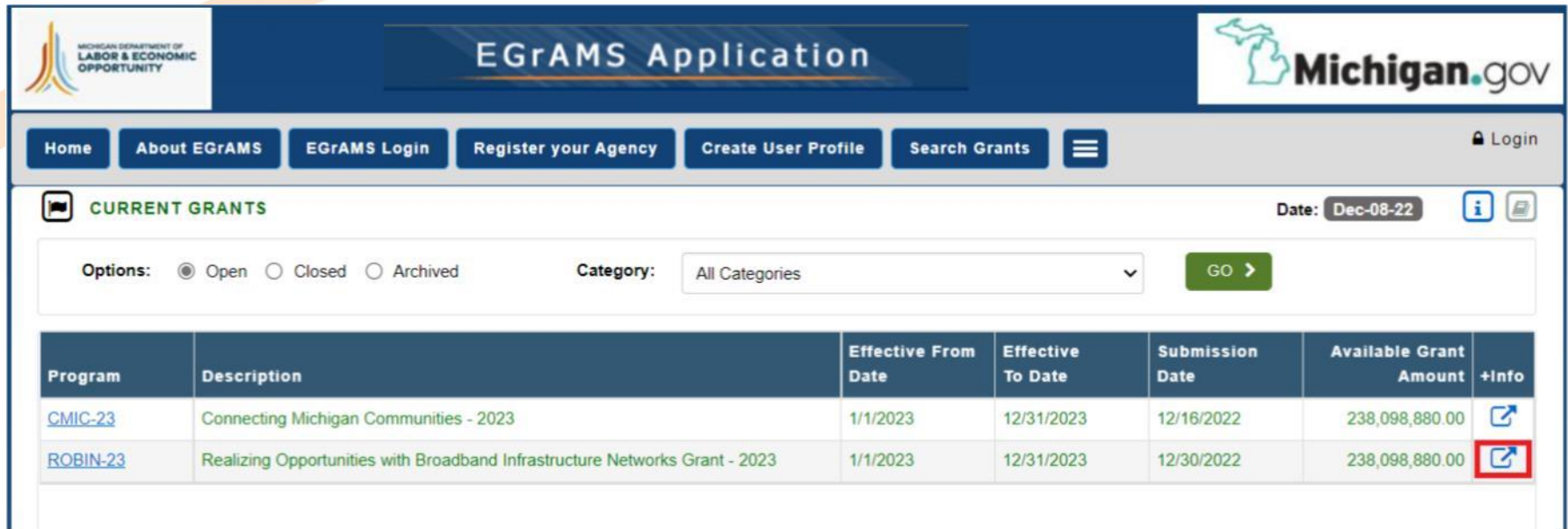


- ❖ Prior to starting the application process, applicants can view Program details
- ❖ View important information related to
 - Submission Dates and Contacts
 - Eligibility, Funding information, Match Requirements
 - Documentation

- To View Grant Opportunities, click
 - ✓ Home → Current Grants
 - ✓ System will display a list of Programs available



- ❖ System displays a list of Programs available for the selected Category
- ❖ Click on the desired Program link or 'Info' icon to view additional information



EGrAMS Application

Michigan.gov

Home About EGrAMS EGrAMS Login Register your Agency Create User Profile Search Grants Login


CURRENT GRANTS Date: Dec-08-22

Options: ☒ Open ☐ Closed ☐ Archived Category: All Categories GO

Program	Description	Effective From Date	Effective To Date	Submission Date	Available Grant Amount	+Info
CMIC-23	Connecting Michigan Communities - 2023	1/1/2023	12/31/2023	12/16/2022	238,098,880.00	Info
ROBIN-23	Realizing Opportunities with Broadband Infrastructure Networks Grant - 2023	1/1/2023	12/31/2023	12/30/2022	238,098,880.00	Info

❖ System displays selected Program details under 4 tabs

- General
- Additional Information
- Technical Assistance
- User Documents

 **VIEW SYNOPSIS**

Grant Category: High-Speed Internet
 [View PDF](#)
[Close](#)

Grant Program: Realizing Opportunities with Broadband Infrastructure Networks Grant - 2023

[General](#)
[Additional Information](#)
[Tech Assistance](#)
[User Documents](#)

Pursuant to Public Act 53 of 2022, the Realizing Opportunity with Broadband Infrastructure Networks (ROBIN) Grant program for statewide broadband shall be awarded by LEO to applicants for broadband infrastructure grants. Projects that deploy last-mile and middle mile broadband service to unserved locations are eligible.

As designated in Public Act 53 of 2022, \$250,630,400.00 is being made available from the [Coronavirus Capital Projects Fund](#). Up to five percent (5%) of this amount may be used by LEO to operate the Michigan High-Speed Internet (MIHI) Office. The remainder, \$238,098,880, is available for broadband infrastructure grants. Up to 35% of available funding can be used to support middle mile broadband infrastructure projects.

TIMELINE

RFP Publication Date: 12/07/22 **Submission Date / Time:** 12/30/2022 05:00:00 PM **Approval Date:** 01/20/23
Available Funding Amount: 238,098,880.00 **Min. Requested Amount:** N/A **Max. Requested Amount:** N/A

CONTACTS

Name	Title	Email	Telephone	Type
Eric Fredrick	Chief Connectivity Officer	Fredericke1@michigan.gov	(517) 230-8510	Primary
Jason Guthaus	Infrastructure Program Manager	Guthaus.J@michigan.gov	(517) 230-8510	

Program Overview

Timeline & Funding info

Program contacts

❖ Clicking the 'Additional Information' tab displays information as shown below

VIEW SYNOPSIS

Grant Category: High-Speed Internet
View PDF
Close

Grant Program: Realizing Opportunities with Broadband Infrastructure Networks Grant - 2023

General
Additional Information
Tech Assistance
User Documents

Agency : Department of Labor and Economic Opportunity
Office : Michigan High-Speed Internet Office
Fund Opportunity # : N/A
CSFA # : N/A
CFDA # : 21.029
Grant Type : Competitive
No. Of Awards : 83
Match Applicability : Percentage of Grant Amount
Match Per. / Amount : 15.00
Indirect Cost :

SOURCE OF FUNDING :

Appl.	Description
<input checked="" type="checkbox"/>	Federal (0300)

APPLICABLE AGENCY TYPES


Agency Type	Description
1LMTA	Licensed under the Michigan Telecommunications Act (1991 PA 179, MCL 484.2101 to 484.2603)
2FHUVS	Franchise holder under the Uniform Video Services Local Franchise Act(2006 PA 480, MCL 484.3301 to 484.3315)

Funding sources

Organization Type eligibility

Match & Other information

❖ Clicking the 'Tech Assistance' tab displays information as shown below



 **VIEW SYNOPSIS**

Grant Category: High-Speed Internet
 View PDF
Close

Grant Program: Realizing Opportunities with Broadband Infrastructure Networks Grant - 2023

General
Additional Information
Tech Assistance
User Documents

Technical Assistance Session (Optional)
Funding sources

Sess	Type	Venue	City	Date	From	To	Online Appl	Map
1	Technical Assistance	Online Webinar		01/09/23	01:30 PM	02:30 PM	Yes 	

Click to view details

ONLINE ACCESS INFORMATION


Url:

Call-in Number: (248) 509-0316
 Passcode: 77465022#

Close


Technical Assistance session details

- ❖ Clicking the 'Documents' tab displays list of documents as shown below
- ❖ Click on the desired document to view the respective document details

 **VIEW SYNOPSIS**

Grant Category: High-Speed Internet
Grant Program: Realizing Opportunities with Broadband Infrastructure Networks Grant - 2023

[General](#) [Additional Information](#) [Tech Assistance](#) [User Documents](#)

 [View EGrAMS Application Form](#)

Document Name
Grant Application

Realizing Opportunities with Broadband Infrastructure Networks (ROBIN) Grant Program Guidance

Please read through the entire program guidance package before you begin to respond to the application questions. This will help ensure you understand the full scope of the application as well as the details you will need to provide to complete the application.

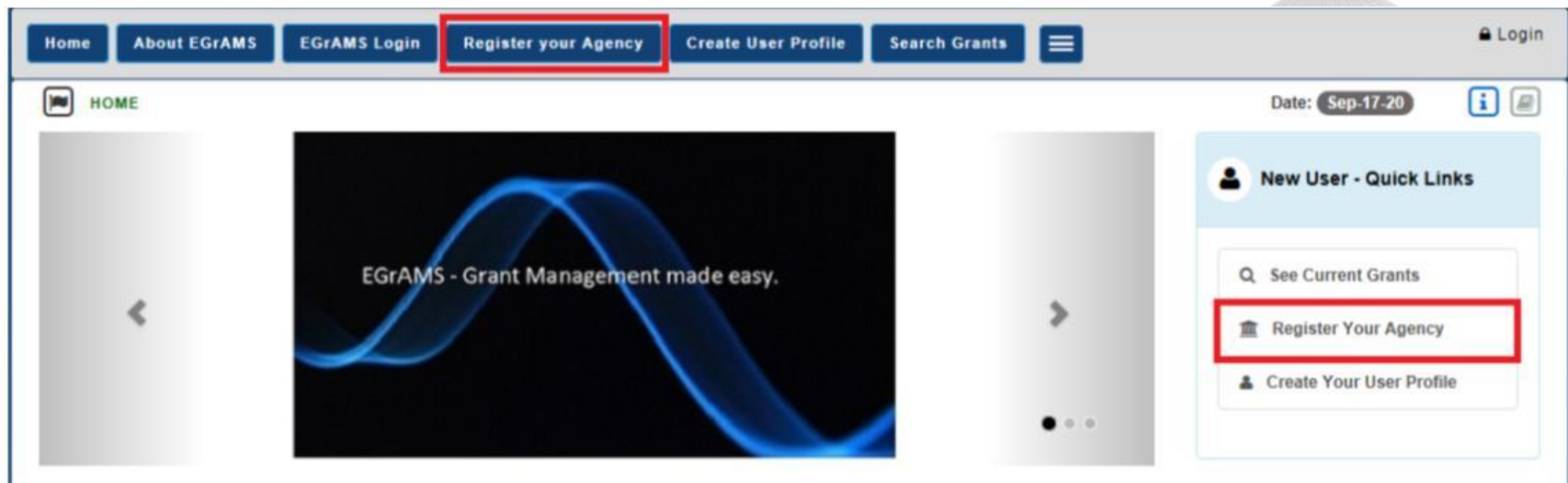
Application Deadline: All grant applications are due by **XXX p.m. EST, on XXX, XXX, XX 2023**.

Submission Guidelines: Applicants must use the ROBIN online application system to submit their applications. No other application submission method is allowed. Applications must be complete, and attachments clearly labeled with the question or statement number from the application form. Completed application, attachments, and supporting documentation must be received by the Department of Labor and Economic Opportunity, Michigan High-Speed Internet (MIHI) Office by **XXX p.m. EST, on XXX, XXX, XX 2023**, to be considered for funding. Applicants will receive an email confirmation in receipt of their submission within 24 hours. It is the applicant's responsibility to ensure the application is received by MIHI prior to the submission deadline. Applications submitted incorrectly or received after the deadline will be rejected. Official application submission date and time will be determined by the time stamp accompanying the application within the ROBIN application system. Applications dated and time stamped in any other way will be rejected. If a confirmation receipt is not received within two business days, applicants must contact the Michigan High-Speed Internet Office at **XXX XXX-XXX**.

Questions and Contact: If you have questions after reviewing the application and supporting documentation, please see the Frequently Asked Questions (FAQ) document available on the grant website: **XXX.XXXXXXXX.XXX**. The FAQ will be updated throughout the application process. Questions and comments can also be submitted via email to: LEO-MIHighSpeedInternet@michigan.gov.

- ❖ If your agency is not already registered in EGrAMS, you need to register your agency in EGrAMS
- ❖ You need to register your agency in EGrAMS only once

- To Register your Agency, click
 - ✓ Home → Register your Agency
 - ✓ System will display the agency registration screen
 - ✓ Check if your agency is registered
 - ✓ If not registered, enter your agency information



❖ System will display the agency registration screen

Click icon to check if you agency is registered

- ❖ System will display the available agencies
- ❖ Enter 'Search' criteria to search your agency

Fed. Id:

Description:

Record Count : 1 Page 1 of 1

Sel.	Fed. Id	Description
<input type="checkbox"/>	XX-XXXXXXX	Ace Telephone Company of Michigan, Inc.

- ✓ Enter part of your agency name prefixed and suffixed with '%'
- ✓ Click on 'Lookup'
- ✓ If your agency name is displayed, you need not register your agency profile again

Home About EGrAMS EGrAMS Login Register your Agency Create User Profile Search Grants Login

REGISTER YOUR AGENCY (*) - Required field Timeout: 20 mins Date: Dec-08-22

Agency Contacts Others

Verify your Agency Registration

* Federal ID: 12-3456789 * Agency Name: Any HSI Program Eligible Agency

Legal Name:

* Address Line 1: 12345 Any MI Street

Address Line 2:

* City: Any MI Town

* State: MI * Zip: 48123

Website:

SAM Cage Code:

DUNS Number:

Unique Entity Identifier:

Vendor Reference: CV0012345

Faith Based: ☐ Yes ☒ No

MI based business: ☒ Yes ☐ No ☐ NA

* Agency Type: service Provider currently providing service in Michigan

Agency Sub-Type:


OK Cancel

Click lookup to
select Agency Type

✓ Enter your agency information

- Make sure that you enter all information that has "*"
- Click on lookup icon to select your agency type

✓ Click on 'Contacts' tab to enter contact information

 REGISTER YOUR AGENCY

(*) - Required field

Date: Sep-17-20

Agency Contacts Others

* Contact Person: John Doe

* Email: john.doe@eligibleaggy.org

* Phone: (970) 123-4321 Extn:

Fax:

Mailing Address Same: ☒ Yes

MAILING ADDRESS

* Agency Name:

* Address Line 1:

Address Line 2:

Division:

* City:

* State: * Zip: -

* Phone: Extn:

Attention:

OK Cancel

- ✓ Enter your agency contact information
- ✓ Mailing Address block is enabled only if 'Mailing Address Same' is unchecked
- ✓ Click on "Others" to enter county information

The screenshot shows the 'REGISTER YOUR AGENCY' form in the EGrAMS system. The form is divided into several sections:

- Agency Information:** Includes fields for Code, County, Primary status, and Del. status. A red box highlights the 'Others' tab, and an arrow points to the 'Mark Primary County' checkbox.
- CONTRACT TYPE INFORMATION (FOR OFFICE USE ONLY):** Includes sections for Contract Type, Contract Applicability, Contract Template, Amendment Applicability, Amendment Template, and Board of Health. An arrow points to the 'System maintained information' label.
- Record Count:** Shows 84 records.
- County List:** A grid of checkboxes for various Michigan counties, including Mackinac, Macomb, Manistee, Marquette, Mason, Mecosta, Menominee, Midland, Missaukee, Monroe, Montcalm, Montmorency, Muskegon, Newaygo, Oakland, Oceana, Ogemaw, Ontonagon, Osceola, Oscoda, Otsego, Ottawa, Presque Isle, Roscommon, Saginaw, St. Clair, and St. Joseph. An arrow points to the 'Manistee' checkbox.
- Buttons:** 'OK' and 'Cancel' buttons are at the bottom right. An arrow points to the 'OK' button with the label 'Click 'OK' to save'.

Annotations include:

- County information:** Points to the 'County' field.
- Mark Primary County:** Points to the 'Primary' checkbox.
- System maintained information:** Points to the 'CONTRACT TYPE INFORMATION' section.
- Click 'OK' to save:** Points to the 'OK' button.

✓ Enter your county(ies) information

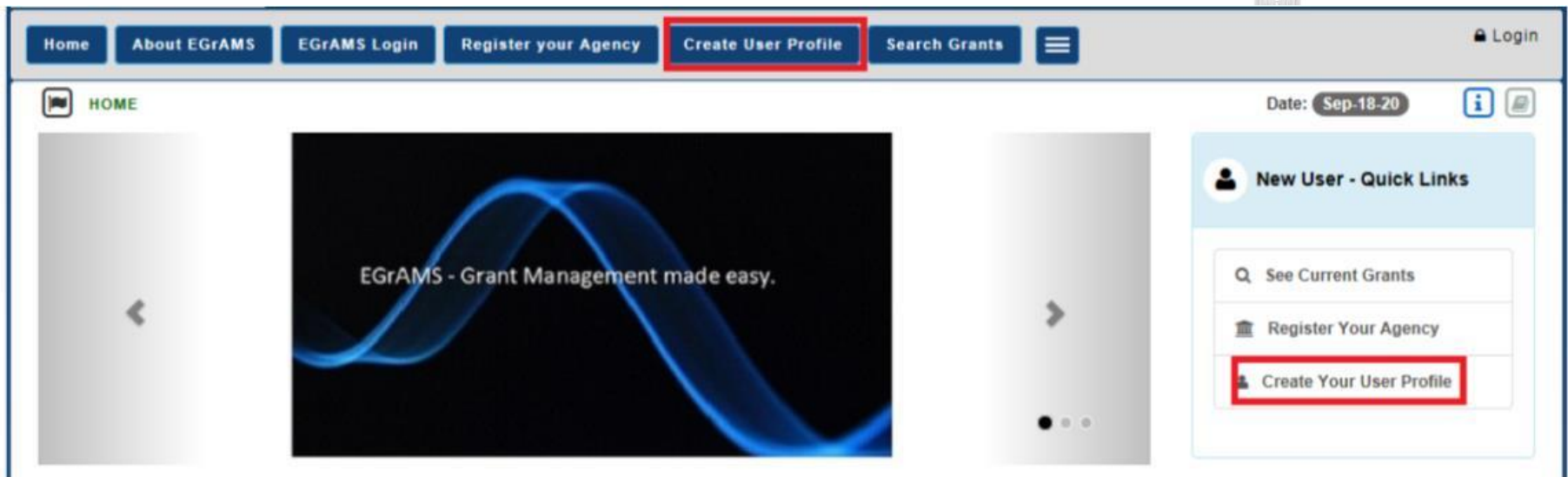
- More than one county may be selected
- At least one county must be marked as 'Primary'

✓ 'Contract Type Information' is system maintained

✓ Click on "OK" to save and complete your agency registration

- ❖ If you do not have a user profile in EGrAMS, you need to create your user profile
- ❖ You need to create your user profile in EGrAMS only once

- To Create you User profile, click
 - ✓ Home → Create User Profile
 - ✓ System will display the 'Create User Profile' screen
 - ✓ Enter your information




CREATE USER PROFILE (*) - Required field Date: Dec-08-22


User Additional Information

* User Name: jdoe
 * Password: *****
 * Confirm Password: *****

Prefix: ☐ DR ☒ MR ☐ MRS ☐ MS ☐ PROF

* First Name: John
 * Last Name: Doe
 * Display Name: J Doe

* Role: GRANTE  Grantee

* Parent Agency: XX-XXXXXXX  Any HSI Program Eligible Agency

* Address line 1: 12345 Any MI Street
 Address line 2:
 * City: Any MI Town
 * State: MI * Zip: 48123
 * Phone: (231) 123-4321 Extn:
 Fax:
 * Email: john.doe@anyhsi.net

OK Cancel

Select your EGrAMS Role

Select your parent agency

Enter your information

- Enter all information that has "*"
- Password should meet set up rules (min 9 characters, at least 1 alpha, 1 numeric and 1 special character)
- Select your role as **'Grantee'** (if applicant) or as applicable
- Select your parent agency

Home About EGrAMS EGrAMS Login Register your Agency Create User Profile Search Grants Login

CREATE USER PROFILE (*) - Required field Date: Dec-08-22

User Additional Information

* Designation/Title: GA Grants Administrator

County: 165 Wexford

Photo: Choose File No file chosen

Signature: Choose File No file chosen

Security Question 1: What are the last 4 digits of your Social Security number?

* Security Answer 1: 1234

Security Question 2:

Security Answer 2:

Click to select security question(s)

Click on 'OK' to save

OK Cancel

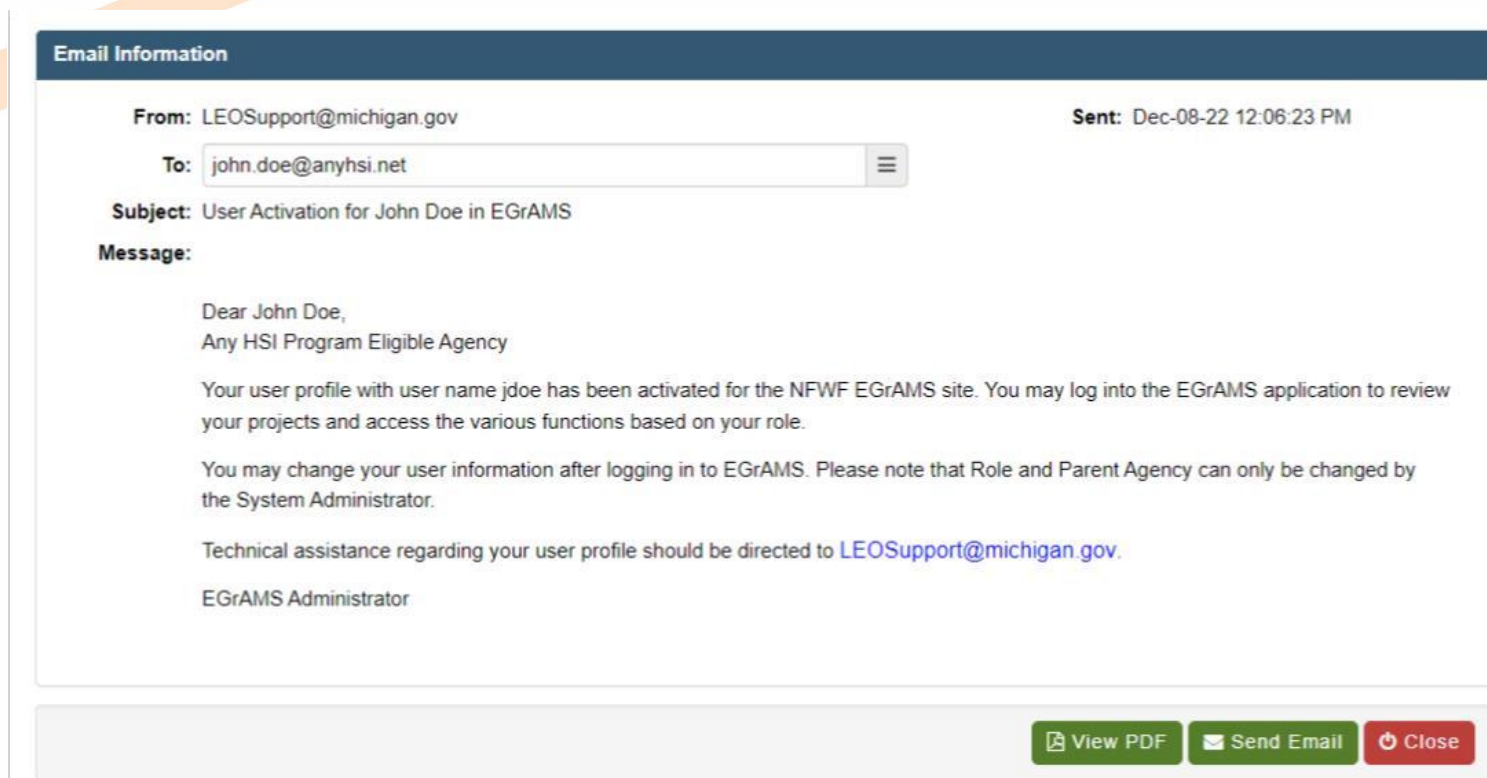
Enter your information

- Select your work designation/title
- Select your security question(s)
- ✓ Click on "OK" to create your user profile
- ✓ Once you create your user profile, you can log into the system

- ❖ Your user account is created with an 'Inactive' status
- ❖ Once your User Profile is activated, you will receive and email

- **After Creation of Your User Profile**

- ✓ Your user account is created in EGrAMS with an "Inactive" status
- ✓ Once your user profile has been activated, you will receive a "Confirmation" email and can begin using EGrAMS



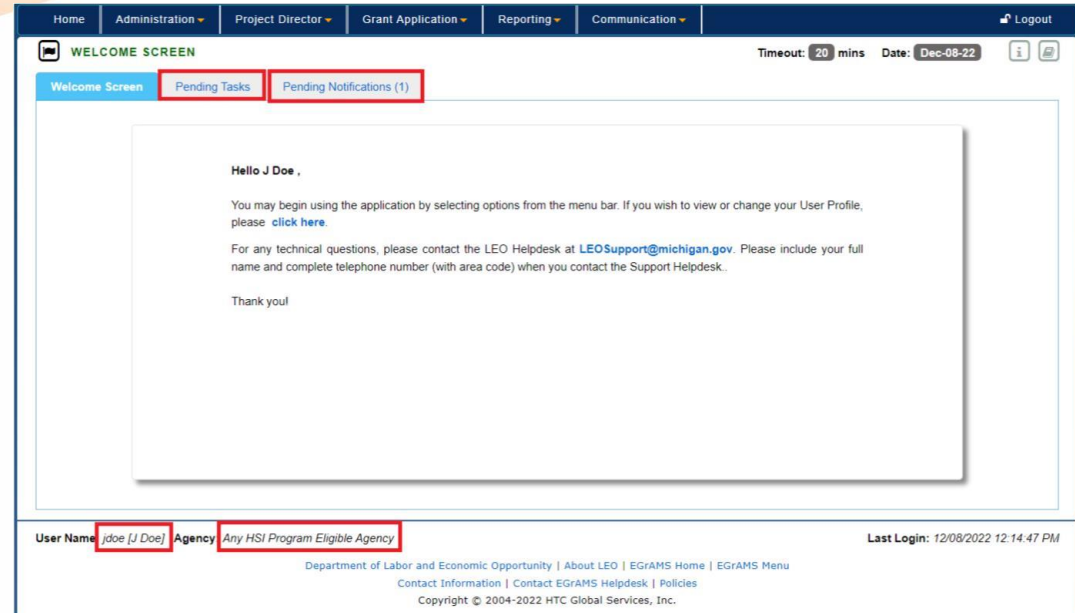
❖ To login into EGrAMS, select Home ->EGrAMS Login

- ✓ The system will display the login screen as shown
- ✓ **Enter your user name and password**
- ✓ **Click on "OK" to login**
- ✓ **If your credentials are correct**
 - System displays EGrAMS Welcome page
 - System will display menus as applicable to your role
 - Select the desired option

- ✓ **If your credentials are incorrect**
 - System displays error message
 - Acknowledge the message

- **After successful Login**

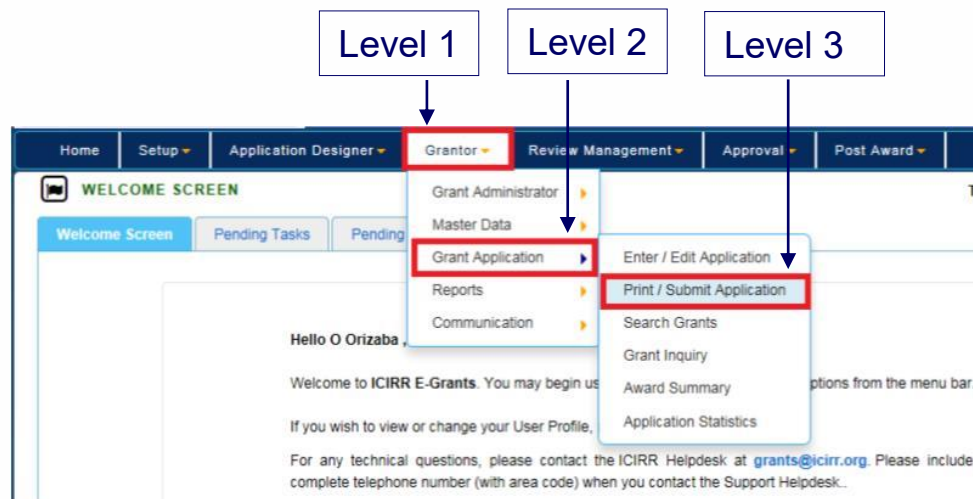
- ✓ EGrAMS Welcome Page is displayed
- ✓ You are greeted by EGrAMS using your "Display Name"
 - System will display menus as applicable to your role
 - Select the desired option
- ✓ In the footer section, system displays
 - User Name
 - Parent Agency

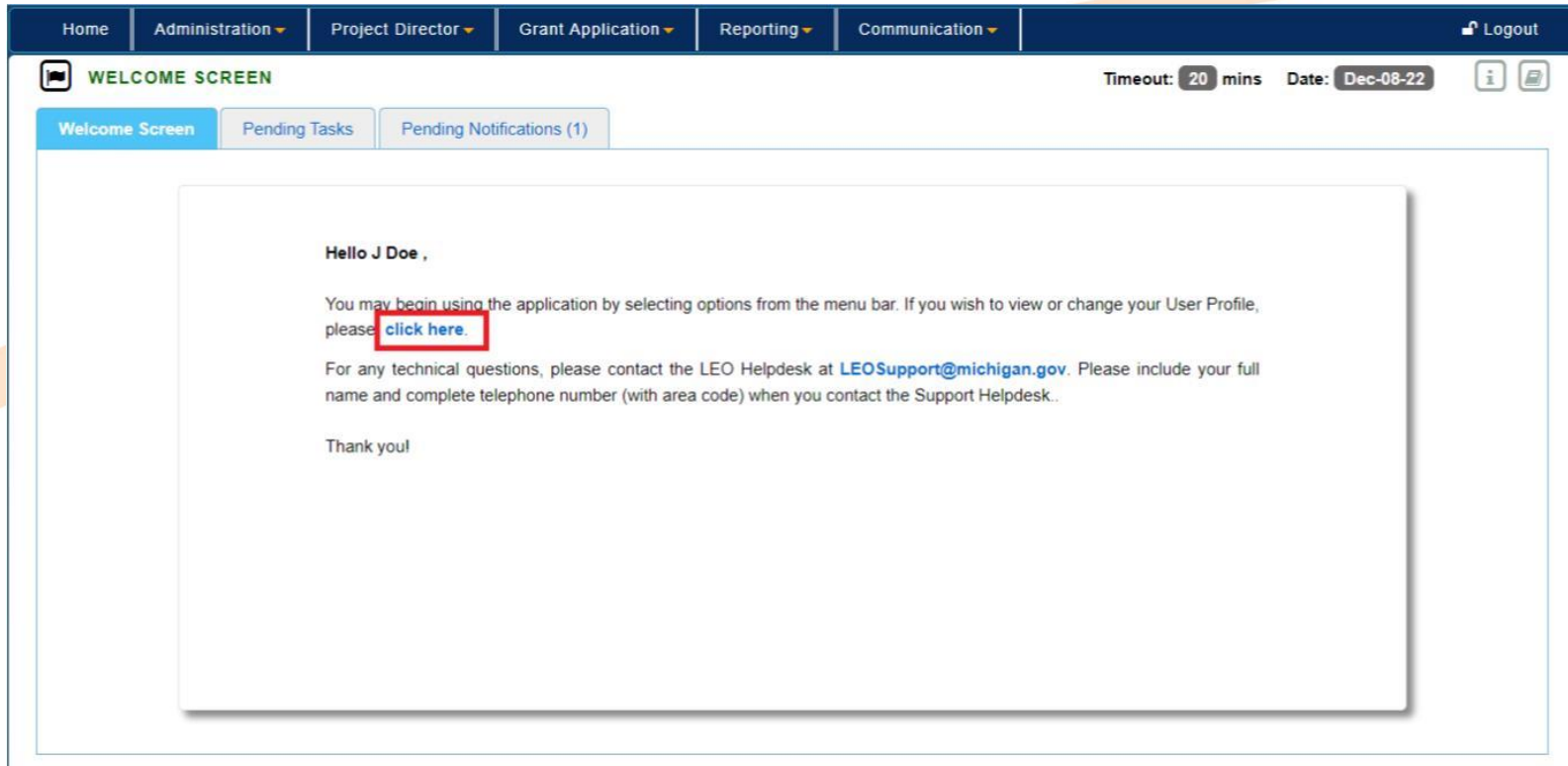


- ❖ Menus allow the user to select the desired options within EGrAMS
- ❖ A user role determines the access options available to a user
- ❖ EGrAMS supports three type of menus – Dynamic, Dropdown & List

- **Dynamic**

- ✓ Place your mouse over the desired module at Level 1
- ✓ Place your mouse over the desired sub module at Level 2
- ✓ Click on option at Level 3





- ✓ To update / edit user profile information, click 'click here' link on Welcome page

Home Administration Project Director Grant Application Reporting Communication Logout

USER SETUP (*) - Required field Timeout: 20 mins Date: Dec-08-22

User Additional Information

* User Name: jdoe

* Password:

* Confirm Password:

Prefix: ☐ DR ☒ MR ☐ MRS ☐ MS ☐ PROF

* First Name: John

* Last Name: Doe

* Display Name: J Doe

* Role: GRANTE Grantee

* Parent Agency: 12-3456789 Any HSI Program Eligible Agency

* Address line 1: 12345 Any MI Street

Address line 2:

* City: Any MI Town

* State: MI * Zip: 48123

* Phone: (231) 123-4321 Extn:

Fax:

* Email: john.doe@anyhsi.net

OK Cancel

- ✓ System displays your user profile information
- ✓ Edit required information
- ✓ Click on 'OK' to save information

- ❖ You cannot change
 - User Name or Password
 - Role
 - Parent Agency

❖ Administration -> Agency Information

Home Administration Project Director Grant Application Reporting Communication Logout

ADMINISTRATION > AGENCY INFORMATION (*) - Required field Timeout: 20 mins Date: Dec-08-22

Edit View RECORD COUNT: 1

Agency Contacts Others

* Federal ID: 12-3456789 * Agency Name: Any HSI Program Eligible Agency

Legal Name:

* Address Line 1: 12345 Any MI Street

Address Line 2:

* City: Any MI Town

* State: MI * Zip: 48123

Website:

SAM Cage Code:

DUNS Number:

Unique Entity Identifier:

Vendor Reference: CV0012345

Faith Based: ☐ Yes ☒ No

MI based business: ☒ Yes ☐ No ☐ NA

* Agency Type: Broadband Service Provider currently providing service

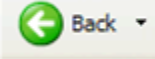

Agency Sub-Type:

Accounting Reference:

Find OK Cancel

- ✓ System displays the Fed Id and Agency Name of the user
- ✓ Select 'Edit' mode, Click on 'Find'
- ✓ Edit the desired information
 - You cannot change Federal Identification Number (FEIN)
- ✓ Click on 'OK' to save your changed information

• A word of Caution

- ✓ Never use the  button
- ✓ Pay attention to the timeout counter
- ✓ display. Save your work if it gets to 4 minutes
 - The system gives you a warning message 2 minutes prior to timeout
- ✓ Click on 'Yes' to restart the timer
- ✓ Always  after you complete your work

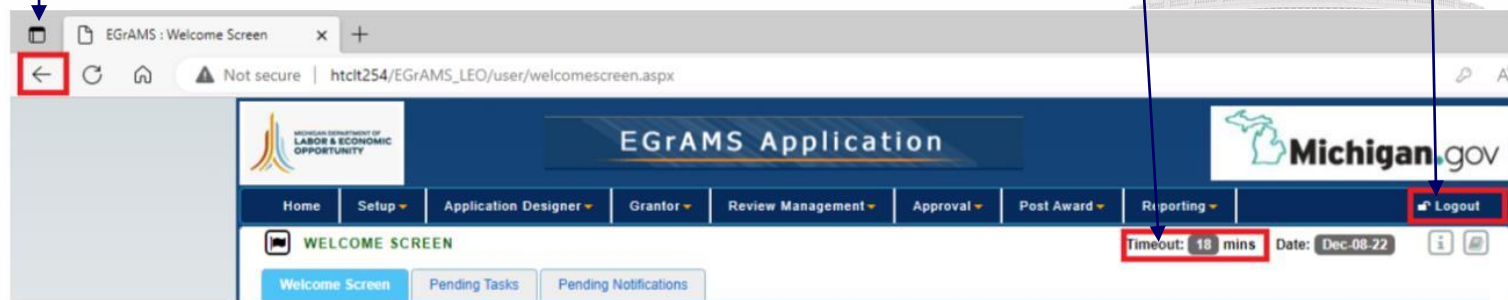


Click on 'Yes' to restart timer

Back button

Timeout Warning

Logout button



- ❖ You may use the Forgot Password option, if
 - ✓ Your password has expired
 - ✓ The system warns you that your password will expire in 'x' number of days
 - ✓ You want to change your password but cannot remember your old password

- **To change your EGrAMS password**
- **Home → EGrAMS Login, Click on “Forgot Password”**
 - ✓ The system will display the Forgot Password screen
 - ✓ After you enter your user name, the system will display
 - Your security questions that you registered with your user profile
 - Enter the answer to your security questions
 - Enter your new password and retype new password to confirm
 - Click on 'OK' to reset and save your new password
 - ✓ If your user name or password are incorrect, the system will display
 - An error information message
 - Acknowledge the message
 - Try again OR call your System Administrator to reset your password

- ❖ **You may change your password, if**
 - ✓ Your password has expired
 - ✓ The system warns you that your password will expire in '5' number of days
 - ✓ Your choice, passwords cannot be changed again for a minimum of '3' days

- **To change your EGrAMS password**
- **Home → EGrAMS Login, Click on “Change Password”**
 - ✓ The system will display the change password screen
 - Enter your user name and old password
 - Enter your new password and retype new password to confirm
 - Click on 'OK' to save your new password
 - ✓ If your user name or password are incorrect, the system will display
 - An error information message
 - Acknowledge the message
 - Try again OR you may use the “Forgot Password” option

- ✓ **Overview of EGrAMS**
- ✓ **Hardware & Software Requirements**
- ✓ **How to Invoke EGrAMS**
- ✓ **Comments & Help**
 - **Comment line, screen information, screen documentation**
 - **Field Lookups, Calendar Lookups, Dropdowns**
 - **Information & Confirmation Messages**
- ✓ **Accessing EGrAMS and User Profile**
 - **Search and Review Grant Opportunities**
 - **Create Agency Profile**
 - **Create User Profile**
- ✓ **Logging into the System**
- ✓ **Menus & Options**
- ✓ **Change User Profile**
- ✓ **Change Agency Profile**
- ✓ **Forgot Password / Change Password**



Questions?

- 1. Create an Agency profile**
- 2. Create one or more User profile(s) for the created Grantee**
 - **Set Role as 'Grantee'**
 - **Select Parent Agency as the Grantee (based on the agency you belong to)**