

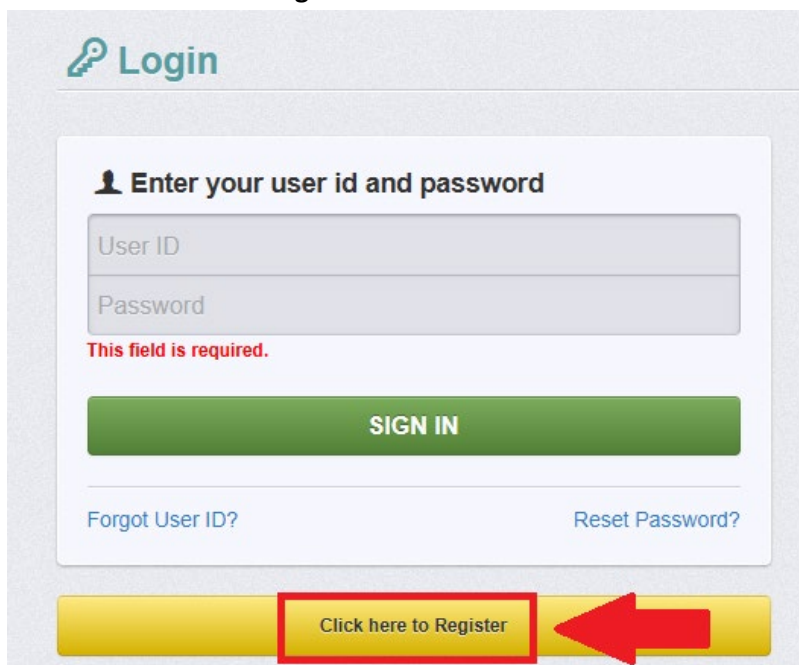
Registering, Logging In, and Understanding Side Menu Options

1. Registering for WebGrants

You only need to register if you are NOT an existing MAVIS user. This is for new organizations or individuals applying for grant funds.

Go to: <https://sddps.webgrantscloud.com/index.do>

Click on **Click here to Register**.



Fill out the registration form with your Personal Contact and Organization Information. Required fields are marked with a red asterisk (*).

Click **Save Registration Information** at the top or bottom of the page.



You will receive a confirmation message and an email alert.

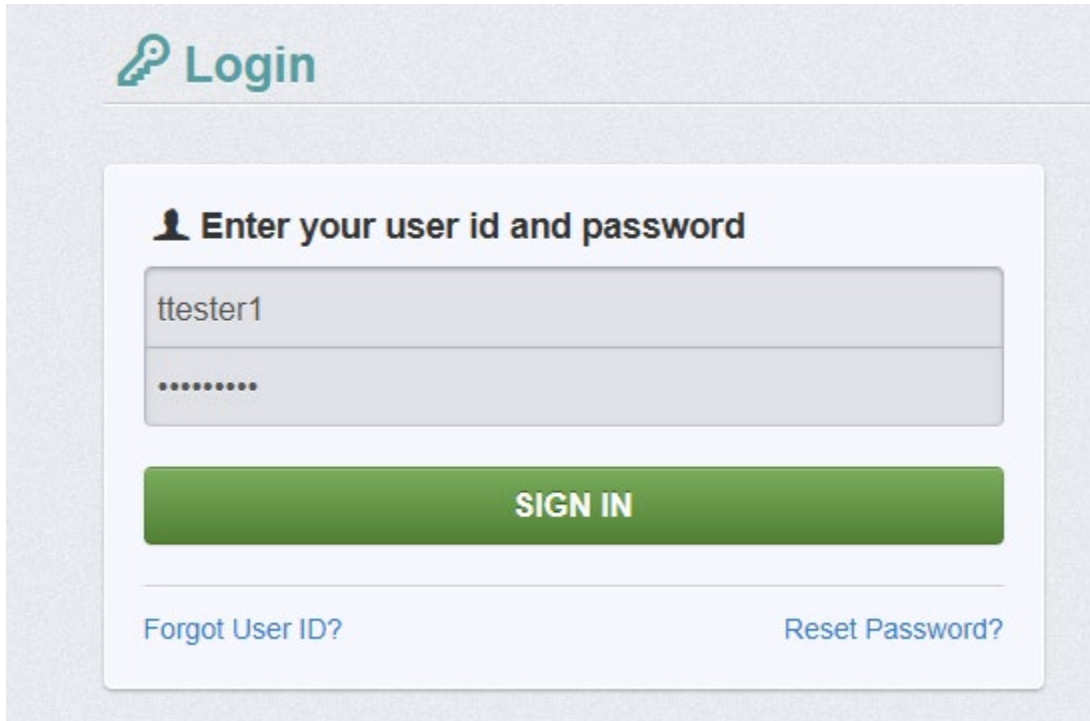
WAIT to receive two separate emails: one with your User ID and one with a temporary password. Do **NOT** try to log in until you receive both emails.

2. Logging In

Go to: <https://sddps.webgrantscloud.com/index.do>

Enter your User ID and temporary password from the email.

Click **SIGN IN**.

A screenshot of a web login interface. At the top left, there is a teal key icon followed by the word "Login" in a teal sans-serif font. Below this, a white rounded rectangle contains the login fields. Inside the rectangle, at the top, is a small person icon followed by the text "Enter your user id and password" in bold black font. Below this text are two input fields: the first contains the text "ttester1" and the second contains seven dots, representing a password. Below the input fields is a large green button with the text "SIGN IN" in white, bold, uppercase letters. At the bottom of the white rectangle, there are two links: "Forgot User ID?" on the left and "Reset Password?" on the right, both in a blue sans-serif font.

You will be directed to the main menu (external user dashboard).

3. Understanding the Dashboard

Work Assignment - The Work Assignment is the first screen you see after you login to the system. The system contains the following Work Assignment sections:

Approaching Deadlines - This section displays any document on which you are named that has a deadline approaching within 30 days. This can include many different types of documents like Applications, Status Reports, Drawdowns, etc.

Recent Negotiations - This section displays any documents on which you are named that have been negotiated or routed for corrections in the last 30 days. This section is primarily a reminder to you that these documents have been negotiated.

Calendar – The calendar will display much of the same information as is displayed on the Work Assignment dashboard. In this view, you will see upcoming events displayed on a calendar instead of a list form. You can click on each event to view the details of that event.

Alerts – Shows system alerts sent to you. This form displays all the alerts that were sent to you personally from the system. The status indicates the state of the alert. Below is a description of each status.

Sent – Sent alerts have been sent from the system. The recipients in the TO column should have received this alert in their inbox.

Pending – Pending alerts have not yet been sent. In general, an alert will be in pending status for no more than a minute or so. If you see an alert in Pending status for more than a few minutes, it means there is something wrong with the sending mechanism.

Failed – Failed alerts were never sent. The system attempts to send alerts 5 times. After the 5th time, the system will place the alert into Failed status and will make no further attempts to send. The system administrator will be notified when alerts fail.

4. Understanding Funding Opportunities

This page lists all currently posted Funding Opportunities. Click on a Funding Opportunity to read more information, start an application, view current applications.

Current Applications – This section lists any existing applications that you or your organization has created for this Funding Opportunity in the past. You can access your application by click on the application in this section.

Funding Opportunity Details – This section shows all the details about the current Funding Opportunity you are viewing. Please be aware that you must complete and submit your application by the application deadline date. The system will not allow you to submit your application late.

Ask a Question – You may submit any questions you may have about this Funding Opportunity to the program administrators. You may or may not get a response. The administrator also has the option to post your question and answer to the Funding Opportunity preview for all applicants to see. It is also possible that the administrator may answer your question privately via email. You may not see this button if the administrator has chosen not to allow questions.

Start New Application – Pressing this button will allow you to create a new application. You may not see this button if the application deadline has passed.

5. Understanding Applications

Current Applications - This tab lists all your current applications. The applications can be submitted until the Due Date is reached. Click on each application to view or edit the application.

Archived Applications – This tab lists older applications that are no longer current. The system will retain your application history forever.

6. Understanding Grants

This page lists all current subawards that have been awarded to you. Click on each subaward to view the contents and to create any required status reports, claims, etc. ***More information to come.***

7. Managing Your Profile

My Profile – Update your personal contact info. This module allows all users to maintain and update their personal contact information. You can edit your personal contact information and edit the information about each organization with which you are associated.

Associated Organizations – Any or all the organizations to which you are associated with are listed in this section.

Reset Password – This button allows users to change their password at any time.

Edit My Profile – Click this button to edit your personal contact information.

8. Managing Organization Information

This form displays the current organization information, all the associated people with this organization, and any attachments uploaded to this organization. ***More information to come.***