

## Lesson 2: Logging in to and out of eGrants

### Objectives

Upon completion of this lesson, you should be able to:

- Explain the registration procedure for eGrants
- Access the eGrants system
- Create a DHS ISAACS account
- Create a User ID
- Create a Password
- Request access for Mitigation eGrants
- Log in to eGrants
- Log out of eGrants

### eGrants Access

Only registered users may access FEMA's eGrants system. Because eGrants is a Web-based system, users' computers must meet some minimum system requirements. For eGrants, a computer must have:

- Microsoft Internet Explorer version 5.0 or better with 128-bit encryption or
- Netscape version 4.7 or better with 128-bit encryption
- Access to an email service

After ensuring that the above requirements are met, users must begin the registration process.

### Registration Process

The registration process only occurs the first time a user attempts to access eGrants. This process involves four steps:

1. Contact the appropriate State, Territory, or Tribal official to receive an Access ID. This step prevents unauthorized individuals from clogging the system with bogus User ID requests.
2. Use the DHS Integrated Security and Access Control System (ISAACS) registration screens to create an account.
3. Once the account has been created, request privileges for access to Mitigation eGrants. The State or Tribal official will approve or reject this request. If the request is rejected, the individual will not be permitted to access eGrants.
4. If the request is approved, an email notification authorizing you to create, submit, and/or manage subgrant applications in eGrants is sent.

### eGrants

eGrants is a Web-based system; you must access it via a URL in a browser.

1. Open your browser.
2. Type in the eGrants URL: <https://portal.fema.gov/famsVuWeb/home>

- 3. If you have an existing ISAACS account, type in your User ID and Password. If you do not have an account, you will need to create one.

**Note:** Bookmark this site to avoid re-typing the URL.

### New Users

A subgrant applicant logging in to eGrants for the first time should select the **New User? button**, as shown in Figure 1 below.

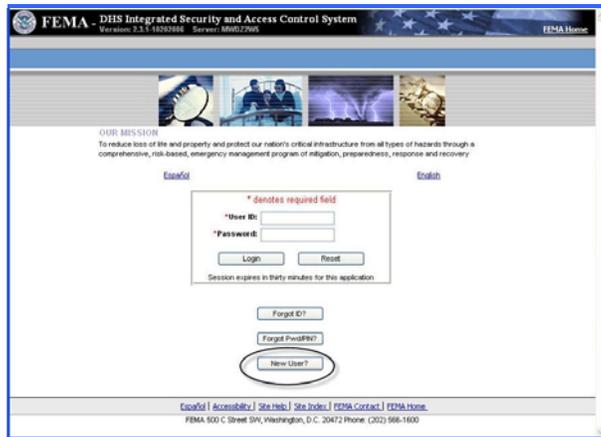


Figure 1

### Security Question

To begin the registration process, the subgrant applicant should complete the security check question by entering into the text box the letters shown in the graphic and selecting the **Submit** Button.

This will help protect your information from automated attacks. Figure 2 below shows the security question screen.

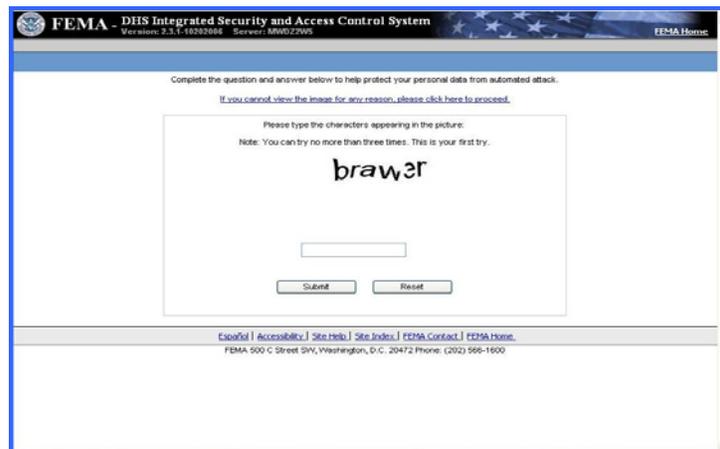


Figure 2

**Note:** The graphic generated on this page is just an example. The graphic you receive will be different.

## ***User ID***

During the registration process, each subgrant applicant will create a unique User ID. This ID should be something you can remember, and must also meet the following criteria:

- Check with your State, Territory, or Tribal official to learn of any required naming conventions for your area.
- All ID letters should be lower case.
- The ID must have a minimum of seven characters.
- The ID cannot exceed a maximum of ten characters.
- The ID must not contain any special characters (e.g., %, \$, or ?).

## ***Password***

During the registration process, you will create a unique Password in addition to your User ID. This Password, as well as being something you can remember, must meet the following criteria:

- The Password must contain a minimum of eight characters.
- The Password may not contain special characters (e.g., #, @, or ?).

For security reasons, it is recommended that you change your Password every 30 to 90 days.

**Note:** If you believe your Password has been compromised, immediately notify your State, Territory, or Tribal official.

## ***Organization***

During the registration process, each subgrant applicant will be asked to identify his or her organization name. It is important to ensure that all applicants within the same organization input the name consistently. To guarantee that this happens, rather than typing in the organization name, subgrant applicants should search the system to find the name as it already appears.

## ***Account Created and Requesting Access***

Once you have completed all of the fields in the Registration Form and created a User ID and Password, your account will be created. You will then need to request privileges for access to eGrants by selecting the link provided and choosing the Request Access button under the Mitigation eGrants option (shown in Figure 3 below)



Figure 3

## Approval

The final step in a successful registration process involves receiving an email from the State, Territory, or Tribal official. If the request is approved, an email will contain approval to access the eGrants system, and may include information about the specific role assigned.

### Role Options:

- **View/Print:** This role means that the subgrant applicant will have the ability to view and print applications on eGrants.
- **Create/Edit:** This role means that the subgrant applicant will have the ability to do all of the above and create, update, and change applications on eGrants.
- **Sign/Submit:** This role means that the subgrant applicant will have the ability to do all of the above and sign and submit applications to the appropriate State, Territory, or Tribal official.

**Note:** The email is not immediate. If no email has been received, it means either the registration has not yet been reviewed, or the user was not approved by the State, Territory, or Tribal official.

## Login

After receiving approval, users may access the eGrants system. The first screen will ask for a User ID and Password.

## Logout

When finished performing tasks in eGrants, users exit the system by logging out.

**Correct:** The proper way to exit eGrants is to select the **Logout button** located at the bottom or the top of various eGrants screens. This will end the eGrants session.

**Incorrect:** The wrong way to exit eGrants is to select the **X button** in the upper right corner of the browser. While this will close the eGrants window, it will not necessarily end the eGrants session or save data entered on the current screen.

## Summary

- The registration procedure for eGrants includes receiving an Access ID, creating a User ID, creating a Password, searching for the appropriate organization, requesting access to Mitigation eGrants, and receiving approval.
- To access eGrants, applicants should type the URL into the address bar of a browser that meets the requirements.
- To register for eGrants, applicants should contact the appropriate State, Territory, or Tribal official for an Access ID and create an account in DHS ISAACS.
- User IDs must be between seven and ten characters long and contain no special characters. In some State, Territory, and Tribal governments, User IDs must follow specified naming conventions.
- Passwords must be at least eight characters in length and contain no special characters.
- A User ID and a Password are required to log in to eGrants.
- To log out of eGrants, applicants must select the **Logout button**.

## Lesson 2 Resources

The following is a list of additional resources related to this lesson:

FEMA's Home page – <http://www.fema.gov/>

FEMA's DHS Integrated Security and Access Control System (ISAACS) Home Page (Secure site; may have long load time and/or security dialogue pop-up) – <https://portal.fema.gov/famsVuWeb/home>

Flood Mitigation Assistance (FMA) Program – <http://www.fema.gov/government/grant/fma/index.shtm>

Pre-Disaster Mitigation (PDM) Grant Program – <http://www.fema.gov/government/grant/pdm/>

Hazard Mitigation Grant Program (HMGP) – <http://www.fema.gov/government/grant/hmgp/index.shtm>