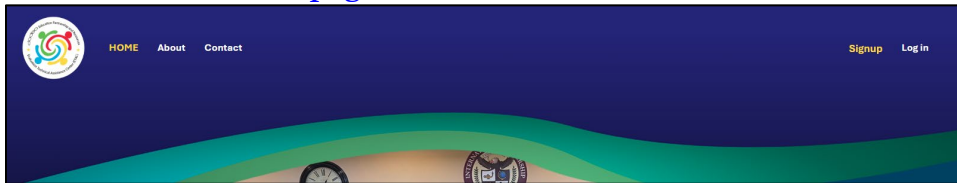


Creating a Grantee Login

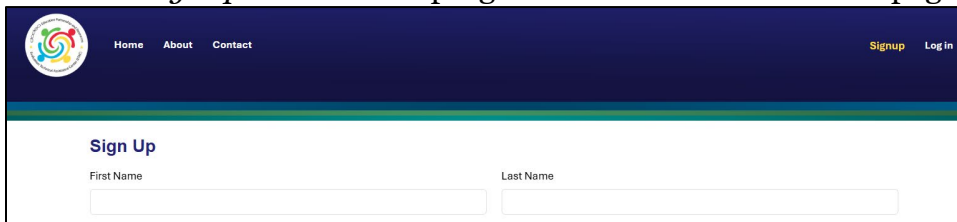
Learn how to establish a new user account on the ETAC website.

To create a new grantee login, follow the steps below:

1. Go to the [ETAC homepage](#).



2. Click the *Signup* link in the top right corner of the ETAC homepage.



3. Complete the *Sign Up* form. Be sure to enter all information below:
 - a. First Name
 - b. Last Name
 - c. Title
 - d. Email Address
 - e. Role in grant (Select the role that most closely aligns with your responsibilities.)
 - i. **Project Director:** Responsible for performance reporting and may also submit financial reports.
 - ii. **Evaluator:** Responsible for providing evaluation narrative reports; needs access to view the performance reporting area.
 - iii. **Finance Staff:** Responsible for submitting or supporting the project director in submitting financial reports.
 - iv. **Team Member:** Supports the project director and/or financial staff; needs to view but not responsible for submitting reports.
 - f. Grantee Name and Grant Year (Select all grant projects you are supporting by checking the boxes for the corresponding combination of grantee and grant years.)

Note: You can filter the list by typing your grantee name in the *Search Grantee Name* field and clicking the *Search* button.

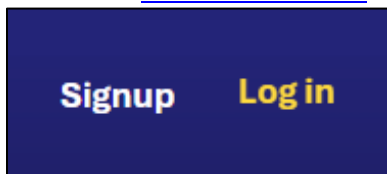
- g. Click *Submit Request*.

Next Steps

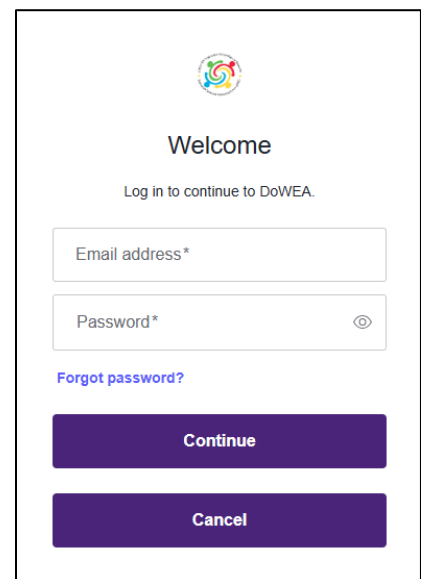
Await Account Activation: ETAC staff will review the new user request and activate it within 5 business days. You may be contacted for additional information before the account is activated.

Verify Your Activated Account: Once ETAC has activated your account, you will receive an email confirmation from no-reply@authouser.net with an account verification link. To finish setting up your account:

1. Click the verification button link in the email.
2. Go to the [ETAC website](#) and click *Log In*.



3. On the *Log In* page, click "Forgot password?" and follow the process for setting your new password. The password reset email will come from the same no-reply address.
4. If you experience any difficulties with this process, reach out to ETAC for support via support@dodeagrants.org.



Communicate Staffing Changes: If a staffing change has occurred and the account is for a new project director, the prior or current project director should:

1. Confirm the change with their DoWEA monitoring specialist. This message should include the contact information and resume of the new project director.
2. Notify ETAC of the change by emailing support@dodeagrants.org. This message should include:
 - a. The federal grant award number
 - b. The new project director's
 - i. First and last name
 - ii. Title
 - iii. Email address
 - iv. Effective start date
 - c. Instructions for the current or prior project director's account (e.g., downgrade the level of access or remove it from the Grantee Profile)