This walkthrough provides a general overview of how to gain access to an Agency’s grants in the PCCD Egrants system.

You may follow this walkthrough page by page or click on a step listed on the right of this slide for information on a specific step of the process.

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1. REQUEST ACCESS TO AGENCY ROLES

Back Button will not take you back pages, instead use the application menus and controls.

Main Menu | User Management | Funding Announcement | Project Management | Work Manager

Welcome to PCCD Egrants!
Please select a menu tab or prompt link to continue.

CLICK HERE: To access an existing project (Grant Application, Continuation Application, Modification...) or create/update reports such as the Program Report, Fiscal Report, or Inventory Report (Project Management tab).

CLICK HERE: To create a new Application (or Concept Paper) in response to a Funding Announcement (Funding Announcement tab).

CLICK HERE: To view any Alerts and/or Tasks assigned to you (Work Manager tab).

CLICK HERE: To update your profile information (Name, Address, Phone Number...) or to request security in order to maintain or view grants for your organization/county (User Management tab).

CLICK HERE: To Subscribe to receive an email when new granting opportunities become available.

CLICK HERE: To Unsubscribe from Email notifications when granting opportunities become available.
If you see the **Agency** you wish to join in the table located on the User Access Request page, click on the linked **Agency name**. If the Agency you need access to is not listed in the table, click the **Join New Agency** button.

*Most new users will need to click the Join New Agency button.*

### USER ACCESS REQUEST

**Current Agency/Project Roles Access**

Click “Join New Agency” button to request a role(s) for a new agency or select an “Agency” table link to request role modification at an existing agency.

<table>
<thead>
<tr>
<th>Agency</th>
<th>GrantID</th>
<th>User Role</th>
</tr>
</thead>
<tbody>
<tr>
<td>Sample Agency</td>
<td>[All]</td>
<td>Agency Financial Creator, Agency Program Creator, Agency Submission</td>
</tr>
</tbody>
</table>
On the **Join Agencies Search** page, you’ll enter information in one or more of the **Search Criteria** fields then click the **Search** button. It is best to enter as little information in the search criteria fields as possible.
Search results will appear in a table below the Search Criteria section. Click on the **Agency Name** link that matches your Agency.

If your agency does not appear in the search results or has never applied for funding from PCCD through the PCCD Egrants system, complete and submit the [Egrants Agency Registration Request Form](#). You will not be able to request Agency Roles until the Agency is registered with Egrants.
On the Join Agency page, complete the **Reason for Request** and choose which **GrantID-Project** you are requesting access to. If you would like access to all the grants under the Agency’s name, choose the ‘All’ option.

Information on **Roles** can be found on the next page.
Access to the Agency’s grants are separated into six unique roles. To add a role, select a role from the **RolesRequested** menu and click the **Add Role Request** button. Users may request up to six roles. Please note:

- **Financial Creator** can **view and create** fiscal information (manage budget section information, fiscal reports, etc.)
- **Financial Reader** can **view** fiscal information
- **Program Creator** can **view and create** program information (manage program section information, program reports, etc.)
- **Program Reader** can **view** program information
- **Submission** can **submit grant forms** like applications, modification, and continuations
- **User Manager** can **manage user roles** for the Agency’s grants (will still need other roles if performing other duties)

<table>
<thead>
<tr>
<th>Requested Action</th>
<th>Requested Grants ID</th>
<th>Requested Role</th>
</tr>
</thead>
<tbody>
<tr>
<td>Add</td>
<td>(A)</td>
<td>Agency Financial Creator</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Agency Financial Reader</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Agency Program Reader</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Agency User Manager</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Agency Submission</td>
</tr>
</tbody>
</table>

Canton Master requires the Financial Reader role for internet reporting purposes.
Once all desired roles have been added to the **Requests** table, click the **Submit Request** button.
3. CONFIRM REQUEST SUBMISSION

You can confirm that your request was submitted by looking at the **Request History** table, which should show the **User Roles requested** as well as an **In-Process** request **Status**.

After submitting your request, your agency’s User Manager will receive an alert to review and approve your request. Please speak with the User Manager of your agency if you do not receive access to the grant.
Additional Information

- Use the links in the table of contents to the right to revisit any step of this walkthrough.
- If you have any questions throughout this process, email ra-eGrantsSupport@pa.gov
- For additional grant guides and walkthroughs, please visit the PCCD Grant Guide webpage.

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