Resetting Your Password/Locating Username/Unlocking Account

- 1. Go to <u>www.grants.gov</u>
- Click on LOGIN in the upper right corner of the window. In order to unlock the end user's account, they must know their Username. If forgotten, click on the <u>Forgot My Username</u> hyperlink. The window below appears – enter the email address used when registering for Grants.gov.

-En	ter required information to retriev	e your username:-	
	*Email Address:		
		Submit	Cancel
An em	ail was sent to perkinsv@se	edu with your	username
Login below for enhance	ed features if you do not have	ve a Username	and Password please
Login below for enhance Register as a New User	ed features. If you do not ha	ve a Username	and Password, please
Login below for enhance Register as a New User "Username:	ed features. If you do not ha	ve a Username	and Password, please
Login below for enhance Register as a New User *Username:	ed features. If you do not ha	ve a Username	and Password, please
Login below for enhance Register as a New User "Username: "Password:	ed features. If you do not ha	ve a Username	and Password, please (Case Sensitive)
Login below for enhance Register as a New User *Username: *Password:	ed features. If you do not ha	ve a Username	and Password, please (Case Sensitive)

- 3. To unlock an account and set a new password, the end user needs to click on the <u>I Forgot My Password/Unlock</u> <u>My Account</u> hyperlink.
- 4. The next window is the Reset Password window. Users will be prompted to answer the secret question created at the time of registration. Their Username is displayed. If user knows the answer then user types it in the box. If user cannot remember the answer, then click on the **Forgot Secret Answer** button. A new window appears indicating that "an email was sent with your new password to your account's email address."

	Enter th	e answer to your secret question a	nd click Continue.	
	Enter required information to	reset your password:		
	*[Jsername: KTFROG		
	*Secret	Question: mothers maiden name	e	
	*Secre	et Answer:		
		Continue »	Forgot Secret Answer	Cancel
	An email was sent with y	our new password to your acco	ount's email address.	
Loj Re	gin below for enhanced features gister as a New User.	s. If you do not have a Usernan	ne and Password, please	
	*Username:			
	*Password:		(Case Sensitive)	
		Login		
	Forgot My U	sername Forgot My Password	/Unlock My Account	

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5. End user will receive an email similar to the one below and it will contain the new password. It is recommended that the user log into Grants.gov and reset their password to something the user will remember.

Fri 12/1/2017 10:59 AM
DoNotReply@grants.gov
Grants.gov Password Reset
To PERKINS, VONNIE
The password for your Grants.gov account has been changed to:I523\$d606. If you did not request a password reset please call the Grants.gov Contact Center to report a security incident.
Login to Grants.gov: https://trainingapply.grants.gov/apply/login.faces?cleanSession=1
If further assistance is required feel free to search Grants.gov help tips and FAQ.
Thank you.
Grants.gov
If you have questions please contact the Grants.gov Contact Center:
support@grants.gov
1-800-518-4726
24 nours a day, 7 days a week. Closed on tederal nolidays.
PLEASE NOTE: This email is for notification purposes only. Please do not reply to this email for any purpose.

To change the password, log into Grants.gov with the new password that came in the email. The window below appears: Enter the new password received and then below type in a new password two times. Then click the SUBMIT button.

MY ACCOUNT									
Assessed Detailes									
Account Details:									
Username: perkinsv						Current Profile: My Applicant Profile(s)			
CHANGE ACCOUNT DETAILS	CHANGE EMAIL ADDRESS	CHANGE PASSV	VORD	MANAGE PROFILES					
Diages complete the fields below to change your password:									
r case complete the news before to change your passion.									
		*Old Password:	•••••	•••		(Case Sensitive)			
		*New Password:				(Case Sensitive)			
	*New Pa	assword Confirm:				(Case Sensitive)			
				Cubath					
				Submit					

The window below appears with the message that the password has been successfully changed.

