

GETTING STARTED GUIDE

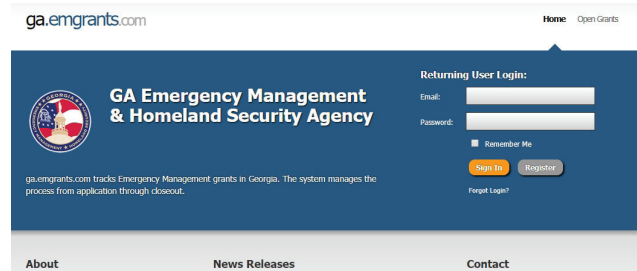
A guide on logging in and getting started in EMGrantsPro

EM
GRANTS PRO

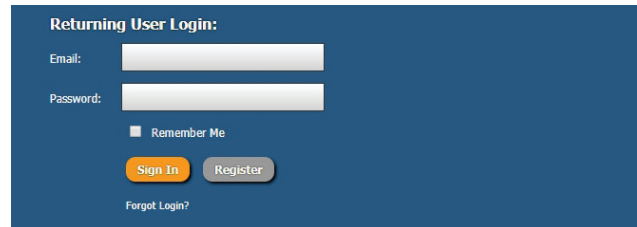
New Users – Register for Access

If you are a new user, with no username/password for the system, follow these steps:

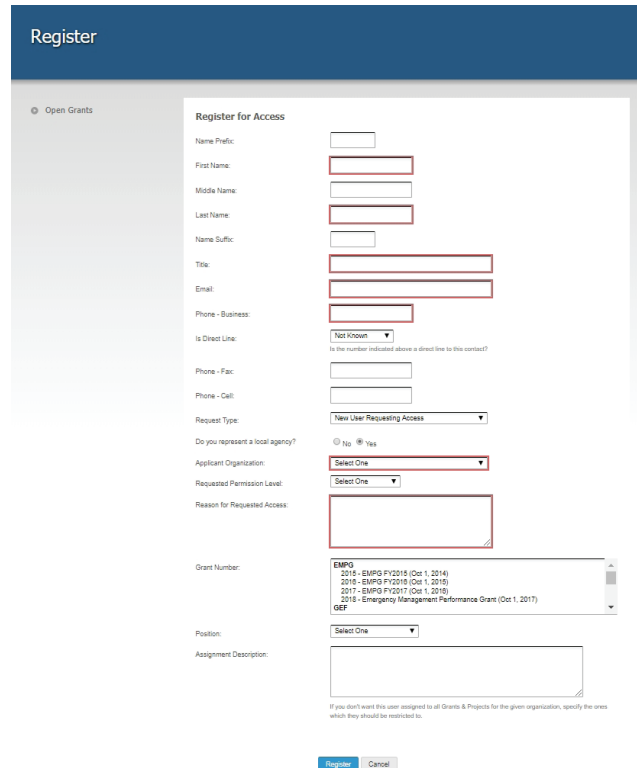
1. Go to ga.emgrants.com



2. On the main login page, click “Register”.



3. Complete the user registration form. Note that red required fields must be filled in before you can submit the form.



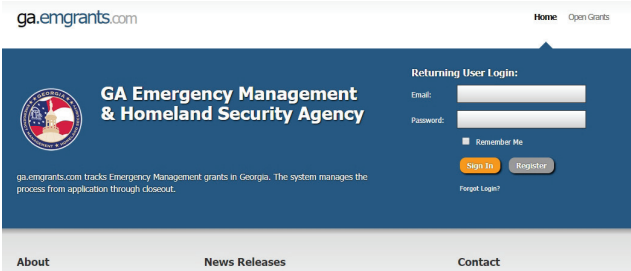
4. Click the “Register” button at the bottom of the form to submit. The State’s System Administrator will then be notified of your request. Upon approval, you will receive a username and password via email, likely within 1-2 business days.

GETTING STARTED GUIDE

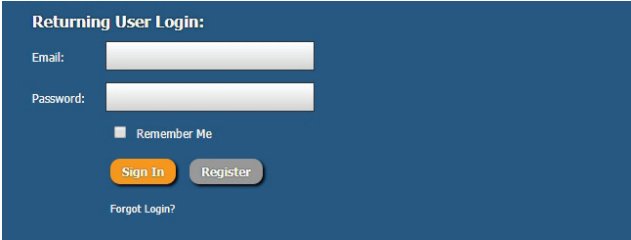
Existing Users – Login

If you have a username and password for the system, follow these steps to login:

1. Go to **ga.emgrants.com**



2. Enter your email address and password. If you check the “Remember Me” box, your computer will store your email address so next time you go to the login page you will not have to enter it.



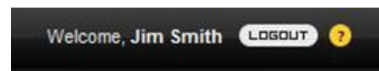
3. Click “Sign In” to enter the system.

QUICK START GUIDE

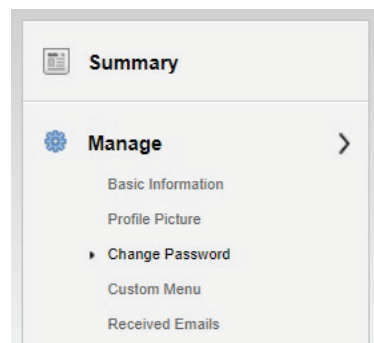
Changing Your Password

If you would like to change your password at any time from within the system, follow these instructions:

1. Click on your name in the header.



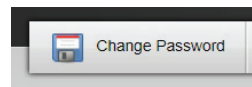
2. Click on the "Manage" tab on the left side, then click the "Change Password" sub-tab.



3. Enter your current password in the "Old Password" field and then enter your desired new password twice to confirm.

A form titled "Change Password" with a breadcrumb "Manage >> Change Password". It contains three input fields: "Old Password:" with a placeholder "Please enter your old password", "New Password:" with a placeholder "Please enter your new password" and a red error message "Password must be at least 6 characters.", and "Confirm New Password:" with a placeholder "Please confirm your password".

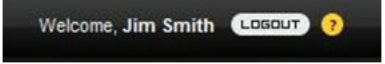
4. Click the "Change Password" button in the action bar to save your changes.



QUICK START GUIDE

Getting Help

1. Click on the Help icon in the top-right hand corner of the screen (yellow question mark).

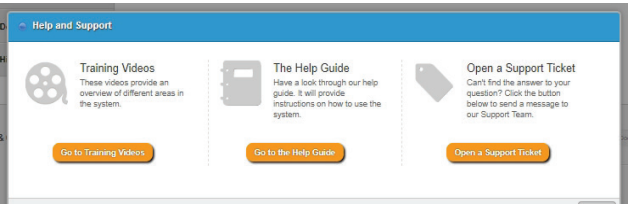


2. Access Help Resources:

Click on “Training Videos” to see a series of videos on various areas of the system.

Click on “The Help Guide” to search for instructions on various areas of the system.

Click on “Open a Support Ticket” if you want to contact the State System Administrator.



3. You can search the “Help Guide” using the tabs on the left to access instructions for various areas of the system.

