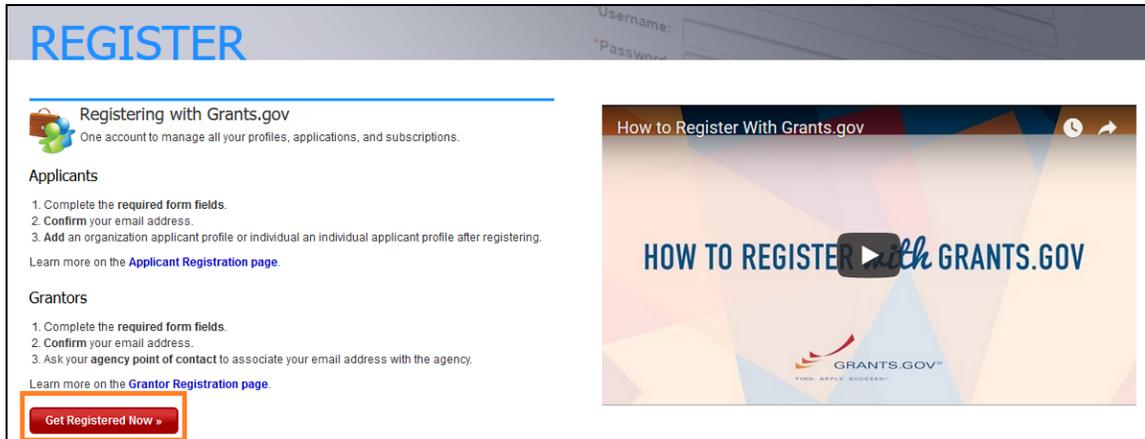


Account Creation Process

Creating an Account

1. Go to <https://www.grants.gov/web/grants/register.htm> to register.
2. Click on the **[Get Register Now]** button



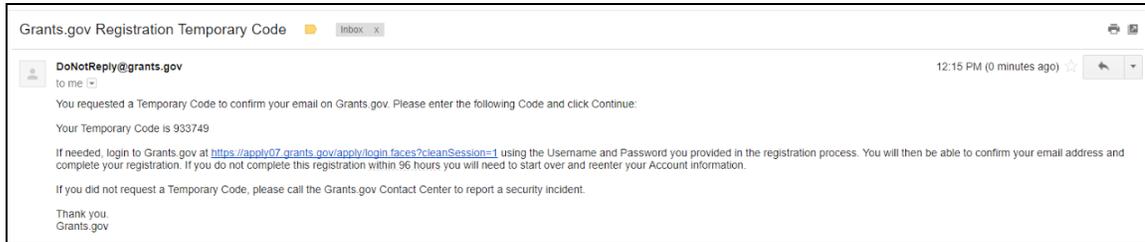
3. Complete the information and click on the **[Continue]** button.

- * are the required field.
- You may optionally subscribe grant.gov alerts and newsletter.

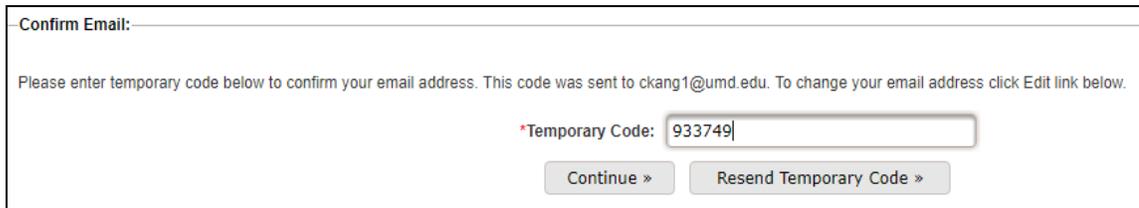
4. Confirm your registration by clicking on the **[Send Temporary Code]** button. This will send you an email with the temporary code. Do NOT close this page.



Open another tab on your browser to check your email for your temporary code. The email is from **DoNotReply@grants.gov**, titled **Grants.gov Registration Temporary Code**. If you do not see this email on your inbox, please check your spam box as well.



Copy and paste that code into the Grants.gov page, then click on the **[Continue]** button.



5. You may reference this [video](#) from Grants.gov website.

Linking an Organization (UMD) to Your Account

There are two ways to add an organization to your account:

1. After you have completed your registration with Grants.gov, it gives you an option to add an organization to the profile.
2. Log in to the Grants.gov and add an organization to your profile.

Immediately After Registration Option

1. After you have completed your registration, you will see an option to add an organization to your profile.
2. Click on the **Add Organization Applicant Profile** option
3. Enter the DUNS: **790934285**
4. Enter Profile Name: **Your Full Name**
5. Enter the Job Title: **Your Job Title**
6. Then click **[Save]** button

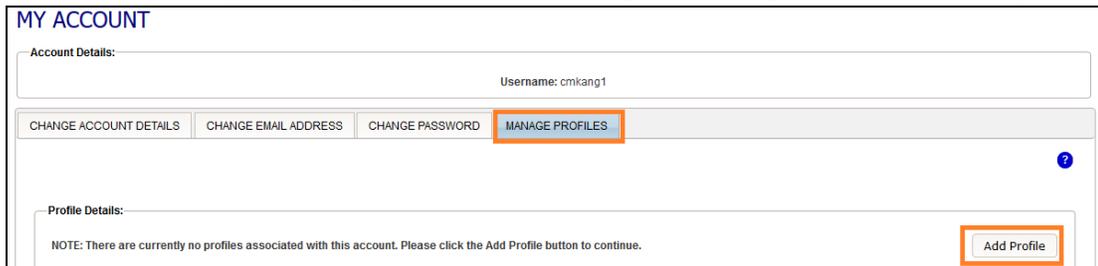
The screenshot shows a web form titled "REGISTER" with a help icon in the top right corner. The main heading is "REGISTER". Below it, a message reads: "Congratulations! Your Grants.gov Account was successfully created." A sub-message follows: "If needed, you can add Applicant Profile(s) to your Account now. However, if you do not need a Profile or prefer to add your Profile(s) later, you can Continue to your Grants.gov logged in features." The form asks "How would you like to proceed?" and offers three radio button options: "Continue - Skip adding a profile at this time", "Add Organization Applicant Profile - Affiliates you with an Organization and with additional access allows you to apply for Opportunities on behalf of the Organization", and "Add Individual Applicant Profile- Allows you to apply for Opportunities on your own behalf". The second option is selected and highlighted with an orange box. Below this, a section titled "Please complete to Add an Organization Profile and click Save:" contains three input fields: "*DUNS:", "*Profile Name:", and "*Job Title:". These fields are also highlighted with an orange box. A "Save" button is located at the bottom center of the form, also highlighted with an orange box.

Post Account Setup Option

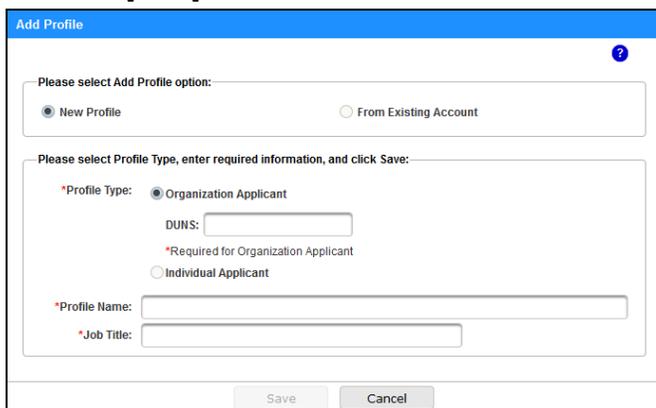
1. If you did not have an option to link the organization to your account or you missed that step, click on the **[MY ACCOUNT]** link on the right top corner of Grants.gov page.



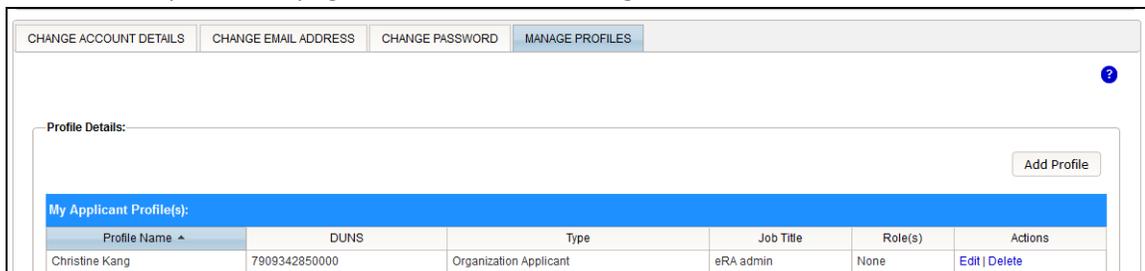
2. Click on the **[Manage Profiles]** tab, then click on the **[Add Profile]** button to add an organization.



3. Enter the DUNS: **790934285**
4. Enter Profile Name: **Your Full Name**
5. Enter the Job Title: **Your Job Title**
6. Then click **[Save]** button

The screenshot shows the 'Add Profile' form. The 'New Profile' radio button is selected. Under 'Please select Profile Type, enter required information, and click Save:', the 'Organization Applicant' radio button is selected. The 'DUNS' field contains '790934285'. The 'Profile Name' and 'Job Title' fields are empty. 'Save' and 'Cancel' buttons are at the bottom.

7. Once it is completed the page will refresh and the organization's DUNS will be now shown.



8. The UMD AOR (Authorized Organization Representative) will need to assign a role to your account. This process may take up to 1-2 business days.
9. More information can be found on the [Grants.gov Online User Guide](#).