

Reviewing and Approving Organization Access Requests

Quick Reference Guides (QRGs) provide step-by-step instructions to assist you in using the Non-Disaster Grants (ND Grants) system. This QRG describes how to review and approve organization access requests.

Introduction

An organization serves as a recipient's profile within the ND Grants, which allows recipients to view, create, and manage their awards. Once a new user has created an ND Grants account, they must either request access to an existing organization or create a new organization. If the organization has already been created in the system, the new user must submit an organization access request to access the organization's applications and awards.

Once the new user submits an organization access request, the Organization Administrator reviews then approves or denies the request. Only users with the Organization Administrator role can approve or deny access requests.

Prerequisites

To approve organization access requests:

- You must be an ND Grants user
- You must have the Organization Administrator role



FEMA

Step 1

To view pending Organization Access Review tasks, click the [Organization Access Reviews](#) link in the Access Requests column on the ND Grants homepage. Alternately, click the [Review Organization Access Requests](#) link in the Administration dropdown. The *Organization Access Requests* page will list all previously submitted access requests.

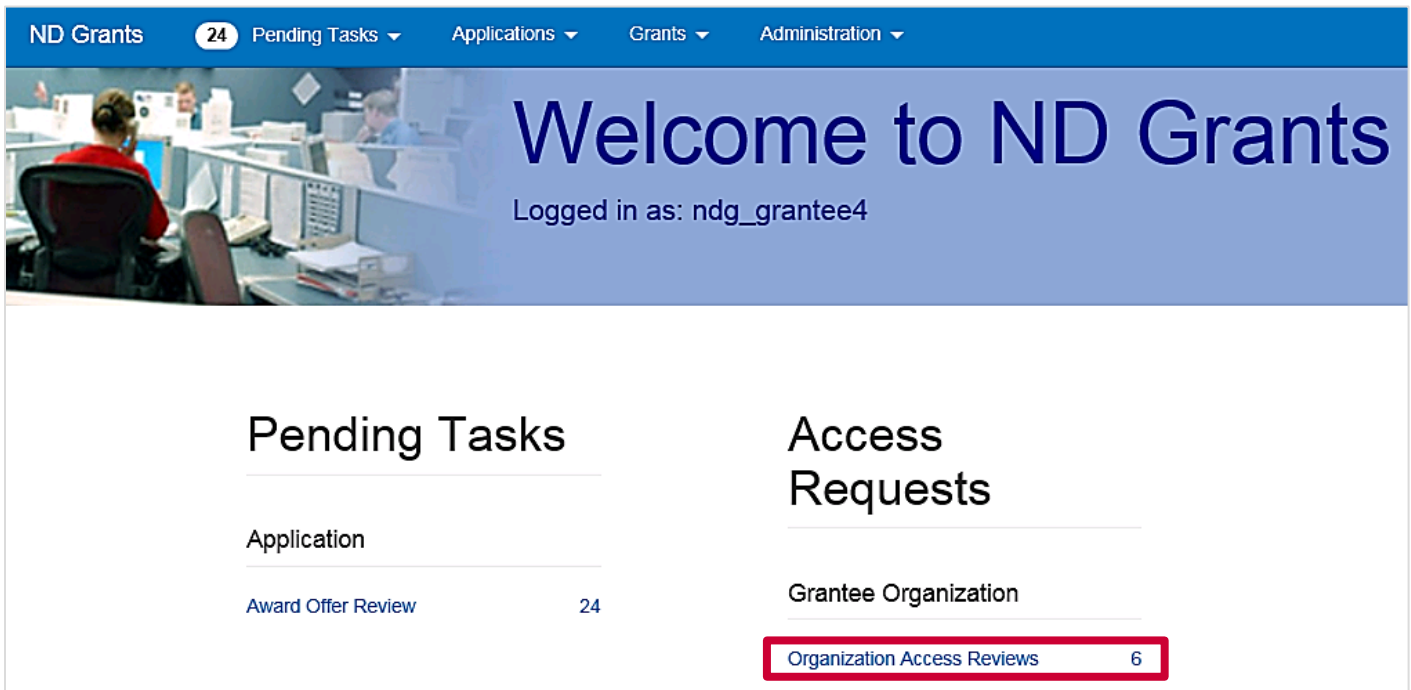


Figure 1. Click the [Organization Access Review](#) link on the ND Grants homepage

Step 2

Click the [Review Organization Access Requests](#) icon in the Action column next to the pending access request.



Figure 2. Click the [Review Access Requests](#) icon on the *Organization Access Requests* page

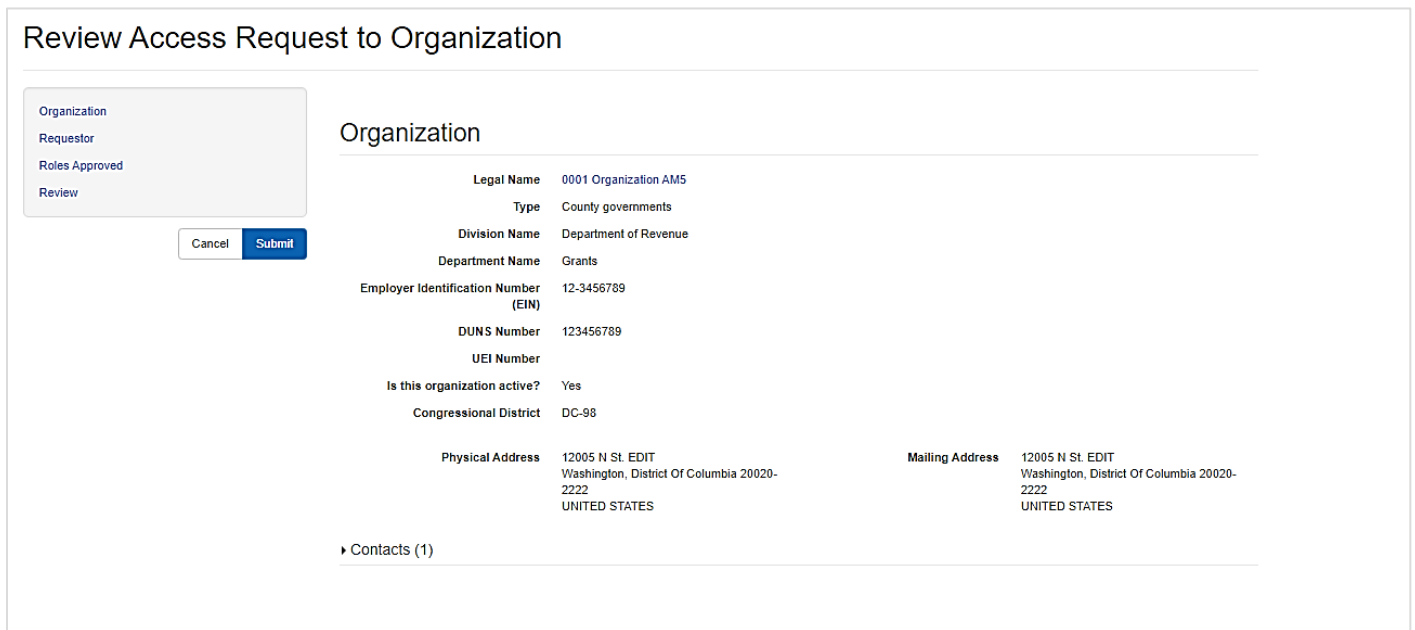


Figure 3. The *Review Access Request to Organization* page displays the request information

Step 3

Select or deselect the role(s) to confirm the role(s) the new user will have under the organization. No change is necessary if the requestor has already selected the appropriate roles. Select either the **Approved** or **Denied** button and enter any text in the Comments box if necessary.

Updated Roles

<input type="checkbox"/> Organization Administrator	<input checked="" type="checkbox"/> Authorized Official
<input checked="" type="checkbox"/> Grants Administrator	<input checked="" type="checkbox"/> Grant Writer
<input checked="" type="checkbox"/> Financial Specialist	

Review

Outcome Approved Denied

Comments




Figure 4. Click the **Approved** or **Denied** button on the *Review Access Request to Organization* page

Step 4

An email template will appear, allowing you to select recipients to notify and to write text in the Message Body.

Notification

From FEMA-GPD-Systems-TDL@fema.gov

To

Select Contacts

Additional Email Addresses

CC

Select Contacts

Additional Email Addresses

Subject

Message Body

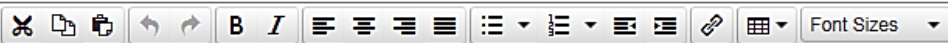


Figure 5. Complete the email notification on the *Review Access Request to Organization* page

Step 5

Once you complete the edits to the email notification, click the **Submit** button. By clicking the **Submit** button, you will send an email notification to the intended recipients notifying them that their access request has been approved or denied.

Review Access Request to Organization

Organization

Requestor

Roles Approved

Review

Cancel **Submit**

Legal Name	0001 Organization AM5
Type	County governments
Division Name	Department of Revenue
Department Name	Grants
Employer Identification Number (EIN)	12-3456789

Figure 6. Click the **Submit** button to complete the review of the organization access request and to send the email notification

Questions?

For additional assistance, please contact the ND Grants Service Desk. For programmatic or grants management questions, please contact your Program Manager or Grants Specialist.

Monday – Friday | 9:00 a.m. – 6:00 p.m. E.T. | 1-800-865-4076 | NDGrants@fema.dhs.gov