The Grants Program Directorate (GPD) is pleased to provide grantees with recorded online tutorials on the Non-Disaster (ND) Grants system. The online tutorials can be accessed at any time for self-paced training on the ND Grants system. Links to the tutorials are provided below.

To confirm you have the required software on your computer to view the tutorials, go to https://demo.connectsolutions.com/common/help/en/support/meeting_test.htm. If you have any difficulties installing the required software on your computer, please contact your in-house technical assistance support.

Any questions about the recordings and/or the ND Grants System can be addressed to NDGrants@fema.gov

### Module 1 - How to register and login to ND Grants

| Lessons 1-4 | • Register and login into ND Grants  
• Navigate the ND Grants system | [https://fema.connectsolutions.com/p41159446/](https://fema.connectsolutions.com/p41159446/) |

### Module 2 - How to manage organizations in ND Grants

| Lessons 1-3 | • Create and update organizations | [https://fema.connectsolutions.com/p35624160/](https://fema.connectsolutions.com/p35624160/) |
| Lessons 4-6 | • Request access to organizations  
• Review and approve access requests  
• View users of your organization | [https://fema.connectsolutions.com/p62856883/](https://fema.connectsolutions.com/p62856883/) |
| Lessons 7-10 | • Adding and updating contacts | [https://fema.connectsolutions.com/p23212919/](https://fema.connectsolutions.com/p23212919/) |

### Module 3 - How to manage applications in ND Grants

| Lessons 1-2 | • Start an application in Grants.gov  
• Monitor submitted applications | [https://fema.connectsolutions.com/p67883119/](https://fema.connectsolutions.com/p67883119/) |
| Lesson 3 | • Complete and submit an application | [https://fema.connectsolutions.com/p77704101/](https://fema.connectsolutions.com/p77704101/) |

### Module 4 - How to manage awards in ND Grants

| Lessons 1-3 | • Review and accept award packages  
• View awards  
• Submitting an 1199A form | [https://fema.connectsolutions.com/p68053136/](https://fema.connectsolutions.com/p68053136/) |
| Lessons 4-6 | • Create and update amendments | [https://fema.connectsolutions.com/p92225553/](https://fema.connectsolutions.com/p92225553/) |
| Lessons 7-9 | • Viewing and deleting amendments  
• Create and submit performance reports | [https://fema.connectsolutions.com/p55091840/](https://fema.connectsolutions.com/p55091840/) |

### Module 5 - How to use the ND Grants mail center

| Lessons 1-4 | • Manage your ND Grants mailbox | [https://fema.connectsolutions.com/p70773408/](https://fema.connectsolutions.com/p70773408/) |