



Creating an ND Grants Account

Introduction

The Non-Disaster Grants Management System (ND Grants) is a configurable grants management system that fulfills the Federal Emergency Management Agency’s (FEMA’s) initiative to consolidate the entire non-disaster grants management lifecycle into a single system. Additionally, ND Grants provides many features to help manage applications more efficiently by allowing grant recipients to create and manage applications as well as manage their awards.

To access the ND Grants system, you must first register an account. Registration can be completed within the FEMA portal at <https://portal.fema.gov>. After the registration process is complete, your User ID and password will be used to log into ND Grants.

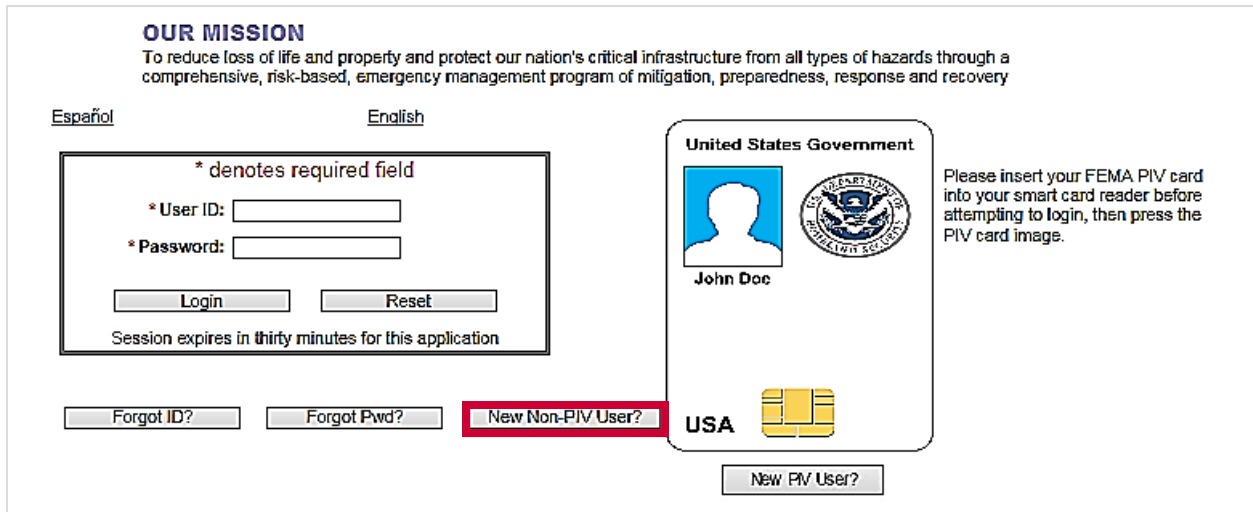
NOTE:

- If you have already registered but forgot your User ID or password click on the **Forgot Password?** or the **Forgot ID?** buttons for assistance

Step 1

From the *FEMA Login* page, click the **New Non-PIV User?** button

Figure 1. Click the **New Non-PIV User?** button on the *FEMA Login* page





Step 2

If necessary, enter the characters appearing above the text box on the *Image Verification* page and click the **Submit** button

Figure 2. Enter the characters and click the **Submit** button

[If you cannot view the image for any reason, please click here to proceed.](#)

Please type the characters appearing in the picture:

Note: You can try no more than three times. This is your first try.

h a r l e d

Step 3

On the *Personal Information* page, complete all required fields (*). Then click the **Submit** button

Figure 3. Enter all user information and click the **Submit** button

* denotes required field

PERSONAL INFORMATION

Title *

First Name *

Last Name *

LOGIN INFORMATION

You will need to save your user ID and password, it will be required each time you logon to the system.
Please note that user ID is converted to all lowercase characters.

User ID * minimum length is 7, maximum length is 14, cannot contain ", space character, ', #

ADDRESS

Street *

City *

State *

Zip Code * format is 01234, 01234-5678

ADDITIONAL ADDRESS

Street

City

State Abbreviation

Zip Code format is 01234, 01234-5678



Step 4

Create a password and then click the **Submit** button. The password must be 7-14 characters long and cannot contain any special characters. Your password will be required to access ND Grants every time

Figure 4. Create a password on the *Create Password* page and click the **Submit** button

CREATE PASSWORD

Password:

 Password strength **Strongest**

minimum length is 8, maximum length is 14, cannot contain "
 space character, ', #

Confirm Password:

User ID:

minimum length is 7, maximum length is 14, cannot contain "
 space character, ', #

You will need to save your user ID and password, it will be required each time you logon to the system.
 Please note that user ID is converted to all lowercase characters.

Step 5

Your account is registered at this time; however, you must request access to ND Grants. To request access, click the **Click here to request new privileges** button

Figure 5. Click the **Click here to request new privileges** button on the *Congratulations* page

Congratulations! Your account is registered.

You currently do not have access to any applications. To request access, please click the button below.

Click here to request new privileges

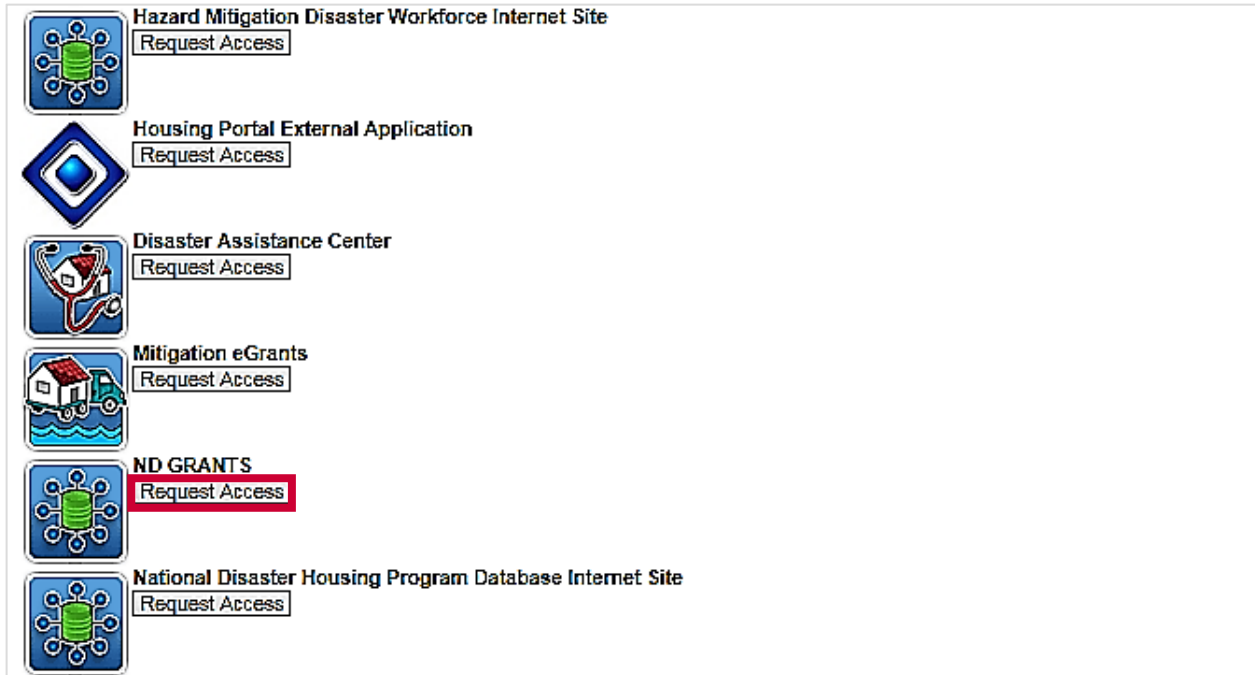
[| Accessibility](#) | [Site Help](#) | [Site Index](#) | [FEMA Contact](#) | [FEMA Home](#) | [Logout](#)



Step 6

Scroll down and click the **Request Access** button next the ND Grants icon

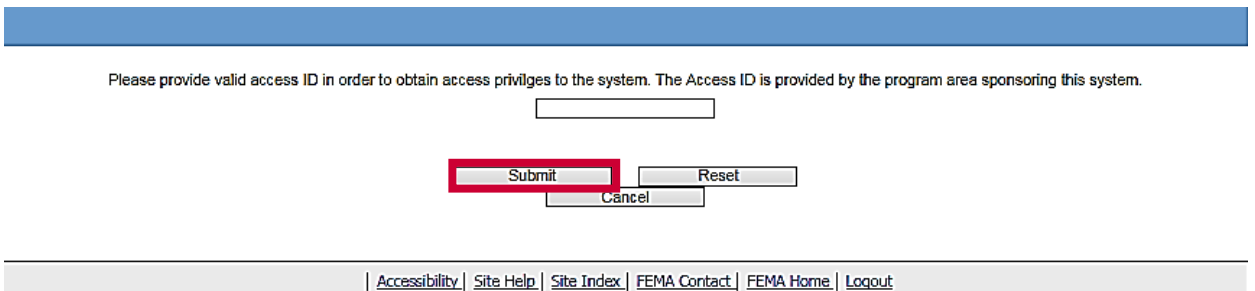
Figure 6. Click the **Request Access** button to access ND Grants



Step 7

Enter the ND Grants access code and click the **Submit** button. The ND Grants homepage will appear, indicating that you successfully logged into ND Grants

Figure 7. Enter the ND Grants access ID on the *Access ID* page





NOTE:

- If you are not participating in an in-person ND Grants training session, you can request the access code by calling the ND Grants Service Desk at 1-800- 865-4076 or sending an email to NDGrants@fema.dhs.gov

Questions?

For additional assistance using the ND Grants System, please contact the ND Grants Service Desk at 1-800-865-4076 or NDGrants@fema.dhs.gov. For programmatic or grants management questions, please contact your Program Analyst or Grants Specialist.

ND GRANTS Service Desk

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