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](image)

### 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](image)
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](image)

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.

Submit  Reset

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](image)
Step 6

Scroll down and click the Request Access button next to 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