



Requesting Organization Access

Introduction

An organization serves as a recipient’s profile within the Non-Disaster Grants Management System (ND Grants), which allows recipients to create and manage their awards and applications.

Once you have created an ND Grants system user account, you must either request access to an existing organization, or create a new organization. If the organization has already been created, you must submit an Organization Access Request to access the organization’s applications and awards.

Prerequisites

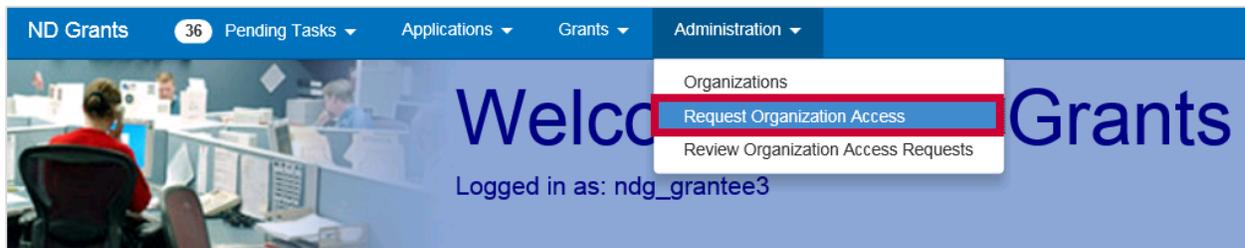
To request access to an organization:

- You must be an ND Grants user

Step 1

Under the Administrations dropdown, click the [Request Organization Access](#) link

Figure 1. Open the Administration dropdown on the ND Grants homepage



Step 2

Find the organization to which you want to request access by clicking the dropdown and typing in the name of the organization in the search bar.

Figure 2. From the *Request Access to Organization* page, search for your organization





Step 3

Select the roles you need for the organization by clicking the checkboxes next to each role. Please refer to the ND Grants User Roles Quick Reference Guide for role definitions and explanations. Then click the **Submit** button

Figure 3. Click the **Submit button once you have selected your roles on the *Request Access to Organization* page**

Organization

Organization: 000 test-org

Legal Name: 000 test-org

Employer Identification Number (EIN): 18-1234567

DUNS Number: 999999999

Mailing Address: 1 test rd
testville, Maryland 20735-9999
UNITED STATES

Existing Roles: Grants Administrator
Grant Writer
Financial Specialist

Roles Requested

Organization Administrator Authorized Official

Grants Administrator Grant Writer

Financial Specialist

Figure 4. The *Update Organization Access Request* page, will feature a confirmation message upon successful submission

Update Organization Access Request

Organization access request successfully submitted

Organization

Legal Name: 000 test-org

Employer Identification Number (EIN): 18-1234567

DUNS Number: 999999999

Mailing Address: 1 test rd
testville, Maryland 20735-9999
UNITED STATES

Existing Roles: Grants Administrator
Grant Writer
Financial Specialist



Step 4

To view submitted Organization Access Requests, under the Administration dropdown click the **Review Organization Access Request** link. Navigate to the Pending Access Requests tab and click the **View Organization Access Request** icon

Figure 5. Click the [View Access Requests](#) icon to view pending organization access requests

Organization Access Requests

Review Access Requests | Pending Access Requests

10 records per page | Showing 1 to 1 of 1 entries (filtered from 13 total entries) | Search: 000

Legal Name	Roles Requested	Status	Action
000 test-org	Authorized Official, Financial Specialist, Grant Writer, Grants Administrator	Pending Review	

NOTE:

- If the previous Organization Administrator has left the organization, you can forward the Organization Access Request to the Program Manager at the Federal Emergency Management Agency for approval

Questions?

For additional assistance using ND Grants, 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