# Requesting Organization Access

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 request organization access to an existing organization in ND Grants.

## Introduction

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. Please do not create a new organization if there is an existing one in ND Grants. To request access to an organization, you must be an ND Grants user.

## Step 1

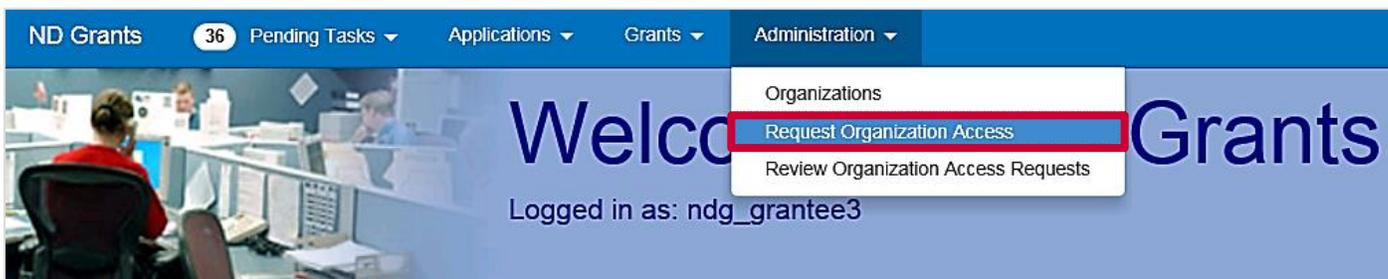Under the Administration dropdown, click the Request Organization Access link.



Figure 1. Click Request Organization Access under 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. Do not select an inactive organization.
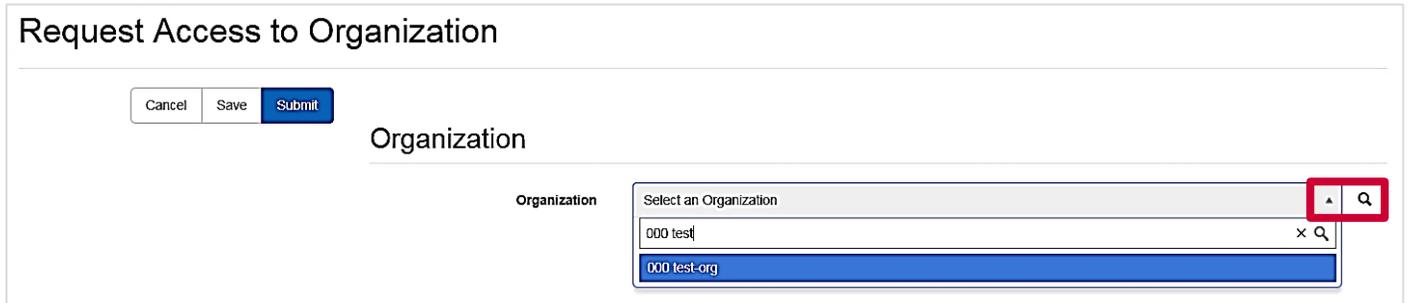


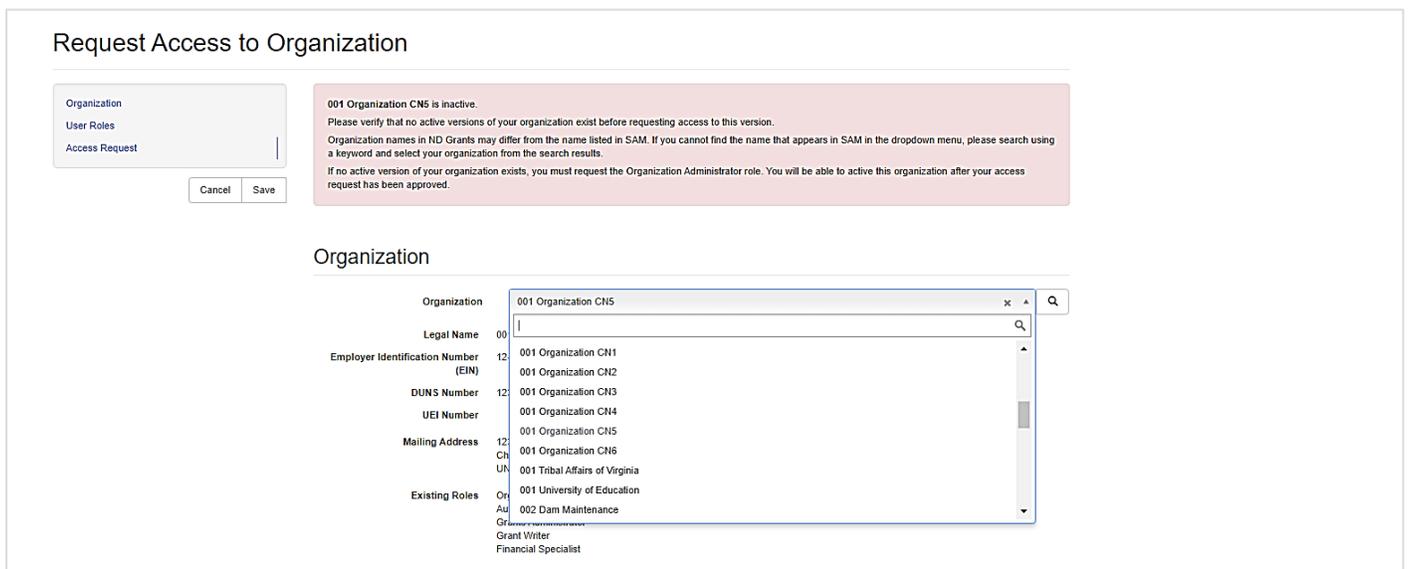**Figure 2. From the *Request Access to Organization* page, search for your organization**



**Figure 3. Selecting an inactive organization causes an error message to appear**

## Note

- ▪ Inactive organizations will appear greyed out in the dropdown menu. If an inactive organization is selected, a red warning box will be displayed stating the organization is inactive and to verify that no active versions of the requested organization exist

## 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 QRG for role definitions and explanations. Then click the Submit button.



**Figure 4.** Click the Submit button once you have selected your roles on the *Request Access to Organization* page



**Figure 5.** The *Update Organization Access Request* page will feature a confirmation message upon successful submission

## 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 6. Click the View Access Requests icon to view pending organization access requests

## Note

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

## 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. EDT **|** 1-800-865-4076 **|** NDGrants@fema.dhs.gov