

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.

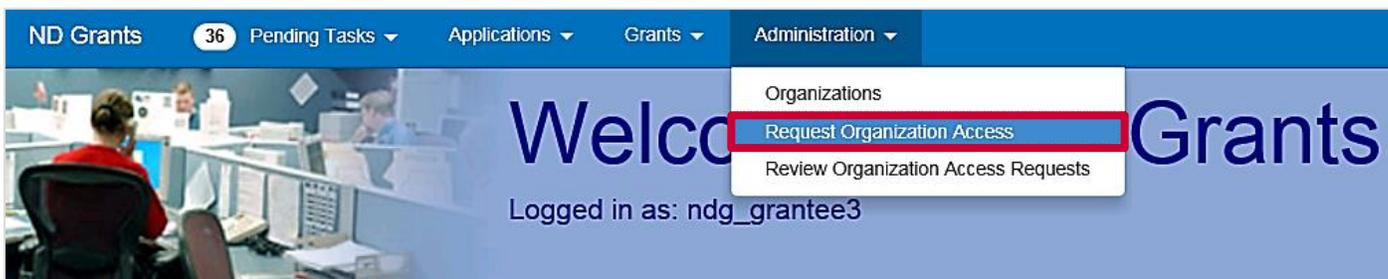


Figure 1. Click [Request Organization Access](#) under the Administration dropdown on the ND Grants homepage



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.

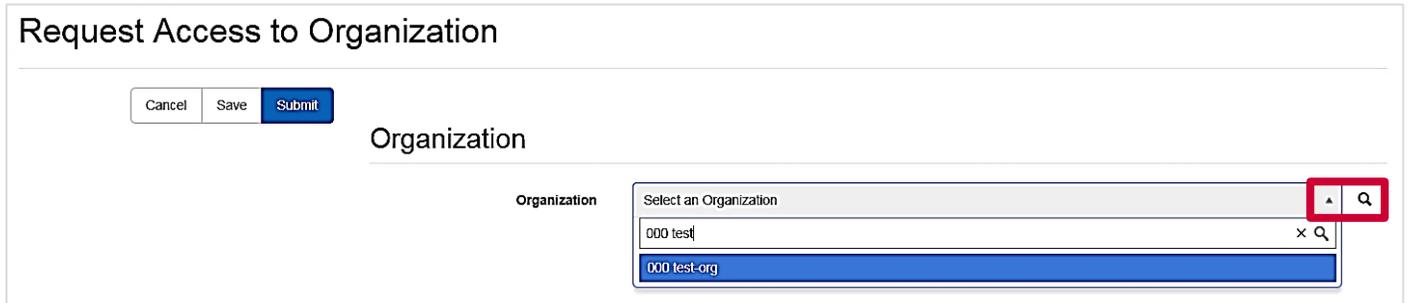


Figure 2. From the *Request Access to Organization* page, search for your organization

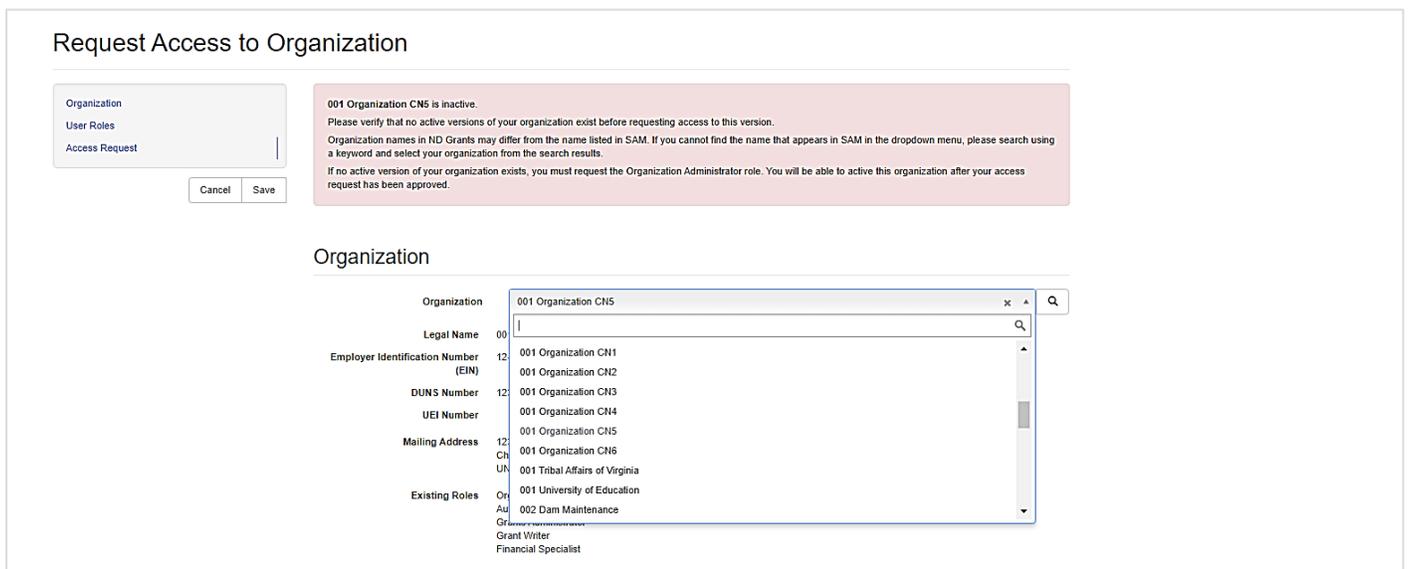


Figure 3. Selecting an inactive organization causes an error message to appear

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.

Organization

Organization: 000 test-org

Legal Name: 000 test-org

Employer Identification Number (EIN): 18-1234567

DUNS Number: 123456789

Mailing Address: 250 Mayn Strayt, Testing 311, Clarendon, Virginia 22222-7777, UNITED STATES

Existing Roles: No Existing Roles for this Organization

Roles Requested

- Organization Administrator
- Grants Administrator
- Financial Specialist
- Authorized Official
- Grant Writer

Buttons: Cancel, Save, **Submit**

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

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

Buttons: Cancel

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.

The screenshot shows the 'Organization Access Requests' page. At the top, there are two tabs: 'Review Access Requests' and 'Pending Access Requests'. Below the tabs, there are controls for 'records per page' (set to 10), a search bar with '000' entered, and a status indicator 'Showing 1 to 1 of 1 entries (filtered from 13 total entries)'. The main content is a table with the following columns: 'Legal Name', 'Roles Requested', 'Status', and 'Action'. The table contains one entry with '000 test-org' as the legal name, 'Authorized Official, Financial Specialist, Grant Writer, Grants Administrator' as roles, and 'Pending Review' as status. In the 'Action' column, there is a magnifying glass icon highlighted with a red box.

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

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