

Instruction for adding users to a new program office on eGrants

Follow these instructions to access new program offices opening grants on eGrants.

The agency user with the Agency User Administration role must follow these instructions to add existing user to the new program office.

First the agency user administrator must grant access to the new program office to their login:

1. **Login** to eGrants and select a program office you currently have access.
2. Go to **User Management** under Administration.
3. Click the **Select** icon for your login.
4. Click on the **Bureau Access** bar.
5. Click on the **Add Program Office Access** button to select the program office(s) you want to access*.
6. Click the **Back to User Summary** button.

* **Safe Schools** grants are in the **Safe Schools Office** program office

To add other eGrants users to the new program office:

1. Click the Program Office name at the top right of the screen, then select the new program office.
2. Go to **User Management** under Administration.
3. Click the **Add Existing Agency User** button and select the users that need access to the grants.
4. Click the **Select** icon to add roles to a new user.
5. Click the **Roles** bar to see the user's roles.
6. Click the **Add Roles** button to add user roles.
7. Click the **Back to User Summary** button.
8. Repeat for each user.

Go to the **Home** screen to access the User Guides [Agency User Management](#) and [Creating Agency Users](#) for information about user management and adding new users.

Instructions for locating the Safe Schools grant applications

The **Safe Schools** grant is located in the **Safe Schools Office** program office on eGrants for the 2014-15 fiscal year.

To locate the grant application for Ready to Learn:

1. Select the **Safe Schools Office** program office.
2. Confirm you are in the 2014-15 year.
3. Go to **Grant Profiles** under Grants Management.
4. Select the **Safe Schools** grant you want to apply.

For detailed instruction on how to create and complete grants on eGrants go to the **Home** page and view the user guide titled [Creating a Grant Application](#).