



## ezFedGrants System Access Validation Job Aid



### Purpose

This job aid provides details on validating your ezFedGrants Internal and External Portal profiles once you obtain access to these system.

This validation is necessary in order to fully active your ezFedGrants System user profile so that you may be added to business objects, such as Programs, Agreements, and Opportunities.

The Procedure section of this document has been divided into the following subsections:

- **Internal Portal Validation**
- **External Portal Validation**

### Trigger

Use the information in this job aid when you have gained access to the ezFedGrants System in order to fully activate your user profile.

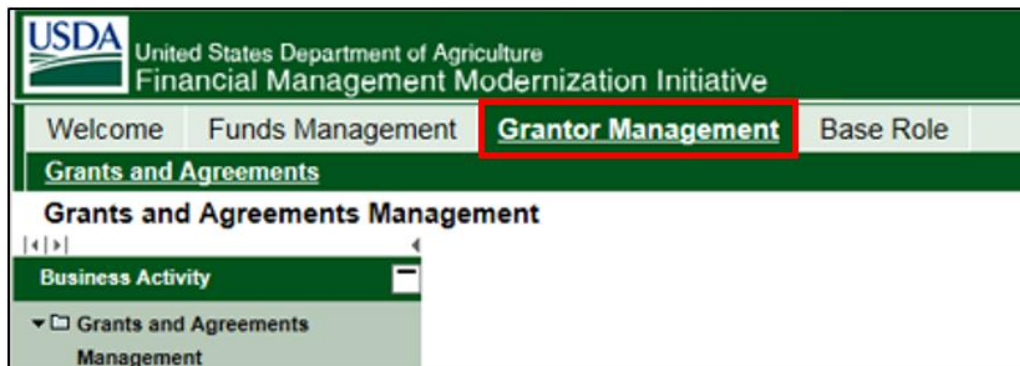
### Prerequisites

- Access to the FMMI Portal
- Access to the ezFedGrants Internal and External Portals

### Menu Path

Use the following menu path to begin this procedure:

- **eAuthentication > FMMI Portal > Grantor Management**



### Helpful Hints

- Certain screenshots may display only a portion of the screen. Note that when working within a system, only the center body of the screen will change. The navigation options along the left side of the screen and the header bar across the top of the screen will remain the same.

**Note:** Data used in this procedure is a representative sample for the purpose of training. Actual data in the system may vary based on agency and scenario.



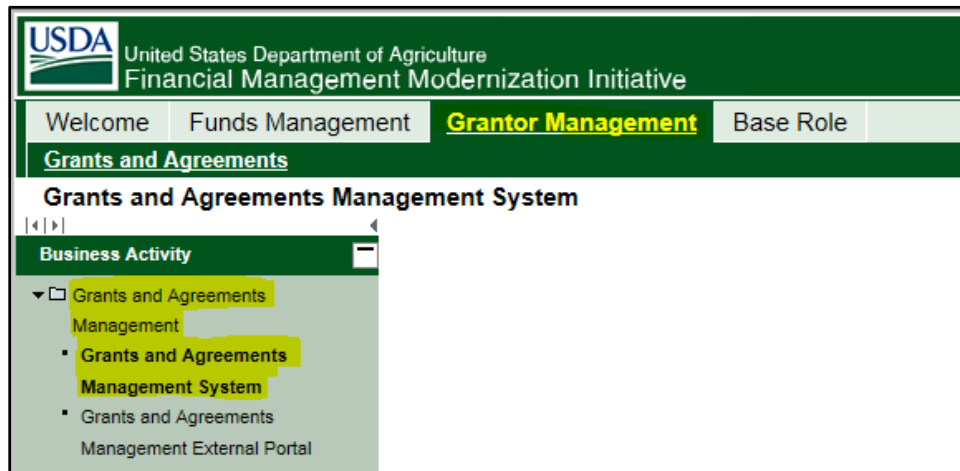
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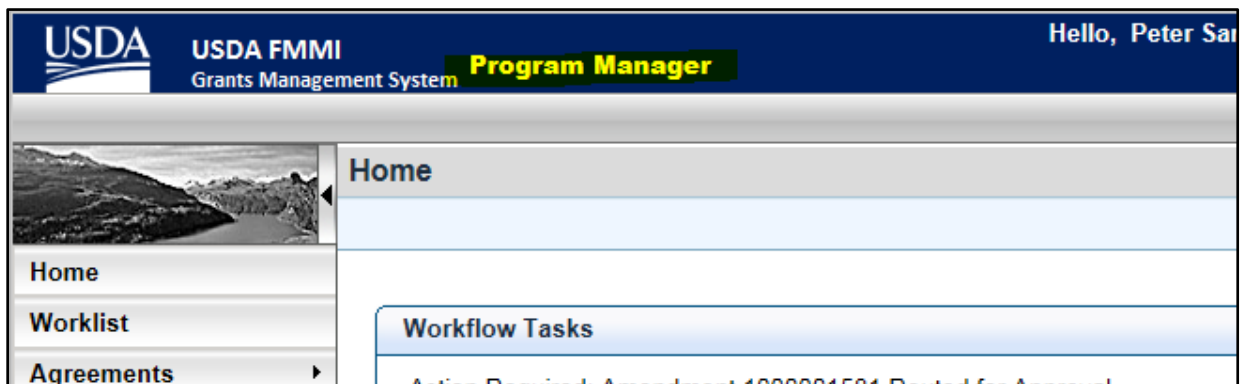
### Procedure

#### Internal Portal Validation

1. Access the FMMI Portal. Click the **Grantor Management** tab, then click the **arrow** icon to the left of the **Grants and Agreements Management** folder in the **Business Activity** section. Click the **Grants and Agreements Management System** link to access the ezFedGrants Internal Portal.



2. When the **ezFedGrants Internal Portal Home** screen appears, confirm you have been assigned the correct user role by checking the user role listed in the header.



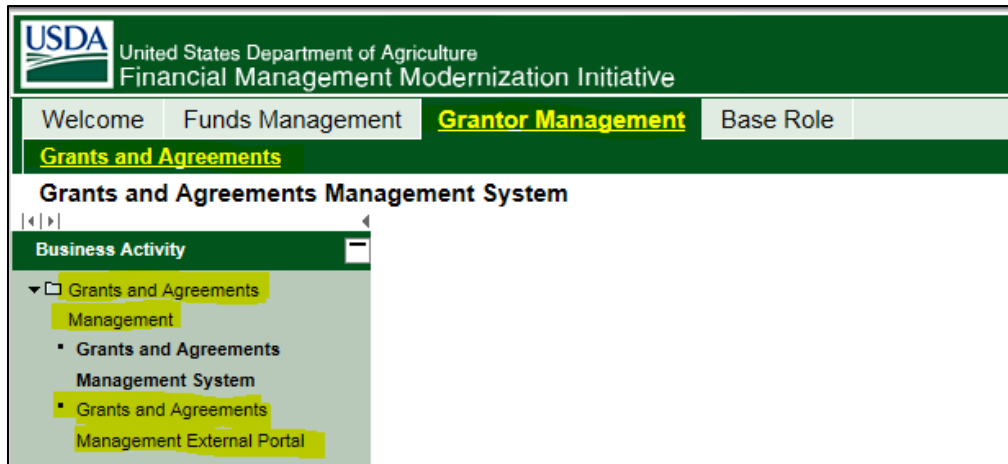


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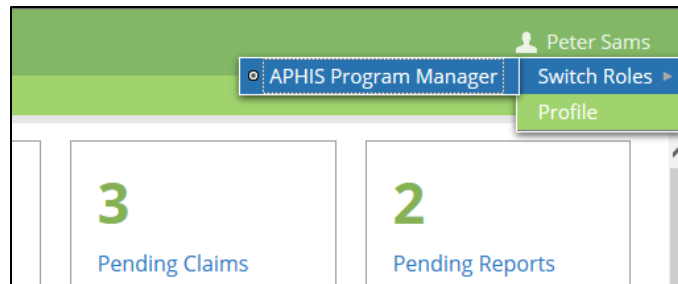


### External Portal Validation

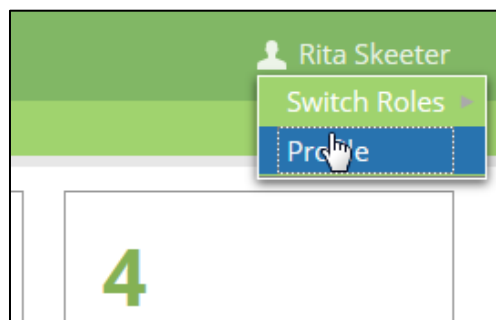
1. Access the FMMI Portal. Click the **Grantor Management** tab, then click the **arrow** icon to the left of the **Grants and Agreements Management** folder in the **Business Activity** section. Click the **Grants and Agreements Management External Portal** link to access the ezFedGrants External Portal.



2. When the **ezFedGrants External Portal Home** screen appears, click **Your Username** in the top right corner of the screen. Click the **Switch Roles** option on the dropdown menu to view your assigned user role(s). Confirm you have been assigned the correct user role(s).



3. Click the **Profile** option to view your ezFedGrants External Portal user profile details.





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4. Confirm the details of your user profile are correct, specifically the **Telephone** and **Email** fields.

Contact Details and Skills can be modified by clicking the **Update Profile** button in the top right corner of the screen.

The fields in the General Details section can only be updated by your agency's Security Team. These fields are: **CRM Business Partner ID, Title, First Name, Last Name, Telephone, and Email.**

If these fields are incorrect please provide the following information to your agency's Security Team, as applicable depending on the fields that need to be corrected:

- Old Title and New Title
- Old First Name and New First Name
- Old Last Name and New Last Name
- Old Telephone and New Telephone
- Old Email and New Email

**Note:** Telephone numbers should appear in the following format: (XXX) XXX-XXXX

▼ General Details

CRM Business Partner ID	
Title	
First Name	Rita
Last Name	Skeeter
Telephone	(202) 555-1119
Email	rskeeter@nifa.usda.gov



**ezFedGrants System Access Validation**  
*Job Aid*



**Version Control**

Name	Date	Changes Made
Accenture Federal	10/30/2016	Original Word Document Created
April Murphy	3/13/2017	Converted to ezFedGrants Job Aid format
April Murphy	4/20/2017	Procedure: External Validation Subsection: Step 4- Changed "Edit Profile" to "Update Profile". Added information on which fields must be updated by Agency Security Teams.