



Review ezFedGrants Access Request

Job Aid



Purpose

This document describes how users with the Grants Administrative Officer role review ezFedGrants access requests from other users in their organization.

Key Terms

- **External User:** An individual who interacts with USDA agencies or offices on behalf of an organization. External users may also be referred to as recipients, applicants, cooperators, or agency customers.
- **Organization:** Any of a number of institutions, such as colleges, universities, non-profits, tribal organizations, state governments, or otherwise, that engage with the Federal Government through grants or other types of agreements.
- **Organization ID:** Organization IDs, such as DUNS numbers, are used to indicate the specific legal entities that are recipients of Federal grants/agreements. Each organization has at least one unique organization ID. Large or multifaceted organizations may have multiple IDs under a larger institutional umbrella (such as separate departments or campuses of a single university).

You Will Need

- An eAuthentication Verified-Identity Account
- The Grants Administrative Officer (GAO) role in ezFedGrants
- An access request awaiting your review

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Data Note

The screenshots provided with these instructions are a representative sample for the purpose of training, which contain sample data and may not depict the entire screen.

In addition, these instructions focus on the **minimum system requirements** for the above-described procedure(s). You may need to complete additional fields or provide additional information not specifically described in this document.

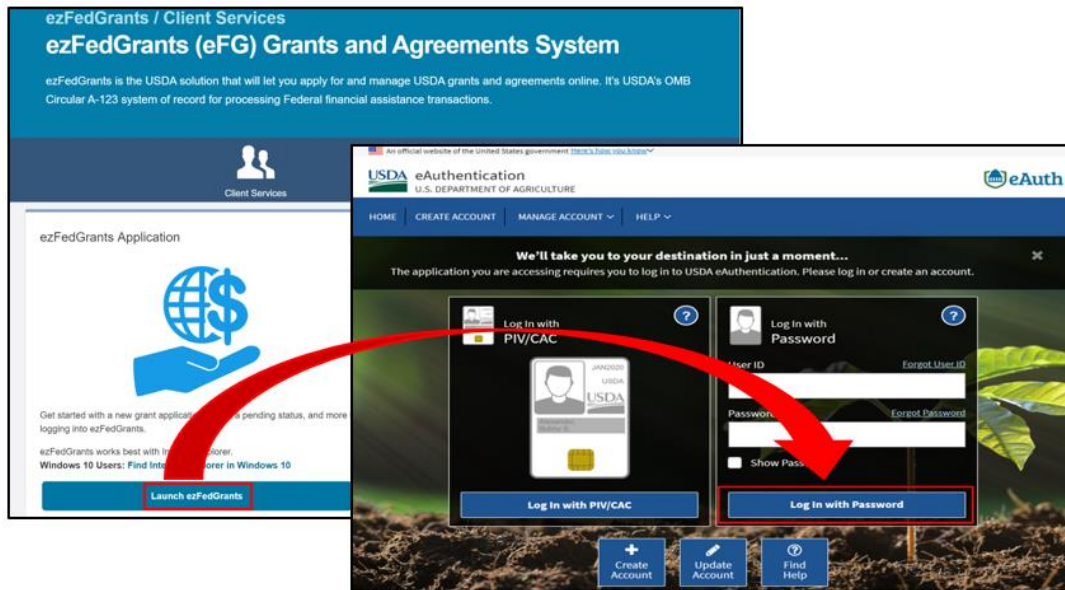
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Getting Started

1. Launch the ezFedGrants External Portal (from the [NFC ezFedGrants website](#)) and log in with your eAuthentication Verified-Identity Account.

Note: For questions regarding ezFedGrants access, including logging-in and eAuthentication, please review the [Onboarding and Accessing ezFedGrants FAQs](#).



2. Locate the access request you want to review in the **Actionable Items** section of the **ezFedGrants External Portal Home** screen. Click the **Transaction ID** link to open the access request work item.

Note: If you have a lot of work items, use the **Category** field to filter your work items.

Transaction ID	Transaction	FAIN	Status	Due Date	Last Updated
RA-3096	Request Access		Submitted		9/6/19
CLM-2559	Claim	FX170200-10.C007	Draft		9/6/19
NR17NRCSCENTC023-PF-Q2-19	Performance Report	NR17NRCSCENTC023	Draft Pending Signature	10/4/19	9/6/19
NR17NRCSCENTC021-PF-Q2-19	Performance Report	NR17NRCSCENTC021	Not started	10/4/19	9/6/19
AM17AMAXXXXG002-PF-SA2-2016	Performance Report	AM17AMAXXXXG002	Not started	12/28/16	9/6/19
APP-5565	Application		Draft		9/6/19

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Review the Request

1. On the **Request Access** screen, review the information on the **Role Selection**, **Organization**, and **Personal Information** tabs.

Ensure that the user has selected a valid organization and that there are no obvious typos in the user's personal information.

2. Select either **Reject** or **Accept** from the **Please Select An Option** dropdown menu. Additional fields will appear based on your selection.

If you selected **Accept**, complete the additional steps explained in the **Accepting a Request** section of this document (pages 4-6).

If you selected **Reject**, proceed to the **Finalize Decision** section of this document (page 7).



Finalize Decision

1. Enter comments relevant to your decision into the **Acceptance/Rejection Comments** text box.

The screenshot shows a form titled "Accept". At the top, there is a dropdown menu labeled "Please Select An Option" and a blue "Submit" button. Below this is a large text area labeled "Acceptance Comments" which is highlighted with a red border. Underneath the text area is a "Role Selection" section with a red asterisk and the text "User Role". A dropdown menu below it shows "Signatory Official" selected.

2. Click the **Submit** button to finalize your decision.

The screenshot shows a form titled "Request Access (RA-3096)". The status is "Submitted". At the bottom, there is a dropdown menu labeled "Please Select An Option" and a blue "Submit" button which is highlighted with a red border. Below the buttons is the word "Accept".

3. Upon successful submission, you will see a confirmation message.
If there are any issues, an error message will be displayed.

The screenshot shows the confirmation page for "Request Access (RA-3096)". The status is "Approved". There are "Print" and "Close" buttons in the top right. A green message box contains the text "Access Request RA-3096 has been approved." Below this is a "Role Selection" section with tabs for "Role Selection", "Organization", and "Personal Information". Under the "Role Selection" tab, the "User Role" is listed as "Signatory Official".



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See Also

Job Aids

- ezFedGrants External Portal Onboarding and Basics Job Aid
- ezFedGrants External Portal User Roles Quick Reference
- ezFedGrants External Portal User Role Management Job Aid
- Working with Multiple Organizations in ezFedGrants Quick Reference
- Onboarding and Accessing ezFedGrants FAQs

Need Help?

Contact the ezFedGrants Help Desk at ezfedgrants@usda.gov.

Version Control

Name	Date	Changes Made
Courtney Roberson	July 2020	Removed 'Search for Contact Record' section
April Murphy	May 2019	Initial document created