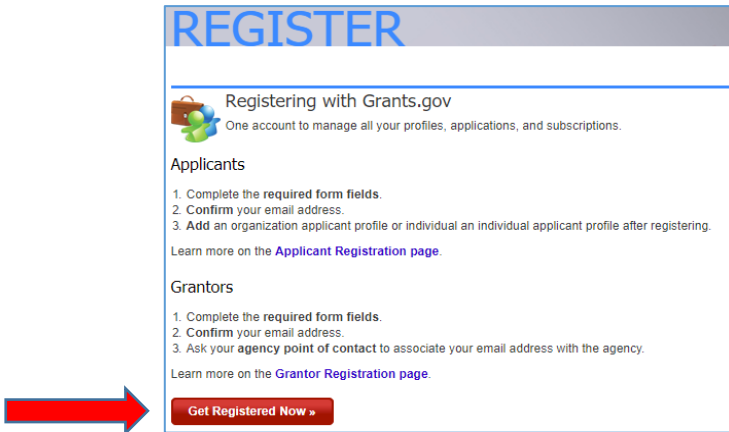


Steps for Grants.gov Workspace Registration

1. Registrant goes to grants.gov webpage (www.grants.gov).
2. Click on **Register** link in the top right corner.
3. Click on **Get Registered Now** button.

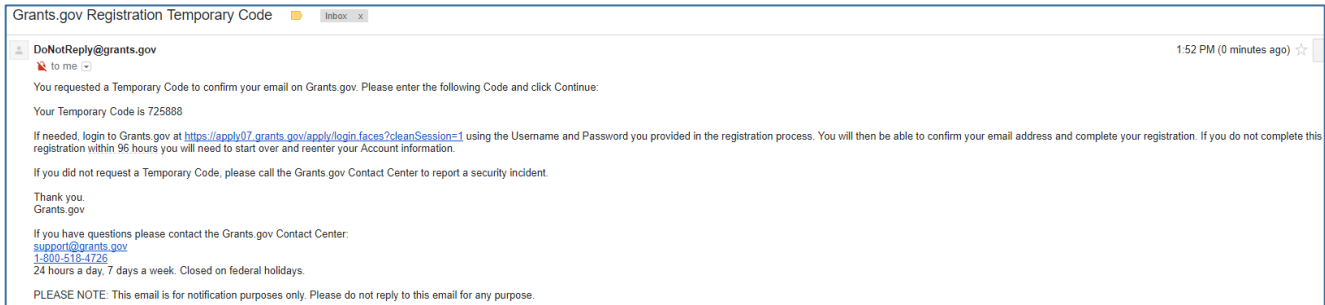


4. Complete the **Contact Information, Account Details** and **Communications** sections and then click the **Continue** button. **Note: Be sure to record your username and password and your secret question and secret answer.**

5. A confirmation screen appears. Click on the **Send Temporary Code** button and a code to use will be sent to the email address you provided during registration. This is used by Grants.gov to confirm your email address. The **Edit** button allows you to edit information previously entered.

Steps for Grants.gov Workspace Registration

6. User should check their email for the Grants.gov Registration Temporary Code. **Note: If an email is not found in the user's inbox, check the spam filter and junk mail folder. Return to the registration screen and enter the temporary code.**



REGISTER

Confirm Email:

Please enter temporary code below to confirm your email address. This code was sent to vonnie.perkins@gmail.com. To change your email address click Edit link below.

*Temporary Code:

7. In the next window click on the radio button next to **Add Organization Applicant Profile**.

Enter USC's DUNS number: 041387846.

Profile Name: University of South Carolina

Job Title: **[Enter job title]**

Click the **Save** button.

REGISTER

Congratulations! Your Grants.gov Account was successfully created.

If needed, you can add Applicant Profile(s) to your Account now. However, if you do not need a Profile or prefer to add your Profile(s) later, you can Continue to your Grants.gov logged in features.

How would you like to proceed?

Continue - Skip adding a profile at this time

Add Organization Applicant Profile - Affiliates you with an Organization and with additional access allows you to apply for Opportunities on behalf of the Organization

Add Individual Applicant Profile - Allows you to apply for Opportunities on your own behalf

Please complete to Add an Organization Profile and click Save:

*DUNS:

*Profile Name:

*Job Title:

8. As determined by the College/Department/Center/Institute, faculty will be given the Manage Workspace role. If the registrant is a staff member who currently does not have PI status and needs a Manage Workspace Role in order to assist faculty, the registrant needs to provide a written justification with concurrence by the PI, Chair or Dean as appropriate. This can be done as an email or a memo to the SAM Administrator assigned to your Department.
9. Your SAM Administrator can answer any questions you may have regarding Workspace. Grants.gov has posted a number of helpful Workspace training videos on YouTube. To view the Grants.gov Workspace videos copy and paste this link in a browser - <https://www.youtube.com/user/GrantsGovUS> .

Video - How to Register in Grants.gov - <https://www.youtube.com/watch?v=E1-ik--nrlg>