

To authorize access to your sub-grant application in eGrants:

1. Access the Subgrant Applicant Homepage
2. Click on ***Update/Complete Unsubmitted Applications*** activity if the Subgrant application has not yet been submitted or ***Revise/Amend Submitted Applications*** if the subgrant application has been submitted. The Subgrant Status: Unsubmitted Applications or the Subgrant Status: Submitted Applications Screen is displayed, showing a list of your Subgrant applications.
3. Click on ***View Details*** in the Authorize/Revoke Access column for the subgrant application. The screen Authorize/Revoke Access screen is displayed, showing the list of users who currently have access to this Subgrant application.
4. Click on the ***Authorize Access*** button. The Find Registered Users screen is displayed. Enter search criteria to locate the user(s) for whom you want to authorize access. Click the ***Search*** button. The Search Results screen is displayed, showing all of the users who meet the criteria you specified.
5. Click on the radio button next to the user(s) you for whom you want to authorize access. Click on the ***Authorize Access*** button. The Update Access screen is displayed.
6. Click on the appropriate check boxes to specify the access permissions you want to authorize: View/Print, Create/Edit, and/or Sign/Submit.
7. Enter a period of time for which you want the authorization to last.
8. When you have finished, click on the ***Save and Continue*** button. The Authorize/Revoke Access screen is displayed, showing the user added to the list of users who have access to this selected subgrant application.
9. Click on the ***Authorize Access*** button to authorize access for other users, or click on the ***Return to Homepage*** button to return to the Subgrant Applicant Homepage.