



Using ezFedGrants – Your User Profile

Job Aid



Before You Begin

This document describes how to open and modify your ezFedGrants user profile. It also describes how to toggle availability for participation in application review panels.

You Will Need

- An eAuthentication Verified Identity Account
- The Grants Administrative Officer, Grants Processor, or Signatory Official role in the ezFedGrants External Portal

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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.

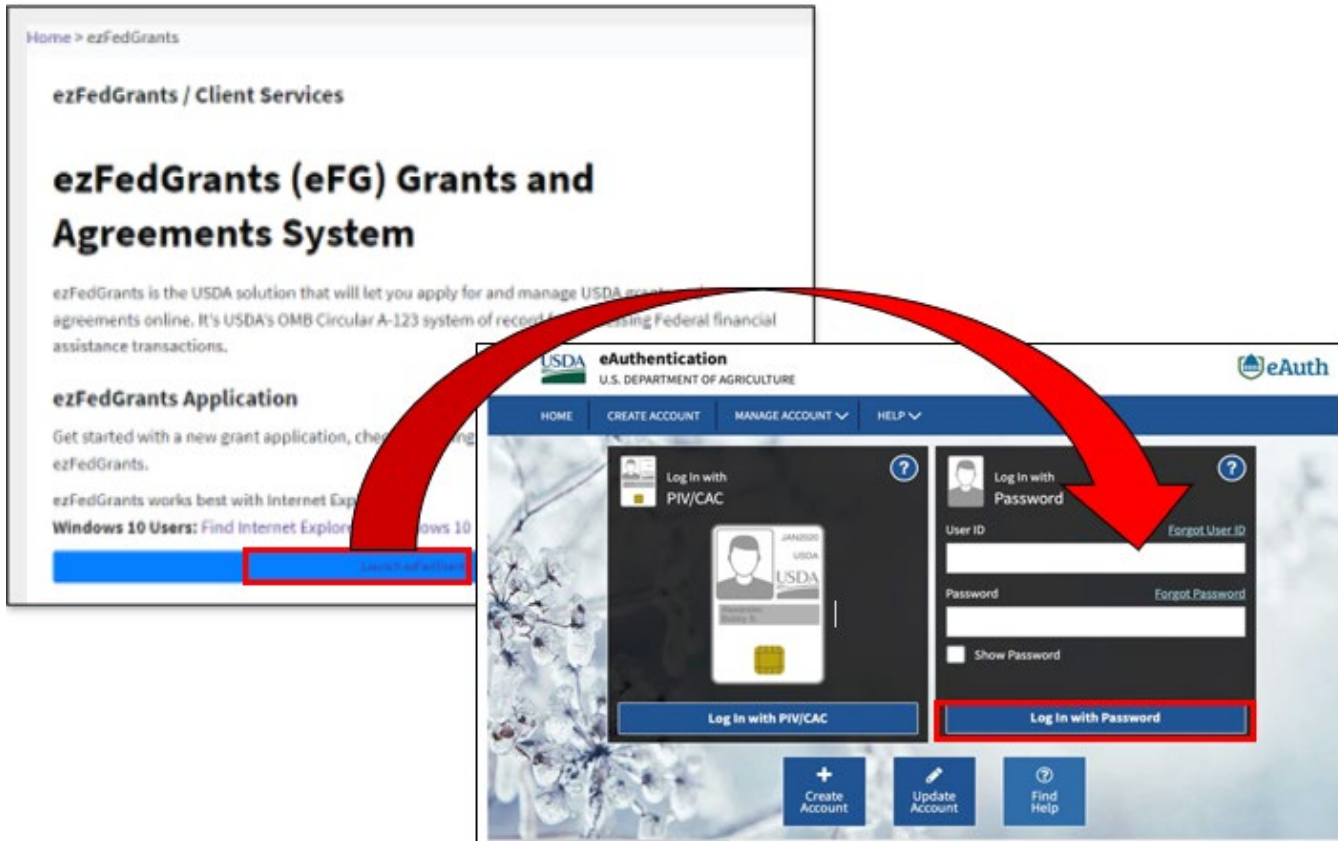


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Getting Started

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



For questions regarding ezFedGrants access, including logging-in and eAuthentication, please review the ezFedGrants FAQs general located on the [OCFO ezFedGrants website](#).

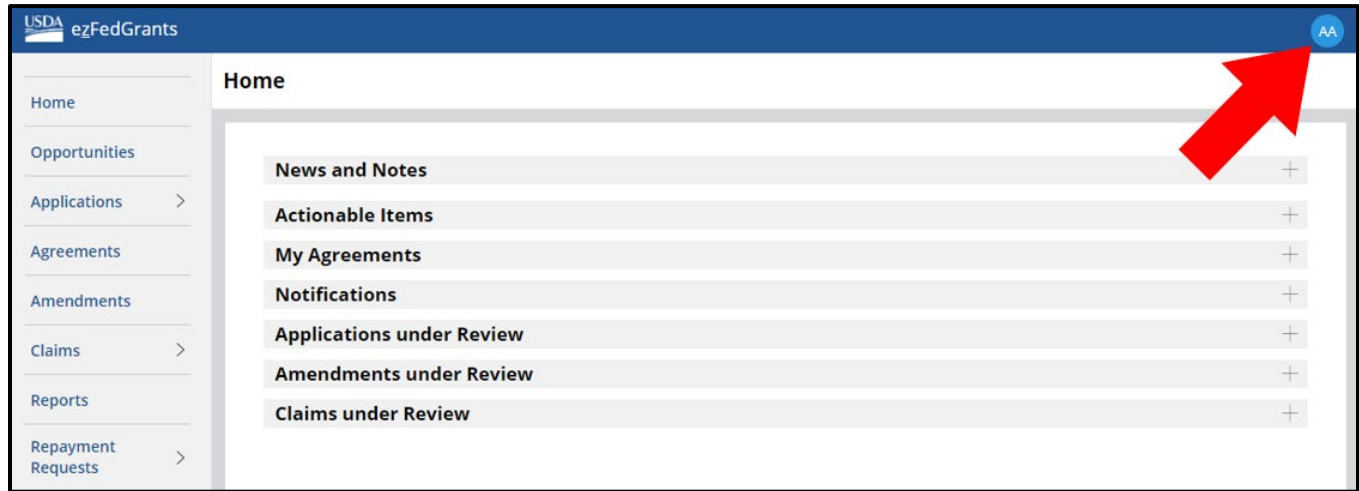


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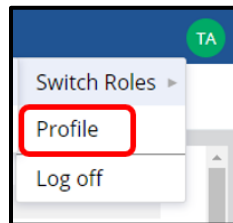


Open Your Profile

1. Click your initials in the upper-right corner of the **Home** screen to display the **User Name** menu.



2. Click the **Profile** option on the **User Name** menu to open the **Profile** screen.



3. The **Profile** screen contains several sections of details about yourself and the organizations you are affiliated with. While some of this information is pulled from your eAuthentication profile or the records of the organization(s) that you are affiliated with, the remainder can be edited directly through ezFedGrants, as explained in the remainder of this document.

ProfileUpdate ProfileClose

Full Name
ARS-STS-GL-Admin

Portal ID
28200907010011533306930

I want to be considered as a Panelist for future Panels
No

General Details			
CRM Business Partner ID 1800001607	Title N/A	First Name ARS	Last Name ARS-STS-GL-Admin
Telephone (123) 456-7890	Email Address mbooker@rutgers.gov		

Contact Details			
Street 123 Main Street	House Number N/A	City New Brunswick	State New Jersey (NJ)
Zip 12345	Country United States	Academic Title N/A	Occupation Grants Person



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Edit Your Profile

1. On the **Profile** screen, click the **Update Profile** button to make changes to your profile.

The screenshot shows a 'Profile' window with a title bar. In the top right corner, there are two buttons: 'Update Profile' and 'Close'. The 'Update Profile' button is highlighted with a red rectangular box. Below the buttons, the profile information is displayed, including 'Full Name' (ARS ARS-ST-GL-Admin) and 'Portal ID'.

2. Edit each section as desired on the **Edit Operator Profile** screen and then click the **Submit** button to save your changes.

*If you make any changes to the **General Details** section, please contact your USDA agency representatives to ensure these key details are updated on all active agreements, because not all agreements are managed in ezFedGrants.*

The information in the **Organization Details** section is pulled from the vendor records of the organizations you are affiliated with. Refer to the **Join Additional Organizations** section of this document for more information.

The **Skills** section is optional.

Several additional sections are added when you elect to participate in application review panels, as explained in the **Toggle Panelist Availability** section of this document.

The screenshot shows the 'Edit Operator Profile' window. It contains several sections: 'General Details' with fields for CRM Business Partner ID, Title, First Name, Last Name, Telephone, and Email Address; 'Contact Details' with fields for Street, House Number, City, State, Zip, Country, Academic Title, Occupation, Fax, Website, Communication Method, and Language; and 'Organization Details' with a dropdown menu. At the bottom, there are 'Cancel' and 'Submit' buttons. A checkbox at the top indicates 'I want to be considered as a Panelist for future Panels'.

3. Click the **Submit** button to save your changes, exit the **Edit Operator Profile** screen, and see the updated details on the **Profile** screen.

This screenshot is a close-up of the bottom portion of the 'Edit Operator Profile' form. It shows the 'Organization Details' section with a dropdown menu. A large red arrow points from the right side of the form towards the 'Submit' button at the bottom right corner.





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Join Additional Organizations

Through the **Profile** screen, you can submit access requests for additional organizations after you have access to ezFedGrants. Getting access for additional organizations will not impact your existing organizational affiliations. Furthermore, you cannot remove/de-link yourself from an organization. If you are no longer affiliated with an organization, contact a user with the Grants Administrative Officer (GAO) role in that organization to be removed/de-linked.

1. Scroll down to the **Organization Details** section of the **Profile** screen and click the **Join Additional Organization** button.

Note: This button is only available on the **Profile** screen; it is not available on the **Edit Operator Profile** screen.

Organization Details

RUTGERS THE STATE UNIV OF NEW JERSE SCIENCE DEPT2 RESOURCE FOUNDATION SCHOOL OF AGRICULTURE

CRM Organization ID	DUNS	DUNS+4	CAGE
1100000234	0012345	N/A	N/A
Street Address	City	State	Postal Code
34 RUTGERS PLAZA	NEW BRUNSWICK	NJ	08901-8559
Phone			
N/A			

[Join Additional Organization](#)

2. The **Join Another Organization** popup window will appear. On this popup window, click the **Add Organization** button to search for and select an organization. This is similar to when you selected an organization for your initial ezFedGrants Access Request.

If you have the Grants Administrative Officer (GAO) role, you must also identify an agency who will approve your access request in the event you choose an organization that does not yet have any ezFedGrants users.

Join Another Organization

Select Organization(s)

Click Find Organization to search for an organization you want to join. After selecting an organization, it will appear below. You must select at least one organization to submit your access request. Organizations must be registered on SAM.gov and have a record in the ezFedGrants System to be available for selection here. If your organization has not previously registered on SAM.gov, please complete the registration process at <https://sam.gov>. If your organization is registered on SAM.gov but does not appear here, please use the Contact USDA link on the left to contact the ezFedGrants Help Desk. Please include your organization's DUNS Number and CAGE code (if known) in your message.

If you are affiliated with multiple organizations, click Find Organization again to add more organizations.

Please provide Point of Contact (POC) details for each organization. A POC is someone from the organization who can verify your affiliation with that organization, if necessary.

Click Remove to remove an organization you do not want to join.

* Agency

[Add Organization](#)

[Cancel](#) [Submit](#)

3. After selecting an organization, complete the **Point of Contact (POC) Details** fields.
4. Click the **Add Organization** button again to add another organization. You can submit multiple access requests at once. You must complete the POC Details fields for each organization, even if each organization has the same POC.
5. If you selected an incorrect organization, click the **Remove** button to remove the erroneous selection.
6. Click the **Submit** button to submit your access request(s). Access must be approved for each organization separately. You may receive a notification email or message when your requests are approved, or you can check the **Profile** screen to see your active organizational affiliations.

Pending access requests are not shown on the Profile screen.



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Comments

Job Aids

- Submit ezFedGrants Access Request Job Aid
- Using ezFedGrants – The Basics Job Aid
- ezFedGrants External Portal User Roles Quick Reference

ezFedGrants Hyperlinks

- [ezFedGrants Home page](#)
- [ezFedGrants FAQs general](#)

Need Help?

Contact the ezFedGrants Help Desk at ezFedGrants-cfo@usda.gov.

Version Control

Name	Date	Changes Made
Kandice Whitaker	Apr 2022	Updated OCFO email link
Abael Solomon	Jan. 2022	Removed Level 2 reference and updated OCFO website link
April Murphy	Sept. 2019	Initial document created