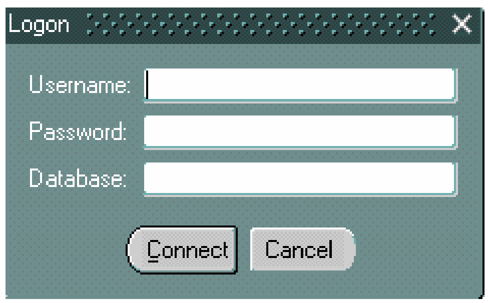
2. *EGRANTS* BASICS

2.1. Logging on to *eGrants*

To log on to* eGrants*, you must have a user account. If you have not created your account, see section 1.3 of this manual for instructions.

To log on, go to the Corporation's web site at www.nationalservice.org and click on the *eGrants* button. Click the "**Log In**" button and sign in as a current user. A popup box will appear (see below) and you will be prompted for your username and password (***leave the database category blank***). After this information is entered, click the "**Connect"** button.



The first time that you log on to *eGrants*, enter your username and the password that was provided in the email notification. ***A popup box will appear informing you that your password has expired***. Click "**OK**." You will then be prompted to change your password. When doing so, you must follow these rules:

The password cannot start with a common word from the dictionary
The password must contain at least one number
The password cannot start with a number
The password must be at least 6 characters

In the future whenever you log on to *eGrants*, you will use your username and the new password that you create.

For security purposes, you will be required to change your eGrants password once every twelve months. In one year from the date on which you create your password, eGrants will inform you that your password has expired and will prompt you to change it. Follow the same rules as above for creating your new password.

Do not close the browser window with the blank, gray background. This must always remain open. Closing it will interrupt your *eGrants* session and you will lose any unsaved work!

2.2. Forgotten Password

If you already have an *eGrants* account and have forgotten your password, follow the instructions below to reset your password.

(If you do not currently have an eGrants account, you can create one by following the steps in section 1.3, **Creating Your Account**.)

1. Go to the Corporation's website at www.nationalservice.org and click on the *eGrants* button.

2. Click on "**Forgot Password.**"

3. This will take you to the **Reset Password** screen. Enter your first name, last name and e-mail address in the space provided on the form. Click "**Continue**."

4. On the next screen, you will be asked to answer the question you supplied when you created your account. You will have three chances to get the answer correct. If you enter an incorrect answer, you will receive a warning message indicating that the answer is incorrect. After the third unsuccessful try, you will be logged out of the system and will have to try again.

5. Once you have entered the correct answer, click "**Reset Password.**"

6. A confirmation screen will be displayed, and your new password will be sent to you by e-mail.

7. Once you have received your new password, you will be able to log on following the instructions in **Section 2.1**.

2.3 User Access and Roles

2.3.1 Roles in *eGrants*

The *eGrants* system has three possible roles for users who are applying for grants: **Grantee, Grantee (no budget privileges)** and **Grantee Administrator**.

Grantee Role: The Grantee Role allows an individual to view his/her organization's information, including past and current grants. He/she can also enter and submit a grant to the Corporation or a state commission.

Grantee (no budget privileges): The Grantee (no budget privileges) Role allows an individual the same privileges as the Grantee Role, but **does not allow access to the budget.** An individual with this role can make programmatic edits and can view a budget report with major categories, but cannot enter/edit the budget page or see detailed line items.

Grantee Administrator Role: The Grantee Administrator role is for the person(s) in an organization who will be responsible for maintaining the organization's *eGrants* account. He/she is responsible for account security, updating the organization's information and assigning roles to staff. The Grantee Administrator role is usually assigned to the first user to create an account for an organization. More than one person may have the Grantee Administrator role in an organization.

Account Security: The Grantee Administrator is responsible for monitoring user accounts, and ensuring that no unauthorized users have access to their organization's information.

If an individual leaves an organization and should no longer have access to eGrants, the Grantee Administrator must deactivate their account.

When a new user creates an account within an organization, the Grantee Administrator will be notified by e-mail. For the account to become active, the Grantee Administrator must assign either the "Grantee" or "Grantee (no budget privileges)" role to the user. **The user will not be able to access eGrants until one of these roles has been assigned.**

To ease the process for staff, the Grantee Administrator does have the ability to associate a user to an organization and assign a role before the user account has been created. In this case, the user will have access to *eGrants* immediately.

(For detailed instructions on each of these actions, go to section 2.6.)

Updating Your Organization's Information: The Grantee Administrator is responsible for updating your agency's contact information when needed. At

State Commissions, Grantee Administrators will also be responsible for entering commissioner's contact information as well. (For instructions on how to do this go to section 2.6.)

Assigning Grantee Administrator Role to Other Staff: The Grantee Administrator can assign this role to other staff within the organization. This is a good idea if you are with a large organization, or if the Grantee Administrator will be out of the office for any period of time. (For instructions on how to do this go to section 2.6.)

2.3.2 Authorized Representative

The Authorized Representative is the person from your organization who will electronically sign the authorization and assurances for your grant application, and has the legal authority to enter into a contract with the government. This person will agree to perform all actions and support all intentions in the Authorization statement and in the Assurances documents.

The Authorized Representative, as well as any others completing the grant application in *eGrants*, will be required to obtain an account and access *eGrants*. (The Authorized Representative may have either "Grantee," "Grantee Administrator," or "Grantee (no budget privileges)" access – this is up to your organization.)

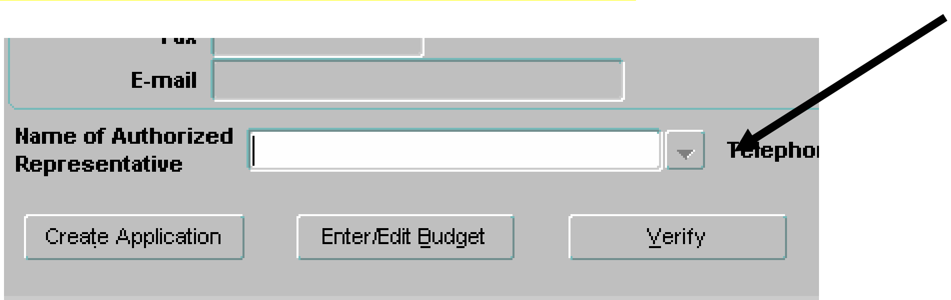
To enter or update the authorized representative on an application already created:

1) Go to the **Application for Federal Assistance (SF424)** screen.

2) Bring up the application for which you want to update the Name of the Authorized Representative. (See Section 2.5.7 (hyper-link to this section) on how to retrieve your application.)

3) Click on the down arrow and select the person you want to designate as the authorized representative.

   IMPORTANT NOTE: Only those individuals with an eGrants account will appear in the list. To have a person's name appear, they must create an eGrants account (make this a link to Section 1.3 Creating Your eGrants Account).

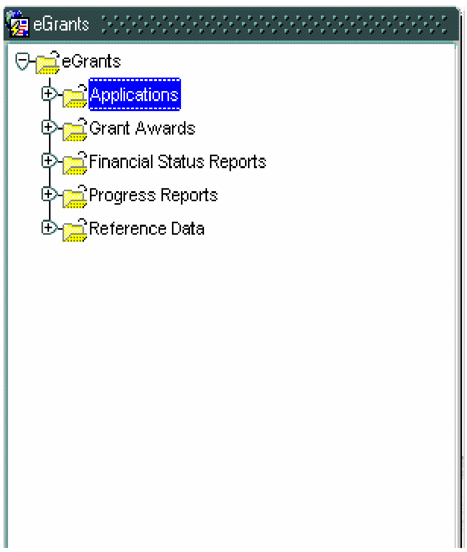


See Section 3.5 (Assurances and Certifications Tab) to learn how to electronically sign the authorization and assurances.

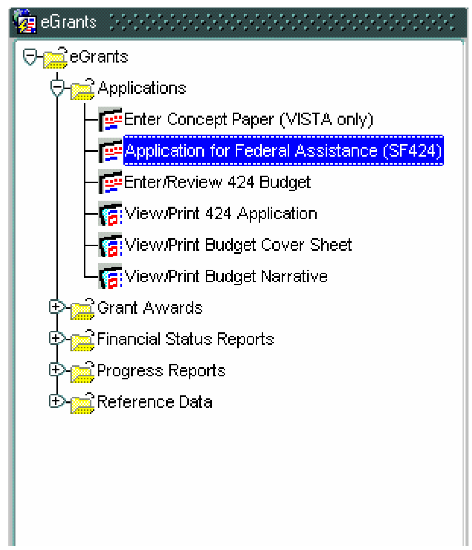
2.4 NAVIGATING *EGRANTS*

2.4.1 *eGrants* Main Menu

After you log in to the system, you will be brought to the *eGrants* main menu, which is a "tree" of selections that appears on the left hand side of your screen (see Screen 1 below). Each selection expands to subsections when you click on the **+** to the left of the selection (see Screen 2 below).



Screen 1: Main Menu



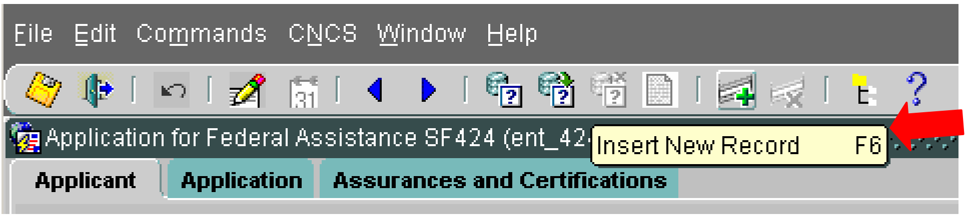
Screen 2: Expanded Main Menu

Clicking <u>once</u> on the **+** sign will expand the menu, and clicking on the – sign will condense it to the original selection.

Once you find the selection you want, double click on it, and you will go to that screen.

2.4.2 Toolbar Buttons

A series of 15 icons appear at the top of your *eGrants* screen. This "Toolbar" provides you with easy ways to navigate around the *eGrants* system with one click on an icon. All toolbar buttons are associated with an eGrants menu option. The function of each toolbar button is defined below. If you forget what a toolbar button does by the icon, simply hold your cursor over the button for 2 seconds and the name of the toolbar button (the same as the menu option it relates to) and any keyboard shortcut will be displayed as in the example below.



2.4.2.1 Save 

The Save toolbar button allows you to save the data you entered into eGrants on any screen. When you press the Save button you will know that your data has been saved by the status bar message which will indicate that the data has been saved as shown below. See section 2.4.3 Status Bar for more information about the status bar on eGrants screens.

If you receive an error message on the status bar line, this message will tell you why the data cannot be saved.

2.4.2.2 Close 

The Close toolbar button allows you to close the current eGrants screen. This is the best way to close an eGrants screen. Otherwise, you may risk having too many eGrants sessions open. See Section 2.7 on User Sessions.

2.4.2.3 Revert 

The Revert toolbar button allows you to discard all changes made prior to the last save that was made. Revert does **<u>not</u>** act like "Undo" in Microsoft Word or other applications that take the user back one change at a time. Revert is all inclusive, meaning that the entire screen is refreshed with the data from the last save made by the user. By clicking this button, you will lose all the date you entered since the last time you saved.

2.4.2.4 Open Editor 

The Open Editor toolbar button allows you to open a larger text box (see image below) for a field where a large amount of text has to be typed or viewed (e.g., the narrative fields). To use this feature, make sure your cursor is in the field you want to expand and click on the Open Editor button. The field must be a text field and not a drop down list. You can also activate the editor by double clicking in the field.

You can size the editor window the same way you would size any window in the Windows operating system.

To close the editor window and save your input, click on the OK button. To close the editor window and discard your input, click on the Cancel button.

2.4.2.5 Calendar 

The Calendar toolbar button opens a calendar window (see image below) and allows the user to select a date by navigating through the calendar. The button is only enabled when your cursor is in a date field. If there is currently a date in the field, the calendar opens to that date. If the date field is empty, the calendar will open to the current date.

The following are instructions on how to select a date from the calendar:

To select the month you can:

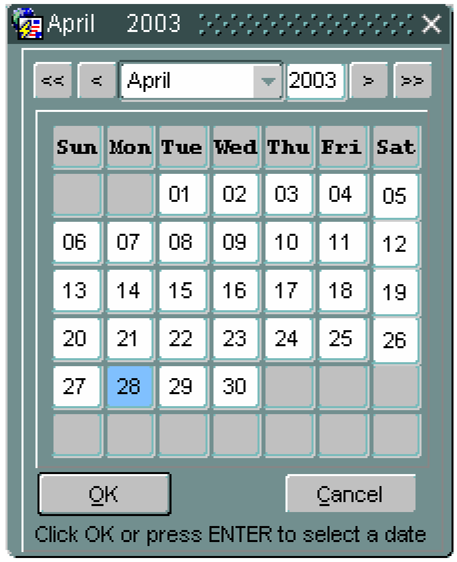
1. Click on the month drop down list (down arrow next to the name of the month), or
2. Advance a month by clicking on the “>” symbol (to the right of the name of the month) or go back a month by clicking on the “<” symbol (to the left of the name of the month). You can advance or go back as many months as necessary by continuing to click on the appropriate symbol button.

To select the year you can:

1. Put your cursor in the year field, delete the year currently displayed, and type the new year in, or
2. Click on the “>>” symbol (on the far right of the calendar window) to advance a year or go back a year by clicking on the “<<” symbol (on the far left of the calendar window). You can advance or go back as many years as necessary by continue to click on the appropriate symbol button.

Click on the day of the month

To select the date for the field click the OK button or press the ENTER key on your keyboard.
To close the calendar without saving the date click on the Cancel button.

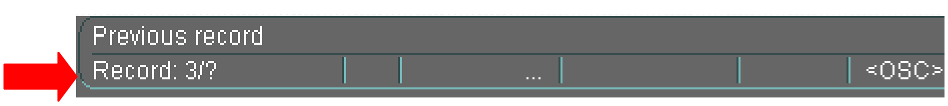


2.4.2.6 Previous Record 

If you have more than one grant application in eGrants, this toolbar button allows you to view a previous application from the one you are currently viewing. For this toolbar button to work there must be more than one application available for viewing and you cannot be on the first application.

HINT: If you are doing a search for your applications, you can tell if your search retrieved more than one application and the sequential number of the application you are currently viewing on the status bar "Record" line as shown below. The first number (to the left of the "/") indicates the application currently being viewed (in the example below this is a 3). The second number (to the right of the "/") indicates how many applications were retrieved by your search (in the example below this is indicated by the "?"). The "?" is displayed to indicate that more than one application was retrieved and will not change to the number of applications retrieved until you view the last record.

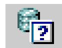
When only one record is retrieved, the status bar Record line will display "Record: 1/1".



2.4.2.7 Next Record 

If you have more than one grant application in eGrants, this toolbar button allows you to view the application after the one you are currently viewing. For this toolbar button to work there must be more than one application available for viewing and you cannot be on the last application.

See HINT in section 2.4.2.1.6 Previous Record for an explanation of how to determine how many applications can currently be viewed.

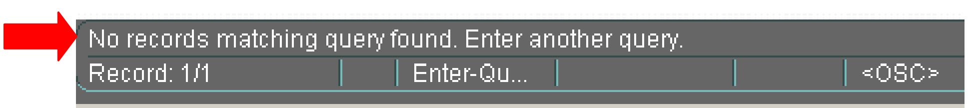
2.4.2.8 Enter Query 

The Enter Query toolbar button allows you to enter the eGrants query mode and perform searches called queries. For information about queries, see Section 2.5.7 Retrieving Your Application.

2.4.2.9 Execute Query 

The Execute Query toolbar button starts the search you specified while in Enter Query mode. For information about queries see Section 2.5.7 Retrieving Your Application.

eGrants will inform you by a message on the status bar (see below) if it could not find any information matching the search you requested. When this occurs eGrants will remain in Query Mode. This allows you to try another search. If you do not want to search again, you can exit the query mode as explained in section 2.4.2.1.10 Cancel Query.



2.4.2.10 Cancel Query 

The Cancel Query toolbar button allows you to exit from Query Mode if you no longer want to do a search. The yellow fields will be changed back to white and the screen is ready for data entry.

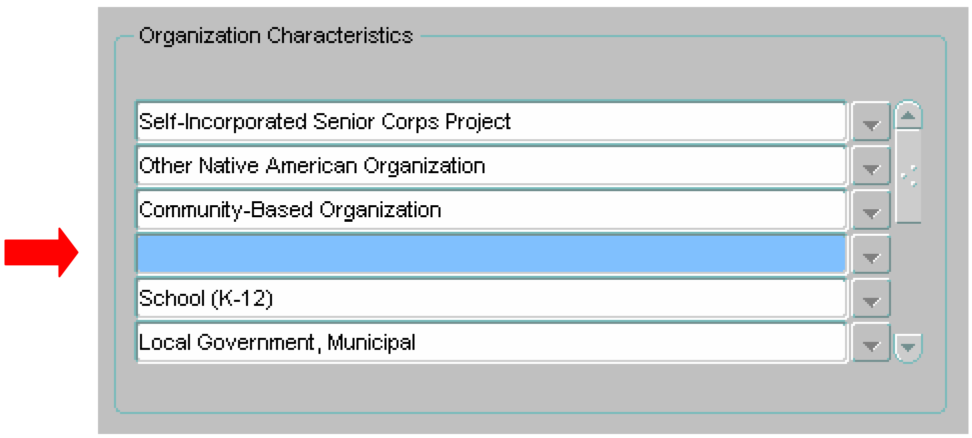
HINT: Remember that to enter a new grant application you must click on the Create Application button at the bottom of the SF424 screen.

2.4.2.11 Execute Query-List All Records 

The Execute Query-List All Records toolbar button is not active in all screens. This toolbar button is most useful for Grantee Administrators in the People Information screen. Pressing the button opens a drop down list with choices for the screen. Find the value you want from the drop down list and select it by highlighting it and clicking the OK button on the drop down list window.

2.4.2.12 Insert New Record 

The Insert New Record toolbar button allows you to add a new row to a field with more than one row. As an example, if you are entering Organization Characteristics and you have no more rows available you can put your cursor on a row and click on the Insert New Record toolbar button. This will open a new line for you to enter additional information as shown below.



2.4.2.13 Delete Current Record 

The Delete Current Record toolbar button allows you delete an application or a row in a field with more than one row. To delete a row, place your cursor on the row you want to delete and click on the Delete Current Record toolbar button.

To delete an application, place your cursor in the Application ID field and click on the Delete Current Record toolbar button.

2.4.2.14 Main Menu 

The Main Menu toolbar button displays the eGrants Main Menu window on top of any screen currently open. When the menu is displayed, you can use it to navigate to another screen. Be aware that you can only have a total of 5 screens or reports (or combination of the two) open at any one time (each of these are called a session). When you open eGrants you are already using 1 session (the eGrants Main Menu). If you attempt to open more than 5 sessions, you will receive an error message. Usually by closing a few screens or reports you will be able to open another screen.

2.4.2.15 Help 

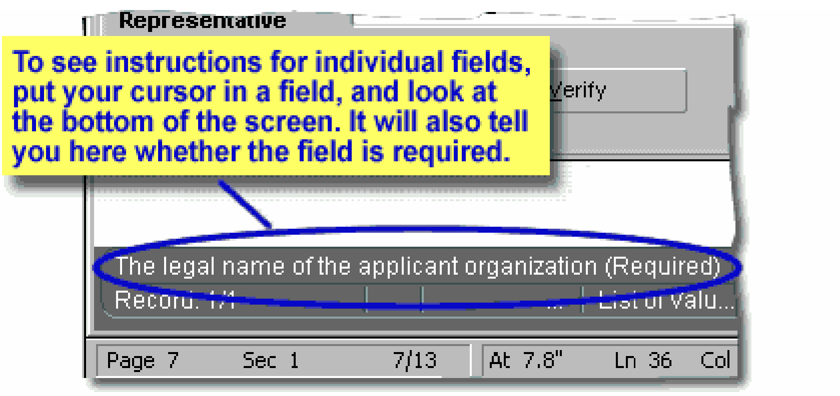
The Help toolbar button displays a window with information about the fields in the screen you are currently looking at.

2.4.3 Status Bar

The status bar in the lower left corner of the screen can be a valuable source of information. It will:

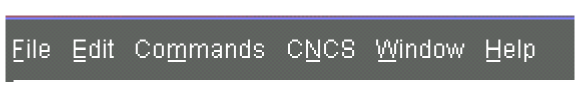
- Give you hints on what to enter in a particular field
- Provide important messages on what you need to do in order to continue completing your application
- Tell you whether you are in query mode or not. To learn more about Query, see **2.5.7, "Retrieving Your Application**."

It is good to get in the habit of checking the status bar frequently; it will provide useful information in completing your application.



2.4.4 Pull Down Menus

There are six pull down menus across the top of the screen above the toolbar. Pull down menus are another way to access the functions of the system.



The pull down menus work the same in *eGrants* as they do in any other software application. Click on the menu you want, and scroll down to the selection under that menu you wish to execute.

2.4.5 Function Keys

Function keys are a quick way to execute many of the functions on the toolbar or pulldown menu. In the list below, the top row lists the functions you can perform just by hitting the function keys; the bottom row are functions you can perform by hitting SHIFT + the function key.

eGrants	F1	F2	F3	F4	F5	F6	F7	F8	F9	F10
	*	List tab pages	Duplicate Item	Duplicate Record	Block Menu	Insert Record	Enter Query	Execute Query	List of Values-LOV	Save
SHIFT	Display Record	Count Query	*	Clear Record	Clear Block	Delete Record	Clear Form	Print	*	*

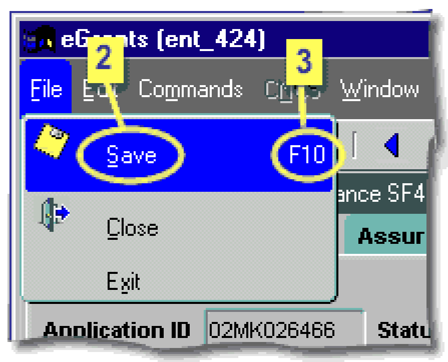
2.5 Common Functions

We will walk through the first few functions with pictures. After those, you can refer to the toolbar, function keys list, and pull down menus.

2.5.1 Save

It is important to get in the habit of saving the information you have entered regularly. The system will not always save automatically (like AutoSave in Microsoft Word), and if you close out of the *eGrants* system before saving, you will lose all of the information you have entered since the last time you saved!

Three ways to save:



1) Toolbar – Save icon

2) Pull Down Menu – File/Save
3) Keyboard Function – F10

2.5.2 Revert

The Revert button is a useful one, but must be used with care!!! If you hit the Revert button, you will lose ANY information you entered after the last time you saved. It will not simply "Undo" the very last thing you did or typed. Revert can be useful, though, when you are stuck in a field you can't get out of.

There are two ways to REVERT back to your last save:

1. Click on the revert button on the toolbar

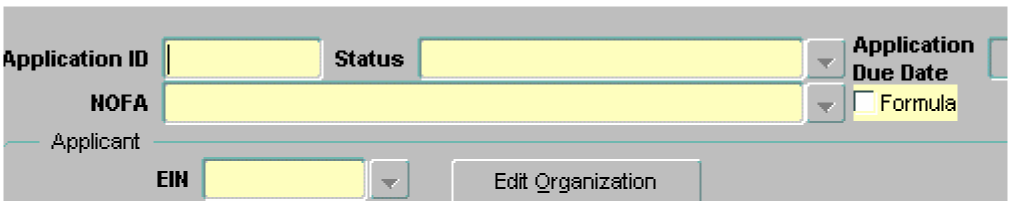
2. Pull down the Edit menu and select Revert

2.5.3 Delete an Application

You may find that you need to delete an application you have started but not submitted yet to the Corporation. (Note: Once an application has been submitted to the Corporation, you cannot change or delete it.) To delete an unsent application:

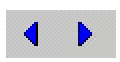
1. Click the Enter Query icon on the toolbar or Press F7 on your keyboard.

2. Type in your organization's EIN number, or if you know it, the Application ID number:



3. Click the Execute Query icon on the toolbar or Press F8 on your keyboard.

4. Browse the records (applications) by using the Next Record or Previous Record icons on the toolbar.



5. Click the delete button on the toolbar.

6. You will receive a message that says, "Are you sure you want to delete this record?" Click YES.

Your application is now deleted.

2.5.4 Close

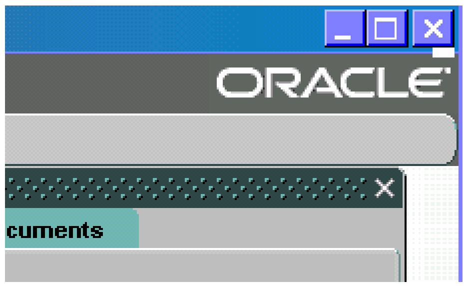
If you want to close the window you are working in and return to the main menu, click on the Close icon. You will get a message "Close this form?" Click OK.

If you want to return to the main menu but leave the window open, click on the Main Menu icon. This will return you to the Menu tree while leaving the window open. Be careful – leaving too many windows open at once can slow the system down or cause it to freeze up. You may only have five windows open at a time. If you try to open a 6th window, you will get a warning that says “You have too many eGrants screens or reports open at the same time.” If you receive this message, close a few windows or sessions to continue entering data.

2.5.5 Exiting the System

There are two ways to exit *eGrants*.

1. You can click on the X in the top right hand corner of the screen.



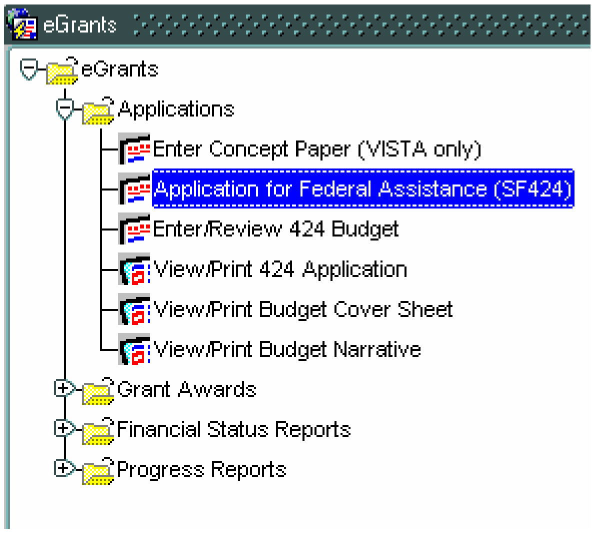
2. Pull down the FILE menu and scroll to Exit.

You will get a message: “This will close the entire *eGrants* application. Do you want to exit?” Click Yes. Once the *eGrants* screen is closed, you must also close the Internet window to log off the Internet.

Do not close the browser window with the blank, gray background. This must always remain open. Closing it will interrupt your *eGrants* session and you will lose any unsaved work!

2.5.6 Retrieving Your Application

Once you begin an application, you can save it and return to it at any time. To retrieve your application, go to the **Application for Federal Assistance (SF424)** from the *eGrants* main menu.

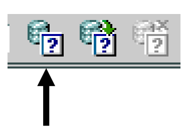


The application last worked on will be displayed automatically.

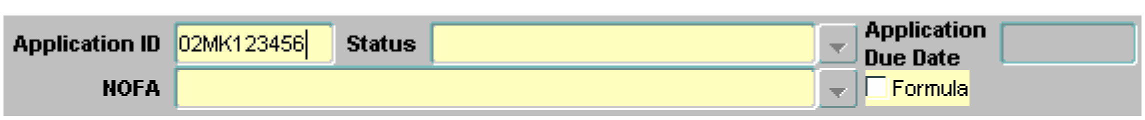
If the application you are looking for is not displayed, you can search for it using one of two methods.

Query on the specific application ID number.
If you know your application ID number, you can do a search (query) on the specific application. To do that:

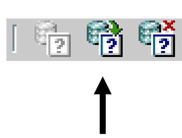
1. Enter "query mode" by clicking the "Enter Query" button on the toolbar or pressing **F7** on your keyboard. You will know that you are in query mode because all the fields in the screen will be yellow.



2. Enter your application ID number in the "Application ID" field.



3. Click on the "Execute Query" button on the toolbar or press **F8** on your keyboard.



4. This will bring up your application.

Scrolling through all applications for your organization.

If your organization has more than one application started or submitted to the Corporation, you can manually scroll through all the applications for your organization to find the one you are looking for.

You will know that your organization has more than one application by looking at the **Status Bar** at the bottom of the screen. When you first enter the **Application for Federal Assistance (SF424)**, the status bar will look like the following, if you have more than one application.

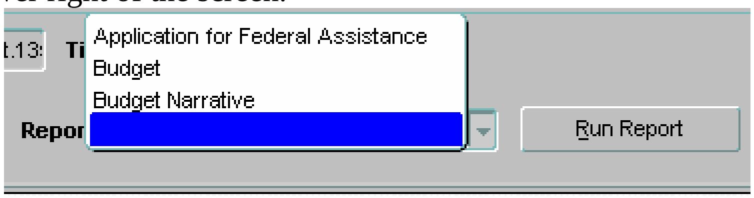
To find your application, use the blue arrows on the tool bar to scroll through the applications.

You may also retrieve an application that has already been submitted to the Corporation or awarded using the same procedures.

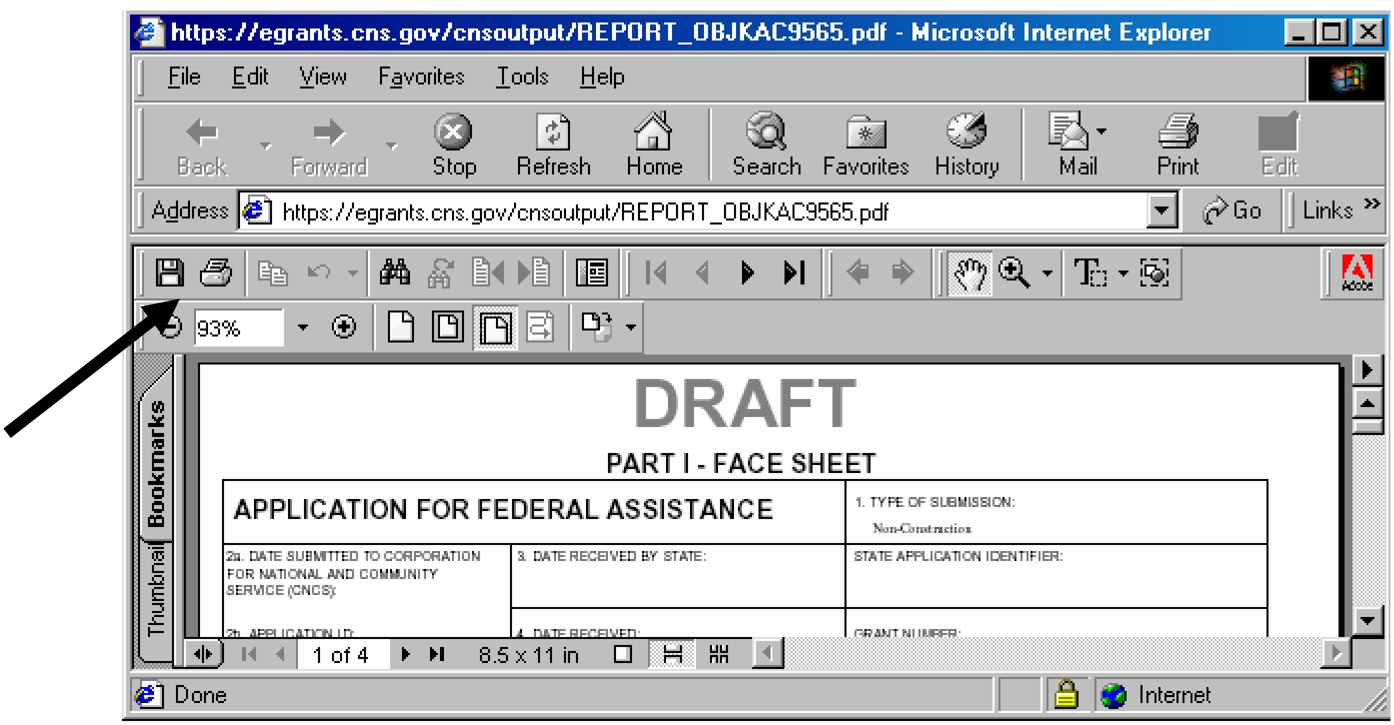
2.5.7 Printing Your Application

If you would like a hard copy of your application, you need to run a report in *eGrants*. To do that:

1. Go to the **Application for Federal Assistance (SF424)** screen.
2. Select one of the reports you would like to run (Application for Federal Assistance, Budget, Budget Narrative) from the drop down list located on the lower right of the screen.



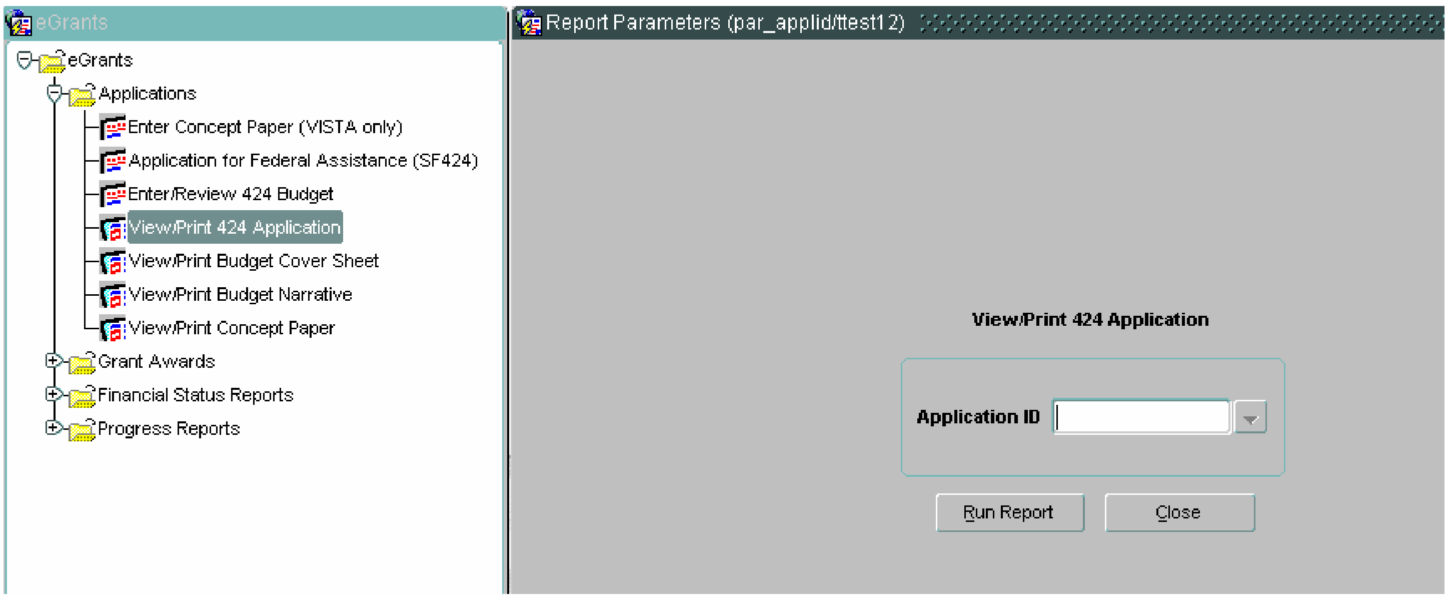
3. Click the "**Run Report**" button.
4. This will open Adobe Acrobat Reader and a new window.



5. You may print your report/application from here.

6. You may also run a report from the eGrants main menu. To do that, double click on one of the view/print report buttons. The "Report Parameters screen will appear. Select your application ID and click on "Run Report." The same instructions above apply.

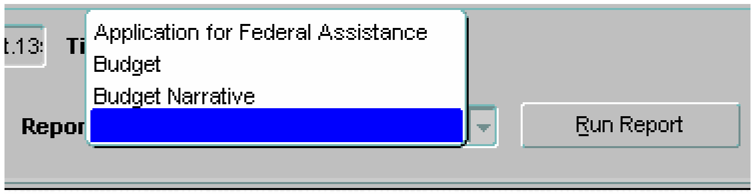
Close the report parameter screen when you are finished. Users are allowed to have open no more than five windows or screens at a time (eGrants calls them "sessions"). Just by logging on, you have used one session and clicking on "View/Print 424 Application", makes it three. Unless you close a window by clicking on the green door at the top left of the toolbar; the system will consider it still open. Once you have five windows open, you will not be able to open additional screens or reports.
IMPORTANT: Do not close the gray screen (eGrants Gateway). Doing so will disconnect you from the system.



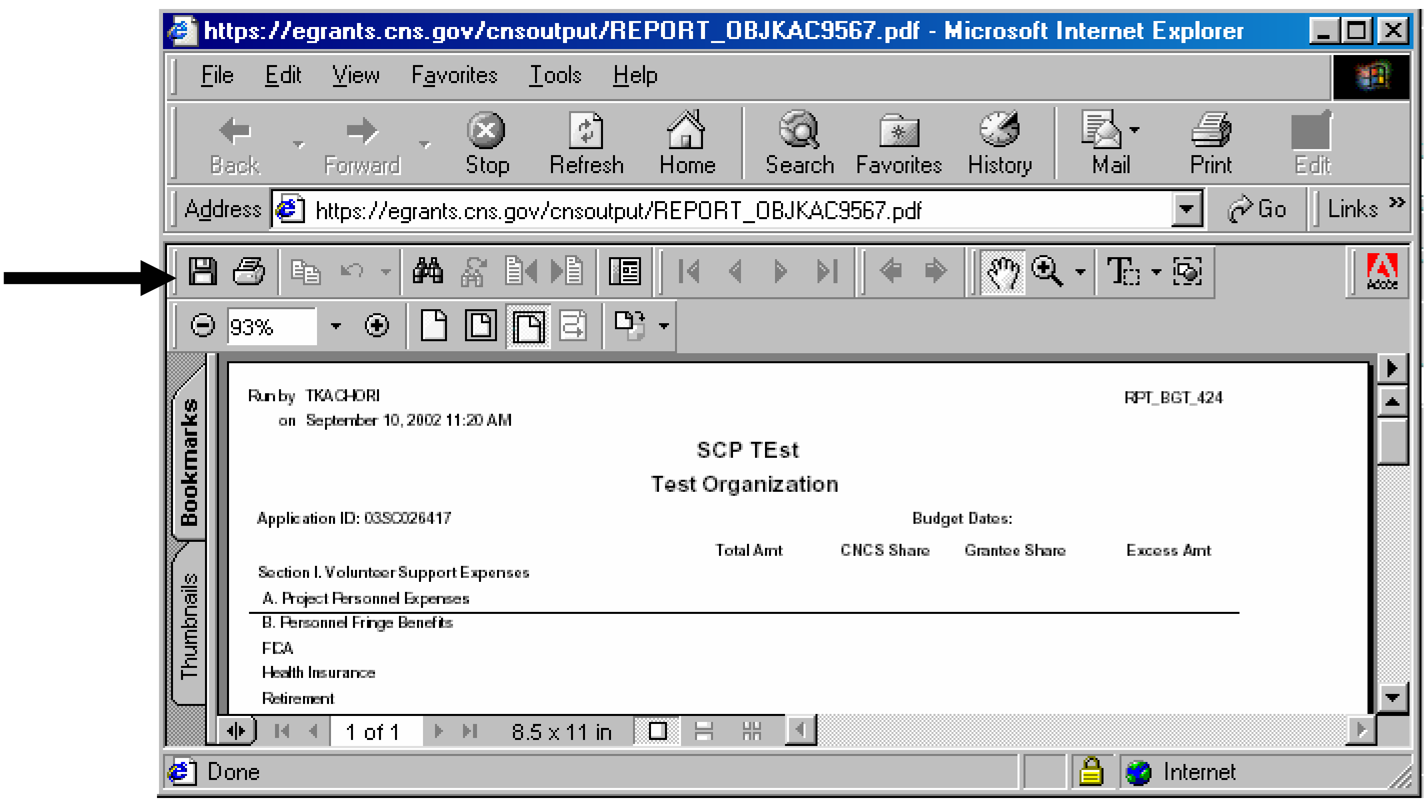
2.5.8 Saving Your Application

Your application is automatically saved to a central database, so you are not required to save your application to your hard drive or a diskette. However, if you would like to save a copy, you need to run a report in *eGrants*. To do that:

1. Go to the **Application for Federal Assistance (SF424)** screen.
2. Select one of the reports you would like to run (Application for Federal Assistance, Budget, Budget Narrative) from the drop down list located on the lower right of the screen.



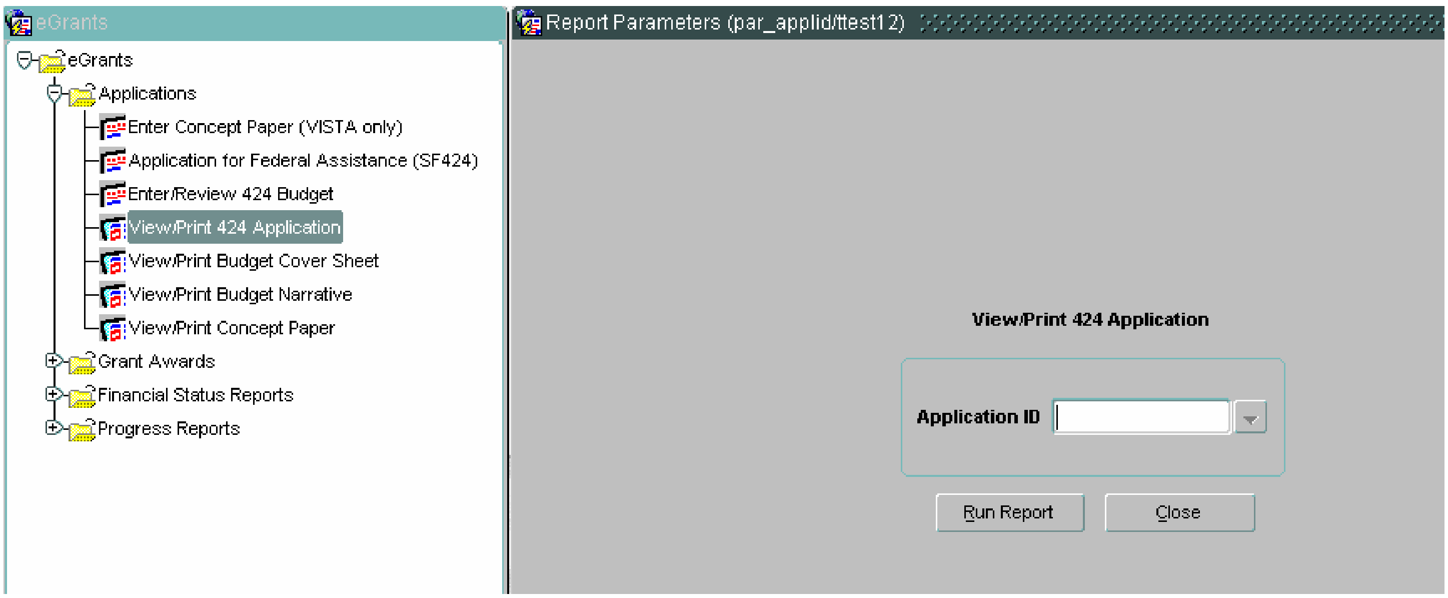
3. Click the "**Run Report**" button.
4. This will open Adobe Acrobat Reader and a new window.



5. You may save your report/application from here. To do this, ***you must have Adobe Acrobat Reader 5.0 or higher***.

6. You may also run a report from the eGrants main menu. To do that, double click on one of the view/print report buttons. The “Report Parameters screen will appear. Select your application ID and click on “Run Report.” The same instructions above apply.

Close the report parameter screen when you are finished. Users are allowed to have open no more than five windows or screens at a time (eGrants calls them “sessions”). Just by logging on, you have used one session and clicking on “View/Print 424 Application”, makes it three. Unless you close a window by clicking on the green door at the top left of the toolbar; the system will consider it still open. Once you have five windows open, you will not be able to open additional screens or reports. IMPORTANT: Do not close the gray screen (eGrants Gateway). Doing so will disconnect you from the system.



2.5.9 View/Print Information You Entered into eGrants

If you would like to view or print information you have entered into eGrants, you need to run a report in *eGrants*. You may run the following reports:

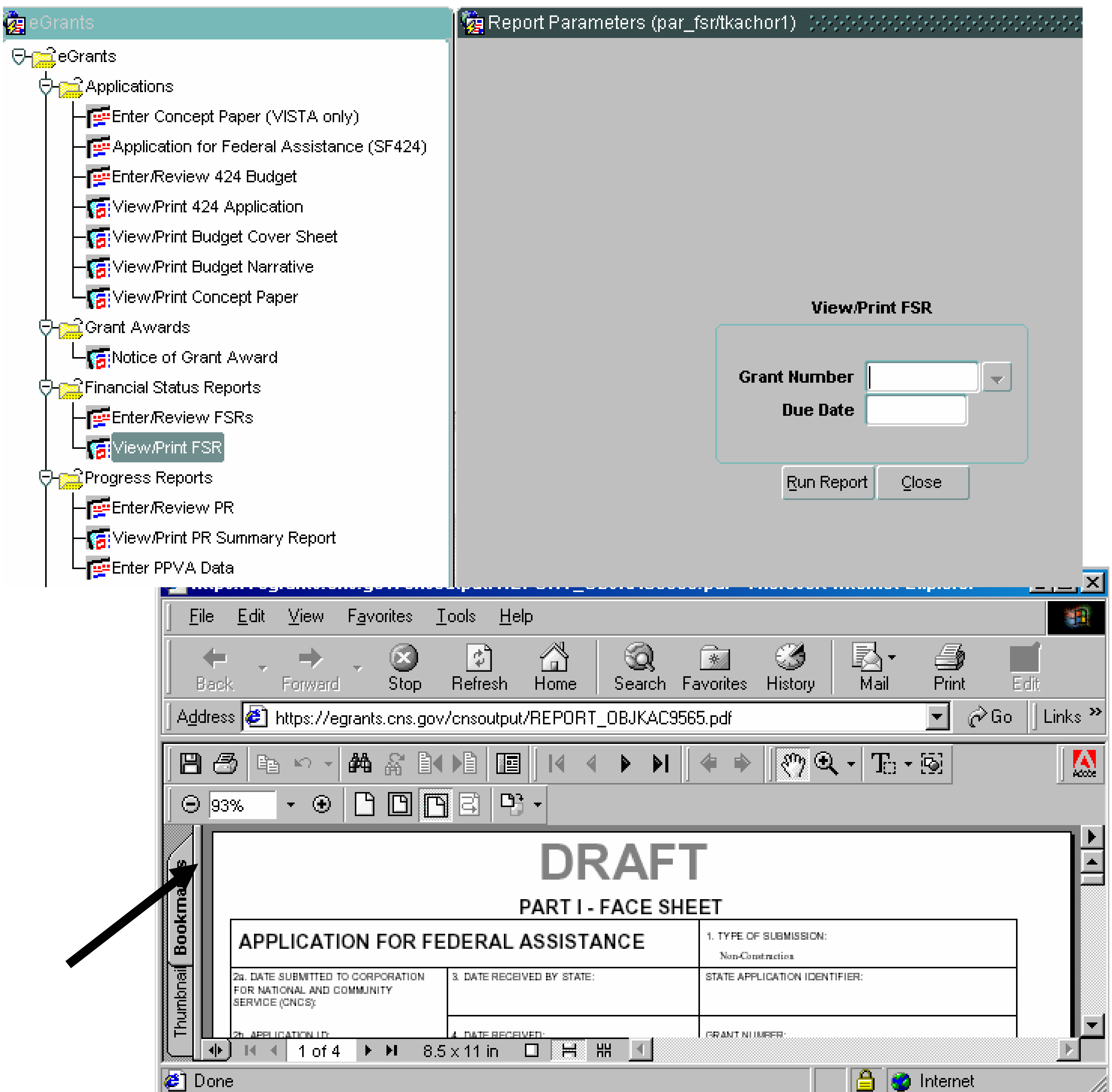
424 Application for Federal Assistance
Budget
Budget Narrative
Concept Paper (VISTA only)
Notice of Grant Award (once your grant has been awarded)
Progress Report
Financial Status Report

To do that:

6. Go to the eGrants main menu.

7. Double click on one of the view/print report buttons from the main menu.
8. The "Report Parameters screen will appear (as illustrated below). Select your application ID or grant number (depending on the report) and click on "Run Report."

Close the report parameter screen when you are finished. Users are allowed to have open no more than five windows or screens at a time (eGrants calls them "sessions"). Just by logging on, you have used one session and clicking on "View/Print" item, makes it three. Unless you close a window by clicking on the green door at the top left of the toolbar; the system will consider it still open. Once you have five windows open, you will not be able to open additional screens or reports.
IMPORTANT: Do not close the gray screen (eGrants Gateway). Doing so will disconnect you from the system.



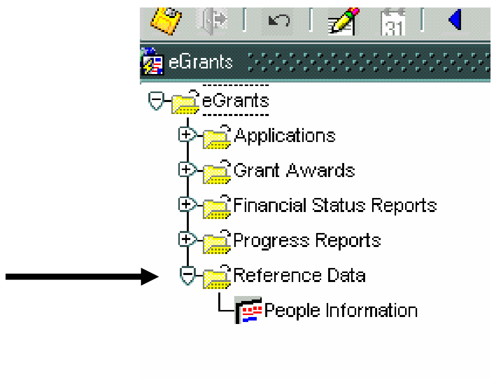
10. You may print or save your report/information from here. In order to save, ***you must have Adobe Acrobat Reader 5.0 or higher***.

2.6 Maintaining Organization and People Information

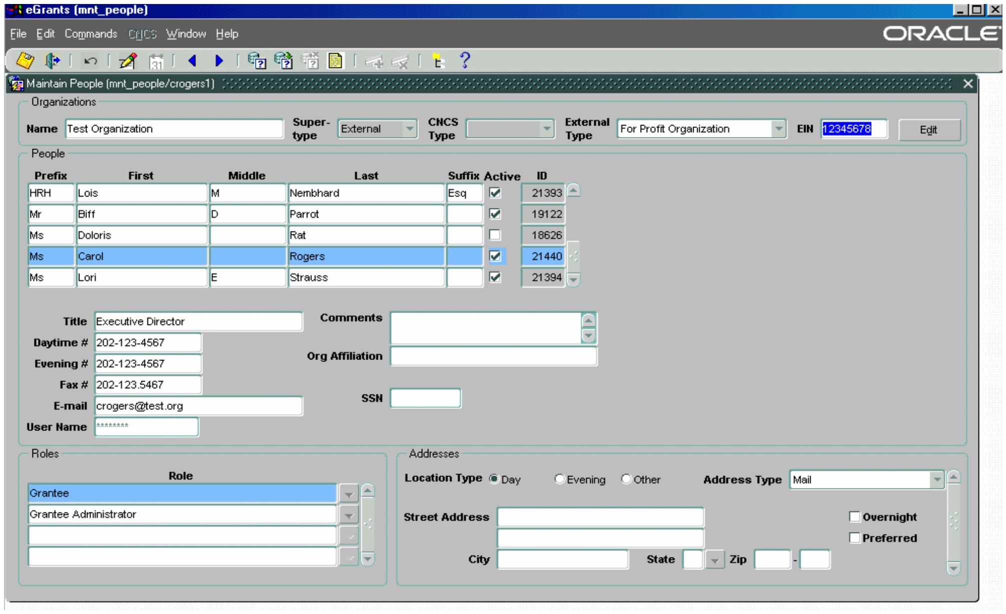
The following are the instructions the Grantee Administrator will follow if ***corrections need to be made to the organization's basic information or to update a user account***. The Grantee Administrator can make changes only ***after*** he or she has created an *eGrants* account and logged on (see Sections 1.3 and 2.1).

1. Log onto *eGrants*

2. Expand the "**Reference Data**" folder in the *eGrants* main menu tree by clicking once on the + sign. (If you do not have a Reference Data folder in your menu tree, you do not have the Grantee Administrator role in *eGrants*.)

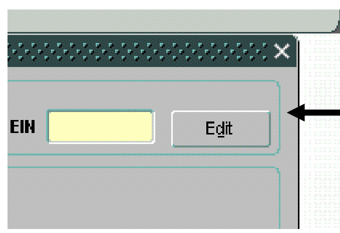


3. Double click on the "**People Information**" item to open the screen. The Maintain People screen will appear with your organization's information. (If more than one organization shares an EIN, you may have to scroll using the blue arrows on the toolbar to find the correct organization.)

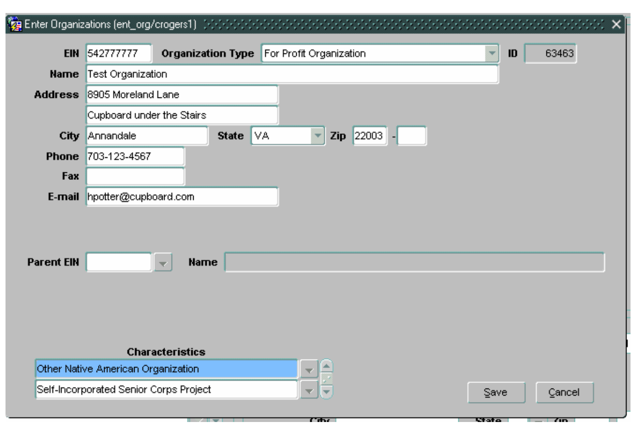


To update organization information:

4. To review and update your organization's contact information click on the ***Edit*** button on the far right side of the screen.



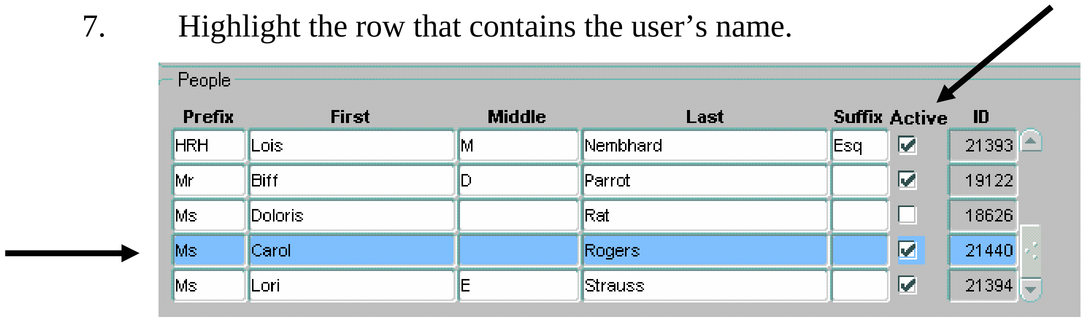
5. This will take you to your organization's profile. Review the information and make any necessary changes.



6. Click on the ***Save*** button to save your updated organization information.

To update user accounts:

7. Highlight the row that contains the user's name.



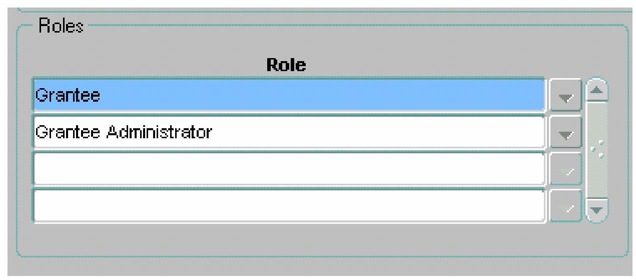
People

Prefix	First	Middle	Last	Suffix	Active	ID
HRH	Lois	M	Nembhard	Esq	☑	21393
Mr	Biff	D	Parrot		☑	19122
Ms	Doloris		Rat		☐	18626
Ms	Carol		Rogers		☑	21440
Ms	Lori	E	Strauss		☑	21394

8. If needed, **de-activate** an account, by un-checking the "**Active**" box to the right of the user's name.

9. Review the user's **contact information** and make any necessary changes.

10. **Review the user's current role** in eGrants at the bottom left hand of the screen. To **create an additional role** for that user, put your cursor in the next available space. Click on the inverted arrow button next to the field that is highlighted blue to select the appropriate role (**Grantee** or **Grantee Administrator**).



To **delete a role,** place your cursor in the field that contains the role and click on the red X on the tool bar to delete a record. (You cannot delete a role by simply deleting the text!)

11. **You may also** add a user **and assign their role before they actually create their account in *eGrants*. Doing this will allow that user to begin accessing *eGrants* as soon as their account is created. To do this, go to the next available field in the list of users, and click on the green plus sign to add a new record. Enter the user's name and then update all of the appropriate information per the instructions above.**

12. ***Be sure to SAVE all of your changes before exiting the screen!***

2.7 User Sessions

To protect the data, an eGrants user is allowed to have open no more than five windows or screens at a time (eGrants calls them "sessions"). You can tell how many windows or sessions you have open by choosing the "Window" pull-down menu at the top of the screen in eGrants. Just by logging on, you have used one session and clicking on "Application for Federal Assistance, SF 424", makes it two. Unless you close a window by clicking on the green door at the top left of the toolbar; the system will consider it still open. Once you have five windows open, you will get the following message:

> "You have too many eGrants screens or reports open at the same time. To continue, close one or more eGrants screens or reports and try again. Use the Window menu to move between screens and reports to close. DO NOT close the gray eGrants gateway screen."

If you receive this message, close a few windows or sessions to continue entering data.

Exiting screens and the system improperly can also lead to the above error message. Users should close windows or sessions by successively clicking on the green door.   If you click the "X" in the upper right hand corner of the eGrants gateway (the blank gray browser window that remains open while you are in eGrants), the system will count your sessions as still being open. To log out or exit eGrants completely, click on the "X" in the upper right hand corner of the menu screen or select exit from the File pull down menu. Do not close out by clicking the "X" on the eGrants Gateway.

Tip! Use the little green door icon on the eGrants tool bar to close screens.