dotGrants 2.0

New External User Registration Guide
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Please refer to the below table as the help text in dotGrants 2.0 application.

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<td>1.</td>
<td>Help Desk Information</td>
<td>If you need any support during the process, please call PennDOT Information Technology support services at (717) 783-8330 or toll-free at (855) 783-8330.</td>
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<tr>
<td>2.</td>
<td>Pre-registered User Guide</td>
<td>Pre-registered users login guide</td>
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<tr>
<td>3.</td>
<td>New Organization Registration</td>
<td>Refer to the New Organization Registration section in the document</td>
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| 4. | New External Users Registration in a New Organization Registration | Refer to the New External User in a New Organization section in the document. By following the steps listed in the document Business Partner can setup the following:
   |                                  | a) Set New Password                                                                                                                  |
| 5. | New External Users Registration in an Existing Organization Registration | Refer to the New External User Registration Process in an Existing Organization section in the document. Follow the steps mentioned in this document below. By following the steps listed in the document Business Partner can setup the following:
   |                                  | a) Set New Password                                                                                                                  |
| 6. | Forgot Password                                 | Refer to the Forgot Password section in the document. This will allow Business Partners to utilize functions including self-service feature Forgot Password that will be introduced for the dotGrants application |
| 7. | Email Address Update                            | Refer to the Email Address Update section in the document to update the email address                                                  |
| 8. | Forgot User ID                                  | Refer to the Forgot User ID section in the document. This will allow Business Partners to utilize functions including self-service features Forgot User ID that will be introduced for the dotGrants application |
| 9. | Existing external user requesting dotGrants Access | Refer to Existing external user requesting dotGrants Access. This allows users with business partner account to request access to dotGrants.                      |
1. New Organization Registration

To register a new organization, click on Sign Into dotGrants in dotGrants application.

https://dotgrants.penndot.gov/dotGrants/Welcome/
Click on the Register box.
Select Business Partner under “What type of user are you?” option.
After entering the new organizational details under Organizational Information section, the system displays the message to register the new Business Partner Organization. Click on the link “Click here to register Business Partner Organization.”
The first person in a new organization will be Delegated Administrator (DA) for the organization. *DA is the person who will manage the users for the organization.* Enter the new organization and person details and click NEXT.
Organization Details

- **Organization Name**: Clinton County
- **Federal Employer Identification Number (FEIN)**: 230987612

Legal Address

- **Street Address 1**: 2 Piper Way Suite 300
- **Street Address 2**
- **City**: Lock haven
- **State**: PA
- **Zip Code**: 17745

Contact Person Information

- **First Name**: Heather
- **Last Name**: Grahem
- **Email Address**: pdctasech3@pa.gov
- **Primary Phone**: 717-230-2809

Brief Explanation

- **Brief explanation**: Registering organization for Highway Safety.

Please provide a brief explanation describing why you need to register the organization. Please note that the brief explanation you provide will be considered by the approver when reviewing your request.
Click on the checkbox, enter the Full Name in the Data Release Agreement section and click Finish.

New Organization receives an email notification saying their request is currently under review.
New organization receives an approval email notification after PennDOT Bureau System Administrator approves their request.

Request Approved: Enterprise Organization for Commonwealth of Pennsylvania

DONOTREPLY@pa.gov
Wed 12/4/2020 8:46 AM

To: pdottech

Action Items

Please do not reply to this e-mail, all replies are sent to an unmonitored account.

Congratulations!

Your Organization Request for UnitedStat7152 has been approved.

What happens next? Now that your organization is approved, please go back to the registration link to create a new Business Partner account for yourself.

Please follow these steps to register:

1) Copy and paste the link below into your browser.


2) Enter your Organization name and FFEIN and click NEXT.

3) Enter your Profile Information and click NEXT.

4) Choose your role type and then click SUBMIT.

5) The request will be submitted to an administrator for approval. Upon approval, you will receive an email with your new credentials.

Questions? For information on registration, please contact the PennDOT IT Service Desk at (855)-783-8330
2. New External User in a New Organization

New user clicks on Sign Into dotGrants in dotGrants application.

https://dotgrants.penndot.gov/dotGrants/Welcome/
New user clicks on Register box.
User selects Business Partner under “What type of user are you?” option.
New user enters the existing organizational details under Organizational Information section and clicks NEXT.
New User Registration – User Profile Information

Enter the required fields under user profile information, pick all security questions, check the user release agreement, enter the Legal Full Name, and click NEXT.
New User Registration – Access Selection

New user selects “I want to request access as a delegated administrator to manage my organization” under Organization Role Selection. User selects dotGrants Application Access and Program Office, provides justification, clicks FINISH.
New User Registration – On Success – System Emails – User

User receives an email notification saying request is currently under review.

Request under review for access to dotGrants

<table>
<thead>
<tr>
<th>ACTION ITEMS</th>
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<tbody>
<tr>
<td><a href="mailto:DONOTREPLY@pa.gov">DONOTREPLY@pa.gov</a></td>
</tr>
<tr>
<td>User 1/21/2023 1:42 PM</td>
</tr>
</tbody>
</table>

To: <user>

You forwarded this message on 1/21/2023 1:42 PM.

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Mark as unread

---

Please do not reply to this e-mail; all replies are sent to an unmonitored account.

Thank you for submitting a request for access to dotGrants. Your request is currently under review.

**What happens next?** Once reviewed, you will receive an email notifying you of your access status.

**Questions?** For information on registration and access, please contact the PennDOT IT Service Desk at (855)-783-8330.
New User Registration – User Receives Emails on Approval

PennDOT Bureau System Administrator receives an email saying a user access request has been submitted. PennDOT Bureau System Administrator reviews the information and clicks APPROVE.

New User receives two separate emails with user name and temporary password.

**Note: New User is advised to wait for a follow-up e-mail from dotgrantsAdmin@pa.gov before logging into dotGrants application.**

The first email contains a user name.
The second email contains a temporary password.

New User receives an email from dotGrantsAdmin@pa.gov after being activated in dotGrants.

You have been registered as a new PennDOT user.

To: pdstesech

You have been successfully registered as a new PennDOT user. Please login to dotGrants and confirm your contact information transferred to your user profile correctly.
New User Registration – Setting up new password

New user logs into dotGrants application with username and temporary password.
The system asks the user to setup a new password. User will enter the new password, confirm the new password, and click FINISH.
New User Logs into dotGrants Application

User can sign in to the dotGrants application by clicking on Sign Into dotGrants.
User can sign in to dotGrants application using user name and new password.
The system displays the new dotGrants home page.

User can navigate to the old dotGrants system by clicking on Globe (shown in screenshot above), next to Home icon.
3. New External User Registration Process in an Existing Organization

New user clicks on Sign into dotGrants in dotGrants application.

https://dotgrants.penndot.gov/dotGrants/Welcome/

Note: Organization Role "I want access for myself" option is ONLY valid for Bureau of Aviation, Bureau of Rail Freight, and Bureau of Public Transportation (if applicable). All other users should select "I want to request as a Delegated Administrator to manage my organization."
New user clicks on Register box.
User selects Business Partner under “What type of user are you?” option.
New user enters the existing organizational details under Organizational Information section and clicks NEXT.
New User Registration – User Profile Information

New User enters all required information under User Profile Information section, picks all security questions. User checks User release agreement, enters the Legal Full Name, and clicks NEXT.
Enterprise Business Partner Registration for dotGrants: User Profile Information

- Required

User Profile Information

- First Name
  John

- Last Name
  WALKER

- Email Address
  pdotsteseci1@pa.gov

- Confirm Email Address
  pdotsteseci1@pa.gov

- Phone Number
  111-111-1111

Security Questions

Pick 3 Questions that only you will be able to answer. If you forget your password, we'll ask you these questions to verify your identity.

- Security Question 1
  What is the first line of your favorite song or poem?
  Answer
  Pomes

- Security Question 2
  What was your favorite childhood toy?
  Answer
  Toys

- Security Question 3
  What was the name of your childhood pet?
  Answer
  Pets

User Release Agreement

I understand and agree with the Commonwealth of Pennsylvania User Release Agreement.

I agree that by entering my name, this acts as my legal signature, and I acknowledge that I read and understand the User Release Agreement (Management Directive) above and the rights and responsibilities and agree to these terms as stated.

- Legal Full Name
  John WALKER

What is e-signature? Click Here

BACK  NEXT  CANCEL
New User Registration – Access Selection

New user selects “I want access for myself” or “I want to request access as a Delegated Administrator to manage my organization” under Organization Role Selection. User selects dotGrants Application Access and Program Office, provides justification, clicks FINISH.
New User Registration – On Success – System Emails – User

User receives an email notification saying request is currently under review.

Request under review for access to dotGrants

From: idltech

To: dotGrants2.0

You forwarded this message on 12/11/2019 1:42 PM.

Action Items

Please do not reply to this e-mail, all replies are sent to an unmentioned account.

Thank you for submitting a request for access to dotGrants. Your request is currently under review.

What happens next? Once reviewed, you will receive an email notifying you of your access status.

Questions? For information on registration and access, please contact the PennDOT IT Service Desk at (855)-783-8210.
New User Registration – User Receives Emails on Approval

Delegated Administrator receives an email notification saying a new request has been submitted. Delegated Administrator reviews the user information and clicks APPROVE.

**Note: Delegated Administrator should only approve users that they recognize.**

After Delegated Administrator’s approval, PennDOT Bureau System Administrator receives an email saying a request has been submitted. PennDOT Bureau System Administrator reviews the information and clicks APPROVE.

New User receives two separate emails with user name and temporary password.

**Note: New User is advised to wait for a follow-up e-mail from dotgrantsAdmin@pa.gov before they log into dotGrants application.**

The first email contains a user name.

```
Request Approved: Enterprise Business Partner Registration for dotGrants

DONOTREPLY@pa.gov
Wed 12/30/2020 2:07 PM

To: phicienhe
Action Items

Please do not reply to this e-mail, all replies are sent to an unmonitored account.

Your Business Partner ID (BP) is: b-heatherhgr

Please wait for a follow-up e-mail from dotgrantsAdmin@pa.gov that you will receive when your access has been authorized.

Questions? For information on registration and access, please contact the PennDOT IT Service Desk at (855)-783-8330.
```

The second email contains a temporary password.

```
Business Partners Account Information

DONOTREPLY@pa.gov
Wed 12/30/2020 2:05 PM

To: phicienhe
Action Items

Please do not reply to this e-mail, all replies are sent to an unmonitored account.

Your Temporary Password for dotGrants is: #i6#OMTIRAw

Please note that this temporary password will expire in 90 hours. If you log in after 90 hours, you will have to use the "forgot password" process to obtain another temporary password.

Please wait for a follow-up e-mail from dotgrantsAdmin@pa.gov that you will receive when your access has been authorized.

Questions? If you did not authorize this change, or if you believe an unauthorized person has accessed your account, please immediately contact the PennDOT IT Service Desk at (855)-783-8330.
```
New User receives an email from dotGrantsAdmin@pa.gov after being activated in dotGrants.

You have been registered as a new PennDOT user.

to: pdstesek

You have been successfully registered as a new PennDOT user. Please login to dotGrants and confirm your contact information transferred to your user profile correctly.
New User Registration – Setting up new password

New user logs into dotGrants application with username and temporary password.
The system asks the user to setup a new password. User enters the new password, confirms the new password, and click FINISH.
New User Logs into dotGrants Application

User can log into dotGrants application by clicking on Sign Into dotGrants.
User can sign in to dotGrants application using user name and new password.
The system displays the new dotGrants home page.

User can navigate to the old dotGrants system by clicking on Globe (as seen in the screenshot above), next to the Home icon.
4. Forgot Password

Forgot Password functionality will allow users to reset their password if they forget it, provided they have access to the email address specified for their account during the initial registration process. A password may be reset by submitting a request through IDENTITY SERVICES PORTAL.

Below are step by step process to reset the password - User clicks on Forgot Your Password?
User enters User ID and Email information that they specified for their account and clicks OK.
User answers the security questions that they provided at the time of their registration process and clicks OK.
User clicks SUBMIT to initiate the password reset and an email will be sent to user’s registered email address with a temporary password.
The system displays the message as shown in the below screenshot.

![Task completed successfully]

Your task is successfully submitted. You will receive a temporary password at your registered email address. Please note that the temporary password will only be valid for 24 hours. Please close the browser window and open a new window to login to the system.
User receives the temporary password in the email they specified for their account.

Temporary password for your business partner (b-p) account is 2*yw66vVi0

Please note that the temporary password will only be valid for 24 hours.

If you did not authorize this change, or if you believe an unauthorized person has accessed your account, please immediately contact the PennDot IT Service Desk at (855)-783-6330.
User can go to dotGrants application by clicking on “Sign Into dotGrants”.

User enters their username and temporary password and clicks SIGN IN.
User enters the new password, confirms New Password, and clicks FINISH.
The system redirects the user to dotGrants application.
5. Email Address Update

Note: the login to dotGrants changed in May 2019. All PennDOT applications are transitioning to a common login platform called the IDENTITY SERVICES PORTAL that is a PennDOT-wide account, and it needs to be linked to a dotGrants account.

The dotGrants and IDENTITY SERVICES PORTAL email addresses could be different. The dotGrants email address is related to dotGrants functionality. If users update their email address in dotGrants, they need to update the email address in IDENTITY SERVICES PORTAL as well to retrieve a forgotten password.

User signs into the dotGrants application by clicking on “Sign Into dotGrants.”
User enters their user name and password and clicks on the “Sign In” button.
User clicks on the section as shown below and verifies all their user information in dotGrants.

User updates the email address and clicks “Save.”
To update the email address in IDENTITY SERVICES PORTAL, user clicks on the back button as shown below.

User clicks on the Business Partner Management link to the IDENTITY SERVICES PORTAL.
The system displays the Welcome to PennDOT Identity Services Portal screen. User clicks on the “Change Email” widget as shown below.
User enters the current password, new email, confirms new email, and clicks on Submit.

The system displays the message “Your email address has been successfully updated.”

Note: If you need any support during the process, please call PennDOT Information Technology support services at (717) 783-8330 or toll-free at (855) 783-8330.
6. Forgot User ID

Forgot User ID functionality will allow users to retrieve their User ID if they forget it, provided they have access to the email address specified for their account. A username (User ID) may be retrieved by submitting a request through IDENTITY SERVICES PORTAL.

Below are step by step process to retrieve the username - User clicks on forgot your username?
User enters their name and the e-mail address associated with their IDENTITY SERVICES PORTAL and clicks OK.
The system displays the message as shown in the below screen shot.
User receives their username in the email they specified for their account.

If you did not request this information, please immediately contact the PennDOT IT Service Desk at (855)-783-8330.

Existing users with a business partner account (usually starts with b-) clicks on “Sign to dotGrants”

User clicks on “Register” button.
User selects Business Partner under “What type of user are you?” option.

Existing users should click on select “Request Access” button.
Redirects to login screen. Enter your existing b- account and password and click on enter.

Following access screen must be filled. Please note that all BMS Business partners need to select Business Partner – Municipal Services and rest of the bureau users’ needs to select Business partner – Grantee.
Request Enterprise Business Partner Access for dotGrants: Access Request

**Profile Information**

- **User ID**: b-fmrsystone
- **Email**: pryanka.thanuja4@gmail.com
- **First Name**: fmrs
- **Last Name**: systone
- **Phone Number**: 646-912-1278
- **Position Title**:

**Organization Role Selection**

What is Delegated Administrator? Click Here

- **Organizational Role**
  - I want access for myself.
  - I want to request access as a Delegated Administrator to manage my organization.

**dotGrants Application Access**

- **Business Partner - PA Auditor General**

**Please Select Program Office**

- Select

  - County Liquid Fuel Programs
  - Municipal Liquid Fuel Programs

**Address**

- **13712 Diesel Ln**

**City**

- **Shippensburg**

**State**

- **PA**

**County**

- **Centre**

**Zip Code**

- **17050**

**Please provide access justification below for dotGrants Application**

I need access to dotGrants

Remaining Characters: 473

[Submit] [Cancel]
User receives the following confirmation.

Once approved by PennDOT staff the following email is sent from dotGrantsAdmin@pa.gov after being activated in dotGrants.

You have been registered as a new PennDOT user

dotGrantsAdmin@pa.gov
Mon 12/16/2019 8:03 AM

To: pdisteseck

You have been successfully registered as a new PennDOT user. Please login to dotGrants and confirm your contact information transferred to your user profile correctly.