

# 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.

#	Description	Detail
1.	Help Desk Information	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.
2.	Pre-registered User Guide	Pre-registered users login guide
3.	New Organization Registration	Refer to the New Organization Registration section in the document
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/

#### dotGrants2.0



Welcome to the PennDOT Grant Management System. The system was designed to assist applicants to effectively organize and manage on-line grant and grant-like requests for funding, allocation and distribution.

Sign Into dotGrants



#### 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."

User Profile Information
nization Identification
fere
Federal Employer Identification Number(FEIN)
890980989
What is FEIN7 Click Here
Organization Zip Code
12345
0



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.



1	Organization Information		0	Data Release Agreement
• = Required Organizat	tion Details			
• Organizatio	n Name	• Fede	ral Employer 1	Identification Number(FEIN)
Clinton Count	ty	23098	37612	
Please use the o	complete name of the organization/compan Description	by.		
Remaining C	Characters: 500			
Legal Add	iress			
Street Addr	ess 1	Street A	ddress 2	
2 Piper Way	Suite 300			
• City		• State		
Lock haven		PA		
Zip Code				
17745				
Contact P	Person Information			
• First Name		• Last Na	me	
Heather		Graham		
• Email Addre	255	<ul> <li>Primary</li> </ul>	Phone	
pdtstesech3@	⊉pa.gov	717-230	-2809	
Brief Exp	lanation			
<ul> <li>Brief explan</li> </ul>	nation			
Registering o	rganization for Highway Safety.	Please prov organizatio considered	ride a brief expla n. Please note th by the approver	anation describing why you need to register the hat the brief explanation you provide will be • when reviewing your request.
Remaining C	Characters: 456			NEXT CANCEL

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Click on the checkbox, enter the Full Name in the Data Release Agreement section and click Finish.

0	Organization Information	0	Data Release Agreement
= Required			
ata Releas	e Agreement		
Tunderstand	and same with the Community of	Dopportunity Data Asl	non Largement
Z I understand	and agree with the Commonwealth o	Pennsylvania Data Ref	ease Agreement
I understand agree that by enter greement above an	and agree with the Commonwealth or ring my name, this acts as my legal sig id the rights and responsibilities and a	Pennsylvania Data Rel nature, and I acknowle ree to these terms as s	ease Agreement dge that I read and understand the Data Release tated.
I understand agree that by enter greement above an Full Name	and agree with the Commonwealth o ring my name, this acts as my legal sig id the rights and responsibilities and a	Pennsylvania Data Rel nature, and I acknowle ree to these terms as r	ease Agreement dge that I read and understand the Data Release tated.
I understand agree that by enter igreement above an Full Name sushma chamala	and agree with the Commonwealth o ring my name, this acts as my legal sig id the rights and responsibilities and a	Pennsylvania Data Rel nature, and I acknowle nee to these terms as s	ease Agreement dge that I read and understand the Data Release tated.

New Organization receives an email notification saying their request is currently under review.

Organization Registration request is successfully submitted				
	€-1640	₩- SIPLY ALL	→/01000000	-
DONOTREPLY@pa.gov			Mark in	a read
Tas politinasing				
Actor hum				
Hasse da nut reply to this e-mail, all replace are elect to an unitablemed accurate.				
Thank you for submitting an Organization request to access with the Commonwealth of Pennsylvania. Your request is currently unit	tec review.			
What happens next? Once reviewed you will receive an email confirming your organization is registered. You will then be able to organization to accese your application.	s register you	r Business Parts	ner 10 (8-) in t	the
Questions? For information on registration and access, please contact the PennDOT IT Service Deek at (855)-783-8330.				



× DELETE ← REPLY ← REPLY ALL → FORWARD ····

Mark as unread

# New organization receives an approval email notification after PennDOT Bureau System Administrator approves their request.

Request Approved: Enterprise Organization for Commonwealth of Pennsylvania



To: pdtstesech; 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.

https://idservicessyst.penndot.gov/iam/im/BusinessPartnersPub/pd/index.jsp?task.tag=PDUserSelfRegistrationdotGrants&application=PD-dotGrants&flag=falserSelfRegistrationdotGrants&application=PD-dotGrants&flag=falserSelfRegistrationdotGrants&application=PD-dotGrants&flag=falserSelfRegistrationdotGrants&application=PD-dotGrants&flag=falserSelfRegistrationdotGrants&application=PD-dotGrants&flag=falserSelfRegistrationdotGrants&application=PD-dotGrants&flag=falserSelfRegistrationdotGrants&falserSelfRegistrati

2) Enter your Organization name and FEIN 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/

#### dotGrants2.0



Welcome to the PennDOT Grant Management System. The system was designed to assist applicants to effectively organize and manage on-line grant and grant-like requests for funding, allocation and distribution.

Sign Into dolGrants



#### 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.

Organization Inform	ation	User Profile Information	Access Selection
= Required usiness Partner Reg	istration: Organ	ization Identification	
o you already have a Business I	Partner ID (b-)?		
Contraction of the second			
Request Access			
Request Access			
re you a Rail Freight G	uest User? Click H	lere	
Are you a Rail Freight Gi	Jest User? Click H	lere	
Are you a Rail Freight G lew users, please provide your ( Organization Name	Jest User? Click H	<b>lere</b> on to get started. Federal Employer Identification	Number(FEIN)
Are you a Rail Freight Gi New users, please provide your of Organization Name org	Jest User? Click H	ere on to get started. Federal Employer Identification 890980989	Number(FEIN)
Are you a Rail Freight Gr lew users, please provide your o Organization Name org	Jest User? Click H Organization Information	lere on to get started. Federal Employer Identification 890980989 What is FEIN? Click Here	Number(FEIN)
Are you a Rail Freight Gi lew users, please provide your ( Organization Name org	Jest User? Click H	fere on to get started. Federal Employer Identification 890980989 What is FEIN7 Click Here Organization Zip Code	Number(FEIN)
Are you a Rail Freight Gr w users, please provide your of Organization Name org Organization City Mechanicsburg	Jest User? Click H	Here on to get started. Federal Employer Identification 890980989 What is FEIN7 Click Here Organization Zip Code 12345	Number(FEIN)



# 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.

	gistra	ation for dotGrants: l	lser Profile Inform
Organization Information	2	User Profile Information	Access Selection
User Profile Information			
		7.717	
John	76	WALKER	
- Factor address		Confirm Francis Addresses	
ndtstesecc1@na.gov		ndtstesecc1@na.gov	
		posses epoiger	
Phone Number			
• Security Question 1 What is the first line of your favorite song or po	~	Answer pomes	
Security Question 2		Answer	
What was your favorite childhood toy?	~	toys	
What was your favorite childhood toy?  Security Question 3	~	toys Answer	
What was your favorite childhood toy?         Security Question 3         What was the name of your childhood pet?	Y Y	toys Answer pets	
What was your favorite childhood toy?  Security Question 3  What was the name of your childhood pet?	<b>Y</b>	toys Answer pets	
What was your favorite childhood toy?  Security Question 3  What was the name of your childhood pet?  User Release Agreement	<b>y</b>	toys Answer pets	
What was your favorite childhood toy?       •         • Security Question 3       •         What was the name of your childhood pet?       •         User Release Agreement       •         I understand and agree with the Commonweal       •		toys Answer pets nsylvania <u>User Release Agreement</u>	
What was your favorite childhood toy?  Security Question 3  What was the name of your childhood pet?  User Release Agreement  I understand and agree with the Commonweal Gargee that by entering my name, this acts as my leg Agreement (Management Directive) above and the right	Ith of Peni gal signatu	toys Answer pets nsylvania <u>User Release Agreement</u> ure, and I acknowledge that I read ar esponsibilities and agree to these ter	d understand the User Release
What was your favorite childhood toy?         Security Question 3         What was the name of your childhood pet?         User Release Agreement         I understand and agree with the Commonweal (agree that by entering my name, this acts as my leg Agreement (Management Directive) above and the rig         Legal Full Name	Y Ith of Peni jal signatu jhts and n	toys Answer pets nsylvania <u>User Release Agreement</u> ure, and I acknowledge that I read ar esponsibilities and agree to these ter	d understand the User Release ms as stated.
What was your favorite childhood toy?         • Security Question 3         What was the name of your childhood pet?         User Release Agreement         I understand and agree with the Commonweal 1 agree that by entering my name, this acts as my leg Agreement (Management Directive) above and the rig         • Legal Full Name         John WALKER	V Ith of Peni jal signatu jhts and n	toys Answer pets nsylvania <u>User Release Agreement</u> ure, and I acknowledge that I read ar esponsibilities and agree to these ter	d understand the User Release
What was your favorite childhood toy?         • Security Question 3         What was the name of your childhood pet?         User Release Agreement         I understand and agree with the Commonweal 1 agree that by entering my name, this acts as my leg Agreement (Management Directive) above and the rig         Legal Full Name         John WALKER         What is e-signature? Click Here	V Ith of Peni jal signatu ghts and n	toys Answer pets nsylvania <u>User Release Agreement</u> ure, and I acknowledge that I read ar esponsibilities and agree to these ter	d understand the User Release
What was your favorite childhood toy?         • Security Question 3         What was the name of your childhood pet?         User Release Agreement         I understand and agree with the Commonweal         I agree that by entering my name, this acts as my leg         Agreement (Management Directive) above and the rig         I Legal Full Name         John WALKER         What is e-signature? Click Here	Ith of Peni jal signatu jhts and n	toys Answer pets nsylvania <u>User Release Agreement</u> ure, and I acknowledge that I read ar esponsibilities and agree to these ter	d understand the User Release
What was your favorite childhood toy?         • Security Question 3         What was the name of your childhood pet?         User Release Agreement         I understand and agree with the Commonweal I agree that by entering my name, this acts as my leg Agreement (Management Directive) above and the rig         Legal Full Name         John WALKER         What is e-signature? Click Here	V Ith of Peni gal signatu ghts and n	toys Answer pets nsylvania <u>User Release Agreement</u> ure, and I acknowledge that I read ar esponsibilities and agree to these ter	d understand the User Release ms as stated.

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# 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.

Urganization Information	User Profile Information   Access Selection
= Required	
Drganization Role Selection	
Ornanizational Role	
) I want access for myself.	
I want to request access as a Delegated I	Administrator to manage my organization.
atGrante Pole Category Sal	lection
iotorants Kole category Sel	lecton
Please Select dotGrants Application Ac	Please Select Program Office
Business Partner - Municipal Services	Select
	Bureau of Municipal Services - County Liquid Fuel I
	Bureau of Municipal Services - Municipality Liquid F
	w for dotGrants Application
Please provide access justification below	
Please provide access justification below	
Please provide access justification below	^
Please provide access justification below	^
Please provide access justification below	^
Please provide access justification below	
Please provide access justification below Remaining Characters: 500	



× DELETE ← REPLY ← REPLY ALL → FORWARD ····

Mark as unread

# New User Registration – On Success – System Emails – User

User receives an email notification saying request is currently underreview.

Request under review for access to dotGrants



To: pdtstesech; Action Items

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

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 <u>dotgrantsAdmin@pa.gov</u> before logging into dotGrants application.

The first email contains a user name.



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					
	× DELETE	← REPLY	K REPLY ALL	→ FORWARE	D
DONOTREPLY@pa.gov Wed 12/11/2019 203 PM				Mark a	s unread
To: pdtstesech;					
Action Items					
Please do not reply to this e-mail, all replies are sent to an unmonitored account.					
Your Temporary Password for dotGrants is c?%0mTIR6W					
Please note that this temporary password will expire in 96 hours. If you log in after 96 hours, you will have to use the "forgot password	d" process to	obtain and	ther temporary	/ password.	
Please wait for a follow-up e-mail from <u>dotgrantsAdmin@pa.gov</u> that you will receive when your access has been authori	ized.				
Questione? If you did not authorize this shange, or if you believe an unauthorized person has accessed your account, places immediately	a contact the	DoppDet IT	Convice Deals	+ (055) 707	0220

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

You have been registered as a new PennDOT user ← REPLY ← REPLY ALL → FORWARD ···· Mark as unread To: pdtstesech;

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

Setup Security Prof	ile and Password: Set Password
Please change your current password before continuing.	
1	Set Password
Set Password	
Please fill in all available fields on this page to ensure	that your profile is complete and secure.
Three out of four character sets 1. Lowercase character 2. Uppercase character 3. Special character 4. Number	-Eight(8) character minimum -Cannot contain space character -Cannot contain your first or last name -Cannot contain your userid
New Password	
Confirm New Password	FINISH CANCEL



# New User Logs into dotGrants Application

User can sign in to the dotGrants application by clicking on Sign Into dotGrants.



dolGrants is the Department's grant menal distribution re-designed to easiet applicants and the egency staff to effectively organize and manage on-line grant and grant-like requests for funding, allocation and

It is workflow-based software that.



User can sign in to dotGrants application using user name and new password.





The system displays the new dotGrants home page.

tGrants2.0 🕋 😎 🔪	Q - So Ro Attories Official - Attories Official - Attories (AD)
Information         Information	98
	The Day Laser of Discussions States Address
My Inbox Documents @ #-	Grant System     Geot20150156.02 PM     BITERN Application CPT-16-16-bitEBER-00001 Has Swen     Approved
Sauch by Document Identifier of Dialia	Grant System 0400/20/5-10/27/14 AV     MERGH Has Departed Application CPT-15-16-081889-00001
My Favorite Documents	B PC Community BPT 00160214 (150224 Au)     Devide Advancements for CPT O 11 (1 DESER Advancements
You have not added any favorite Documents	Complete
BPT CCA Invoice 09-10	Grant System DEGA2014 10 /87/7 AM     LACKOD Has Submitted Invoice CCA-INV-09-10 LACKOD
BPT CCA Invoice 12-13	9 93002
BPT COA Invoice 08-10	BEBER Application CFT-14-15-BEBER-00001 Has Bree
BPT COA Invoice 10-11	Approved

User can navigate to the old dotGrants system by clicking on Globe (shown in screenshot above), next to Home icon.

File Edit View Favorites Tools Help	
CotGrants         Bureau of Public Transportation           Pennsylvania (2000)         Pennsylvania (2000)           Main Menu         Proposal Menu           Nein Menu         Version (2000)	BPT CCA Appliedums (CC-20-3)-1: 375-00651 BPT CCA Forait (CC-40-2)-321-375-0653 Status: BPT Grant Adjustment Chief Review Required User Ruch Tiven Locost
	1 FORMS
Organization:       County of Schuylkill         BPT CCA Grant:       CCA-5-20-21-STS-00534         Status:       BPT Grant Adjustment Chief Review Required         BPT CCA Application CCA-20-21-STS-00554         MANNE         Image: Status Adjustment Chief Review Required         BPT CCA Application CCA-20-21-STS-00554         Image: Status Adjustment Chief Review Required         Image: Status Adjustment Chief Review Required Officials         Image: Status Adjustment Chief Review Chief Review Required         Image: Status Adjustment Review Process         Image: Status Adjustment Review Process         Image: Review Procest <td>Admin  Agronation Assignment  Agroad Assignment  Ag</td>	Admin  Agronation Assignment  Agroad Assignment  Ag
Powered by IntelliGrants	© Copyright 2000-2007 Agate Software, Inc.



# 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."



Welcome to the PennDOT Grant Management System. The system was designed to assist applicants to effectively organize and manage on-line grant and grant-like requests for funding, allocation and distribution.



#### 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.

Enterprise Business Partner Reg	istration for dotGrants: Organization Information
Organization Information	User Profile Information     Access Selection
• = Required Business Partner Registration: O	rganization Identification
Do you already have a Business Partner ID (b-)?	
Request Access	
Are you a Rail Freight Guest User? C	lick Here
New users, please provide your Organization Info	ormation to get started.
Organization Name	Federal Employer Identification Number(FEIN)
org	890980989
	What is FEIN? Click Here
Organization City	Organization Zip Code
Mechanicsburg	12345
	NEXT CANCEL



# 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.



= Required Jser Profile Information			
Jser Profile Information			
		52. X0207	
First Name	-		
		WALKLK	
Email Address	-	Confirm Email Address	
pdtstesecc1@pa.gov		pdtstesecc1@pa.gov	
Phone Number			
111-111-1111			
Security Question 1 What is the first line of your favorite song or po	~	Answer	
Security Question 2		Answer	
What was your favorite childhood toy?	~	toys	
Security Question 3		Answer	
What was the name of your childhood pet? [	~	pets	
Jser Release Agreement			
I understand and agree with the Commonwea agree that by entering my name, this acts as my le greement (Management Directive) above and the rig	lth of Pen gal signati ghts and r	nsylvania <u>User Release Agreement</u> ure, and I acknowledge that I read ar responsibilities and agree to these ter	d understand the User Release ms as stated.
Legal Full Name			



#### 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.

Organization Information	User Profile Information         3         Access Selection
Organization Role Selection	
Vhat is Delegated Administrator? Click Here	
Organizational Role	
<ul> <li>I want access for myself.</li> </ul>	
O I want to request access as a Delegated Adm	ministrator to manage my organization.
dotGrants Role Category Selec	ction
Plaze Calact datCrants Application Acca	ess Plance Calact Program Office
Prease Select dotatants Application Acce	Solort
Business Partner - Grantee	Bureau of Aviation
	Bureau of Maintenance and Operations - Highwav
	bureau or Maintenance and Operations - Mainte
	and the section the section
Illowers managed a manager asserbations in a lass to	or dotgrants Application
<ul> <li>Please provide access justification below to</li> </ul>	
Please provide access justification below to	
Please provide access justification below to	
Please provide access justification below to	
Please provide access justification below to	
Please provide access justification below to	
Please provide access justification below to Remaining Characters: 500	~
Remaining Characters: 500	~
Please provide access justification below to Remaining Characters: 500	



# 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



DONOTREPLY@pa.gov Wed 12/11/2019 1:40 PM X DELETE ← REPLY ← REPLY ALL → FORWARD ···· Mark as unread

• 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 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

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 <u>dotgrantsAdmin@pa.gov</u> before they log into dotGrants application.

The first email contains a user name.

Request Approved: Enterprise Business Partner Registration for dotGrants					
	× DELETE	← REPLY	K REPLY ALL	→ FORWARD	•••
DONOTREPLY@pa.gov Wed 12/11/2019 2:07 PM				Mark as u	nread
To: pdtstesech;					
Action Items					
Please do not reply to this e-mail, all replies are sent to an unmonitored account					
Your Business Partner ID (B-) is: b-heathergra					
Please wait for a follow-up e-mail from dotgrantsAdmin@pa.gov that you will receive when your access has been authorized	8				
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.



Please wait for a follow-up e-mail from <u>dotgrantsAdmin@pa.gov</u> 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

- REPLY	K REPLY ALL	→ FORWARD	•••



\$

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

To: pdtstesech;

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

Setup Security Pro	file and Password: Set Password
Please change your current password before continuing.	
1	Set Password
Set Password	
Please fill in all available fields on this page to ensu	re that your profile is complete and secure.
Three out of four character sets 1. Lowercase character 2. Uppercase character 3. Special character 4. Number	-Eight(8) character minimum -Cannot contain space character -Cannot contain your first or last name -Cannot contain your userid
New Password	
1	_
Confirm New Password	FINISH CANCEL



# New User Logs into dotGrants Application

User can log into dotGrants application by clicking on Sign Into dotGrants.



dolGrants is the Department's grant detribution. his and the agency staff to effe ets for funding: allocation and

It is workflow-based software that:



User can sign in to dotGrants application using user name and new password.





The system displays the new dotGrants home page.

Grants2.0 🛠 🗟 🔪	C. A. A. S.		Q - 💀 Ro Cuttorios	Coloni • Edm Taylor(A
My Documents 116	3 Non-Massager	98 <sup>*</sup>		
Details 0	Old dotGrapts link	Details (D		
Occurrents III Lime III Organizations			In My Loss 10 Meanings	360
My Inbox Documents @ 11-			Stant System Bitteth Application CPT-18-164 Approved	54072075019622 ( 12329-0001 Hae Swen
Search by Document Hendlier or Dialus		Search Inbox Resat	Scient System DEDER Has Submitted Applicati	04:07/20/5 70:27 14 in CPT-15-16-0/8/8/87-000
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BPT COA Invoice 10-11		0	Approved	

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

File Edit View Favorites Tools Help	
CotGrants Bureau of Public Transportation pennsylvania	BPT CCA Application: CCA-20-21-515-00654 BDT CCA Grant: CCA-20-21-515-00554 Status: BPT Grant Adjustment Chief France User: Ruch Times Loopst
Main Menu 🕨	
	🚯 FORMS
Organization:       COunty of Schuv/kill         BPT CCA Grant:       CCA-62-20-21-S15-00334         Status:       BPT Grant Adjustment Chief Review Required         BPT CCA Application; CCA-20-21-S15-00554         ADD NOTE         Image: Status:         Image: Status: Status:         Image: Status: Status:         Image: Status: Status:         Image: Status: Status: </td <td>Admin  Admin  Admin  Admini  Admini  Admini  Admini  Admini  Admini  Admini  Admini  Adminia  Adminia</td>	Admin  Admin  Admin  Admini  Admini  Admini  Admini  Admini  Admini  Admini  Admini  Adminia  Adminia
Powered by IntelliGrants	© Copyright 2000-2007 Agate Software, Inc.



# 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.

Forgot Password Help: Please	e enter the following to identify yourself
• = Required	
• User ID	
0-tjung	
• Email	
c-suchamal@pa.gov	
	OK CANCEL



User answers the security questions that they provided at the time of their registration process and clicks OK.

Forgot Password Help: Ple	ase enter the following to verify	your identity
- = Required User Information		
User ID b-blung		
First Name		
Last Name Jung	-	
User Verification		
Password Hint What was your favorite of GDanit top	Answer     anst	
Password Hint What was the name of the imposal where you were born	+ Answer arts.]	
A temporary password will be sent to the ernal addres	as associated with your account.	



User clicks SUBMIT to initiate the password reset and an email will be sent to user's registered email address with a temporary password.

	Foroot Password Help
	Identity Validation Status
	You have successfully websited your identity.
F	lease click Submit button to initiate the password reset and an email will be sent to your egistered email address with temporary password.
	SUBMIT CANCEL



The system displays the message as shown in the below screenshot.





User receives the temporary password in the email they specified for their account.

DONOTEPLY@page Common Information

Reals do not reply to this e-mail, all replies are sent to an unmontored account,

Temporary password for your business partner (b-) account is 2\*ywd6VYi@

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)-783-8330.



#### User can go to dotGrants application by clicking on "Sign Into dotGrants".



User enters their username and temporary password and clicks SIGN IN.

PennDOT IDENTITY SERVICES PORTAL				
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WHI A GAMELE		CICM IN	0 Rev	
	Facility poor internance?		Forget your passwort?	
		REGISTER		
		-	-	
		ALC: NO		
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User enters the new password, confirms New Password, and clicks FINISH.

	ennDOT NTITY SERVICES PORTAL	
	Setup Security Profile and	d Password: Set Password
	Please change your current password before continuing.	
		nilman) i a
	. Set P	hassword
	Set Password	world to be according and according
	Three out of four character sets 1. Lowercase character 2. Uppercase character 3. Special character 4. Number	This is some text! -Eight(8) character minimum -Cannut curtain space character -Cannut contain your first or last riane
	New Password	-Carinot contain your usend
	Confirm New Password	
	Concerned to a second s	
		FINISH CANCEL
PennDOT		
	Table completion (not example)           ©           Redirecting to your Deciditation	-

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The system redirects the user to dotGrants application.

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My Favorite Documents				0		
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BOA DBE Report				0		
BOA General Consent 2	1009			0		
BOA General Consent 2	2010			0		



# 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."

About dotGrants

dolGrants is the Gepartment's grant management solution. The system was designed to assist applicants and the egency staff to effectively organize and manage on-line grant and grant-like requests for funding, allocation and distribution.

It is vorkflow-based software that,



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.

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Documents Ha Links I Organizations	My Last 10 Un     Settings Use this link to configure your preferences such as number of Documents that you want to see from your inbox.     P Help
My Inbox Documents  Is- Search ty Document Identifier or Status Search Inbox Reserved	Use this link to view the Quick Reference Guide for dotGrants 2.0. O About dotGrants 2.0. Use this link to view the technical information about dotGrants 2.0 software.
My Favorite Documents	Usiness Partner Management Use this link for account management of Business Partner accounts.
You do not have any Documents in your Inbox	
PENNDOT I CONTACT US I EALA I PRIVACY POLICY	Release 3.0, Copyright © 2020 Pennsylvania Department of Transportation. All rights reserved

#### User updates the email address and clicks "Save."

dotGrants2.0			eRegistration		Ruchi Ner	w Traffic System Logou
Update My P	rofile					
Success! User details sav	ed successfully.					×
Please be careful updating The changes will only imp	g your profile. Incorrect information will act the current role's profile update. Us	delay the process. ser will have to log into each role to update profile	information.			×
Prefix :	First Name : *	Middle Nan	ne :	Last Name : *	Suffix :	
~	Ruchi	Middle Na	ime	New Traffic System	~	
Title: *	Ruchi					
User Name: *	b-mewtraffi		Email: *	pdtstesech14@pa	ĝov	]
Address: *	N/A		City: *	Harrisburg		]
State:		~	County:	Select County	~	
Zip Code: *	17050		Phone 1: *	(302) 120-9388		1
Website:			Phone 2:	, x000, x000, x000)		1
Created By:	Shilpa Laxmina	rayana	Created Date:	11/13/2019 9:26:4	1 AM	
Last Modified By:	Ruchi New Tra	ffic System	Last Modified Date:	1/15/2020 4:02:58	PM	l
Source Connect						
Save Cancel						1

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To update the email address in IDENTITY SERVICES PORTAL, user clicks on the *back* button as shown below.

Fill Edit View	s://dotgrantssyst.penr Favorites Tools He	dot.gov/eRegistratic 🔎 – 🔒 🖒 🕻	J Modernization Relea	se 3.3 - N 🚺 Business Analysis Servi	ces Con 🩋 dotGran	nts Sandbox Landing P	Contemporate de la contemporation de la contemporat	eRegistratio ×	<b>n</b> 7	<b>★</b> \$
dot Grants2	2.0 🗥			eRegistration				Ruchi New Traff	fic System	Logout
Update M	y Profile									
Sussessed Linear date	ails cauced suscessfully.									
Successi User dea	ans saved successionly.									^
Please be careful of The changes will o	pdating your profile. Incom nly impact the current role	rect information will delay the process. 's profile update. User will have to log into eac	h role to update profile inform	mation.						×
Prefix :	First Name : *		Middle Name :		Last Name : *			Suffix :		
~	Ruchi		Middle Name		New Traffic Syst	em		~		
Title: *		Ruchi								
User Name: *		b-mewtraffi		Email: *		pdtstesech23@pa.gov				
Address: *		N/A		City: *		Harrisburg				
State:			~	County:		Select County		~		
Zip Code: *		17050		Phone 1: *		(302) 120-9388				
Website:				Phone 2:		(xoox-xoox (xoox)				
Created By:		Shilpa Laxminarayana		Created Date:		11/13/2019 9:26:41 AM				
Last Modified By:		Ruchi New Traffic System		Last Modified Date:		1/16/2020 3:17:21 PM				

User clicks on the Business Partner Management link to the IDENTITY SERVICES PORTAL.

otGrants2.0 🕋 🌚		Q - 🚦 Authorized Official Ruchi New Traffic System -
x My Documents Details   x x x x x x x x x x x x x x x x x x	× New Messages Details ●	Coput     C
Documents     Hunks     Organizations      My Inbox Documents     Iler      Search by Document Identifier or Status	Search Inbox F	My Last 10 U     Settings     Lise this link to configure your preferences such as number of     Documents that you want to see from your inbox.     There are no     C Help     Use this link to view the Quick Reference Guide for dolGrants 2.0.     Shout dolGrants 2.0     Use this link to view the technical information about dolGrants 2.0     Software.
My Favorite Documents		Business Partner Management Use this link for account management of Business Partner     accounts.
You have not added any favorite Documents You do not have any Documents in your Inbox		

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The system displays the Welcome to PennDOT Identity Services Portal screen. User clicks on the "Change Email" widget as shown below.

DENTITY SERVICES PORTAL							
Logged in as: b-rnewtraffi						(Log	out)
Home Business Partner Administration	Manage My Profile My	y Access Report					
		Welc	ome to Penni	DOT Identity	Services Portal		
	Home						
	2	€					
	Change My Account	Change My Password					
	Business P	artner Adminis	tration				
	2	3	2	6			
	Disable User	dotGrants M Registration A Invite	odify User Reset access and Pass Profile	User Update word Organizatio	View My Work n List		
	Manage My	Profile					
	1	€	$\bigcirc$				
	Change Email	Change Cha Password Qu	ige Security estions and Answers				
			PennDOT   Contar	t Us   Release v2.3	Web Policies		



User enters the current password, new email, confirms new email, and clicks on Submit.

	ENTITY SERVICES PORTAL							
Logged in	<b>1 as:</b> b-rnewtraffi							(Logout)
Home	Business Partner Administration	Manage My Profile	My Access	Reports				
					c	change Email		
		• = Require	d					
		Persona	al Informa	tion				
		User ID				Current Email		
		b-rnewtra	ffi			pdtestesech14@pa.gov		
		First Name				Last Name		
		Ruchi				New Traffic System		
		Validate	e Yourself					
		Enter your c	nt password	to verify your	identity.			
		• Current P	assword					
		Set Ema	Address	5				
		• New Ema	1					
		• Confirm	lew Email					
		A change em	ail notification w	ill be sent to b	ooth the old and i	new email associated with the account		
							SUBMIT CANCEL	J

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

IDENTITY SERVICES PORTAL		
	Task completed successfully	
	• Your email address has been successfully updated.	
	RETURN TO IDENTITY SERVICES PORTAL	
	·	
	PennDOT   Home   Help   Contact Us   Web Policies Copyright 2017 @ Pennsylvania Department of Transportation. All Rights Reserved	

*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.* 

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# 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 SERVICS PORTAL and clicks OK.

Forgot User	ID Help: Please enter the following de	tails
• = Required		
• First Name	Last Name	
Tom	Jung	
• E-Mail		
c-suchamal⊚pa.gov		
An email will be sent to your registered ema	if account with information about your user id.	
	OK	CAN



The system displays the message as shown in the below screen shot.

PennDOT RENTITY SERVICES PORTAL	
	Track completing our constally
	0
	Your task is successfully submitted. Please close the browser window and
	PenADOT ( Huma ) Mills ( Contact Us ) Web Palaces Counted 2011 ( Recommon Download of Transmitter, AR Right Nammer



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.

#### 7. Existing external users requesting dotGrants Access.

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



Welcome to the PennDOT Grant Management System. The system was designed to assist applicants to effectively organize and manage on-line grant and grant-like requests for funding, allocation and distribution.

#### 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.



• = Required Business Partner Registration: Organization Identification Do you already have a Business Partner ID (b-)? Request Access			
Do you already have a Business Partner ID (b-)?		tion: Organization Identification	= Required Business Partner Registra
Request Access	G		o you already have a Rusiness Partner
		U ( 0- ) ?	o you aiready nave a Business Partner Request Access
Are you a New Rail Freight Guest User? Click Here		lest User? Click Here	re you a New Rail Freight G
New users, please provide your Organization Information to get started.		tion Information to get started.	ew users, please provide your Organiza

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.



Logged in as: b-fmrsystone		(Logout
Business Partner Administration Manage My Profile		
Request Enterprise Business P	artner Access for dotGrants: Access Request	
• = Required		
Profile Information		
User ID	Email	
b-fmrsystone	priyanka.thanuja+4@gmail.com	
First Name	Last Name	
fmrs	systone	
Phone Number	Position Title	
646-912-1278		
Organization Role Selection		
What is Delegated Administrator? Click Here		
Organizational Role		
<ul> <li>I want access for myself.</li> <li>I want to request access as a Delegated Administrato</li> </ul>	r 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	• City	
13712 Diesel Ln	- ory	
	Shippensburg	
- Ctata	a County	
PA ~	Centre	
• Zip Code		
17050		
Please provide access justification below for dotGra	Ints Application	
Remaining Characters: 473	,	
	SUBMIT CANCEL	
PennDOT Con	ntact Us   Release v4.5   Web Policies	

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User receives the following confirmation.



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

You have been registered as a new PennDOT user



Mon 12/16/2019 8:03 AM

dotGrantsAdmin@pa.gov

To: pdtstesech;

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