

Getting Started in WebGrants

The purpose of this guide is to provide instructions to create and log in to a WebGrants account (including user ID and password resets) and edit and update User and Organization profiles within the WebGrants system.

This document will focus on the following topics:

- 1. How to create a WebGrants account (new or inactive grant recipients)
- 2. How to log in to a WebGrants account (existing grant recipients)
- 3. How to edit or update your User and Organization's Profile
- 4. How to add users to your organization's WebGrants account

What is WebGrants?

WebGrants is DRPT's online grants management system. WebGrants has replaced OLGA for all grants administration functions. Effective December 1, 2023, applications for funding for all DRPT grant programs and all grants management functions must be submitted through WebGrants. Organizations eligible to receive funding must have a WebGrants account prior to submitting an application.

New or Inactive Grant Recipients

If your organization is applying for the first time or does not have an open or executed DRPT grant, one person from your organization must register as both a user and for the organization before starting an application. Instructions for registering a new organization begin in Section 1 below.

Existing Grant Recipients

Organizations with **open or executed grants** in OLGA were migrated to DRPT's new WebGrants system, along with one registered user, the OLGA Master User. The WebGrants registered user can add additional users within your organization. You are encouraged to add as many additional users from your organization as needed to manage your DRPT grants. Instructions for accessing your OLGA migrated WebGrants account begin in Section 2 below.

Required Action for All Organizations: All organizations are required to upload a **W-9** and a signed **WebGrants Entity Agreement**. Copies of these documents were emailed to all OLGA organizations and are also available on DRPT's website on the "WebGrants Application Resources" <u>page</u>. A **UEI number** must be provided from any organization that plans to receive federal funds.



1. Setting Up a New WebGrants Account

If you are a **first-time applicant**, or an **inactive grant recipient with no open or executed DRPT grants**, you must set up a WebGrants account to apply for grant funding. (Note – if you are an existing DRPT grant recipient with open or executed grants, please skip to Section 2.0).

1.1 Begin at the WebGrants landing page at <u>https://grants.drpt.virginia.gov</u> and click on the yellow registration button.

	PARTMENT OF RAIL TRANSPORTATION
P Login	
L Enter your user id and password	Announcements
User ID	DRPT SYSTEM USE NOTIFICATION
Password	This system is the property of the Commonwealth of Virginia. Only persons authorized shall be allowed
SIGN IN	access to this system. Those permitted access shall use this system ONLY for purposes for which they have been authorized. ALL access and usage on this system may be monitored, recorded, and subject to audit. ANY unauthorized access, use, or abuse of this system or the information contained therein shall be reported to appropriate authorities for investigation and prosecution to the fullest extent of the
Forgot User ID? Forgot Password?	law.
Click here to Register	

1.2 Complete all required fields (in red marked with an asterisk*) for your user profile.

☑ Registration		Save Registration Information
_		
Personnel Contact Information		
Name*:	First Name Middle Last Name	
	Salutation First Name Middle Name Last Name	
Title:	Title	
Email*:	Email	
Address*:	Address 1	
	Address 2	



1.3 Scroll down and choose the Program Area of Interest from the drop-down (Rail or Transit)

What Program are you most interested in? This information is used to process your registration and does not restrict your ability to apply for other prog					
Program Area of Interest:	~				

1.4 Scroll down and complete all required fields (marked with an asterisk*) for your organization. Or select to copy user address information to the organization.

Copy Personnel Information to Organization?:	Yes No
Organization Information	
Name*:	Name
Organization Type*:	~
Tax ID:	Tax Id
Unique Entity Identifier (UEI):	

1.5 When complete, press "Save Registration Information." You will be notified of the status of your request upon review by DRPT.

Captcha*: I'm not a robot I'm
Save Registration Information





2. Accessing OLGA Migrated Organization and User Data in WebGrants

2.0 Begin at the WebGrants landing page at <u>https://grants.drpt.virginia.gov.</u> If you don't know your OLGA User ID, begin on Step 2.1 below**. If you know your OLGA User ID, it is your WebGrants User ID.** Proceed to Step 2.4.

2.1 Click on "Forgot User ID?"

₽ Login	
L Enter your user id and password	Announcements
User ID	DRPT SYSTEM USE NOTIFICATION
Password	This system is the property of the Commonwealth of Virginia. Only persons authorized shall be allowe access to this system. Those permitted access shall use this system ONLY for purposes for which the
SIGN IN	have been authorized. ALL access and usage on this system may be monitored, recorded, and subje to audit. ANY unauthorized access, use, or abuse of this system or the information contained therein shall be reported to appropriate authorities for investigation and prosecution to the fullest extent of th
Forgot User ID? Forgot Passv	law.

2.2 Enter the email address used in your OLGA account and click Submit. Your WebGrants User ID will be emailed to you.

Login			
Forgot you	ur User ID?		
Enter your e-mail a	ddress below, your user id will be sent to you via er	il.	
Enter your Email A	Address		
	Submit		
Return to login scr	reen		
			Copyright © 2001-2023 Dulles Technology Partne
			Dulles Technology Parts





2.3 From the WebGrants Login Page and click on "Forgot Password?"

₽ Login	
L Enter your user id and password	Announcements
User ID	DRPT SYSTEM USE NOTIFICATION
Password	This system is the property of the Commonwealth of Virginia. Only persons authorized shall be allow
SIGN IN	access to this system. Those permitted access shall use this system ONLY for purposes for which the have been authorized. ALL access and usage on this system may be monitored, recorded, and subje to audit. ANY unauthorized access, use, or abuse of this system or the information contained there is shall be reported to appropriate authorities for investigation and prosecution to the fullest extent of the system of the system.
Forgot User ID?	Forgot Password?

2.4 Enter your WebGrants User ID and your email address. A randomly generated WebGrants Password will be emailed to you.

P Login			
Forgot your Password?			
Enter your user id and your e-mail address below, your pa sent to you via email.	word will be		
Enter your User ID			
Enter your Email Address			
Submit			
Return to login screen			
		Copyright © 2001	-2023 Dulles Technology
			Dulles Techno



2.5 Return to the WebGrants landing page and enter your User ID and Password. Before accessing the WebGrants home page, you will be prompted to reset your password.

AND PUBLIC T	RANSPORTATION
우 Login	
1 Enter your user id and password	Announcements
User ID	DRPT SYSTEM USE NOTIFICATION
Password SIGN IN	This system is the property of the Commonwealth of Virginia. Only persons authorized shall be allowed access to this system. Those permitted access shall use this system ONLY for purposes for which they have been authorized. ALL access and usage on this system may be monitored, recorded, and subject to audit. ANY unauthorized access, use, or abuse of this system or the information contained therein shall be reported to appropriate authorities for investigation and prosecution to the fullest extent of the
Forgot User ID? Forgot Password?	law.
Click here to Register	





3. Accessing WebGrants User and Organization Information

3.1 Using the login credentials, log into WebGrants. Once logged in, you'll see the WebGrants main menu. The left-hand panel provides access to a Dashboard, Funding Opportunities, Applications, Grants, Reports, and My Profile.

DRPT	VIRGINIA DEPARTMENT OF RAIL AND PUBLIC TRANSPORTATION					
Test Person External User Grantee	All currently assigned work. Work Assignment					
(7) Dashboard >	A Back 👌 Print - 🕼 Online Help 🕒 Log Out					
Work Assignment Calendar Alerts Document Repository						
Funding Opportunities	No date available in table					
📩 Applications >	Recent Negotiations - Due Within 30 Days					
③ Grants >	This section displays the documents that you negotiated in the last 30 days.					
🗠 Reports 🔊	Due Dute A Document Type Sub Type/Round ID Status Title Organization Program Area Funding Opportunity					
🚢 My Profile >	No data evaluation in table					
	Recent Correspondence - Within the Last 60 Days					
	Seef Date Flag From To Subject Message					
	No data available in table					
	P My Site Visits Inbox					
	Site Visits assigned to you personally appear below.					
	Due Tate A Number Type Status Grant Organization Program Area Funding Opportunity					
	No data available in table					

3.2 Click on "My Profile" to view both your individual profile and your organization profile.

Test Person External User Grantee	Work Assignment						Work Assignment Calendar Alerts Document Reposito	
Dashboard	🕨 🛧 Back 🔿 Print - 🞯 Online Help 🕞 Log O	ut						
• Work Assignment	Approaching Deadlines - Next 30 Days						🚔 View Overdue Approaching Deadlines	
Calendar Alerts	This section displays the documents with due dates arriving in the next 30 days or overdue.							
 Document Repository 	Due Date A Document	T Sub-Type	- ID -	Status	Title	Program Area	Funding Opportunity	
Funding Opportunities	No date available in table							
Applications	2 Recent Negotiations - Due Within 30 Days							
Grants	This section displays the documents that you negotiated in the last	This section displays the documents that you negotiated in the last 30 days.						
Reports >	Due Date A Document Type	Sub Type/Round	7 ID 7	Status	itle C	Organization Program Area	Funding Opportunity	
My Profile >	1			No data availabi	in table			
	Recent Correspondence - Within the Last 60 Days							
	Sent Date	Flag	From	Te		Subject	Message	
	No data avaitable in table							
	Site Visits assigned to you personally appear below.							
	Due Date A Number Type	- Status	Grant	- Organizatio	n	T Program Area	- Funding Opportunity	



3.3 Individual profile edits or password resets can be performed by selecting the appropriate button in the upper right-hand corner.

DRPT	VIRGINIA DEPARTMENT OF RAIL AND PUBLIC TRANSPORTATION	
Test Person External User Grantee	Buggette your own personal contact information	My Profile
CA Dashboard	A Back 🗇 Plat - 😢 Online Help 🕒 Log Out	
Funding Opportunities		
📥 Applications	Person, Test	C Reset Password D Edit My Profile
③ Grants >	Name*: Dr. Test P Person Salutation First Name Middle Name	
🗠 Reports	Title: Tester person Email*: test@test.com	
A My Profile	Address*: 500 main st	

3.4 Scroll down to view your Organization Data.

Ch Dashboard	>							
Funding Opportunities	>	Person, Test					Ø Reset P	assword 🛛 Edit My Profile
📩 Applications	>	Name*: Title:	Dr. Test P Person Salutation First Name Middle Name Last Name Tester person					
@ Grants	>	Email*:	test@test.com					
		Address*:	500 main st					
🗠 Reports	>							
My Profile	>			ability to apply for other programs.			Last Edited By: Transpor	lation Tester - Sep 13, 2023 12:16 PM
		Second Se	Type	Title at Org	Website 🕼	Phone	City	State
		Fiscal Test Organization	Non-Profit Organization			(757) 222-4454	Richmond	Virginia
		Test Organization (City Government			(123) 445-8255	Mechanicsvaille	Virginia

3.5 Click on your organization to open the Organization Detail page and scroll down. Select the appropriate function to add additional users or attach required documents such as your W-9 form.

Test Person External User	Test Organ	nization							
Grantee		Name*:	Test Organization						
Dashboard	>	Organization Type*:	City Government						
		Tax ID:	12345678-22						
Funding Opportunities	>	Unique Entity Identifier (UEI):	The UEI is a required field for any applicant that	plans to receive federal funds					
Applications	>	Organization Website:							
		Address*:	123 Apple Street						
Grants >	>								
Reports	2		Mechanicsvaille Virginia 23116-						
My Profile >	>		City State/Province Postal Code/ (123) 445-8255 Ext.	72ip					
		Phone .	(123) 445-8255 Ext.						
		Fax:	(804) 561-5603					Last Edited By: Ashley Nust	
	121 Associated	Fax:	225-222 (804) 561-5003 225-222					Last Edited By: Ashley Nust	
	The people below a	Fax: d People Iso belong to the above organization. If th	ere are avan (804) 561-560 are are avan he Add button is available in this section, t	hen you can add people to your organization a					+ Add New Perso
	The people below a Name	Fax: I People Iso belong to the above organization. If II Type	225-222 (804) 561-5003 225-222	Email 12	Phone	City	State	Active?	+ Add New Perso Remove?
	The people below a	Fax: d People Iso belong to the above organization. If th	ere are avan (804) 561-560 are are avan he Add button is available in this section, t						+ Add New Perso
	The people below a Name	Fax: I People Iso belong to the above organization. If It Type Fatoms (the	ere are avan (804) 561-560 are are avan he Add button is available in this section, t	Email 12	Phone	City	State	Active?	Add New Person Remove? Remove
	The people below a Name Test Person	Fax: I People Iso belong to the above organization. If It Type Fatoms (the	ere are avan (804) 561-560 are are avan he Add button is available in this section, t	Email 12	Phone	City	State	Active?	+ Add New Perso Remove?





4. Adding Additional Users

4.1 Click on "My Profile" to view both your individual profile and your organization profile.

DRPT	VIRGINIA DEPARTMENT OF RAIL AND PUBLIC TRANSPORTATION
Test Person External User Granice	All currently assigned work. Work Assignment Calendar Alers Document Repository
A Dashboard	A flack 👌 Plat - 🕒 Online Help 🕒 Log Out
 Work Assignment Calendar Alerts 	Approaching Deadlines - Next 30 Days It is section displays the documents with due dates arriving in the next 30 days or overdue.
 Document Repository 	Due Date A Document Sub-Type ID Satus Title Program Area Funding Opportunity
Funding Opportunities	No data available in table
Applications	C Recent Negotiations - Due Within 30 Days This section displays the documents that you negotiated in the last 30 days.
Grants	
🗠 Reports >	Due Take * Document Type * Sub Type/Round * ID * Status * Title * Organization * Program Area * Funding Opportunity
🚨 My Profile >	No data evaluable in table
	F Recent Correspondence - Within the Last 60 Days
	Sent Date Flag From To Subject Message
	No data available in table
	P My Site Visits - Index
	Site Visits assigned to you personally appear below.
	Der Date + Number + Type + Status + Grant + Organization + Program Area + Funding Opportunity
	No data avalable in table

4.2 Scroll down to view your Organization Data.

C/ Dashboard	>							
Funding Opportu	unities >	Person, Test					O Reset P	assword 🛛 Edit My Profile
📩 Applications	>	Name*: Title:	Salutation First Name Middle Name Last Nam	10				
@ Grants	>	Email*:	test@test.com					
🗠 Reports	>	Address*:	500 main st					
My Profile	>	Phone*: Fax: What Program are you most interested in? This information in used Program Area of Interest:	Phone ###-#################################	or ability to apply for other programs.			Last Edited By: Yrangor	ation Tester - Sep 13, 2023 12:10 PM
		Associated Organizations						
			Туре	Title at Org	Website 🖄	Phone	City	State
			Non-Profit Organization			(757) 222-4454	Richmond	Virginia
		Test Organization	City Government			(123) 445-8255	Mechanicsvaille	Virginia



4.3 Click on your organization to open the Organization Detail page and scroll down to Associated People. Click the "Add New Person" button in upper right.

				City	State/Province I	Postal Code/Zip					
Test Person External User Grantee			Phone*:	(123) 445-8255 ###################################	Ext.						
C Dashboard			Fax:	(804) 561-5603 ####################################							
	-							Last E	dited By: Ashley I	Nusbaum - Jun 20), 2023 1:29 PM
Funding Opportunities	>										
4 Applications	>	Associa	ted People							+ Add	i New Person
Grants	>	The people below standard registra		above organizatio	on. If the Add b	utton is available in th	is section, then you ca	n add people to	your organiza	tion and bypas	s the
🗠 Reports	>	Name	Туре	Title at Organiz	zation	Email 🖸	Phone	City	State	Active?	Remove?
A My Profile	>	Test Person	External User			test@test.com	(809) 999-9999	Richmond	Virginia	No	Remove
		Ø Attachm	ent							+ Add Nev	w Attachment
		Description		File Name 🖸			Туре	Size		Upload Date	
						No files attach	ed.				

4.4 Complete all required fields (in red marked with an asterisk*) for the new user profile. When complete, press "Save Person Information."

DRPT	VIRGINIA DEPARTMEN AND PUBLIC TRANSPO	T OF RAIL RTATION			
Test Person External User Granice	Global list of all internal and external users and contacts				My Profile
C/ Dashboard >	🛧 Back 🔿 Print - 🚱 Online Help 🕞	Log Out			
Funding Opportunities					
📩 Applications 📏	New Person - Edit				Save Person Information
③ Grants >	Add My Org Person				
🗠 Reports 💦	Name*:	First Name	Middle	Last Name	
A My Profile	Title:	Salutation First Name	Middle Name	Last Name	
	Email*:	Email			
	Address*:	Address 1			
		Address 2			
		Address 3			
		City Virginia	▼ Zip		
		City State/Provid			
	Phone*:	Phone Ext			
		Phone Ext.			
	Fax:	Fax			
	What Program are you most interested in? This information is u Program Area of Interest:	sed to process your registration and does n	not restrict your ability to apply	ior other programs.	

4.5 Once you save you will be returned to the Organization Detail page. Inactive users can also be deleted from this page by clicking the "Remove" button.

My Profile	Associa	ated People						+ Add	New Perso
	The people bell standard regist		above organization. If the Ad	dd button is available in th	is section, then you ca	n add people to	your organiza	tion and bypas	s the
	Name	Туре	Title at Organization	Email 🖸	Phone	City	State	Active?	Remov