

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" [page](#). 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 <https://grants.drpt.virginia.gov> and click on the yellow registration button.

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

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 programs.

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?:

Organization Information


Name*:

Organization Type*:

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  reCAPTCHA
Privacy - Terms

2. Accessing OLGA Migrated Organization and User Data in WebGrants

2.0 Begin at the WebGrants landing page at <https://grants.drpt.virginia.gov>. 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?"

DRPT VIRGINIA DEPARTMENT OF RAIL AND PUBLIC TRANSPORTATION

Login

Enter your user id and password

User ID

Password

SIGN IN

Forgot User ID? [Forgot Password?](#)

[Click here to Register](#)

Announcements

DRPT SYSTEM USE NOTIFICATION

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 law.

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

DRPT VIRGINIA DEPARTMENT OF RAIL AND PUBLIC TRANSPORTATION

Login

Forgot your User ID?

Enter your e-mail address below, your user id will be sent to you via email.

Enter your Email Address

Submit

[Return to login screen](#)

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

DRPT VIRGINIA DEPARTMENT OF RAIL AND PUBLIC TRANSPORTATION

Login

Enter your user id and password

User ID

Password

SIGN IN

[Forgot User ID?](#) [Forgot Password?](#)

[Click here to Register](#)

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

DRPT VIRGINIA DEPARTMENT OF RAIL AND PUBLIC TRANSPORTATION

Login

Forgot your Password?

Enter your user id and your e-mail address below, your password will be sent to you via email.

Enter your User ID

Enter your Email Address

Submit

[Return to login screen](#)

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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.

DRPT VIRGINIA DEPARTMENT OF RAIL AND PUBLIC TRANSPORTATION

Login

Enter your user id and password

User ID

Password

SIGN IN

[Forgot User ID?](#) [Forgot Password?](#)

[Click here to Register](#)

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3. Accessing WebGrants User and Organization Information

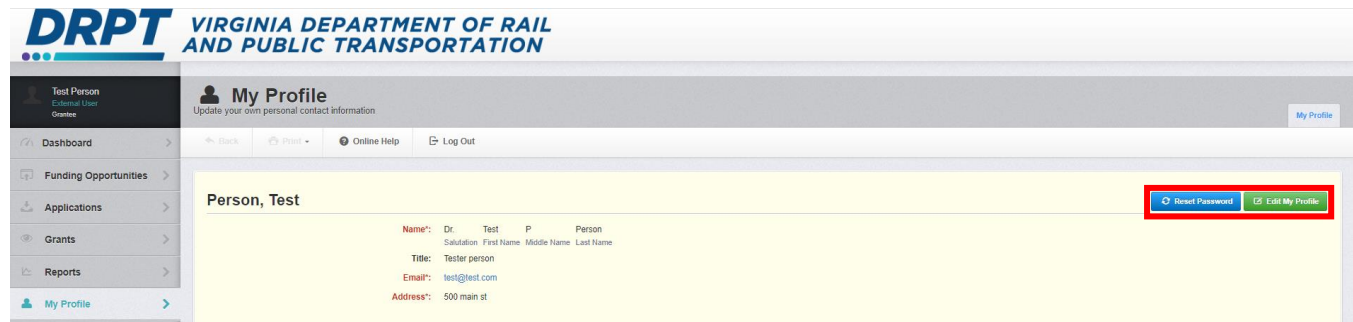
3.1 Using the login credentials, log into WebGrants. Once logged in, you'll see the WebGrants main menu. The left-hand panel provides access to a Dashboard, Funding Opportunities, Applications, Grants, Reports, and My Profile.

The screenshot shows the 'Work Assignment' dashboard. The left-hand navigation menu is highlighted with a red box, showing options: Dashboard, Work Assignment, Calendar, Alerts, Document Repository, Funding Opportunities, Applications, Grants, Reports, and My Profile. The main content area displays several sections: 'Approaching Deadlines - Next 30 Days', 'Recent Negotiations - Due Within 30 Days', 'Recent Correspondence - Within the Last 60 Days', and 'My Site Visits - Inbox'. Each section contains a table with columns for document details and a 'No data available in table' message.

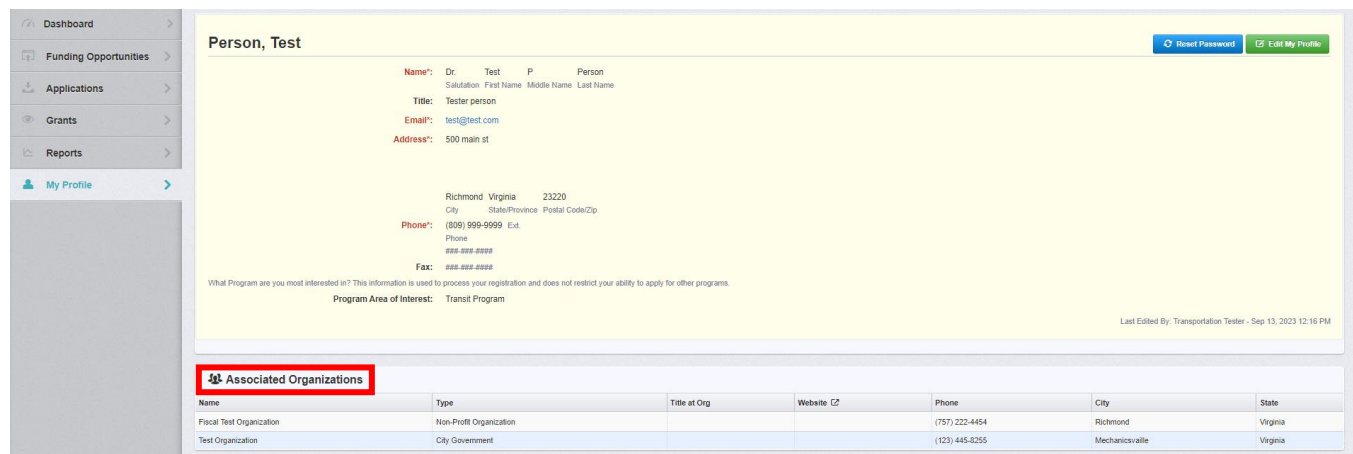
3.2 Click on “My Profile” to view both your individual profile and your organization profile.

This screenshot is identical to the previous one, but the 'My Profile' menu item in the left-hand navigation panel is highlighted with a red box, indicating the next step in the process.

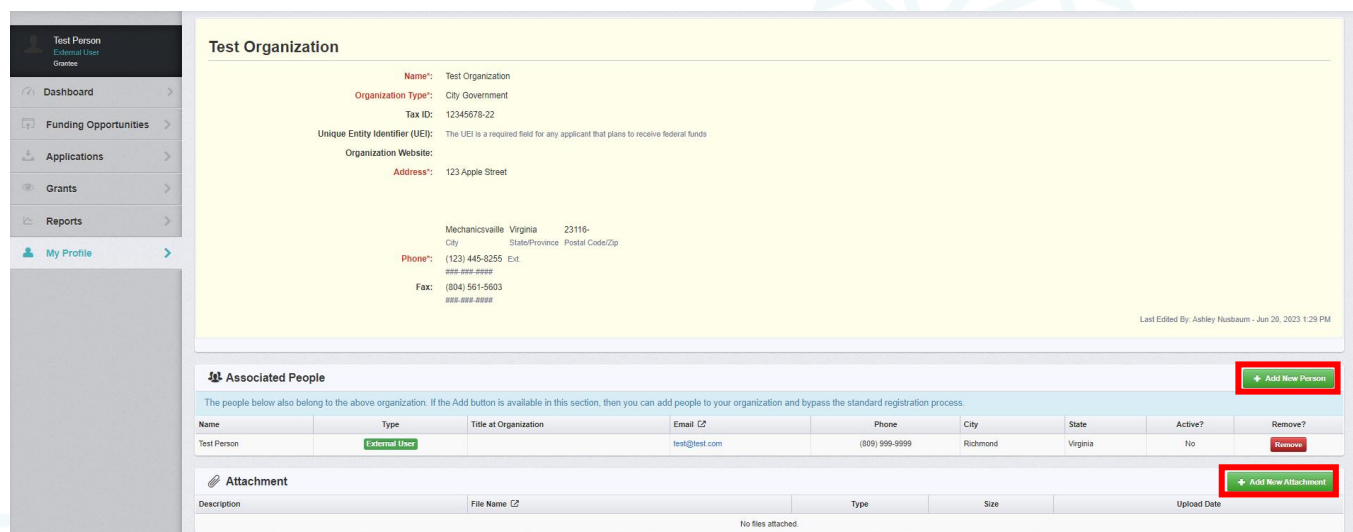
3.3 Individual profile edits or password resets can be performed by selecting the appropriate button in the upper right-hand corner.



3.4 Scroll down to view your Organization Data.



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.



4. Adding Additional Users

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

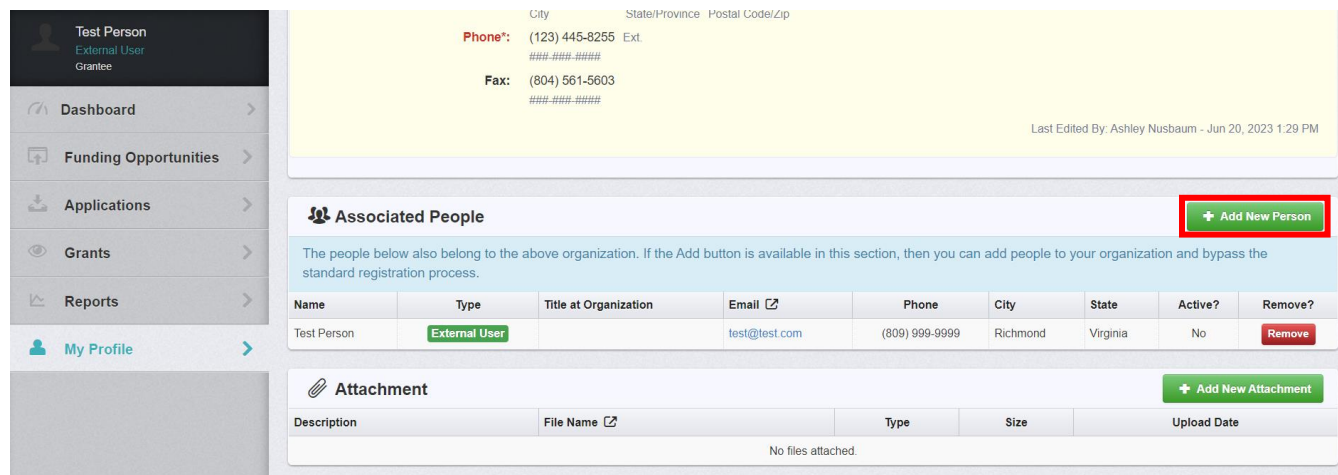
The screenshot shows the DRPT Work Assignment dashboard. The left sidebar contains a navigation menu with the following items: Dashboard, Work Assignment, Calendar, Alerts, Document Repository, Funding Opportunities, Applications, Grants, Reports, and My Profile. The 'My Profile' item is highlighted with a red box. The main content area displays several sections: 'Approaching Deadlines - Next 30 Days', 'Recent Negotiations - Due Within 30 Days', 'Recent Correspondence - Within the Last 60 Days', and 'My Site Visits - Inbox'. Each section contains a table with columns for document details, and all tables currently show 'No data available in table'.

4.2 Scroll down to view your Organization Data.

The screenshot shows the 'Person, Test' profile page. The profile information includes: Name: Dr. Test P. Person; Title: Tester person; Email: test@test.com; Address: 500 main st, Richmond, Virginia 23220; Phone: (800) 999-9999; Fax: 999-999-9999; Program Area of Interest: Transit Program. Below the profile information is a table titled 'Associated Organizations' which is highlighted with a red box. The table lists two organizations: 'Fiscal Test Organization' (Non-Profit Organization) and 'Test Organization' (City Government).

Name	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	Mechanicville	Virginia

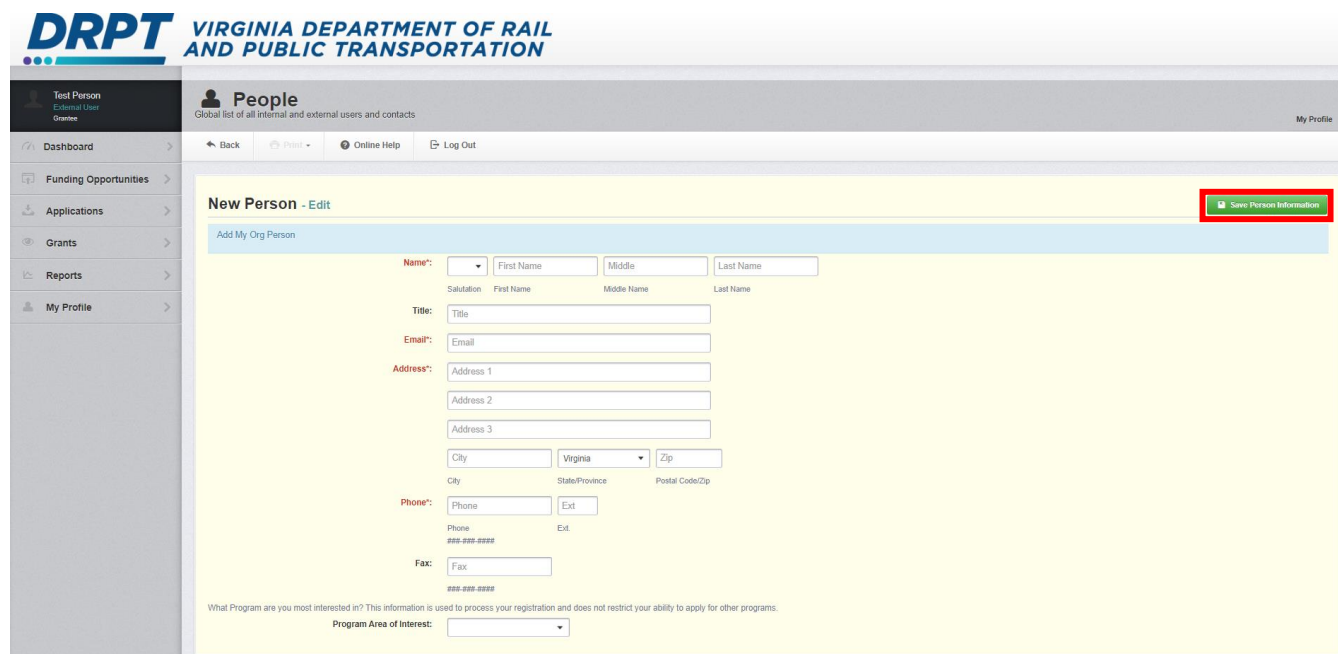
4.3 Click on your organization to open the Organization Detail page and scroll down to Associated People. Click the “Add New Person” button in upper right.



The screenshot shows the Organization Detail page for 'Test Person'. The left sidebar contains navigation options: Dashboard, Funding Opportunities, Applications, Grants, Reports, and My Profile. The main content area includes contact information (Phone: (123) 445-8255 Ext. ####, Fax: (804) 561-5603) and a table of associated people. A red box highlights the '+ Add New Person' button in the top right of the 'Associated People' section. Below the table is an 'Attachment' section with a '+ Add New Attachment' button.

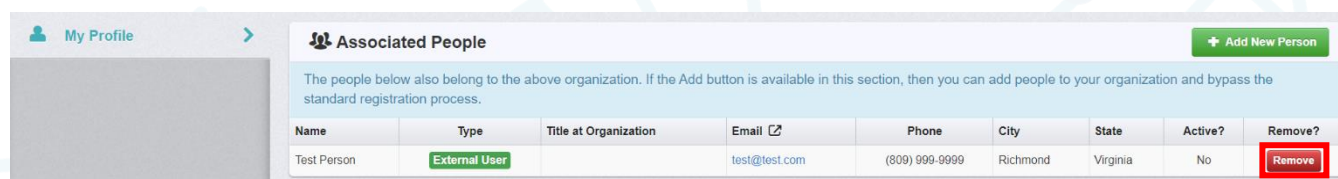
Name	Type	Title at Organization	Email	Phone	City	State	Active?	Remove?
Test Person	External User		test@test.com	(809) 999-9999	Richmond	Virginia	No	Remove

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



The screenshot shows the 'New Person - Edit' form. The left sidebar is the same as in the previous screenshot. The form contains several fields, some marked with a red asterisk to indicate they are required: Name* (First Name, Middle, Last Name), Title, Email*, Address* (Address 1, 2, 3), City, State/Province, Zip, Phone* (Phone, Ext.), and Fax*. A red box highlights the 'Save Person Information' button in the top right corner. Below the form, there is a 'Program Area of Interest' dropdown menu.

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.



The screenshot shows the Organization Detail page after saving the new person. The 'Associated People' table now includes the newly added user. A red box highlights the 'Remove' button for the user 'Test Person'.

Name	Type	Title at Organization	Email	Phone	City	State	Active?	Remove?
Test Person	External User		test@test.com	(809) 999-9999	Richmond	Virginia	No	Remove