

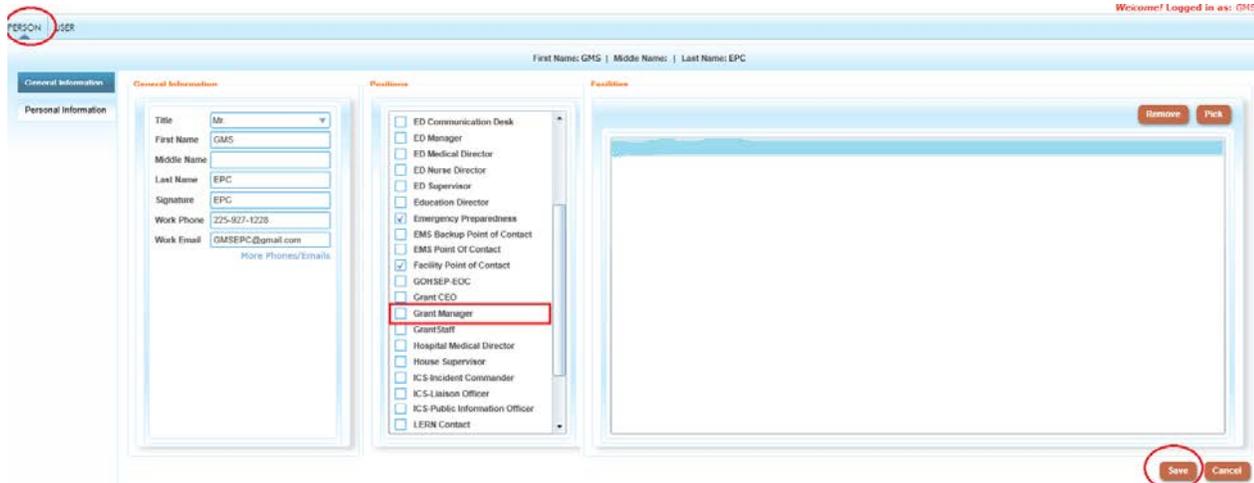
# Facility Point of Contact Quick Step Guide: How to Add the “New Grant Management System” for Existing Users

To give a person access to Grant Management System, the “Facility Point of Contact” must first go to “**Security Management**” module in the ESF 8 Portal.

## Step 1:

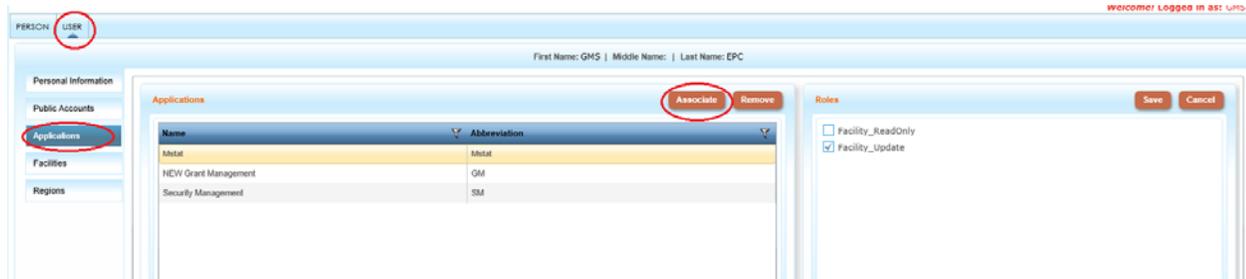
Under “**Person**”, search for the name of the existing user. Once you have found the name of the existing user, double click on his/her name. Under “**Position**”, select “**Grant Manager**”. Then click “**Save**”.

**Note: If another position title is already selected, please do not delete.**



## Step 2:

Click on “**User**” at the top of page. Find the name of the existing user and double click his or her name. Next, click the “**Applications**” tab. On the “**Applications**” tab, click the “**Associate**” button.



Type in “grant management” in search box and the application will appear. Check the box next to “NEW Grant Management”. Select “Grant Manager” under Roles and click the “Add” button.

