



NORTH DAKOTA DEPARTMENT OF
PUBLIC INSTRUCTION



Grantee User Guide

February 2025

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Logging into the WebGrants System

Users do not need to create a new NDLogin account for WebGrants. Existing accounts can be used.

****Before registering for WebGrants, users MUST have an active NDLogin account****

New Users with Existing ND Login Account:

1. DO NOT request a WebGrants account until **AFTER** the following:
 - a. <https://apps.nd.gov/itd/ldap/login.htm>
Sign in to the NDLogin app (this is the same information used for other ND applications: PERS, Game & Fish, DOT, etc.) to confirm Cell Phone Recovery Option is filled out **(this is not required in the set-up process for an NDLogin account, but WebGrants will not authenticate without the optional cell phone recovery filled out).**
 - b. Add cell phone number for account confirmation
 - c. User will receive an email and text with an activation code. Enter the code and confirm the account. User can now use those credentials to register for WebGrants.

The image contains two screenshots of the North Dakota Login portal. The top screenshot is titled 'Confirm Your Account' and contains the following text: 'An email will come from donotreply@nd.gov. If you do not receive this email check your junk mail and/or confirm it hasn't been blocked by a spam blocker. If a cell phone was provided, a text will come from a 5 digit number (like 999-99)'. Below this is a text input field labeled 'Enter activation code here:', a 'Resend Codes' link, and a 'Confirm' button. The bottom screenshot is titled 'Account Activation Confirmation' and contains the following text: 'You successfully activated the North Dakota Login for NDDPIexternal. The following accounts can now be used for recovery: 70 [redacted]'. At the bottom of this page are links for 'Return to Online Service' and 'View Profile'.

2. WebGrants <https://nddpi.grants.nd.gov>

Note Application works best with Chrome

Use the WebGrants Menu, not the Browser Menu

Turn off pop up blockers to allow the system to show instructions/confirm actions

Read the Instructions on the screen for navigating in the system

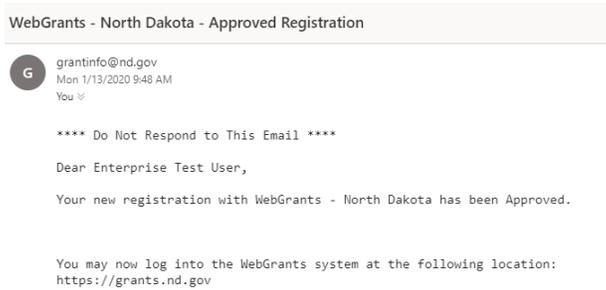
3. Click on User ID on the left side of the page under Login. Enter NDLogin account credentials and Click on 'Sign In'

- a. Users are prompted to register for a WebGrants account (only the fields in RED are required). NDDPI has most School District and SAM.gov information.

b. User will receive a New User Registration confirmation email from WebGrants

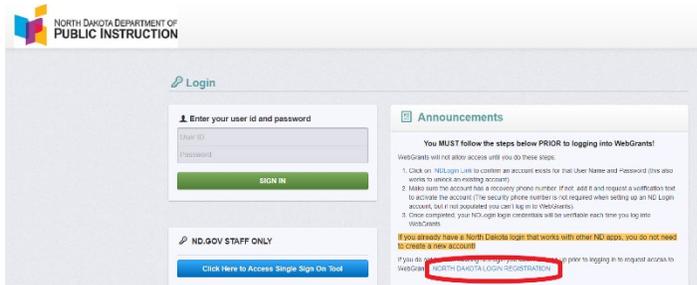


c. Once approved, Users will receive an Approved Registration email and can sign into WebGrants with NDLogin credentials.



New Users without existing NDLogin Account:

1. WebGrants <https://nddpi.grants.nd.gov>
2. Click on the North Dakota Login Registration link



- a. Users are directed to the Profile Registration page for North Dakota Login account details. Follow account setup directions to register for a North Dakota Login.

****Be sure to include the Optional Cell Phone Recovery Option in the setup process****



North Dakota Login

Steps: **Profile Registration** | Confirmation

Business/Organization Account Details

Business/Organization accounts should only be used for online services related to the business or organization you represent

Login Details

*User ID:

*Password:

*Confirm Password:

Business/Organization Information

*Business Name:

*Contact Name: First MI Last Suffix

*Address 1:

Address 2:

Address 3:

*City, State, Zip North Dakota (555554444)

*Country:

*Business Phone: Ext.:

Account Recovery Setup

Email

*Business Email:

An activation code will be sent to your email address. Use the activation code to complete setup for email recovery option.

Optional Cell Phone Recovery Option

Cell Phone Number:

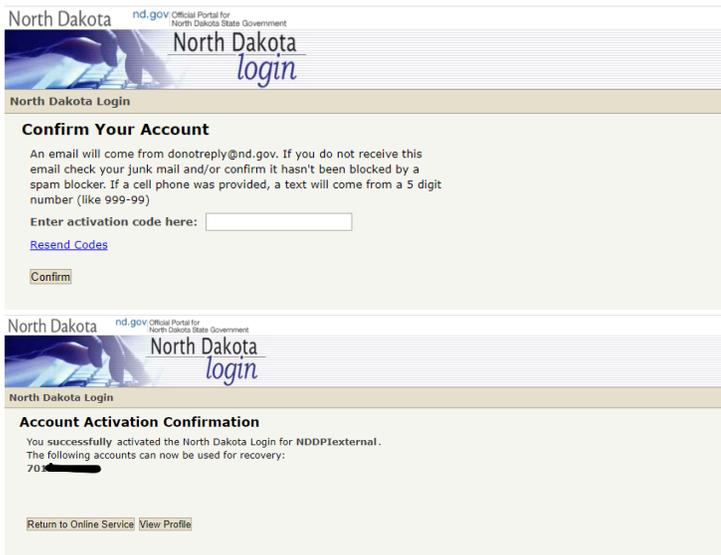
An activation code will be sent to your cell phone. Use the activation code to complete setup for cell phone recovery option.

[More Information](#)

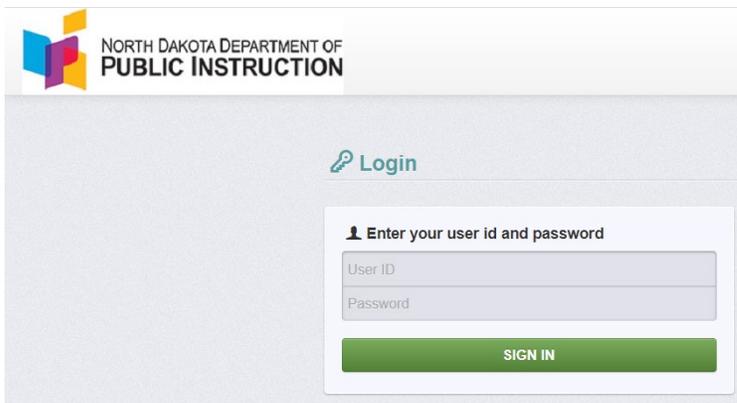
Message and data rates may apply.

Security

- b. User will receive an email and text with an activation code. Enter the code and confirm the account. User can now use that NDLogin account credentials to register for WebGrants.



- c. Sign into WebGrants <https://nddpi.grants.nd.gov>
Note Application works best with Chrome
Use the WebGrants Menu, not the Browser Menu
Turn off pop up blockers to allow the system to show instructions/confirm actions
Read the Instructions on the screen for navigating in the system
- d. Click on User ID on the left side of the page under Login. Enter NDLogin account credentials and Click on 'Sign In'



- e. Users are prompted to register for a WebGrants account (only the fields in RED are required). NDDPI has most School District and SAM.gov information.

Registration Save Registration Information

Personal Contact Information

Name*:
Solution First Name Middle Name Last Name

Title:

Email*:

Address*:

City State/Province Postal Code/Zip

Phone*:
Phone Ext.

Fax:
###-###-####

What Program are you most interested in? This information is used in order to process your registration purposes only and does not restrict your ability to apply for other programs.?

Program Area of Interest:

Organization Information

Name*:

Organization Type*:

Tax Id:

Organization Website:

Address*:

City State/Province Postal Code/Zip

Phone*:
###-###-#### Ext.

Fax:
###-###-####

SAM.gov Entity ID:

SAM.gov Name:

SAM.gov Entity ID Expiration Date:

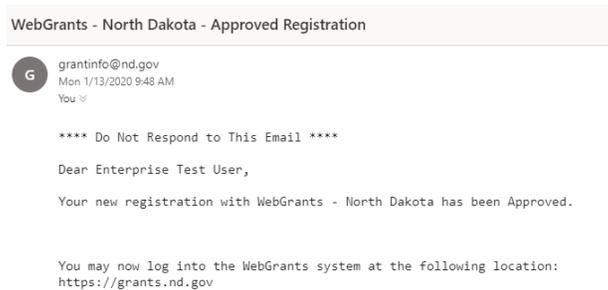
Captcha*: I'm not a robot 

Save Registration Information

f. User will receive a New User Registration confirmation email from WebGrants

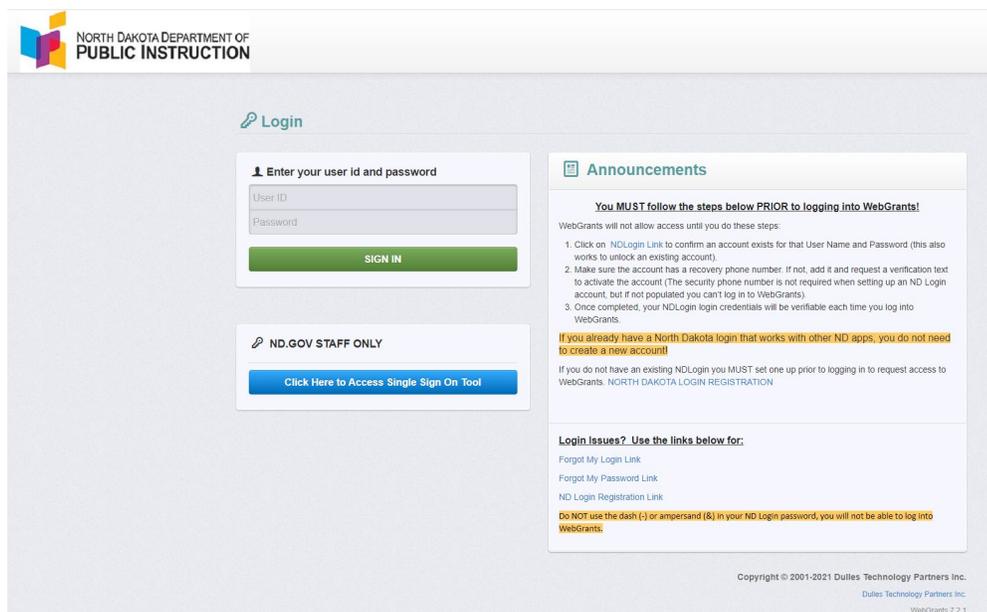


g. Once approved, Users will receive an Approved Registration email and can sign into WebGrants with NDLogin account credentials.



Returning Users:

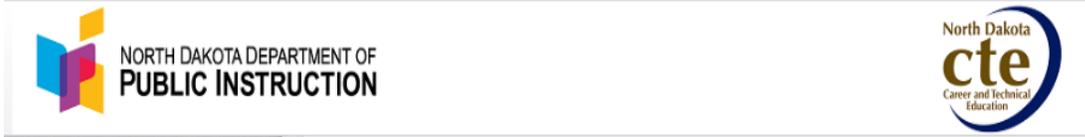
Click on User ID on the left side of the page under Login. Enter User ID and Password, Click on 'Sign In'



Troubleshooting Login Issues

Top 3 Issues and their resolution:

1. Confirm the User is on the [NDDPI WebGrants](#) site, not the State WebGrants instance. If the Banner at the top does not have the NDDPI and CTE logos, it is the wrong site.



2. Confirm the User has the correct NDLogin credentials.
Users can have multiple NDLogin accounts. Contact a NDDPI program administrator, and they can advise the NDLogin account username that is approved for WebGrants.
3. After a User resets a password, **The NDLogin account does not automatically direct users back to WebGrants. Users MUST go back to the WebGrants landing page to enter the updated credentials.**

Make sure to follow **ALL the instructions in the announcements section EXACTLY** as they are written.

The security phone number is not required when setting up an ND Login account, but if not populated users can't log in to WebGrants.

1. Try to log into the NDLogin app just to see if account exists: <https://apps.nd.gov/itd/ldap/login.htm>
2. If a successful login, set the recovery phone number and then users will get a verification text to activate the account
3. Once completed, user will be able to log into WebGrants

Forgot Login or Password:

WebGrants does not keep or store any passwords specific to the system. It only authenticates the NDLogin account used to register with NDIT. Use the links in the lower right of the announcements section on the WebGrants login page to recover a ND Login account username and/or password.

The NDLogin account allows users to utilize the same account details for multiple systems. If a person is using the same NDLogin account name for multiple systems, when the password is changed in one system, it is changed across all systems that use that NDLogin name.

If a user is trying to log in and getting a registration page for the NDLogin account (**white background**), it is because WebGrants cannot authenticate the information as it was entered and assumes they are a new user who wants to sign up for a NDLogin account because they do not have one.

If a user is trying to log in and getting a registration page for WebGrants (**yellow background**), it is because WebGrants does not have an approved user with the NDLogin account credentials that were entered. WebGrants assumes they are a new user who wants to register for WebGrants.

DO NOT re-register! Contact a NDDPI program administrator, and they can tell you the NDLogin account username that is approved for WebGrants. NDDPI cannot see any password details. See highlighted section above regarding NDLogin account details.

If a user still cannot log in after all of the above, they will need to call NDIT HelpDesk for assistance in unlocking their NDLogin account. 701-328-4470

Dashboard

From the Side Menu:

Click on 'Dashboard'

Select 'Work Assignment' to see Approaching Deadlines, Recent Negotiations, Recent Correspondence, My Site Visits, Organization Compliance, and View Overdue Approaching Deadlines.

User roles and permissions determine system view and accessibility. Not all users will have access to all components.

The screenshot shows the 'Work Assignment' dashboard. The left sidebar contains a menu with 'Dashboard' selected. The main content area is titled 'Work Assignment' and includes a navigation bar with 'Work Assignment', 'Calendar', 'Action Items', 'Alerts', 'My Reviews', and 'My Site Visits'. Below the navigation bar are two main sections: 'Approaching Deadlines - Next 30 Days' and 'Recent Negotiations - Due Within 30 Days'. The 'Approaching Deadlines' section includes a table with columns: Due Date, Document, Sub-Type, ID, Status, Title, Program Area, and Funding Opportunity. The 'Recent Negotiations' section includes a table with columns: Due Date, Document Type, Sub Type/Round, ID, Status, Title, Organization, Program Area, and Funding Opportunity.

Due Date	Document	Sub-Type	ID	Status	Title	Program Area	Funding Opportunity
Jul 10, 2023 5:00 PM	Application	Final Application	34503	Editing	IDEA B 23.24	SpecEd-Special Education	34019-Special Education 2023-2024 Application

Due Date	Document Type	Sub Type/Round	ID	Status	Title	Organization	Program Area	Funding Opportunity
06/19/2023	Claim	Reimbursement	10398-006	Approved	ESSER III 3/20-9/24 84.425U		CARES-CRRSA-ARP	9830-ESSER III - Elementary and Secondary School Emergency Relief Fund III
06/20/2023	Claim	Reimbursement	9587-006	Submitted	ESSER II 3/20-9/23 84.425D		CARES-CRRSA-ARP	9267-ESSER II - Elementary and Secondary School Emergency Relief Fund II

Select 'Calendar' to see upcoming Dashboard items in a calendar view

Select 'Alerts' to see all email alerts received

Click on 'My Reviews' if user is external application reviewer.

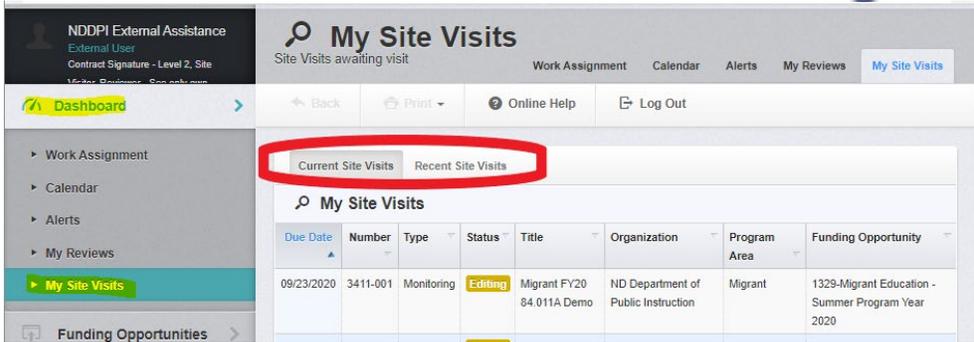
Select the Application you would like to access in the 'Applications to be Reviewed' listing.

To access a submitted review, click on the 'Recently Reviewed Applications' or 'Archived Reviews' tab.

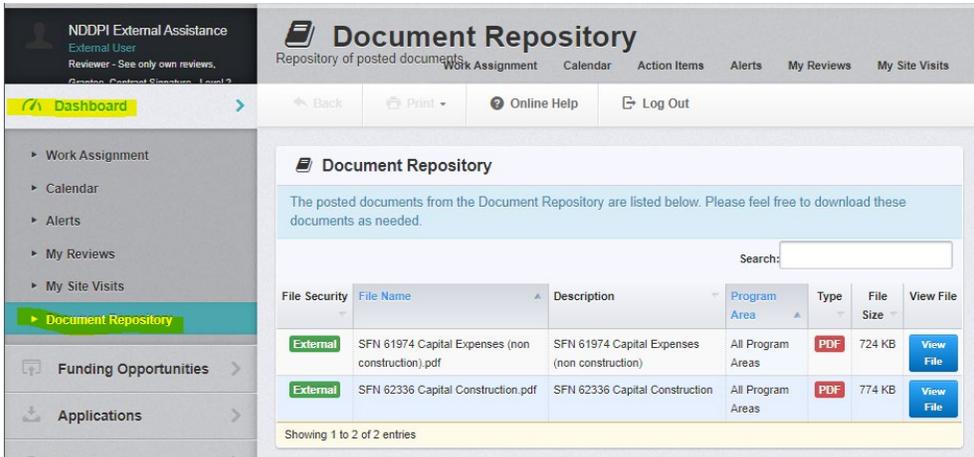
The screenshot shows the 'My Reviews' dashboard. The left sidebar contains a menu with 'My Reviews' selected. The main content area is titled 'My Reviews' and includes a navigation bar with 'Work Assignment', 'Calendar', 'Alerts', 'My Reviews', and 'My Site Visits'. Below the navigation bar are three tabs: 'Applications to be Reviewed', 'Recently Reviewed Applications', and 'Archived Reviews'. The 'Applications to be Reviewed' tab is selected and highlighted with a red circle. Below the tabs is a table with columns: Due Date, Round, Score, Role, ID, Status, Stage, Title, Organization, Applicant, Program Area, and Funding Opportunity. The table is currently empty, showing 'No data available in table' and 'Showing 0 to 0 of 0 entries'.

Click on 'My Site Visits' to view assigned site visits.

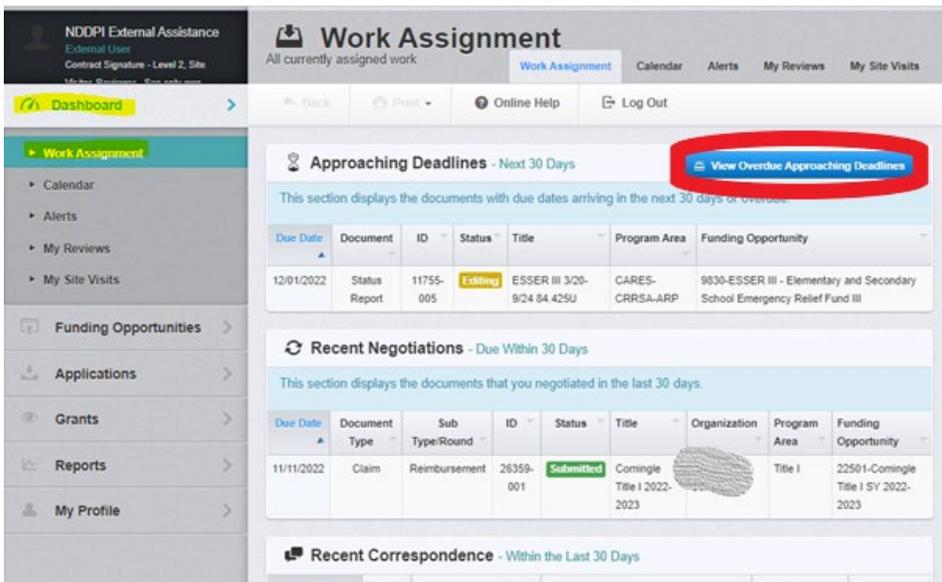
Select the Site Visit to access in the 'Current Site Visits' listing.
 To access a prior site visit, click on the 'Recent Site Visits' tab.



Click on 'Document Repository' to view Grantee Document Library



Click on 'View Overdue Approaching Deadlines' to view items that were due prior to the current date.

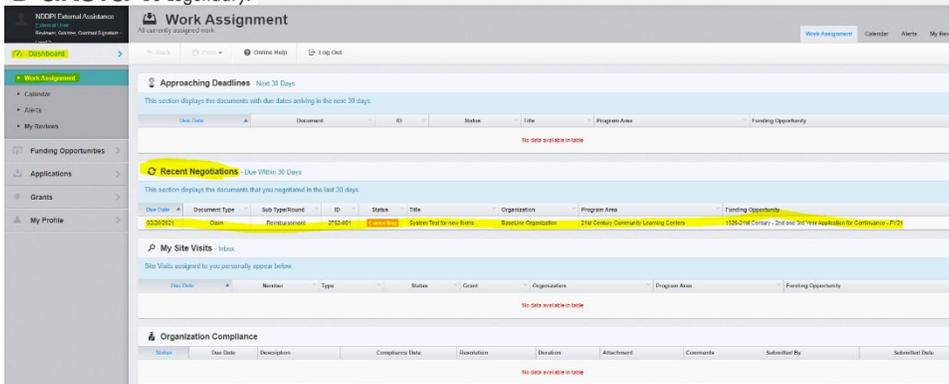


Negotiations

If additional information or edits are required, the WebGrants system allows NDDPI to negotiate components back to the applicant or grantee.

Users will receive an automated alert from the system via email letting them know when a component is negotiated back for edits. The email will include the component being negotiated, the Document ID, Program Area, due date, and any additional directions.

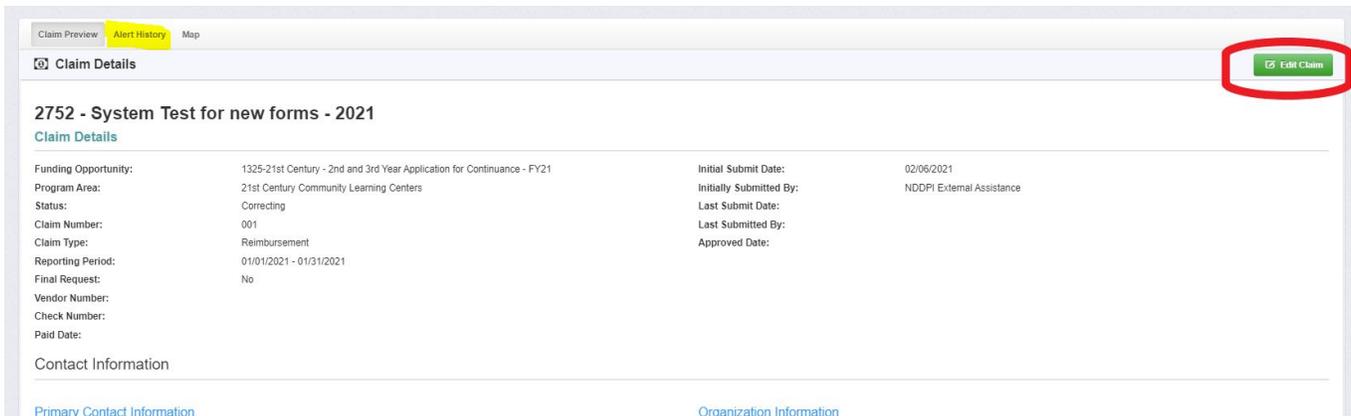
Recent negotiations are found in the Dashboard under the Work Assignment 'Recent Negotiations'. After the due date has passed, users can find the item under 'View Overdue Approaching Deadlines' on the Dashboard. The due date to respond, Document Type, and Status are shown. Click anywhere on the item to open the negotiated component (form).



WebGrants will only show the subcomponents that are available for edits.

Example: Funding Opportunity Applications can be negotiated back with only the budget section available. The rest of the application still exists; however, this is the only area a user will see because it is available for editing.

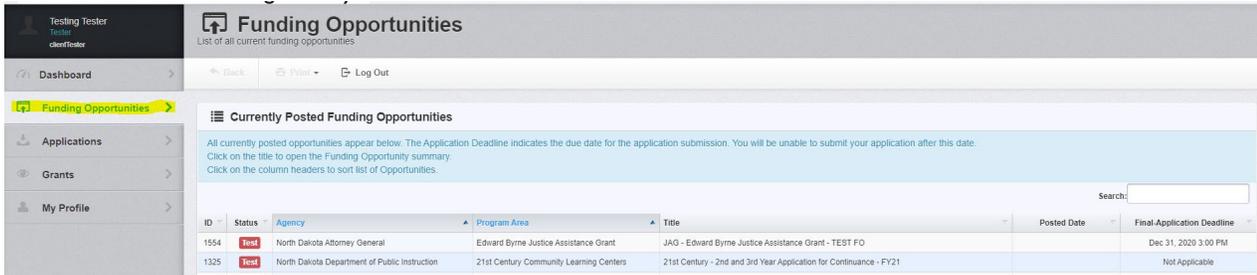
Users can see the alert history/additional directions for any negotiated component by clicking on the 'Alert History' tab of the Negotiated Item Detail



Funding Opportunities

From the Side Menu:

Click on 'Funding Opportunities'



Select the 'Opportunity Title' to apply for

All pertinent information is listed under the Funding Opportunity Details, including any attachments and relevant website links

Click 'Ask a Question' for clarification on any details

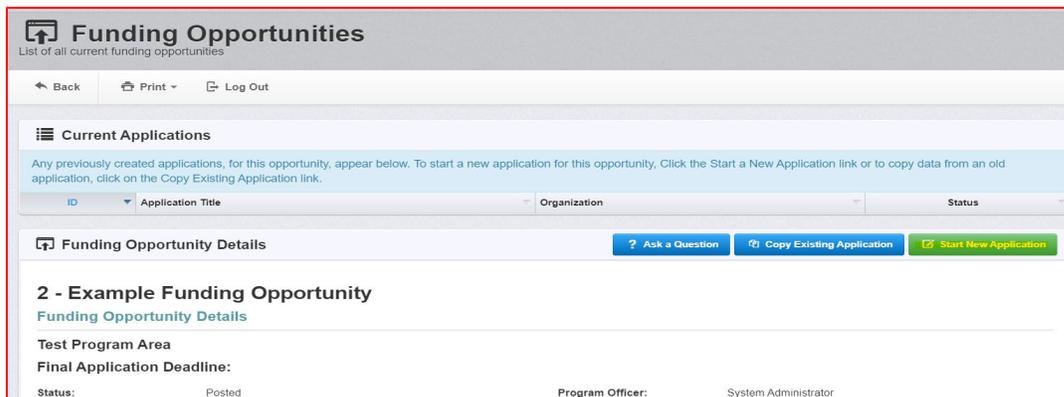
Questions posted and responses received will be available for anyone applying to the Funding Opportunity to view

Click 'Copy Existing Application' to see previous applications to copy

If users have a previous application, they can choose the historical application for that Funding Opportunity and click 'Copy Application' in upper right-hand corner. This will auto-populate previous responses, but users will still need to review the application and update as necessary.

If an application is accidentally withdrawn, the information contained in it can be retrieved. Choose 'Copy Application' and the withdrawn application details will be available.

Click 'Start New Application' for first-time responses to the Funding Opportunity



Applications

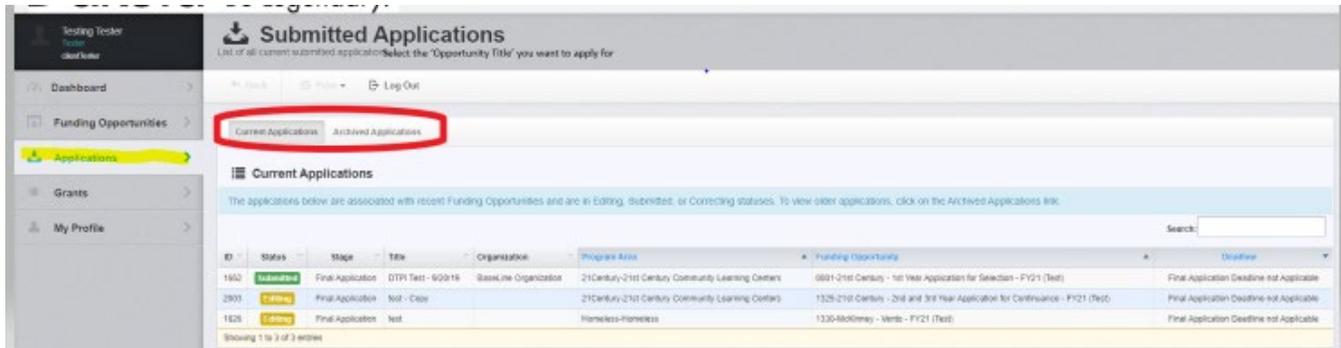
If users haven't previously started an application, please see Funding Opportunities above

For applications previously started or submitted:

From the Side Menu:

Click on 'Applications'

Choose the 'Current Applications' or 'Archived Applications' tab



Select the 'Current Applications' to review applications in submitted or editing status

Submitted Applications can only be edited if negotiated back from NDDPI

Applications in Editing status give users the option to edit and continue application or withdraw the application

'Archived Applications' are applications previously submitted for closed Funding Opportunities

From Start New Application in the Funding Opportunity or Edit Application in the Application Menu, WebGrants will walk users through the Application Components/Forms and Process

Application Components and Process

General Information

This is a system form that automatically identifies the User and the association with their Organization based upon information provided when a user registered for WebGrants

Complete Step 1 in the Application Creation Wizard, then click 'Save Form Information'

Application Creation Wizard - Step: 1

Application - General Information Save Form Information

The Primary Contact is the individual in your organization who will be designated as the primary person responsible for this application from your organization. This individual will receive automated email notifications when your attention is needed on this application.
 The Authorized Official, if this is displayed, is the person from your organization who is authorized to submit the proposal and commit your organization to the work involved.
 Select the organization, if you belong to more than one, for which you will be submitting this application.

Application Title*:

Primary Contact*:

Organization*:

Additional Applicants*:

Choose the Organization from the drop-down in Step 2 of the Application Creation Wizard. Then click 'Save Form Information.' It is the same form, but WebGrants is opening up additional fields based upon response to prior questions.

Application Creation Wizard - Step: 2

Application - General Information Save Form Information

The Primary Contact is the individual in your organization who will be designated as the primary person responsible for this application from your organization. This individual will receive automated email notifications when your attention is needed on this application.
 The Authorized Official, if this is displayed, is the person from your organization who is authorized to submit the proposal and commit your organization to the work involved.
 Select the organization, if you belong to more than one, for which you will be submitting this application.

Application ID*: 4

Program Area*: Test Program Area

Funding Opportunity*: 2-Example Funding Opportunity

Application Stage*: Final Application

Application Status*: Editing

Application Title*:

Primary Contact*: Test User

Organization*:

If users want to add any 'Additional Applicants' from their Organization, they can add them in Step 3 of the Application Creation Wizard. Then click 'Save Form Information.' Only approved WebGrants users associated with an Organization will show in this box. Additional applicants can be added later by clicking on the General Information component in the application forms.

Application - General Information Save Form Information

The Primary Contact is the individual in your organization who will be designated as the primary person responsible for this application from your organization. This individual will receive automated email notifications when your attention is needed on this application.
 The Authorized Official, if this is displayed, is the person from your organization who is authorized to submit the proposal and commit your organization to the work involved.
 Select the organization, if you belong to more than one, for which you will be submitting this application.

Application ID: 4

Program Area: Test Program Area

Funding Opportunity: 2-Example Funding Opportunity

Application Stage: Final Application

Application Status: Editing

Application Title:

Primary Contact: Test User

Organization: Grantee Organization

Select any additional contacts within your organization that will also manage this grant.

Additional Applicants:

Note: The system has created an application # as soon as users click 'Save'. If a user logs out of the system at this point or any future point: DO NOT CLICK ON START A NEW APPLICATION.

Click on 'Applications' from the Side Menu or;

Click on Funding Opportunities and they will see existing application in the top section.

Once the General Information has been completed, users are returned to the Application Details and Components List:

4 - Application Title

Status: Editing

Stage: Final Application

Application Deadline:

Program Area: Test Program Area

Funding Opportunity: 2-Example Funding Opportunity

Organization: Grantee Organization

Budget Total:

Application Preview Attachment Alert History Map

Application Details

Application cannot be Submitted Currently

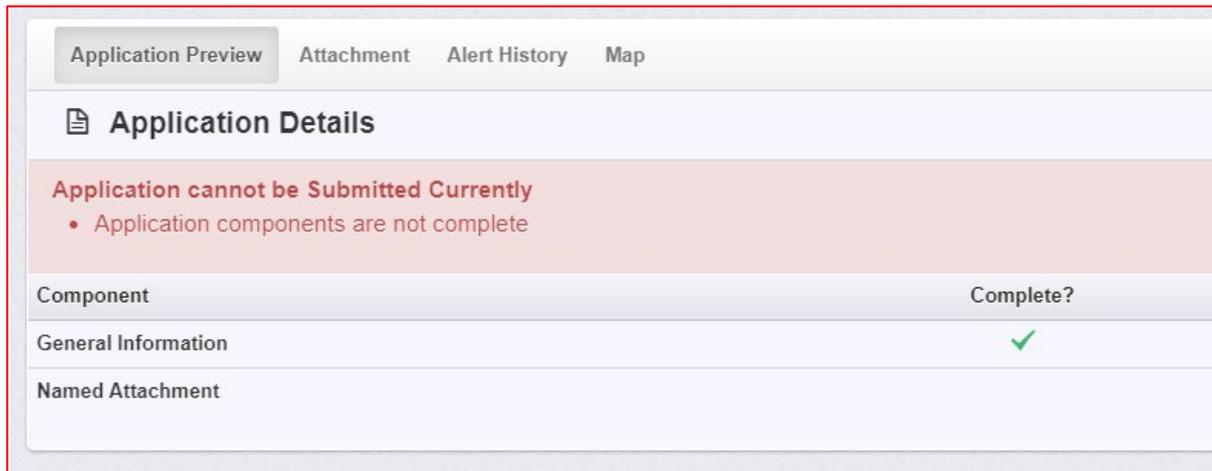
- Application components are not complete

Component	Complete?
General Information	✓
Named Attachment	

Begin completing the application components (forms) designated for the Funding Opportunity.

Each of the lines shown are a component (form) that must be completed by the applicant before they can submit into the WebGrants System.

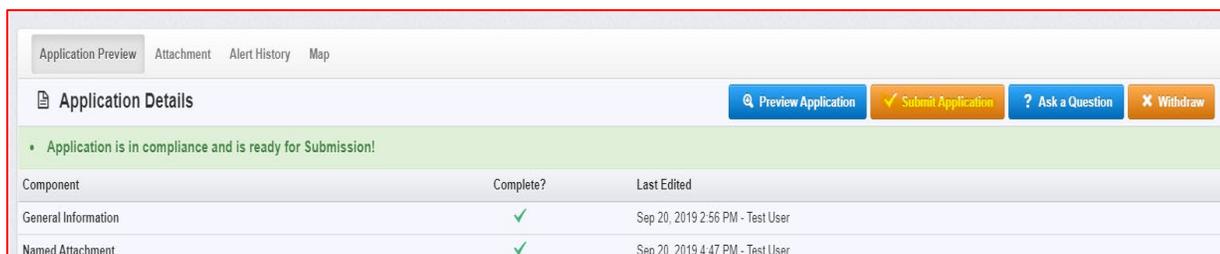
Note: All components can be edited and saved as often as necessary. The system will require that ALL fields marked as required (*red) MUST have entries and EVERY form must be 'Marked as Complete' to submit. Applicants will receive a pop-up message notifying them of this if they try to save without completing these steps. **The pop-up notification will tell you what is missing.**



Continue to click on each component in the Application Details listing.

Note: Most forms are editable by clicking 'Edit Form' at the top right part of the section. However, multi-list sections are editable by clicking 'Add Row' on the section. All information must be saved by clicking 'Save' on the forms. If users do not click 'Save' and back out of the form or section of the form, the information will be lost.

Once all required fields are completed and each of the components marked complete, the 'Submit Application' button will be available for application submission. Users will not get a 'Submit Application' button until all forms are 'Marked as Complete.'



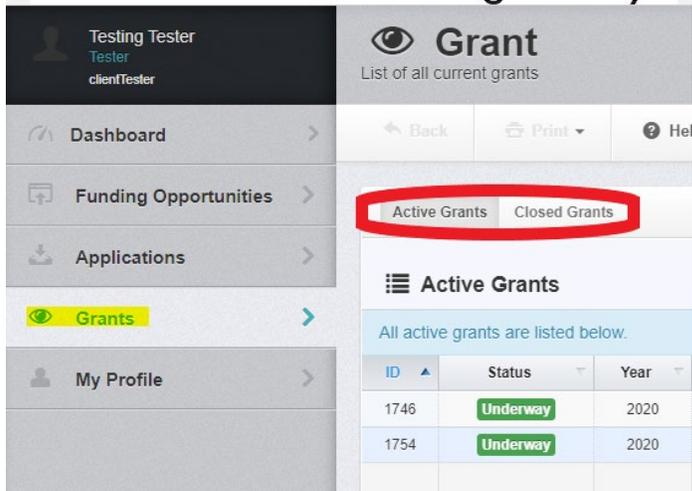
Grants

From the Side Menu:

Click on 'Grants'

Select the Grant to access in the 'Active Grants' listing.

To access a closed grant, click on the 'Closed Grants' tab.



When users select the Grant, they are directed to the Grant Components.

The screenshot shows a page titled 'Grant Components' with a list of component categories. The categories are: Component, General Information, Claims, Status Reports, Contract Amendments, Site Visits, Correspondence, Budget, Needs Assessment and Evaluation, Historical Application, Contract and Award Letter, and Funding Opportunity.

Component
General Information
Claims
Status Reports
Contract Amendments
Site Visits
Correspondence
Budget
Needs Assessment and Evaluation
Historical Application
Contract and Award Letter
Funding Opportunity

General Information

This is a system page that automatically identifies the User and the association with their organization based upon information provided when a user registered for WebGrants. This includes program area information and contract dates.

To give other users within your organization access to the Grant, click 'Edit Additional Contacts' in the upper right corner. Only users who are already set up and associated with your organization can be added.



Note: Only users listed in the General Information Component have access to the Grant. Not all users associated with an Organization will have access to all Grants awarded to that Organization.

All other grant components are defined in their own section following this one.

Claims

When users select the Grant, they are directed to the Grant Components.

Select 'Claims' from the list of Grant Components.



All claims and their status associated with the Grant will be listed

ID	Type	Status	Reporting Period	Submitted Date	Paid Date	Claim Amount
1746 - 001	Reimbursement	Withdrawn	07/01/2019 - 09/30/2019			\$0.00
1746 - 002	Reimbursement	Paid	07/01/2019 - 10/30/2019		11/06/2019	\$979.50

Adding a new Claim

Click 'Add Claim' in the upper right

ID	Type	Status	Reporting Period	Submitted Date	Paid Date	Claim Amount
1746 - 001	Reimbursement	Withdrawn	07/01/2019 - 09/30/2019			\$0.00
1746 - 002	Reimbursement	Paid	07/01/2019 - 10/30/2019		11/05/2019	\$979.50

Users are directed to the 'Claim General Information'.
Complete the fields on the form, then click 'Save Form':

General Information - Claim - Edit Save Form

Type*: Reimbursement

Report Period:

Start Date End Date

Final Request?:

Note: The system has created a claim # as soon as users click 'Save'. If a user logs out of the system at this point or any future point, they will click on the existing claim until it has been submitted.

Once the General Information has been completed, you will be returned to the Claim Components. This is a complete listing of all components required for your claim.

Note: All forms can be edited and saved as often as necessary. The system will require that ALL fields marked as required (*red) MUST have entries and EVERY form must be 'Marked as Complete' to submit. Users will receive a pop-up message notifying them of this if they try to submit without completing these steps. **The pop-up notification will tell you what is missing**

Click 'Reimbursement'

Component	Complete?	Last Edited
General Information	✓	Nov 25, 2019 12:19 PM - Testing Tester
Reimbursement	-	-
Claim Supporting Documentation	-	-

Click 'Edit Reimbursement'

Budget Category	Contract Budget	Expenses This Period	Prior Expenses (Paid)	Total	Available Balance (Unpaid)	Prior Expenses (Submitted Not Paid)	Total Claimed	Remaining Balance (Unclaimed)
110 - Salaries of Regular Employees-Certified Personnel Total								
Total	\$5,133.36	\$0.00	\$0.00	\$0.00	\$5,133.36	\$0.00	\$0.00	\$5,133.36

Enter Expenses This Period by Budget Category and click 'Save Reimbursement.'

Budget Category	Contract Budget	Expenses This Period	Prior Expenses (Paid)	Total	Available Balance (Unpaid)	Prior Expenses (Submitted Not Paid)	Total Claimed	Remaining Balance (Unclaimed)
110 - Salaries of Regular Employees-Certified Personnel Total	\$5,133.36	0.00	\$0.00	\$0.00	\$5,133.36	\$0.00	\$0.00	\$5,133.36
120 - Salaries of Regular Employees-Noncertified Personnel Total	\$12,207.75	0.00	\$0.00	\$0.00	\$12,207.75	\$0.00	\$0.00	\$12,207.75
200 - Personal Services-Employee Benefits Total	\$2,768.97	0.00	\$0.00	\$0.00	\$2,768.97	\$0.00	\$0.00	\$2,768.97
300 - Purchased Professional and Technical Services Total	\$650.00	0.00	\$189.50	\$189.50	\$460.50	\$0.00	\$189.50	\$460.50
400 - Purchased Property Services Total								

Continue to click on and complete each form in the Claim Component listing.

Note: Most forms are editable by clicking 'Edit' at the top part of the section. However, multi-list sections are editable by clicking 'Add' on the section.

All information must be saved by clicking 'Save' on the forms. If users do not click 'save' and they back out of the form or section of the form, the information will be lost.

After all required fields are filled out and the forms marked complete, Users can submit the claim.

Claim Preview Attachment Alert History Map Versions

Claim Details Submit Claim

Claim is in compliance and is ready for Submission!

Component	Complete?	Last Edited
General Information	✓	Nov 7, 2019 1:16 PM - Test User
Reimbursement	✓	Nov 7, 2019 1:24 PM - Test User

Editing or Withdrawing an existing Claim

Only Claims in 'Editing' status can be edited or withdrawn by external users. After a claim has been submitted, it can only be withdrawn by NDDPI

ID	Type	Status	Reporting Period	Submitted Date	Paid Date	Claim Amount
1746 - 001	Reimbursement	Withdrawn	07/01/2019 - 09/30/2019			\$0.00
1746 - 002	Reimbursement	Paid	07/01/2019 - 10/30/2019		11/06/2019	\$979.50
1746 - 003	Reimbursement	Editing	11/01/2019 - 11/01/2019			\$0.00

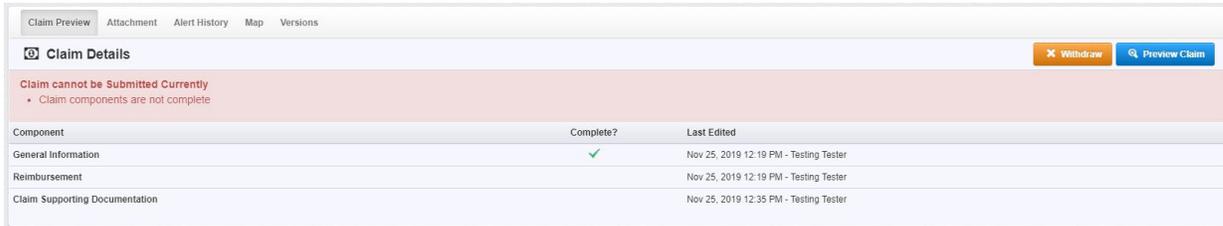
Click on the Claim line to edit or withdraw

ID	Type	Status	Reporting Period	Submitted Date	Paid Date	Claim Amount
1745-001	Reimbursement	Withdrawn	07/01/2019 - 09/30/2019			\$0.00
1745-002	Reimbursement	Paid	07/01/2019 - 10/30/2019		11/09/2019	\$979.50
1745-003	Reimbursement	Editing	11/01/2019 - 11/01/2019			\$0.00

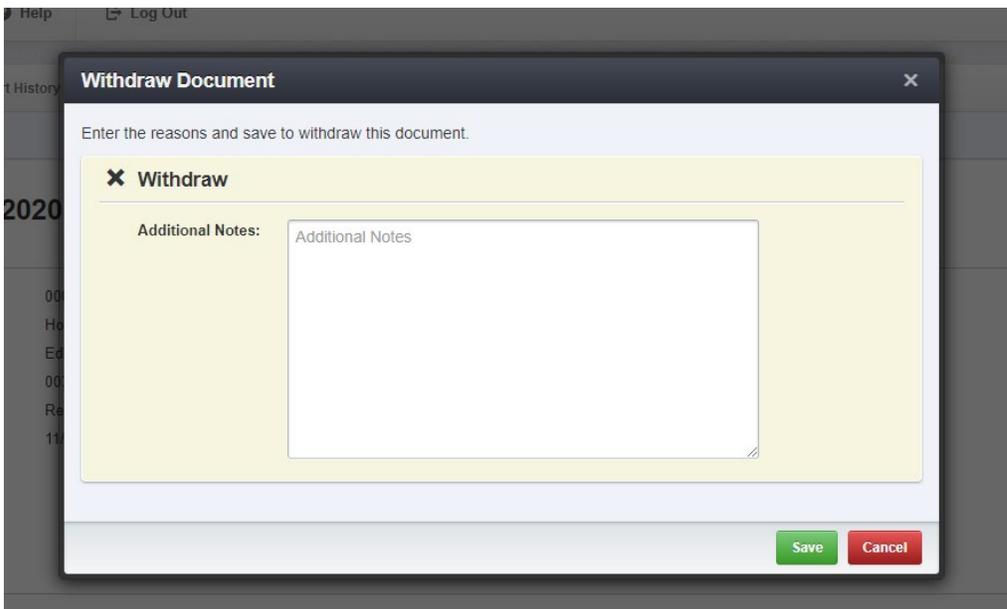
Choose either 'Withdraw' or 'Edit Claim' in the upper right



'Edit Claim' will open the Claim components allowing users to finish and submit the claim.



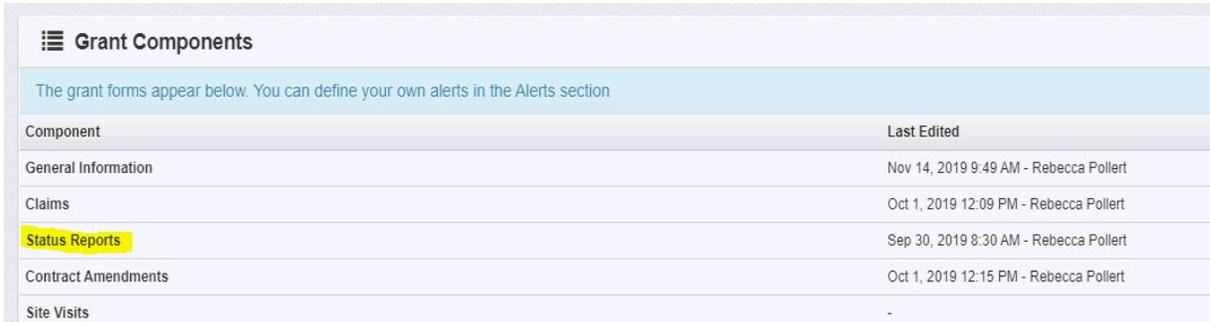
'Withdraw' will open the dialog box for additional notes. Enter the reasons and save to withdraw the claim.



Status Reports

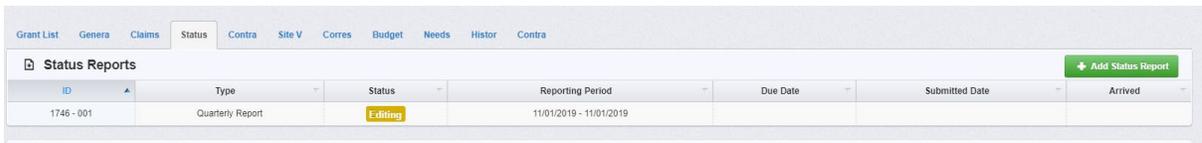
When users select the Grant, they are directed to the Grant Components.

Select 'Status Reports' from the list of Grant Components.



Grant Components	
The grant forms appear below. You can define your own alerts in the Alerts section	
Component	Last Edited
General Information	Nov 14, 2019 9:49 AM - Rebecca Pollert
Claims	Oct 1, 2019 12:09 PM - Rebecca Pollert
Status Reports	Sep 30, 2019 8:30 AM - Rebecca Pollert
Contract Amendments	Oct 1, 2019 12:15 PM - Rebecca Pollert
Site Visits	-

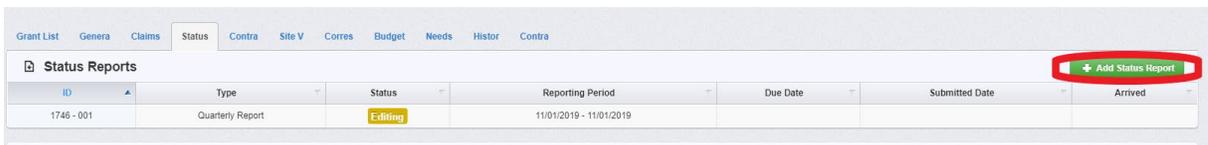
All Status Reports and their status associated with the Grant will be listed



ID	Type	Status	Reporting Period	Due Date	Submitted Date	Arrived
1746 - 001	Quarterly Report	Editing	11/01/2019 - 11/01/2019			

Adding a new Status Report

Click 'Add Status Report' in the upper right



ID	Type	Status	Reporting Period	Due Date	Submitted Date	Arrived
1746 - 001	Quarterly Report	Editing	11/01/2019 - 11/01/2019			

Users are directed to the Status Report General Information'.

Complete the fields on the form, then click 'Save Form':



General Information - Status Report - Edit Save Form

Sub Type: Quarterly Report

Report Dates:

Start Date End Date

Once the General Information has been completed, users are returned to the Status Report Components. This is a complete listing of all components required for the status report.

Status Report Preview Attachment Alert History Map Versions

Status Report Details

Status Report cannot be Submitted Currently

- Status Report components are not complete

Component	Complete?	Last Edited
General Information	✓	Nov 25, 2019 12:49 PM - Testing Tester
Quarterly Project Narrative Report		Nov 25, 2019 12:49 PM - Testing Tester

Note: All forms can be edited and saved as often as necessary. The system will require that ALL fields marked as required (*red) MUST have entries and EVERY form must be 'Marked as Complete' to submit. Users will receive a pop-up message notifying them of this if they try to submit without completing these steps. **The pop-up notification will tell you what is missing**

After all required fields are filled out and the forms marked complete, Users can submit the status report.

Status Report Preview Attachment Alert History Map Versions

Status Report Details Submit Status Report

Status Report is in compliance and is ready for Submission!

Component	Complete?	Last Edited
General Information	✓	Nov 25, 2019 12:49 PM - Testing Tester
Quarterly Project Narrative Report	✓	Nov 25, 2019 1:21 PM - Testing Tester

Editing or Withdrawing a Status Report

Only Status Reports in 'Editing' status can be edited or withdrawn

ID	Type	Status	Reporting Period	Due Date	Submitted Date	Arrived
1746 - 001	Quarterly Report	Editing	11/01/2019 - 11/01/2019			

Click on the Status Report line to edit or withdraw

ID	Type	Status	Reporting Period	Due Date	Submitted Date	Arrived
1746 - 001	Quarterly Report	Editing	11/01/2019 - 11/01/2019			

Choose either 'Withdraw' or 'Edit Status Report' in the upper right

Status Report Preview Attachment Alert History Map Versions

Status Report Details Withdraw Edit Status Report

'Edit Status Report' will open the Status Report components allowing users to finish and submit the status report.

Component	Complete?	Last Edited
General Information	✓	Nov 25, 2019 12:49 PM - Testing Tester
Quarterly Project Narrative Report	✓	Nov 25, 2019 1:21 PM - Testing Tester

'Withdraw' will open the dialog box for additional notes. Enter the reasons and save to withdraw the Status Report.

Withdraw Document ✕

Enter the reasons and save to withdraw this document.

✕ Withdraw

Additional Notes:

Save
Cancel

Contract Amendments

When users select the Grant, they are directed to the Grant Components. Select 'Contract Amendments' from the list of Grant Components.

Grant Components	
The grant forms appear below. You can define your own alerts in the Alerts section	
Component	Last Edited
General Information	Nov 14, 2019 9:49 AM - Rebecca Pollert
Claims	Oct 1, 2019 12:09 PM - Rebecca Pollert
Status Reports	Sep 30, 2019 8:30 AM - Rebecca Pollert
Contract Amendments	Oct 1, 2019 12:15 PM - Rebecca Pollert
Site Visits	Nov 25, 2019 1:22 PM - Testing Tester

All Contract Amendments and their status associated with the Grant will be listed

ID	Type	Status	Title	Submitted Date
1746 - 001	Budget Revision	Correcting	testing system	Nov 14, 2019 9:52 AM
1746 - 002	Budget Revision	Editing	test1	
1746 - 003	Budget Revision	Editing	test	

Adding a new Amendment

Click 'Add Amendment' in the upper right

Users are directed to the 'Amendment General Information'.

Complete the fields on the form, then click 'Save Form':

Once the General Information has been completed, users are returned to the Amendment Details Components. This is a complete listing of all components required for the amendment.

Component	Complete?	Last Edited
General Information	✓	Nov 14, 2019 9:58 AM - Testing Tester
Budget Amendment		Nov 14, 2019 9:58 AM - Testing Tester

Note: All forms can be edited and saved as often as necessary. The system will require that ALL fields marked as required (*red) MUST have entries and EVERY form must be 'Marked as Complete' to submit. Users will receive a pop-up message notifying them of this if they try to submit without completing these steps. **The pop-up notification will tell you what is missing**

After all required fields and forms marked complete, Users can submit the amendment.

Amendment Details		
Amendment is in compliance and is ready for Submission!		
Component	Complete?	Last Edited
General Information	✓	Nov 14, 2019 9:58 AM - Testing Tester
Budget Amendment	✓	Nov 25, 2019 3:53 PM - Testing Tester

Editing or Withdrawing an Amendment

Only Amendments in 'Editing' status can be edited or withdrawn

ID	Type	Status	Reporting Period	Due Date	Submitted Date	Arrived
1746 - 001	Quarterly Report	Editing	11/01/2019 - 11/01/2019			

Click on the Amendment line to edit or withdraw

ID	Type	Status	Title	Submitted Date
1746 - 001	Budget Revision	Correcting	testing system	Nov 14, 2019 9:52 AM
1746 - 002	Budget Revision	Editing	test1	
1746 - 003	Budget Revision	Editing	test	

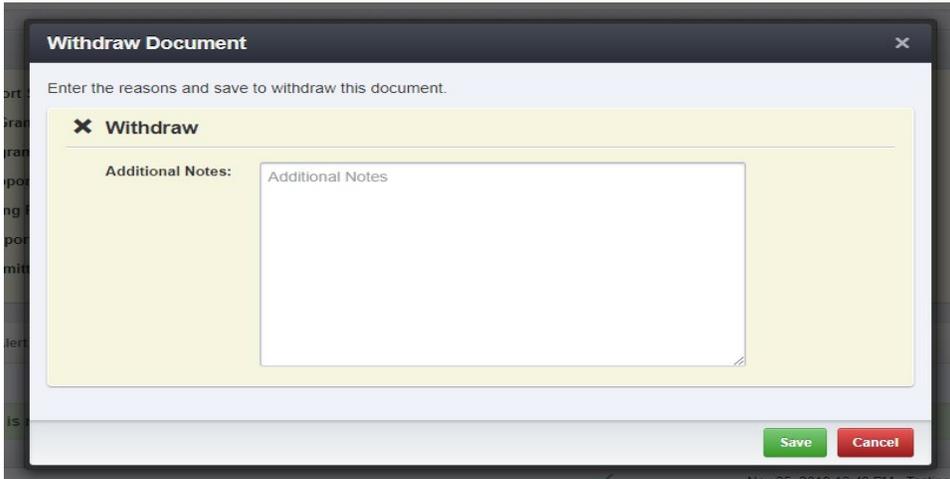
Choose either 'Withdraw' or 'Edit Amendment' in the upper right

Amendment Details	
Withdraw	Edit Amendment

'Edit Amendment' will open the Amendment components allowing users to finish and submit the amendment.

Amendment Details		
Amendment is in compliance and is ready for Submission!		
Component	Complete?	Last Edited
General Information	✓	Nov 14, 2019 9:58 AM - Testing Tester
Budget Amendment	✓	Nov 25, 2019 3:53 PM - Testing Tester

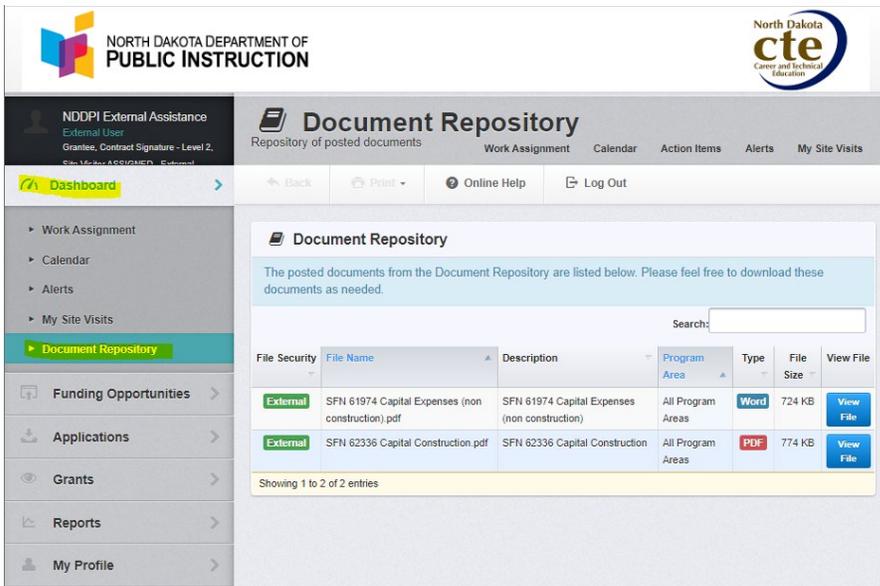
'Withdraw' will open the dialog box for additional notes. Enter the reasons and save to withdraw the Amendment.



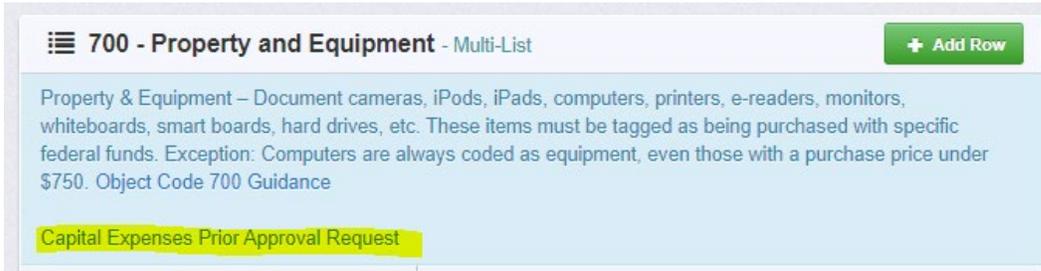
Capital Expenditure Request Process

Subrecipients must obtain written approval prior to spending federal funds on capital expenditures that exceed the State threshold. This amount will be set in OMB Fiscal Policy from the 25-27 biennium ongoing.

1. Download and complete SFN 61974 Capital Expenses (non-construction) or SFN 62336 Capital Construction before using federal funds to buy, maintain, or improve fixed assets, such as buildings, vehicles, equipment, or land. The forms can be found in the Document Repository under the Dashboard menu (left system navigation module).



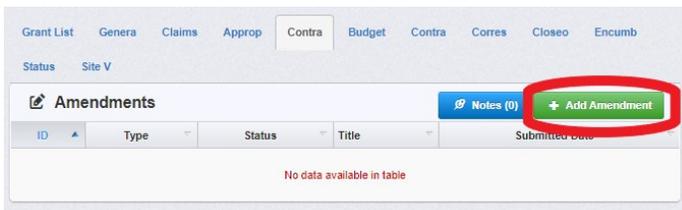
Additional information is found under Category 700 – Property and Equipment, on Budget, Claim, and Amendment forms in WebGrants.



- Once completed, upload the form to the correct Grant that will be used to pay for the item(s). Select 'Contract Amendments (Budget Changes & Capital Expenditure Forms)' from the list of Grant Component.



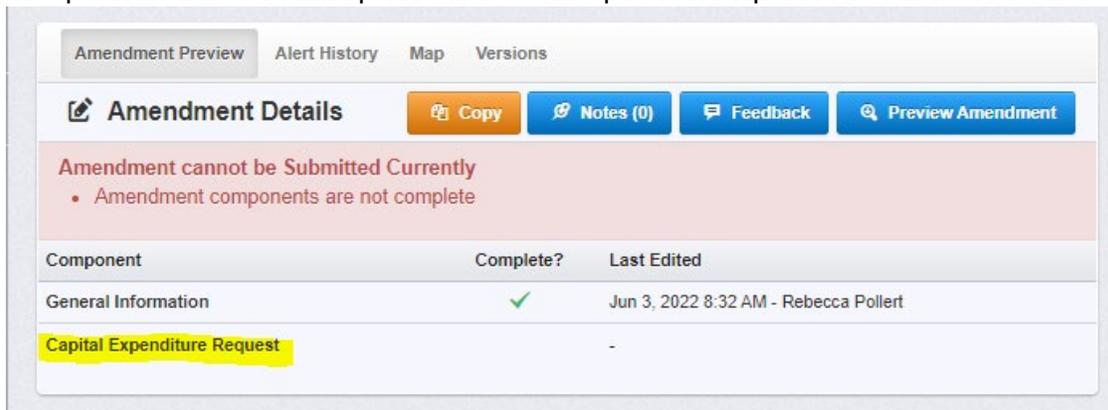
- All Contract Amendments and their status associated with this Grant will be listed. Click 'Add Amendment' in the upper right.



- Users are directed to the 'Amendment General Information'. Choose 'Capital Expenditures' from the Amendment Type dropdown menu, Title the request, then click 'Save Form'.

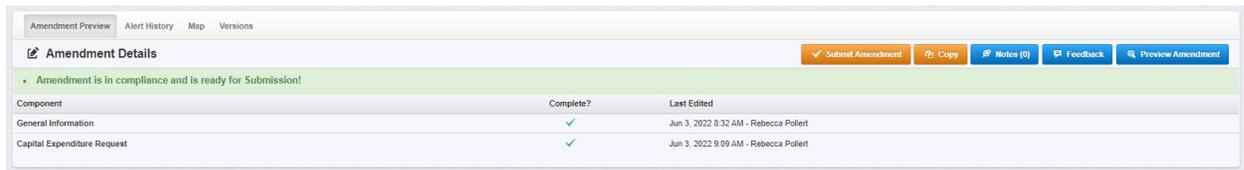


- Once the General Information has been completed, user is returned to the Amendment Details Components. This is a complete list of all components required for the amendment.



Note: All components can be edited and saved as often as necessary. The system will require that ALL fields marked as required (*red) MUST have entries and EVERY form must be 'Marked as Complete' to submit. Users will receive a pop-up message to notify them of missing components if trying to submit without completing these steps.

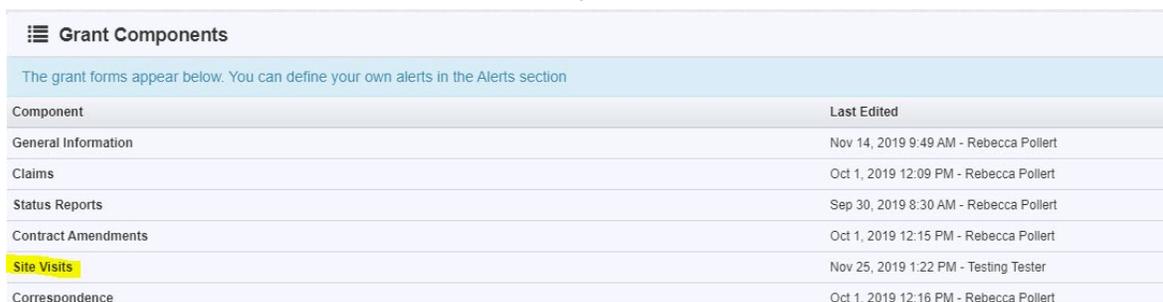
Once all required fields are filled in and all components marked complete, the 'Submit Amendment' button will be available for amendment submission.



Site Visits

When users select the Grant, they are directed to the Grant Components.

Select 'Site Visits' from the list of Grant Components.

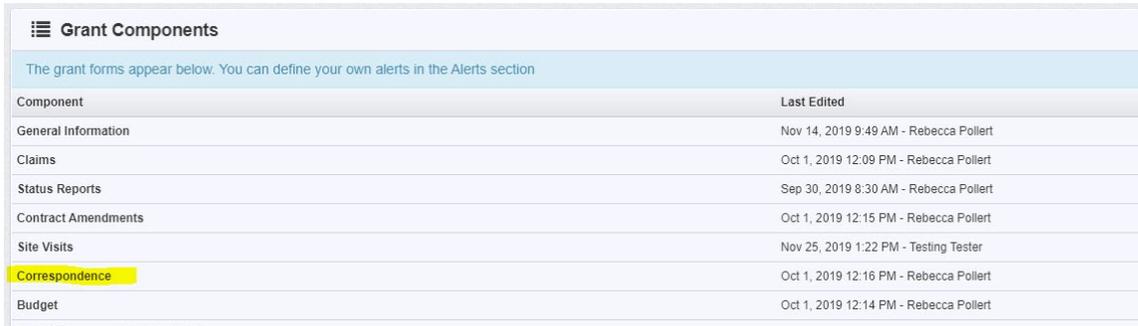


All Site Visits and their status associated with the Grant will be listed. Only NDDPI Program Administrators can add Site Visits to the Grant Components.

Correspondence

When users select the Grant, they are directed to the Grant Components.

Select 'Correspondence' from the list of Grant Components.



Component	Last Edited
General Information	Nov 14, 2019 9:49 AM - Rebecca Pollert
Claims	Oct 1, 2019 12:09 PM - Rebecca Pollert
Status Reports	Sep 30, 2019 8:30 AM - Rebecca Pollert
Contract Amendments	Oct 1, 2019 12:15 PM - Rebecca Pollert
Site Visits	Nov 25, 2019 1:22 PM - Testing Tester
Correspondence	Oct 1, 2019 12:16 PM - Rebecca Pollert
Budget	Oct 1, 2019 12:14 PM - Rebecca Pollert

All Inter-System Grantee Correspondence associated with this Grant Award will be listed.

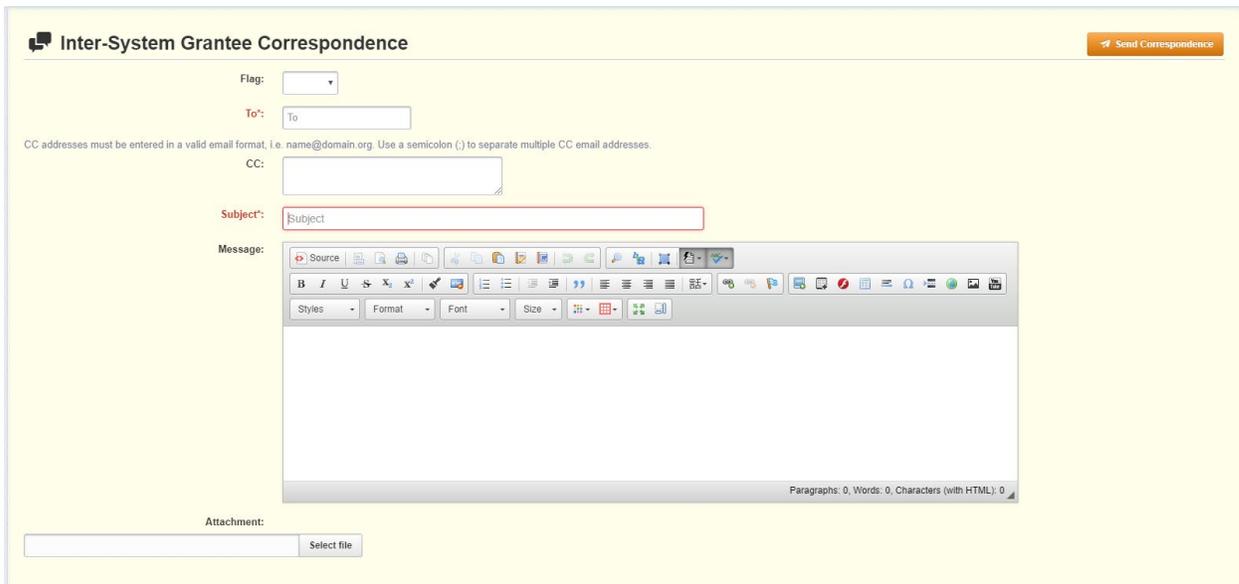
Adding Grantee Correspondence

Click 'Add Grantee Correspondence' in the upper right



Users are directed to the 'Inter-System Grantee Correspondence.'

Complete the fields on the form, then click 'Send Correspondence':



The screenshot shows the 'Inter-System Grantee Correspondence' form. It includes a 'Flag' dropdown menu, a 'To:' field, a 'CC:' field, a 'Subject:' field, a 'Message:' text area with a rich text editor toolbar, and an 'Attachment:' field with a 'Select file' button. A 'Send Correspondence' button is located in the top right corner. The status bar at the bottom right indicates 'Paragraphs: 0, Words: 0, Characters (with HTML): 0'.

Budgets

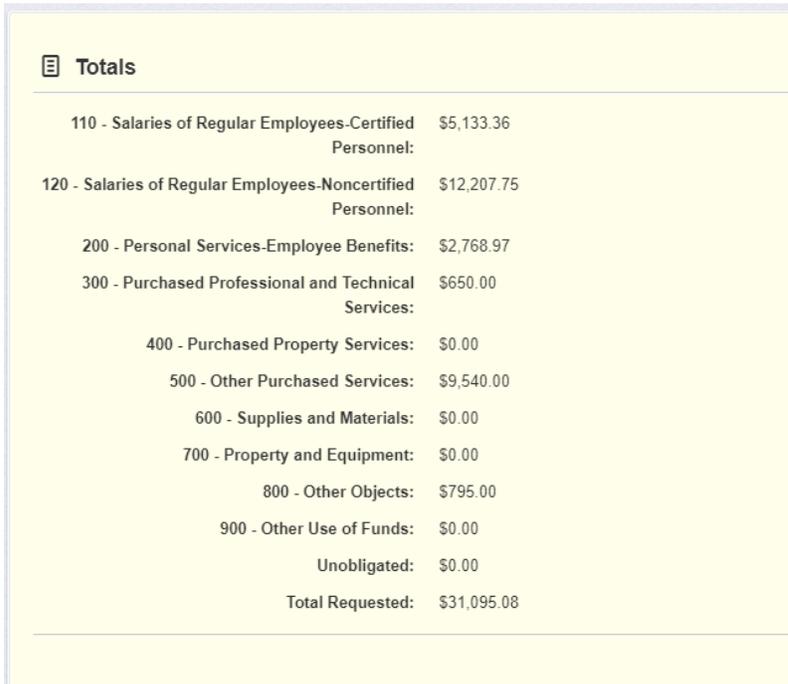
When users select the Grant, they are directed to the Grant Components.

Select 'Budgets' from the list of Grant Components.



Grant Components	
The grant forms appear below. You can define your own alerts in the Alerts section	
Component	Last Edited
General Information	Nov 14, 2019 9:49 AM - Rebecca Pollert
Claims	Oct 1, 2019 12:09 PM - Rebecca Pollert
Status Reports	Sep 30, 2019 8:30 AM - Rebecca Pollert
Contract Amendments	Oct 1, 2019 12:15 PM - Rebecca Pollert
Site Visits	Nov 25, 2019 1:22 PM - Testing Tester
Correspondence	Oct 1, 2019 12:16 PM - Rebecca Pollert
Budget	Oct 1, 2019 12:14 PM - Rebecca Pollert

The Budget component may be copied over from the Application Phase. It lists Categories with line-item descriptions and subtotals. A summary by Category of the current approved budget is at the top of the budget page



Totals	
110 - Salaries of Regular Employees-Certified Personnel:	\$5,133.36
120 - Salaries of Regular Employees-Noncertified Personnel:	\$12,207.75
200 - Personal Services-Employee Benefits:	\$2,768.97
300 - Purchased Professional and Technical Services:	\$650.00
400 - Purchased Property Services:	\$0.00
500 - Other Purchased Services:	\$9,540.00
600 - Supplies and Materials:	\$0.00
700 - Property and Equipment:	\$0.00
800 - Other Objects:	\$795.00
900 - Other Use of Funds:	\$0.00
Unobligated:	\$0.00
Total Requested:	\$31,095.08

Budgets can only be changed by submitting a Contract Amendment.

Grant Specific Components

When users select the Grant, they are directed to the Grant Components.

Grants may have their own components. These components contain requirements specific to the Grant and are generally listed below the Budget component on the Grant Components list.

☰ Grant Components	
The grant forms appear below. You can define your own alerts in the Alerts section	
Component	Last Edited
General Information	Nov 14, 2019 9:49 AM - Rebecca Pollert
Claims	Oct 1, 2019 12:09 PM - Rebecca Pollert
Status Reports	Sep 30, 2019 8:30 AM - Rebecca Pollert
Contract Amendments	Oct 1, 2019 12:15 PM - Rebecca Pollert
Site Visits	Nov 25, 2019 1:22 PM - Testing Tester
Correspondence	Oct 1, 2019 12:16 PM - Rebecca Pollert
Budget	Oct 1, 2019 12:14 PM - Rebecca Pollert
Needs Assessment and Evaluation	-

Contract (Grant Award) [*video link](#)

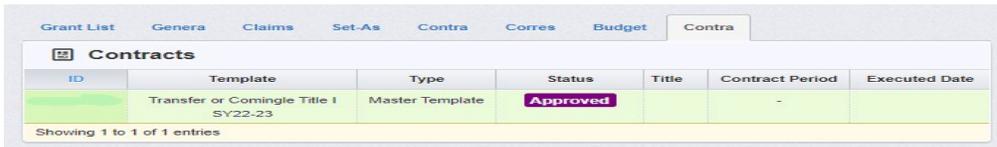
When users select the Grant, they are directed to the Grant Components.

Select 'Contract (Grant Award)' from the list of Grant Components.

☰ Grant Components	
The grant forms appear below.	
Component	
General Information	
Claims (Requests for Funds)	
Set-Aside Reports (if Applicable)	
Contract Amendments (Budget Changes & Capital Expenditure Forms)	
Correspondence	
Budget	
Contract (Grant Award)	

Electronic Signature Contract (Grant Award)

Click on the Contract in 'Approved' status

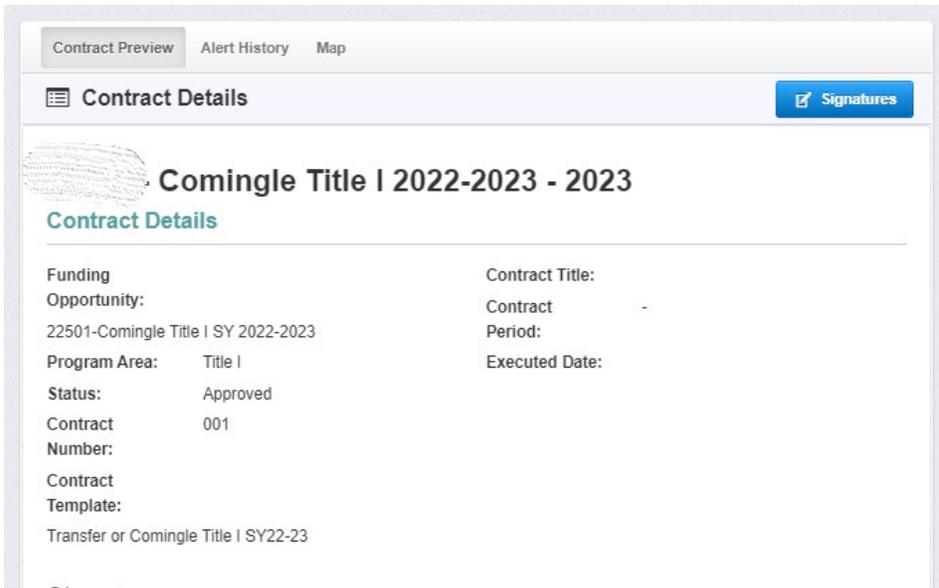


ID	Template	Type	Status	Title	Contract Period	Executed Date
	Transfer or Comingle Title I SY22-23	Master Template	Approved		-	

Showing 1 to 1 of 1 entries

Users are directed to the 'Contract Details.'

Select the blue 'Signatures' button:



Contract Preview Alert History Map

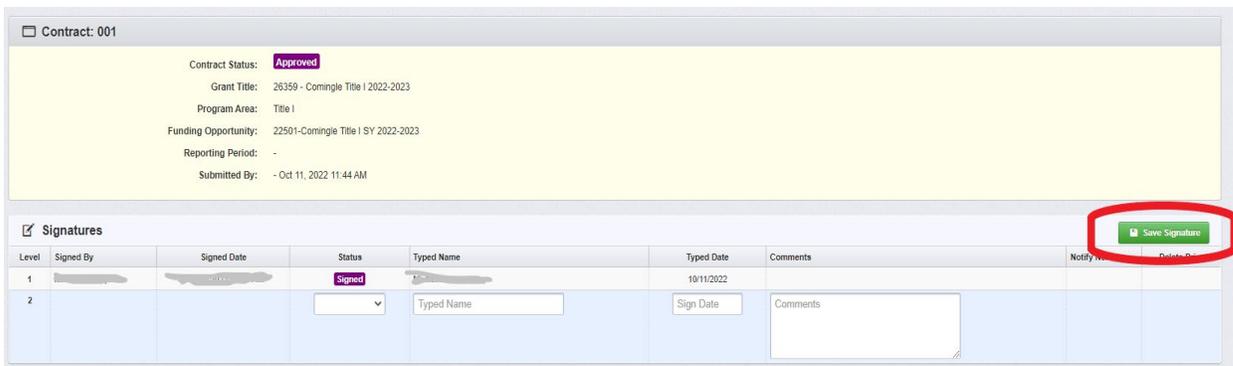
Contract Details [Signatures](#)

Comingle Title I 2022-2023 - 2023

Contract Details

Funding Opportunity: 22501-Comingle Title I SY 2022-2023	Contract Title: Contract -
Program Area: Title I	Contract Period:
Status: Approved	Executed Date:
Contract Number: 001	
Contract Template: Transfer or Comingle Title I SY22-23	

Complete the required fields and click 'Save Signature.'



Contract: 001

Contract Status: **Approved**

Grant Title: 26359 - Comingle Title I 2022-2023

Program Area: Title I

Funding Opportunity: 22501-Comingle Title I SY 2022-2023

Reporting Period: -

Submitted By: - Oct 11, 2022 11:44 AM

Signatures

Level	Signed By	Signed Date	Status	Typed Name	Typed Date	Comments	Notify	Delete
1	[Redacted]	[Redacted]	Signed	[Redacted]	10/11/2022			
2			<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>		

[Save Signature](#)

The Contract Status will change to 'Executed.'

Funding Opportunity

After users select the Grant, they are directed to the Grant Components.

Select 'Funding Opportunity' from the list of Grant Components.



The screenshot shows a table titled "Grant Components" with a sub-header "The grant forms appear below. You can define your own alerts in the Alerts section". The table has two columns: "Component" and "Last Edited". The "Funding Opportunity" row is highlighted in yellow.

Component	Last Edited
General Information	Nov 14, 2019 9:49 AM - Rebecca Pollert
Claims	Oct 1, 2019 12:09 PM - Rebecca Pollert
Status Reports	Sep 30, 2019 8:30 AM - Rebecca Pollert
Contract Amendments	Oct 1, 2019 12:15 PM - Rebecca Pollert
Site Visits	Nov 25, 2019 1:22 PM - Testing Tester
Correspondence	Oct 1, 2019 12:16 PM - Rebecca Pollert
Budget	Oct 1, 2019 12:14 PM - Rebecca Pollert
Needs Assessment and Evaluation	-
Historical Application	Oct 7, 2019 11:14 AM - Rebecca Pollert
Contract and Award Letter	Nov 25, 2019 12:00 PM - Testing Tester
Funding Opportunity	

All of the details provided prior to Grant Application or Award are found here. This includes a Description, pertinent Grant Requirements, Attachments, and Website Links

Reports

From the Side Menu:

Click on 'Reports' Formatted

Select Report type from list

The screenshot shows the 'Reports' section of the NDDPI External Assistance system. The sidebar menu on the left includes 'Dashboard', 'Funding Opportunities', 'Applications', 'Grants', 'Reports', and 'My Profile'. The 'Reports' menu item is selected, and the 'Formatted' sub-menu item is highlighted. The main content area is titled 'Reports' and 'List of all current reports'. It features a search bar and a table of report types. The table has three columns: 'Report', 'Base Document', and 'Program Areas'. The table lists six report types: 'Grants - Basic Information', 'Grants - Claims', 'Grants - Claims - Drawdowns', 'Grants - Contracts', 'Grants - Status Reports', and 'Inventory - Basic Information'. The 'Inventory - Basic Information' row is highlighted in yellow. Below the table, it says 'Showing 1 to 6 of 6 entries'.

Report	Base Document	Program Areas
Grants - Basic Information	Grant	All
Grants - Claims	Claim	All
Grants - Claims - Drawdowns	Claim	All
Grants - Contracts	Contract	All
Grants - Status Reports	Status Report	All
Inventory - Basic Information	Inventory	All

Users can Print to CSV/Excel, HTML, or PDF on all report formats

Grants – Basic Information with no filters added will give users a list of all grants they are listed on in all statuses. Users can filter by searching fields to narrow down lists.

Grants – Claims will allow users to run reports on claims by search fields available

Grants – Claims Drawdowns will show users a specific list of each claim by search field available

Grants – Contracts with no filters added will give users a list of all contracts in all statuses (Executed contracts have 2 levels of signature)

Grants – Status Reports will show users a list of all status reports in all statuses

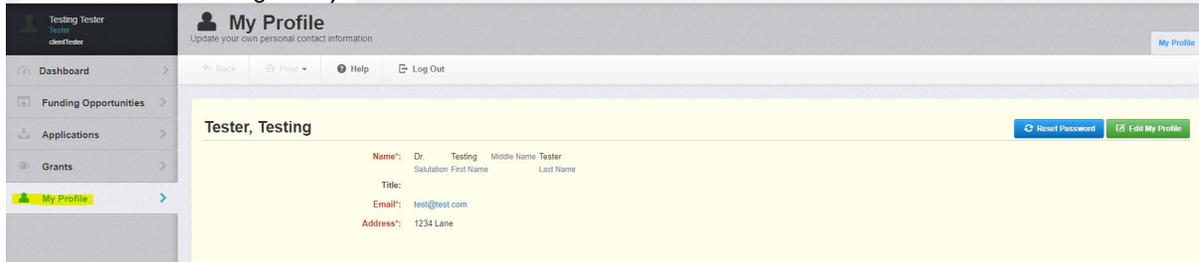
Inventory – Basic Information Inventory subcomponent is not being used in WebGrants

My Profile

From the Side Menu:

Click on 'My Profile'

Select 'Edit My Profile' to update your WebGrants contact information



Users see Associated Organizations listed below My Profile. Users can be associated with multiple Associations. Example: Dr. Testing Tester is associated with the three organizations listed.

Associated Organizations			
Name	Type	Title at Org	Website
BaseLine Organization	County Government		www.bas
Bismarck Public Schools - DPI	Public LEA	Tester	http://ww
West Fargo Public Schools - DPI	Public LEA	DPI Test User	http://ww

Users cannot update their own associated organizations. Only NDDPI can edit users associated with organizations.

Organization Details-Users Assigned to My Organization(s)

From the Side Menu:

Click on 'My Profile'

Scroll down below Personal details, select 'Organization' to see Organization Details and Associated People

The screenshot shows a user interface for 'My Profile'. The user is identified as 'DPI Tester' with the role 'clientTester, Contract Signature - Level 2'. The page title is 'My Profile' with the subtitle 'Update your own personal contact information'. A navigation sidebar on the left includes 'Dashboard', 'Funding Opportunities', 'Applications', 'Grants', 'Reports', and 'My Profile' (highlighted). The main content area displays details for the 'ND Department of Public Instruction', including its name, organization type (State Government), tax ID, website, address (600 E. Boulevard Avenue, Dept. 201, Bismarck North Dakota 58505-____), phone, fax, and SAM.gov information. Below this is a section for 'Associated People' with a table listing users associated with the organization.

ND Department of Public Instruction

Name*: ND Department of Public Instruction
Organization Type*: State Government
Tax Id: [Redacted]
Organization Website: <https://www.nd.gov/dpi>
Address*: 600 E. Boulevard Avenue
 Dept. 201
 Bismarck North Dakota 58505-____
 City State/Province Postal Code/Zip
Phone*: (701) 328-2260 Ext. ### ### ###
Fax: (701) 328-2260 ### ### ###
SAM.gov Entity ID: [Redacted]
SAM.gov Name: Public Instruction, North Dakota Department Of
SAM.gov Expiration Date: [Redacted]

Associated People

The people below also belong to the above organization. If the Add button is available in this section, then you can add people to your organization and bypass the standard registration process.

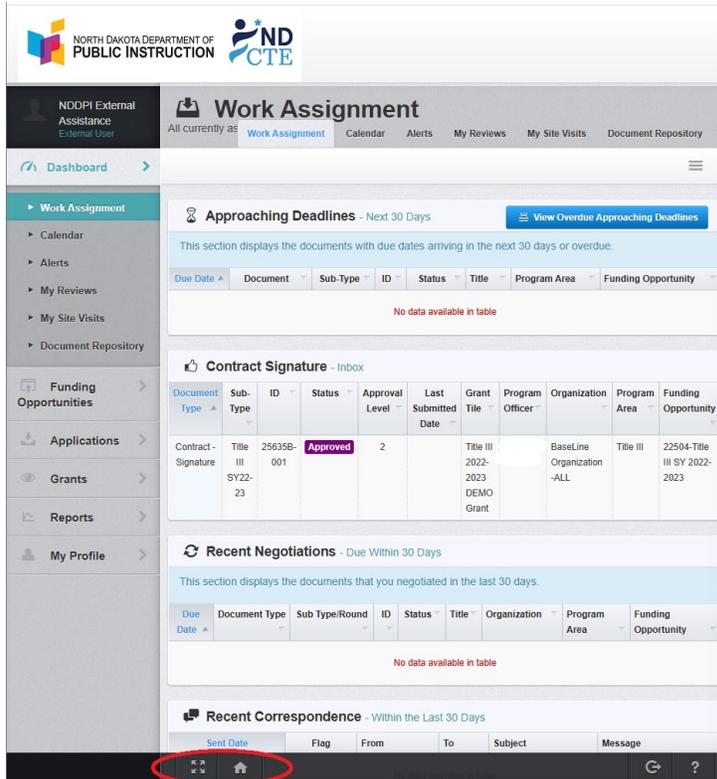
Name	Type	Title at Organization	Email	Phone	City	State	Active?
System Administrator	Internal Staff		[Redacted]	[Redacted]	Test	North Dakota	Yes

Users cannot update their own associated organizations. Only NDDPI can edit users associated with organizations.

Troubleshooting common problems

I lost my left Navigation Bar!

WebGrants allows users to show/hide sidebar. Click the four arrows expanding out next to the Home button on the bottom left of the screen.



The screenshot shows the WebGrants dashboard for a user named 'NDDPI External Assistance'. The main content area is titled 'Work Assignment' and includes sections for 'Approaching Deadlines', 'Contract Signature', 'Recent Negotiations', and 'Recent Correspondence'. The bottom navigation bar is visible, with a red circle highlighting the four arrows next to the Home button.

Why don't I have a submit button?

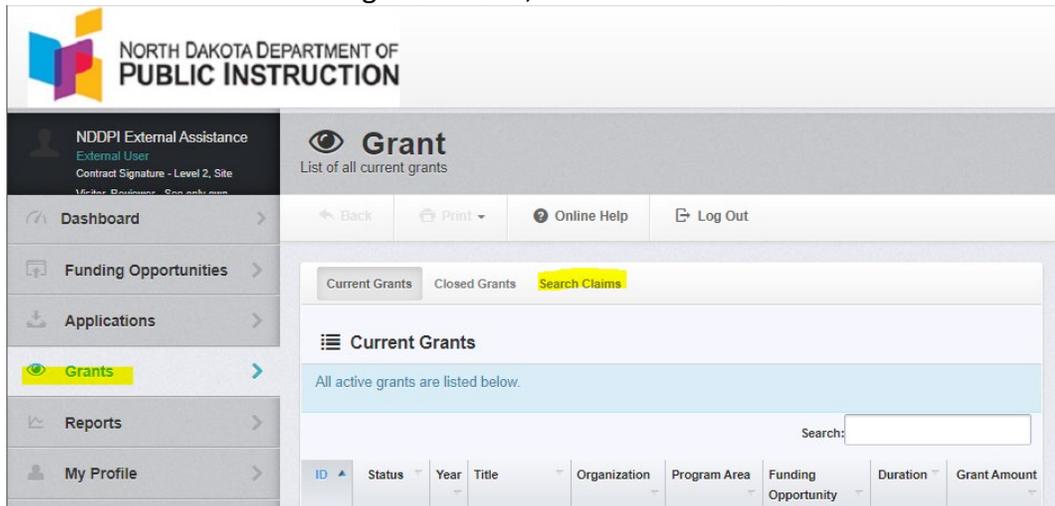
WebGrants will not allow users to submit items that are not complete. Make sure the Green 'Save' **AND** Orange 'Mark As Complete' buttons are clicked on each form. Once completed users will have a green check mark next to each subcomponent (form), and access to an Orange 'Submit' button

Pay attention to pop up boxes and directions. The system will tell which fields are missing or incorrect.

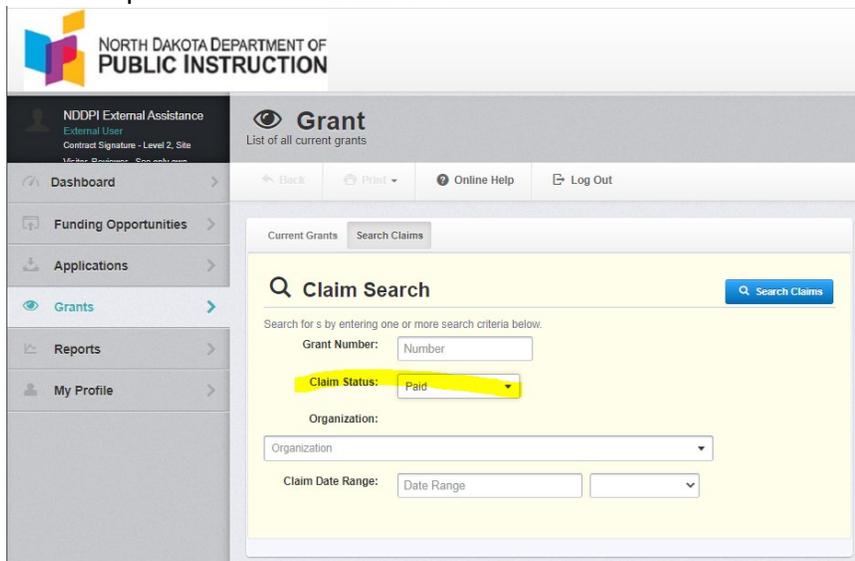
How do I know if I've been paid?

Users can search claims by status.

Click Grants on the left navigation menu, then Search Claims tab



Choose options from search fields.



All Paid Claims will be listed. Click on column headings to sort

Search Criteria

Status: Paid

Claim List

Search:

Claim Number	Type	Status	Submit Date	Paid Date	Grant Title	Organization	Grantee	Program Area	Funding Opportunity	Amount
1662-002	Reimbursement	Paid		01/08/2020	DTPi Test - 9/20/19	BaseLine Organization -ALL	NDDPI External Assistance	21st Century Community Learning Centers	0001-21st Century - 1st Year Application for Selection SY 2021-2022	\$0.00
4958-005	Reimbursement	Paid	10/08/2020	10/08/2020	IDEA B 84.027A 7/1/20-9/30/22	BaseLine Organization -ALL	NDDPI External Assistance	Special Education	4955-Special Education 2020-2021	\$150.00
4938-001	Reimbursement	Paid	09/21/2020	09/21/2020	Title I 2020-2021	BaseLine Organization -ALL	George DPIFiscalman	Federal Title Programs	4936-Title I 2020-2021	\$1,738.00
1662-001	Reimbursement	Paid	09/20/2019	09/20/2019	DTPi Test - 9/20/19	BaseLine Organization -ALL	NDDPI External Assistance	21st Century Community Learning Centers	0001-21st Century - 1st Year Application for Selection SY 2021-2022	\$6,500.00

Why is this item in correcting status?

Items in correcting status will show on the user Dashboard Work Assignment until after the due date has passed. After that date, the item will still be in correcting status, and can be found from within the Grant or by clicking 'View Overdue Approaching Deadlines'

From the Dashboard Work Assignment Click on the item

NORTH DAKOTA DEPARTMENT OF PUBLIC INSTRUCTION

NDDPI External Assistance
External User
Contract Signature - Level 2, Site
Master Dashboard - See help menu

Work Assignment
All currently assigned work

Work Assignment | Calendar | Alerts | My Reviews | My Site Visits

Dashboard >

Work Assignment >

- Calendar
- Alerts
- My Reviews
- My Site Visits

Funding Opportunities >

Applications >

Grants >

Reports >

My Profile >

Approaching Deadlines - Next 30 Days [View Overdue Approaching Deadlines](#)

This section displays the documents with due dates arriving in the next 30 days.

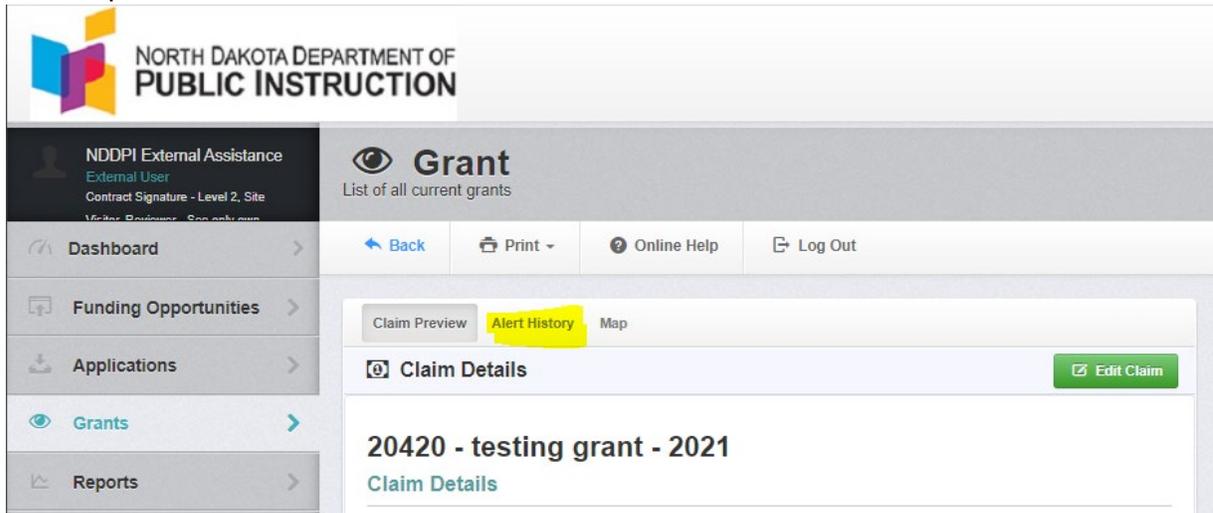
Due Date	Document	ID	Status	Title	Program Area	Funding Opportunity
No data available in table						

Recent Negotiations - Due Within 30 Days

This section displays the documents that you negotiated in the last 30 days.

Due Date	Document Type	Sub Type/Round	ID	Status	Title	Organization	Program Area	Funding Opportunity
06/17/2022	Claim	Reimbursement	20420-003	Correcting	testing grant	BaseLine Organization - ALL	Special Education	12930-Special Education 2021-2022

Select 'Alert History' to see all prior notifications and status changes related to this subcomponent



How do I add additional users to my grant or application?

Users can edit Organization user access by clicking on the General Information subcomponent (top line) in each Grant or Application. Then choose 'Edit Additional Contacts' to the far right.



Why can't I see another person as an option to add to my application or grant

If a user does not show up when editing the General Information, it means they are either not registered with WebGrants or associated with the Organization. Each user must be individually registered.

I don't have the signature drop down option for my contract?

Users should first confirm the NDDPI Program Administrator has signed. Grantees only have the Signature two authority. NDDPI must sign first.

If the Contract/Grant Award is signed by the NDDPI Program Administrator, users must confirm they are a School Board authorized signer for the funds. If yes, reach out to NDDPI to add the signature authority to user profile. Everyone has a signature button but will not be able to electronically sign unless the signature role is added to their profile.

Can I just have someone else use my profile to sign their name?

WebGrants authenticates users with the NDLogin process. Only users with access to the NDLogin account details should use that account. The system tracks and reflects activity based upon the user login. Notifications and emails are also sent to the email address associated with the NDLogin account.

All WebGrants users should have their own NDLogin account and WebGrants approved user.

How do I remove a user from our district/Organization?

Edits to Organization details can only be done by system administrators at NDDPI. Please email a program manager to let them know the information to update.