

Resetting Your Password/Locating Username/Unlocking Account

1. Go to www.grants.gov
2. Click on **LOGIN** in the upper right corner of the window. In order to unlock the end user's account, they must know their Username. If forgotten, click on the **Forgot My Username** hyperlink. The window below appears – enter the email address used when registering for Grants.gov.

RETRIEVE USERNAME

Enter required information to retrieve your username:

*Email Address:

Submit Cancel

An email was sent to perkinsv@sc.edu with your username

Login below for enhanced features. If you do not have a Username and Password, please [Register as a New User](#).

*Username:

*Password: (Case Sensitive)

Login

[Forgot My Username](#) | [Forgot My Password/Unlock My Account](#)

3. To unlock an account and set a new password, the end user needs to click on the **Forgot My Password/Unlock My Account** hyperlink.
4. The next window is the Reset Password window. Users will be prompted to answer the secret question created at the time of registration. Their Username is displayed. If user knows the answer then user types it in the box. If user cannot remember the answer, then click on the **Forgot Secret Answer** button. A new window appears indicating that "an email was sent with your new password to your account's email address."

RESET PASSWORD

Enter the answer to your secret question and click Continue.

Enter required information to reset your password:

*Username:

*Secret Question: mothers maiden name

*Secret Answer:

Continue > Forgot Secret Answer Cancel

An email was sent with your new password to your account's email address.

Login below for enhanced features. If you do not have a Username and Password, please [Register as a New User](#).

*Username:

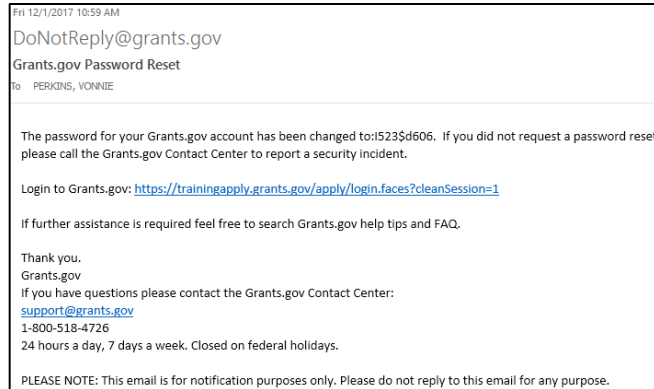
*Password: (Case Sensitive)

Login

[Forgot My Username](#) | [Forgot My Password/Unlock My Account](#)

Resetting Your Password/Locating Username/Unlocking Account

5. End user will receive an email similar to the one below and it will contain the new password. It is recommended that the user log into Grants.gov and reset their password to something the user will remember.



To change the password, log into Grants.gov with the new password that came in the email. The window below appears: Enter the new password received and then below type in a new password two times. Then click the SUBMIT button.

MY ACCOUNT

Account Details: Username: perkinsv Current Profile: My Applicant Profile(s)

CHANGE ACCOUNT DETAILS CHANGE EMAIL ADDRESS CHANGE PASSWORD MANAGE PROFILES

Please complete the fields below to change your password:

*Old Password: (Case Sensitive)

*New Password: (Case Sensitive)

*New Password Confirm: (Case Sensitive)

Submit

The window below appears with the message that the password has been successfully changed.

MY ACCOUNT

SUCCESS: Password successfully changed. This password is valid for the next 60 days and will expire if you do not change it before the expiration date.