Online Registration

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PCCD Online Registration
Quick Start Guide

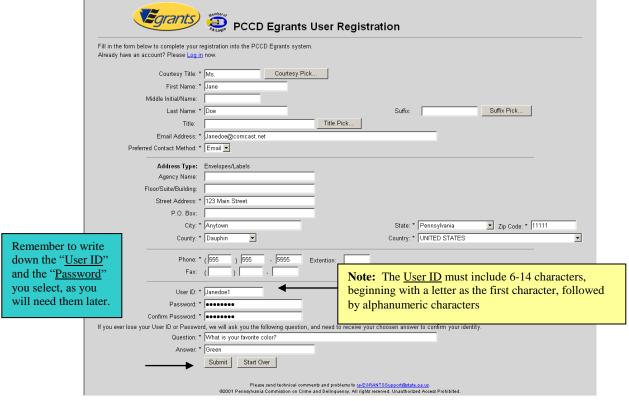1. Access the **PCCD Egrants site** by going to **www.pccd.state.pa.us**.

2. If the page you go to does not look exactly like this, you are not at the right spot. Call Egrants Help Desk by phoning (717) 787-5887 or toll-free within Pennsylvania at (800) 692-7292, option 9 and then option 6, if you need assistance. Click on the Egrants hyperlink located on the top navigation bar.

3. The screen refreshes and access to PCCD Egrants appears. You are prompted to register in Egrants Production site or in the Egrants Training site. Click on the "Egrants Production Site" Register button.
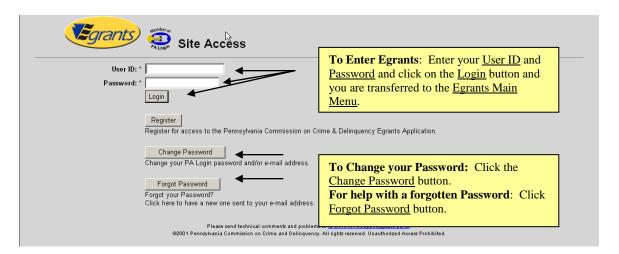
4. You will be transferred to the "PCCD Egrants User Registration" screen. Asterisked fields are required fields and must be completed. Note: The "County" field only requires completion if the "State" is identified as Pennsylvania. Please use upper and lower case letters to complete this form. Review the Standards for Data Entry Quick Start Guide for additional tips. Click on the Submit button at the bottom of the screen when you have completed all the required fields.
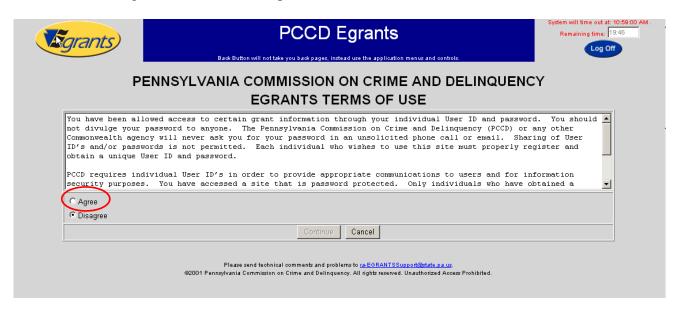

Remember to write down the "User ID" and the "Password" you select, as you will need them later.

Note: The User ID must include 6-14 characters, beginning with a letter as the first character, followed by alphanumeric characters

Please note: If you are already a registered user within the Commonwealth, and you attempt to register in Egrants, you will instead will be transferred to the "Site Access" screen to login with your Commonwealth User ID and Password.

Please also Note: When you register or login, and if you have not already read and agreed to the PCCD "Egrants Terms of Use," the following screen appears. You will need to read the agreement and click on the Agree button in order to proceed further.

You will not have access to the full Egrants system until security is established with PCCD. Until then, you will only be able to access User Management Profiles and the Work Manager tab.

5. Following the completion of the steps 1-4 above, you will need to review the User Management Access Request Quick Start Guide to determine whether or not your agency has a User Manager.

- **If your agency has a User Manager, follow the steps in the Quick Start Guide to:**
  - o Make your User Manager aware of which grants for your agency that you would like access to.
  - o Select the role(s) that you are requesting within the agency.
  - o When you are finished selecting roles, submit the request to your User Manager.
  - o Egrants will notify your User Manager via Work Manager in Egrants to review your request.
  - o You will receive an Alert via Egrants Work Manager when you are provided with security. You may then proceed to assess Egrants fully. Your User Manager may also contact you.

- **If your agency does not have a User Manager, you must complete the *Egrants User Registration Request Form* and return it online or via fax to PCCD Egrants Support at (717) 783-7165.** (Note: This form can also be found at www.pccdegrants.state.pa.us. Click on the "PCCD Egrants Help Center," select "Egrants Quick Start Guides" and then select the Egrants User Registration Request Form.)
  - o PCCD will process your security request.
  - o Egrants Support Staff will contact you either by email or phone once your roles are established. Once those roles are established, you will have full access to the Egrants system.