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.

3. To unlock an account and set a new password, the end user needs to click on the I 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."
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.

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