

Creating a Grants Gateway Account That Can Access the NYSCA Grant Opportunity Application

To access the NYSCA Grant Opportunity, you must be logged into Grants Gateway as either a Grantee or Grantee Contract Signatory. While either of these account types can create an application, please note that only the Grantee Contract Signatory will actually be able to submit it. For more information about organization account roles, please see page 24 in the [NYSCA Grants Gateway Application Guide](#).

To create and use either of these login types, please follow these instructions:

- Log in to Grants Gateway using your userid and password as the Grantee Delegated Administrator.
- Once you are in, click on ORGANIZATIONS (upper right hand corner: Reports, Training Materials, Organizations, Profile, Logout)
- On the next screen: click on Organization Members.
- Scroll midway down the page and you will see Current Members, Add New Members.
- Click on Add New Members.
- You will be presented with a profile screen. Fill out the screen, entering your name and email address and click on the download menu to select the Grantee Role **OR** Grantee Contract Signatory role.
- Then, click the SAVE button (upper right hand corner of the screen). This will prompt the system to email you your new account information.
- **GO TO YOUR EMAIL.** You will receive two messages: one contains your userid, the other contains your password. Use this userid and password to login when you want to perform tasks (such as applying for a grant opportunity) as the Grantee or Grantee Contract Signatory.

You are now ready to create your NYSCA Application/Grant Opportunity in Grants Gateway. For further instructions, please go to page 3 of the [NYSCA Grants Gateway Application Guide](#).