How to Register for a Grants.gov Account

1. Click the **Register** link in the top-right corner of the Grants.gov banner.
2. Click the **Get Registered Now** button on the Register page.
3. Complete the **Contact Information** and **Account Details** sections. All fields with a red asterisk (*) are required.
   - Email Address - When entering an email address, please keep in mind that all correspondence with Grants.gov will be sent to that email address.
   - Username - Enter a username to log in to Grants.gov. It may only contain alphanumeric characters, question marks, periods, dashes, underscores, and the @ symbol. Your username cannot contain a space, nor can it only include numbers. Select a username you will remember.
   - Password - The password you choose must meet the following password requirements:
     - Must contain at least eight (8) characters
     - Must contain at least one (1) uppercase letter (A-Z)
     - Must contain at least one (1) lower case letter (a-z)
     - Must contain at least one (1) number (0-9)
     - Must contain at least one (1) special character (e.g. ! @ # $ % ^ & *)
     - Cannot be the same as the previous six (6) passwords
     - Cannot contain dictionary words, names, or your Username
4. Select whether to subscribe or unsubscribe from Grants.gov Communications. The **Alerts** are important messages about time-sensitive or major system changes. The **Newsletter** features training, system enhancement updates, and other resources to help the federal grants community.
5. Click the **Continue** button.
6. Click the **Send Temporary Code** button, then access your email account to access the temporary code.
7. Enter the temporary code you received in the email from Grants.gov into the **Temporary Code** field and click the **Continue** button.
8. Decide if you would like to add a profile to your Grants.gov account or click the **Continue** button to log in. You need to **add a profile** to submit an application. After registering, review the Workspace Overview page to learn how to apply for a grant.

After you create your Applicant account, you will then need to register under Bradley's UEI by completing the steps below.

1. Log into Grants.gov using your existing Applicant account.
2. Click on the MY ACCOUNT link in the top-right corner of the page.
3. Click on the MANAGE PROFILES tab.
4. On the right side of the page, please click on the ADD PROFILE button.
5. Under PLEASE SELECT ADD PROFILE OPTION: the NEW PROFILE option is selected by default. In the UEI field, enter the UEI number you wish to register under. Please note, a single Applicant account can only have one profile per UEI.

   BU's Federal/SAM.gov UEI is: **D3ZVNXBL1DJ7**

6. In the PROFILE NAME field, enter a unique nickname for this profile.
7. In the JOB TITLE field, please enter your job title or role for this organization.
8. Click on the SAVE button.

Once you have saved your changes, you will be returned to the MANAGE ACCOUNT page and a confirmation message will display.

Please email the Office of Sponsored Programs (osp@bradley.edu) to let us know that you have completed the steps so that we can check to make sure that the registration is complete.