

Give Staff Access to Your Organization's *e-snaps* Account

This document provides instructions for adding an individual to your organization's *e-snaps* account, enabling the individual to access and edit information in the Applicant Profile and application(s) associated with your organization. It also identifies steps to delete staff who no longer need access.

- For CoC designated Collaborative Applicants, this access includes the CoC Applicant Profile, CoC Registration, CoC Review, CoC Application, and CoC Priority Listing.
- For project applicants, this access includes the Project Applicant Profile, project applications, and grant agreements.

What is an *e-snaps* Registrant?

e-snaps uses the term "registrant" to refer to people who have access to your organization's *e-snaps* account. Having an *e-snaps* username and password does not automatically give you access to your organization's *e-snaps* account. To gain access, you must be added as a registrant.

Each individual must have an *e-snaps* user profile with a username and password. For more information, review the resource: [Create an *e-snaps* User Profile](#).

Adding an *e-snaps* Registrant

Anyone who currently has access to your organization's *e-snaps* account can add other individuals to that account. To add a registrant, the person you are adding will need to provide you with the username they created (when they set up their user profile) and their email address, and then follow the instructions provided below.

The screenshot shows the Front Office interface. At the top, there is a navigation bar with the 'e Front Office' logo, a 'Help' icon, and a 'Logout' icon. Below the navigation bar, there is a sidebar menu on the left with the following items: 'TestUser1', 'Front Office Portal', 'Profile', 'My Account Change Password', 'Workspace', and 'Applicants'. The 'Applicants' menu item is highlighted. The main content area shows the 'Applicants' section. At the top of this section, there is a dropdown menu for 'Applicant:' set to 'Project Applicant A (20032008)'. Below this, there is a table with the following columns: 'Children', 'Registrants', 'Parent', 'Open', 'Applicant Name', 'Applicant Number', 'Number of Projects', and 'Last Submission'. The 'Registrants' column has a red person icon highlighted with a black box. The 'Applicant Name' column contains the text 'Project Applicant A'. The 'Applicant Number' column contains the number '20032008'. The 'Number of Projects' column contains the number '0'. The 'Last Submission' column is empty.

- Step 1.** Login to *e-snaps*.
- Step 2.** Select "Applicants" from the left menu.
- Step 3.** On the "Applicants" screen, select the "Registrants" icon under the Registrants column heading.

Front Office

Help Logout

TestUser1

Front Office Portal

Profile

My Account
Change Password

Workspace

Applicants
Funding Opportunity
Registrations
Projects
Submissions

Contact Us

Applicant: Project Applicant A (20032008)

Applicant Details

Applicant Name: Project Applicant A
Applicant Number: 20032008

Registrants

Delete	Open	Name	User Name	Email	Group
		McGinn, Lena	TestUser1	Lena.McGinn@icf.com	Administrator
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Back to List

Step 4. On the “Applicant Details” screen, select the “Add Registrant” icon at the top left of the list.

Front Office

Help Logout

TestUser1

Front Office Portal

Profile

My Account
Change Password

Workspace

Applicants
Funding Opportunity
Registrations
Projects
Submissions

Contact Us

Applicant: Project Applicant A (20032008)

Applicant Details

Applicant Name: Project Applicant A
Applicant Number: 20032008

Add a Registrant

* User Name:

* Email Address:

* Group: Administrator

Add Registrant

Back to List

Obtain username and email address of new registrant

Step 5. You will now see the “Applicant Details” screen and will enter the username and email address of the individual who needs access to your organization's *e-snaps* account. NOTE: In the “Group” field, nothing needs to be selected from the drop down. “Individual” and “Administrator” are software terms that have no effect on your *e-snaps* access; both designations have the same level of access. You can ignore this field.

Step 6. Select the “Add Registrant” button which will give the staff person access to *e-snaps*.

Step 7. Select the “Back to List” button to return to the “Registrants” screen where you should now see the new Registrant on the list.

Step 8. Once you return to the “Registrants” screen, select the “Back to List” button to return to the “Applicants” screen.

Deleting e-snaps Registrants

Anyone who currently has access to an organization's *e-snaps* account can also remove other individuals from that account. Once a registrant is deleted, the user can still log in to *e-snaps*, but they will no longer be able to access the organization's *e-snaps* account.

Delete a registrant by following the instructions provided below.

The screenshot shows the Front Office interface. At the top, there is a navigation bar with the 'Front Office' logo and 'Help' and 'Logout' links. On the left, a sidebar menu includes 'TestUser1', 'Front Office Portal', 'Profile', 'My Account Change Password', 'Workspace', 'Applicants', 'Funding Opportunity Registrations', 'Projects', 'Submissions', and 'Contact Us'. The main content area displays 'Applicant: Project Applicant A (20032008)'. Below this, the 'Applicant Details' section shows 'Applicant Name: Project Applicant A' and 'Applicant Number: 20032008'. The 'Registrants' section contains a table with columns for 'Delete', 'Open Name', 'User Name', 'Email', and 'Group'. Two registrants are listed: 'McGinn, Lena' (User Name: TestUser1, Email: Lena.McGinn@icf.com, Group: Administrator) and 'marsland, whitney' (User Name: TestUser22, Email: whitney.marsland@icf.com, Group: Administrator). A callout box points to the 'Delete' icon (a red circle with a white 'X') next to the first registrant's name. Below the table, a 'Back to List' button is highlighted with a black border.

Delete	Open Name	User Name	Email	Group
	McGinn, Lena	TestUser1	Lena.McGinn@icf.com	Administrator
	marsland, whitney	TestUser22	whitney.marsland@icf.com	Administrator

- Step 1.** On the "Applicants" screen, select the "Registrants" Icon. This icon is located to the left of the Applicant Name.
- Step 2.** Select the "Delete" icon next to the person's name.
- Step 3.** Select the "Back to List" button to return to the "Applicants" screen.