e-snaps 101: What the Resources Help You Do

The following resources are in the e-snaps 101 Toolkit.

Resource	What it helps you do
e-snaps and the CoC Program Annual Funding Cycle	Understand what *e-snaps* tasks need to be done at different points during the annual funding cycle.
Checklist to Get Started in e-snaps	Identify the steps to take in *e-snaps* prior to the CoC Program Competition.
e-snaps Glossary	Understand the terminology you will see when working in *e-snaps* and on your applications.
e-snaps icons	Identify the icons in *e-snaps* and what action each one allows you to take.
Create an e-snaps User Profile	Create a user profile so you can log in to *e-snaps*. This user profile is for your individual *e-snaps* account. You do not automatically have access to the organization's *e-snaps* account.
Give Staff Access to Your Organization's e-snaps Account	Give staff access to your organization's *e-snaps* account, such as when you have a new staff person. You or someone in your organization must already have access.
Request Access to Your Organization's e-snaps Account	Request access to your organization's *e-snaps* account, such as when the only person with login information no longer works with you.
Determine What Type of Applicant You Are in e-snaps	Determine whether you are a Project Applicant or Collaborative Applicant designated by the CoC, which affects your Applicant Profile type and what applications you need to submit.
Update the Collaborative Applicant Organization and/or Primary Contact	Notify HUD and make the necessary changes in *e-snaps*, HDX, and on the HUD Exchange when the Collaborative Applicant Primary Contact changes and/or a different organization is designated as the CoC's Collaborative Applicant.