1. To register for Grants.gov Workspace, first create a Grants.gov account by going to:
https://www.grants.gov/web/grants/register.html
   a. (additional information on registration can be found here:
      https://www.grants.gov/web/grants/applicants/registration.html)
   b. Click the red “Get Registered Now” button.
   c. Complete all of the required information to register and click the “Continue” button.
d. Click the “Send Temporary Code” button, then retrieve the code from your email.

e. Enter the temporary code you received in the email from Grants.gov into the “Temporary Code” field and click the Continue button.

Add a profile to your account in order to access Workspace:

1. Add a profile via method (a.) during registration or via method (b.) to an existing account.
   f. If you are creating a new account and adding a profile during registration, under the “How would you like to proceed?” heading, select the “Add Organization Applicant Profile” option.

   g. If you are adding a profile to an existing account, login to your account. Under the “Manage Profiles” tab, select “Add Profile”.

2. Enter your new profile details:
   a. Make sure “Organization Applicant” is selected
b. Enter the DUNS Number:
   i. The University of Akron – 045207552

c. Create a profile name that will distinguish your University of Akron profile from any other may profiles you have within your Grants.gov account

d. Enter your job title

e. Click the “Save” button to complete the profile creating process

3. Wait for your confirmation email

   a. You will receive an email confirming the privileges for which you have been authorized for your University of Akron profile. Please be patient as profile forms must be individually reviewed and processed. However, confirmation typically will occur within 1 business day.

4. Access and manage Workspaces

   a. Login to Grants.gov using your account username and password and select “Manage Workspaces” from the left navigation bar.