**Submitting a Status Report in WebGrants**

**Logging into the WebGrants System**

Sign into Web Grants

Url: Enter Current URL here

On the Login Page

Click on User ID on the left side of your page under Login

Enter your User ID

Enter your Password

**Click on ‘Sign In’**

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**Note:** Use the WebGrants Menu, not the Browser Menu

WebGrants is compatible with many different browsers; please feel free to use the browser of your choice.

Read the Instructions on the screen for navigating in the system.

 From the Side Menu:

Click on ‘Grants’:



 Select the Grant you would like to access in the Active Grant listing.

 If you need to access a closed grant, click on the Closed Grants tab.

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 Once you have selected the Grant, you will be directed to the Grant Components.

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 Select **'Status Reports'** from the list of Grant Components



 Click on **'Add Status Report'.**



 Choose the **'Sub Type'**.

Enter **'Report Dates'.** Start Date and End Date.

When complete, click **'Save Form'**.

Click on the status report form(s) listed under Components.

(Status Report Test Form in this example)



Enter the requested data and click on **'Save Form'**.

Review form and if correct, click on **'Mark as Complete'**.



If status report is ready for submission, click on **'Submit Status Report**'.

