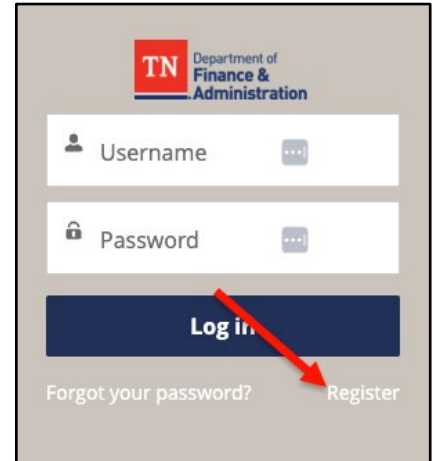


JOB AID: PORTAL USER

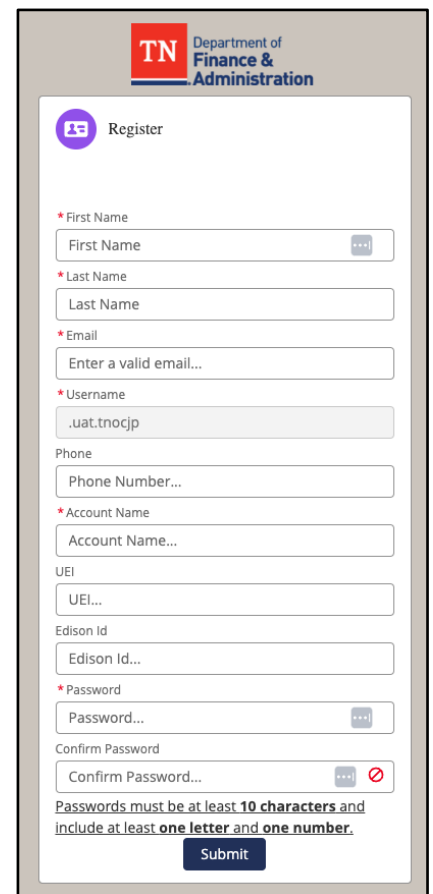
Portal - Self-Registration

1. Navigate to <https://tngrants.my.site.com/s/login/>.
2. Click the **Register** link below the Log In button to go to the Self Register page.
3. In the **Register** form, enter details for these fields:
 - a. **First Name**
 - b. **Last Name**
 - c. **Email**
 - d. **Username** will be **automatically generated** based on email and can be found in the welcome email.
 - e. **Phone**
 - f. **Account Name** (applicant Agency name)
 - g. **UEI**, if available
 - h. **Edison ID**, if available
 - i. **Password / Confirm Password**
4. Click **Submit**.

Check your **email inbox** for a welcome email and follow the portal user login instructions.



The screenshot shows the top of the login page with the TN Department of Finance & Administration logo. Below the logo are two input fields: 'Username' and 'Password', each with a toggle icon. A dark blue 'Log in' button is positioned below these fields. To the left of the button is a link for 'Forgot your password?' and to the right is a link for 'Register'. A red arrow points from the 'Log in' button to the 'Register' link.



The screenshot shows the 'Register' form page. At the top, there is a 'Register' header with a user icon. The form contains several input fields, each with a red asterisk indicating a required field: 'First Name', 'Last Name', 'Email' (with placeholder text 'Enter a valid email...'), 'Username' (with placeholder text '.uat.tnocjp'), 'Phone' (with placeholder text 'Phone Number...'), 'Account Name' (with placeholder text 'Account Name...'), 'UEI' (with placeholder text 'UEI...'), 'Edison Id' (with placeholder text 'Edison Id...'), 'Password' (with a toggle icon), and 'Confirm Password' (with a toggle icon and a red 'X' icon). Below the 'Confirm Password' field is a note: 'Passwords must be at least 10 characters and include at least one letter and one number.' At the bottom of the form is a dark blue 'Submit' button.