

WebGrants User Registration Instructions

To register as a new user, follow the steps outlined below.

1. Navigate to the WebGrants website: <https://grants.tdot.tn.gov>.
2. On the login page, select "Click here to Register."

3. On the registration page, complete the requested personal contact information and your organization's information, all required fields are shown with a red asterisk.

Organization Information

Name*:

Organization Type*:

Tax Id:

Organization Website:

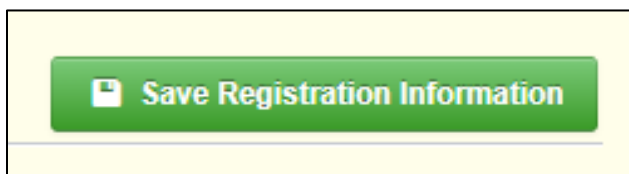
Address*:

City State/Province Postal Code/Zip

Phone*:
Ext.

Fax:
#####

4. Once complete, click "Save Registration Information" at the top or bottom of the page.



5. You will receive a confirmation of your registration with the message that an alert notification has been sent to your email address.

Thank you for registering.

A confirmation notice has been sent to your email address.

After your registration is approved, you will receive an email notification with a link to log into WebGrants - TDOT using your confirmed credentials.

You may now return to the **log in screen**.

6. You will receive an email confirmation similar to the one below.

From: send.mail@dullestech.com <send.mail@dullestech.com>
Sent: Saturday, March 28, 2020 10:28 AM
To: john.smith@dullestech.com
Subject: WebGrants – Dulles Technology - New User Registration

**** Do Not Respond to This Email ****

Dear John Smith,

Thank you for registering with WebGrants - Dulles Technology.

Your registration is currently under review, if approved, you will receive a confirmation email with your user id and password.

Registration review may take several business days.
 Thank you for your patience.

You may now log into the WebGrants system at the following location:
<http://www.dullestech.com>

7. Your registration will be approved by the TDOT Research Office.

8. Once approved, you will receive 2 separate email notifications with your assigned User ID and temporary password similar to the alerts below.

From: send.mail@dullestech.com <send.mail@dullestech.com>
Sent: Saturday, March 28, 2020 10:31 AM
To: john.smith@dullestech.com
Subject: WebGrants - Dulles Technology - Approved Registration

**** Do Not Respond to This Email ****

Dear John Smith,

Your new registration with WebGrants - Dulles Technology has been Approved.

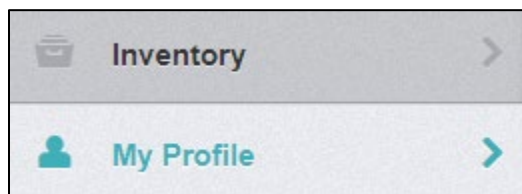
Your user id is below:
 User id: jsmith1

Your temporary password will be sent in a separate email.

You may now log into the WebGrants system at the following location:
<http://www.dullestech.com/>

9. Once you have received your User ID and temporary password, you can login into the WebGrants system.

10. After logging in the first time, reset your password by selecting “My Profile” on the left hand of the screen, then “Reset Password” on the right.



11. The registration process is complete.