How to Register in GrantsERA

From your internet web browser, connect to the GrantsERA login page https://www.grantsportal.fau.edu/Authentication/Logon.aspx

**Step 1:** Click on Register Here link

**Step 2:** Complete Registration Form. (You will receive an email confirmation after your registration has been processed.)

**Step 3:** After you login on the GrantsERA login page, you will see your PI homepage.
Step 4: Click on <Profile Management>, <Edit Profile>, to change/update and complete your profile information.

Step 5: At a minimum, you MUST complete the Institution & Contact Information, and Choose your Assistants.

Step 6: Choose your Assistant(s) name from the drop down Menu.
REQUIRED FIELDS ON THE INSTITUTION & CONTACT PAGE

Institution & Contact Information

Name:
- Prefix:
- First Name: TEMPUSET
- Middle Name: TEMPUSET
- Last Name: TEMPTEMPUSET
- Suffix:

Institution Details:
- Institution Name:
- Title:
- Institution ID #: 123456789
- Department:
- Division:
- College:
- Sub-Department:

User Contact Information:
- Mail stop:
- Street1: 777 Glades Road
- Street2:
- Street3:
- County:
- City: Boca Raton
- State/Province:
- Zip:

Phone:
- Work:
- Alt Work:
- Pager:
- Fax:
- Mobile:
- Home:

Web URL:
- URL:

Email Active:
- [Check if you want to get emails or else Uncheck if you don’t want to.]

Z Number

Campus Mailing Address. Ex: Bldg. 1, Room 123

Do Not uncheck this box.