Give Staff Access to Your Organization's *e-snaps* Account

This document provides instructions for adding an individual to your organization's *e-snaps* account, enabling the individual to access and edit information in the Applicant Profile and application(s) associated with your organization. It also identifies steps to delete staff who no longer need access.

- For CoC designated Collaborative Applicants, this access includes the CoC Applicant Profile, CoC Registration, CoC Review, CoC Application, and CoC Priority Listing.

- For project applicants, this access includes the Project Applicant Profile, project applications, and grant agreements.

What is an *e-snaps* Registrant?

e-snaps uses the term "registrant" to refer to people who have access to your organization's *e-snaps* account. Having an *e-snaps* username and password does not automatically give you access to your organization's *e-snaps* account. To gain access, you must be added as a registrant.

> Each individual must have an *e-snaps* user profile with a username and password. For more information, review the resource: Create an e-snaps User Profile.

Adding an *e-snaps* Registrant

Anyone who currently has access to your organization's *e-snaps* account can add other individuals to that account. To add a registrant, the person you are adding will need to provide you with the username they created (when they set up their user profile) and their email address, and then follow the instructions provided below.

Step 1. Login to *e-snaps*.

Step 2. Select "Applicants" from the left menu.

Step 3. On the "Applicants" screen, select the "Registrants" icon under the Registrants column heading.
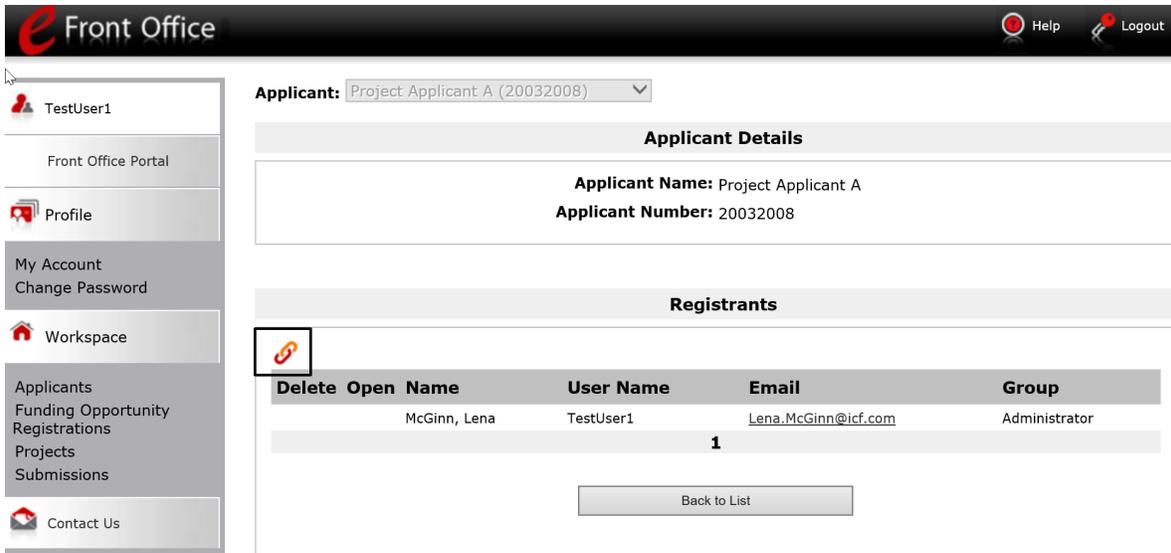
Step 4. On the "Applicant Details" screen, select the "Add Registrant" icon at the top left of the list.
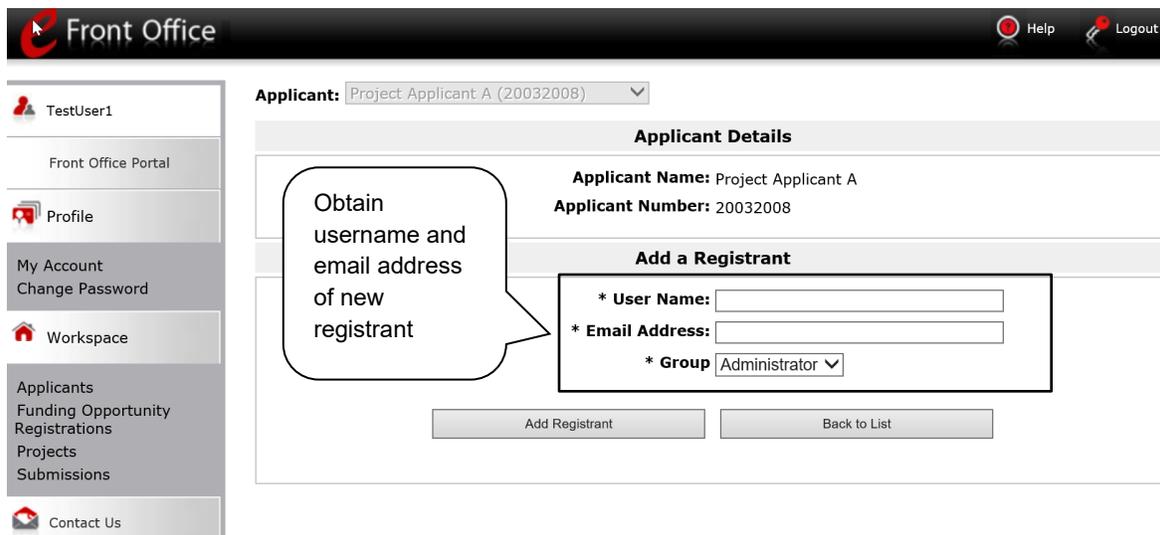
Step 5. You will now see the "Applicant Details" screen and will enter the username and email address of the individual who needs access to your organization's *e-snaps* account. NOTE: In the "Group" field, nothing needs to be selected from the drop down. "Individual" and "Administrator" are software terms that have no effect on your *e-snaps* access; both designations have the same level of access. You can ignore this field.

Step 6. Select the "Add Registrant" button which will give the staff person access to *e-snaps*.

Step 7. Select the "Back to List" button to return to the "Registrants" screen where you should now see the new Registrant on the list.

Step 8. Once you return to the "Registrants" screen, select the "Back to List" button to return to the "Applicants" screen.

Deleting *e-snaps* Registrants

Anyone who currently has access to an organization's *e-snaps* account can also remove other individuals from that account. Once a registrant is deleted, the user can still log in to *e-snaps*, but they will no longer be able to access the organization's *e-snaps* account.

Delete a registrant by following the instructions provided below.

Step 1.   On the "Applicants" screen, select the "Registrants" Icon. This icon is located to the left of the Applicant Name.

Step 2.   Select the "Delete" icon next to the person's name.

Step 3.   Select the "Back to List" button to return to the "Applicants" screen.