

Recipient: Managing Users

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Introduction

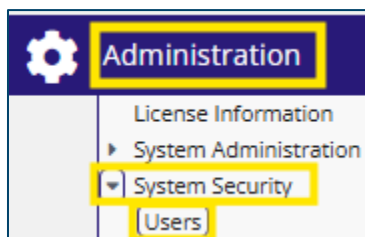
Welcome to Franklin County Euna Grants. Euna Grants will be used by your organization to **manage your Grant Opportunities with Franklin County**. This guide explains how to manage your organization's Users in the Euna Grants Grant Management Portal.

Read before proceeding:

- To access the Grants Management Portal your organization must have received an Award. Please see the Recipient: Accessing Your Award guide.
- Only an **Administrator** for your organization can manage your organization's user accounts. Franklin County does not manage your account and cannot access it.
- It is your organization's responsibility to manage access to your Euna Grants portal. Please remember to **delete users when they leave your organization**.
- If you need to change a user's email address, contact Euna Grants support.
- Security is important and this guide is only an overview. Please refer to Euna Grants official security document for a complete overview.

Adding a new User

1. Log In to [Euna Grants](#).
2. In the left Navigation Panel click **Administration** → **System Security** → **Users** to open the User List screen.



3. On the Users screen click the **Add** + icon in the top right corner to add a user.

4. On the “Create User” screen in the “Staff Information” section add the First Name, Last Name, **Email Address**. The Email Address will be the individual’s login and will be used for email communications. The Email Address is not editable once you click Create.
5. Click the “**Create**” button to create the User.
6. At this point the user has no access. Click the **Edit**  icon to edit the User and assign the appropriate security. Please review the official Euna Grants documentation on Security for a more detailed overview of configuration options.
7. Below are suggested access configuration options:

Role Description	Configuration
Grants Read Only	Check “Account” and then “View Only”
Grants Editor/Manager	Check “Account” and then “Editor”
Organization Administrator	Check “Account” then ‘Admin’ <i>The recommendation from Euna Grants is to set everyone up as this role, but if your organization requires reduced access then consider the options above.</i>

8. Click the “**Update**” button to save the security settings.
9. The last step is to send the User an invitation. Click the Send Invitation icon  in the top right corner of the User Details screen or on the User List screen next to their name.

Additional Training Resources

- Review additional training videos provided by [Euna Grants](#).
- Review the Recipient: Accessing Your Award guide.

Euna Grants Technical Support: (8:00 AM – 8 PM EST M – F)

- Call Euna Grants Support: +1 (844) 407-3572
- Email Euna Grants Support: support@amplifund.zendesk.com and Please CC: grantshelp@franklincountyohio.gov
- Euna Grants Support Portal: <https://amplifund.zendesk.com/hc/en-us>