

### What you need to do to get started

An invitation email is sent to ensure secure access and confirm that only authorised users can log in to EdGrants. Upon receiving the email invitation, select the provided link to activate your account and get started.

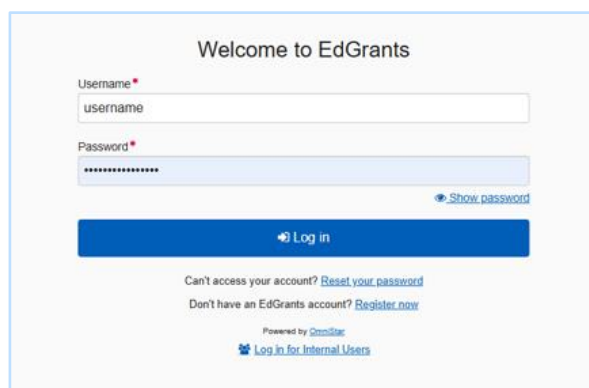
As an **Authorised Officer** or **Responsible Person**, you will receive an email inviting you to register for EdGrants Online.

#### 1. Open the Registration Email

- Click the link in the email to be taken to the login page

#### 2. Reset Your Password

- Click 'Reset your password' as shown below.



Welcome to EdGrants

Username\*  
username

Password\*  
\*\*\*\*\*

[Show password](#)

[Log in](#)

Can't access your account? [Reset your password](#)

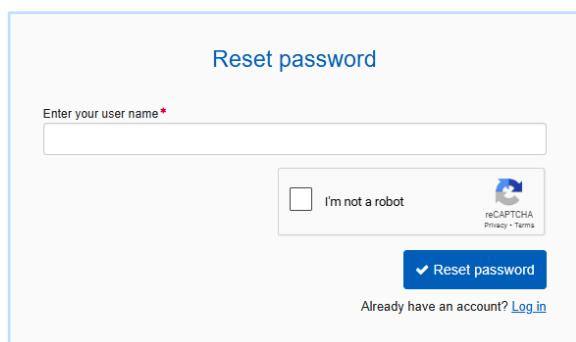
Don't have an EdGrants account? [Register now](#)

Powered by [Qeios](#)

[Log in for Internal Users](#)

#### 3. Enter your username

- Enter the username provided in the email
- Tick 'I'm not a robot'
- Click Reset password



Reset password

Enter your user name\*

☐ I'm not a robot

[reCAPTCHA](#)  
Privacy - Terms

[Reset password](#)

Already have an account? [Log in](#)

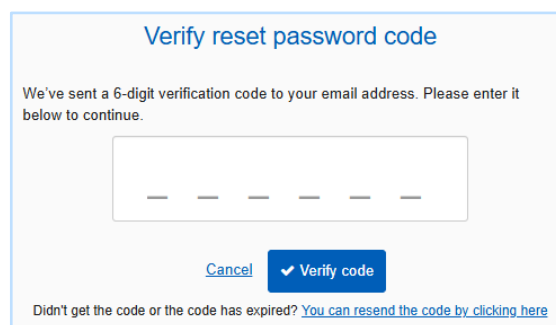
### Getting Started

This guide will help you to:

- Access EdGrants Online
- Set up your password
- Manage your personal profile and settings, including Multifactor Authentication.

#### 4. Check your Email to verify password reset

- Enter the 6-digit code sent to your email address



Verify reset password code

We've sent a 6-digit verification code to your email address. Please enter it below to continue.

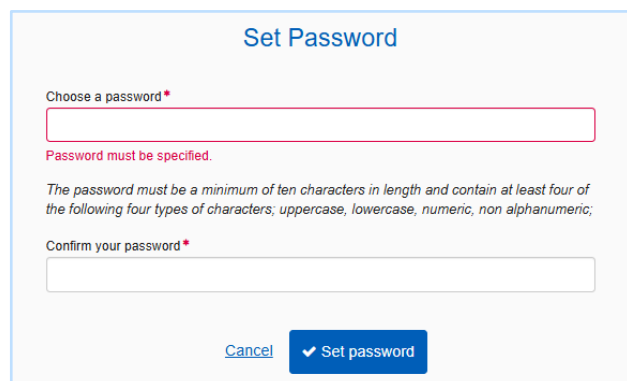
— — — — —

[Cancel](#) [Verify code](#)

Didn't get the code or the code has expired? [You can resend the code by clicking here](#)

#### 5. Set up your password

- Create one with at least 10 characters, including uppercase and lowercase letters, numbers, and symbols.



Set Password

Choose a password\*

Password must be specified.

The password must be a minimum of ten characters in length and contain at least four of the following four types of characters; uppercase, lowercase, numeric, non alphanumeric;

Confirm your password\*

[Cancel](#) [Set password](#)

## 6. Return to Login page & Sign In

- After setting your password, click 'Return to logon page' and sign in with your username and new password.

## 7. Set up Multifactor Authentication

(MFA – secure access)

- NOTE this step will involve using a mobile device. Follow the steps on the screen and click Submit when complete.

## 8. Agree to the Terms

- Read and agree to the licence agreement and privacy statement.

## 9. Start using EdGrants Online

- You're all set!
- You will now be taken to the main page, where a short tutorial will guide you through the platform.

## Did you know?



**Authorised Person** is the designated person with full authority to act on behalf of the organisation, including signing agreements, approving and completing applications and has full access to EdGrants. The Authorised Person is accountable for approvals and compliance.

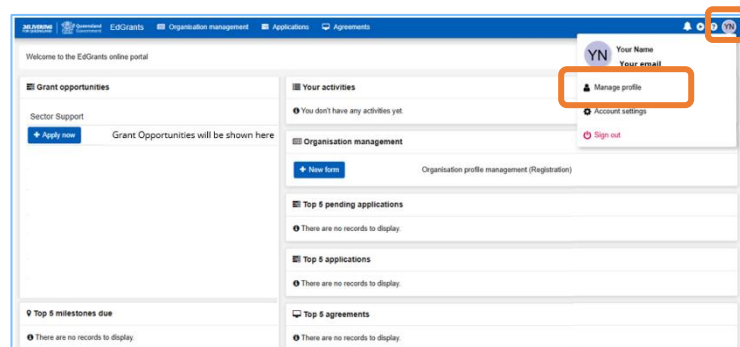
**Responsible Person** is linked by the Authorised Person during registration. Their duties often overlap with the Authorised Person, but only the **Authorised Person** can submit applications and agree to Terms & Conditions.

## How to manage your personal profile

Follow these steps to manage and update your personal profile in EdGrants Online:

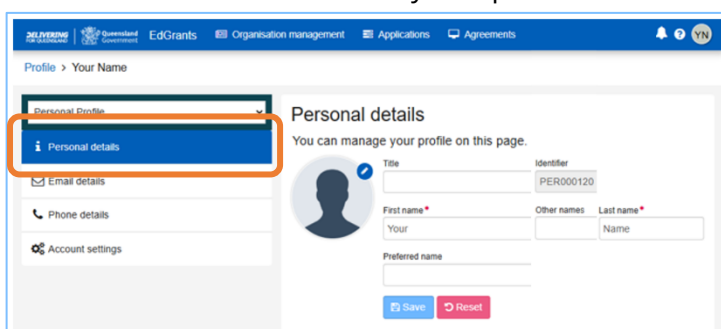
### 1. Access your profile

- Click on your avatar (a circle with your initials) in the top-right corner of the screen.
- Select 'Manage profile' from the dropdown menu.



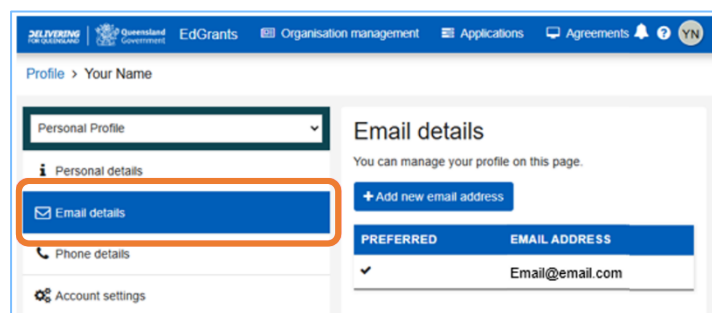
### 2. Update Personal details

- Review your personal details on the profile page.
- If updates are required, make the necessary changes.
- Click 'Save' to confirm your updates.



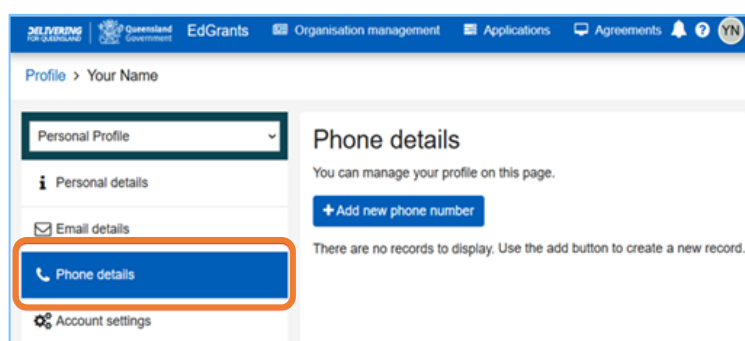
### 3. Manage Email details

- On the left-hand menu, select 'Email details'.
- Review or update your email information as needed.



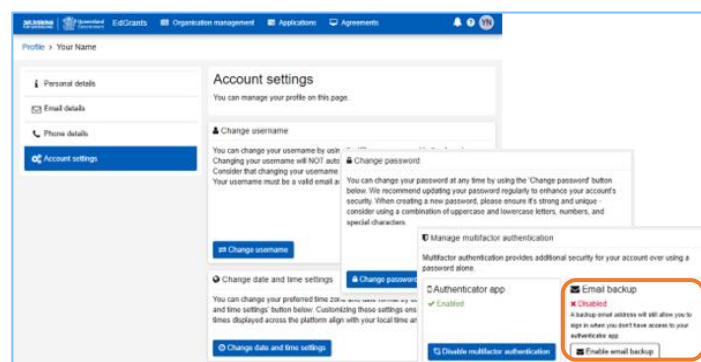
### 4. Manage Phone details

- On the left-hand menu, select 'Phone details'.
- Review or update your phone information as needed.



### 5. Manage Account settings

- On the left-hand menu, select 'Account settings'. This page allows you to:
- Change your username.
- Change your password.
- Adjust date and time settings if necessary.



**Did you know you can add an Email Backup for MFA?**

- In the Manage Multifactor Authentication section, click 'Enable Email Backup'.
- Follow the On-Screen Instructions - A pop-up window will appear with steps to enable email backup.
- Next Login - Choose Your MFA Option

### Need to know more?

Email: [EdGrantshelp@qed.qld.gov.au](mailto:EdGrantshelp@qed.qld.gov.au)

Ph: (07) 3035 2244

Website: <https://earlychildhood.qld.gov.au/grants-and-funding/grants-management/edgrants-online>