

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.

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

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

5. Set up your password

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

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.

Please note this is not the code emailed to you, but rather the code in the authenticator app which changes every 30 seconds

If you have any issues with the MFA set up please see the [MFA Troubleshooting guide](#)

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 representative who has full authority to act on behalf of the organisation. This includes signing agreements, approving, and completing applications and having full access to EdGrants. They are accountable for approvals and compliance. Importantly, the Authorised Person is the **only** role that can view and complete the Declaration section at the end of each application in EdGrants.

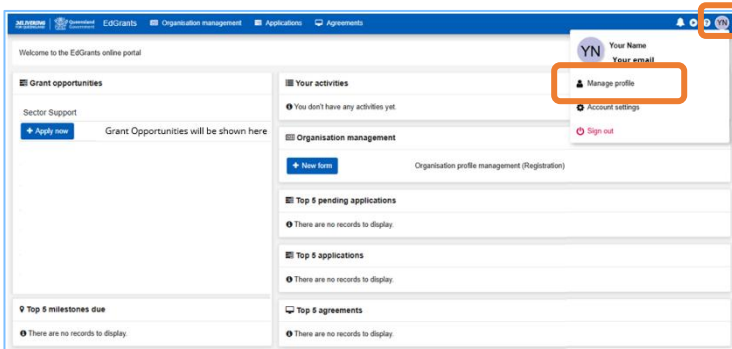
Responsible Person is added by the Authorised Person using the Update & Review Organisation Details, Officers and Contacts Quick Reference Guide. Their responsibilities often overlap with those of the Authorised Person, however, they cannot see the declaration, agree to the Terms and Conditions, or submit the application. They can complete the application up to the declaration section on behalf of the Authorised Person. They can also add contacts to the organisations or services in EdGrants.

How to manage your personal profile

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

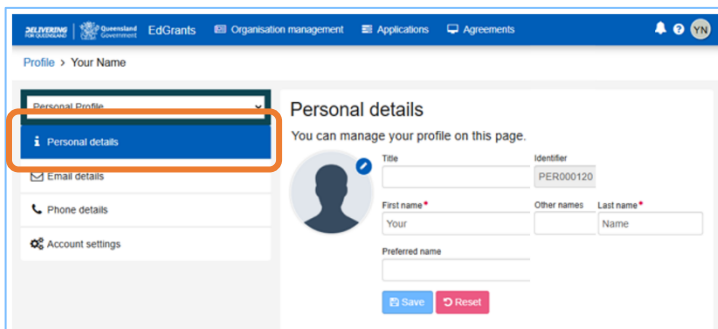
1. Access your profile

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



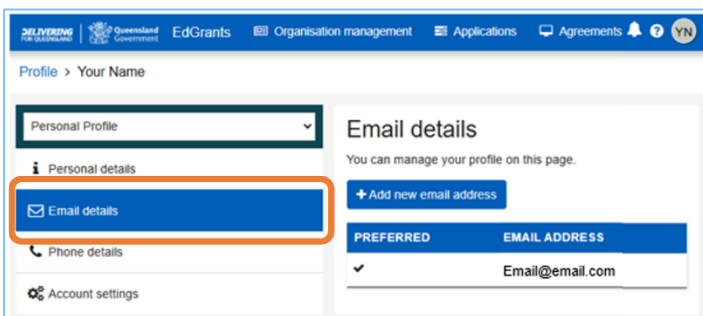
2. Update Personal details

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



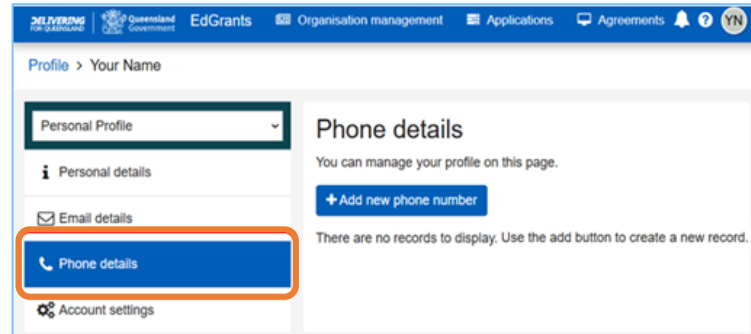
3. Manage Email details

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



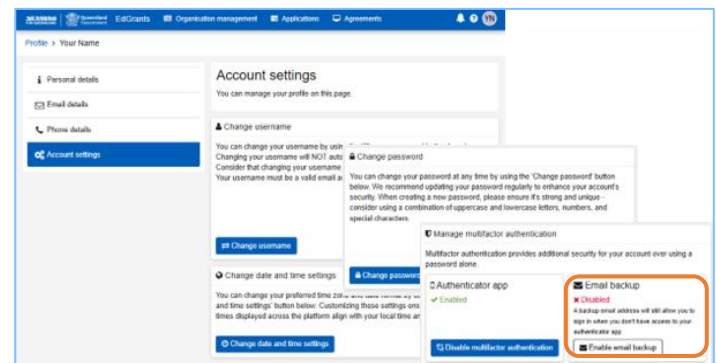
4. Manage Phone details

- 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@ged.qld.gov.au

Ph: (07) 3035 2244

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