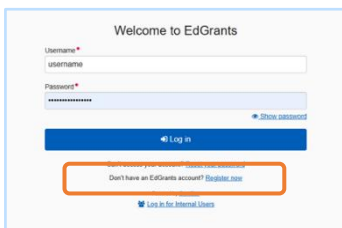


Setting Up in EdGrants Online

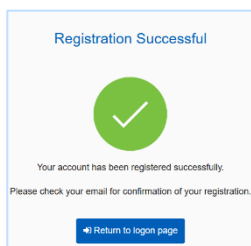
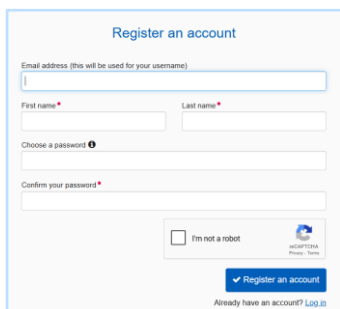
Create your Account

1. Go to the [EdGrants Online](#) home page
2. Click **Register now** beside Don't have an EdGrants account?



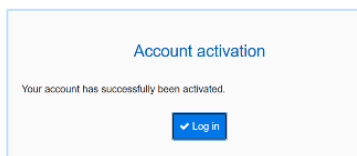
3. Register an account

- Enter your email address and name
- Create a password with at least 10 characters, including uppercase and lowercase letters, numbers, and symbols.
- Tick 'I'm not a robot'
- Click Register an account

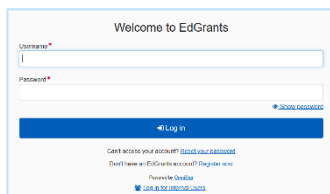


4. Check your Email for confirmation of your registration

- In the email 'click here to activate your account'
- You will be taken to the below page to select 'Log in'



5. Enter your new username and password



Setting Up

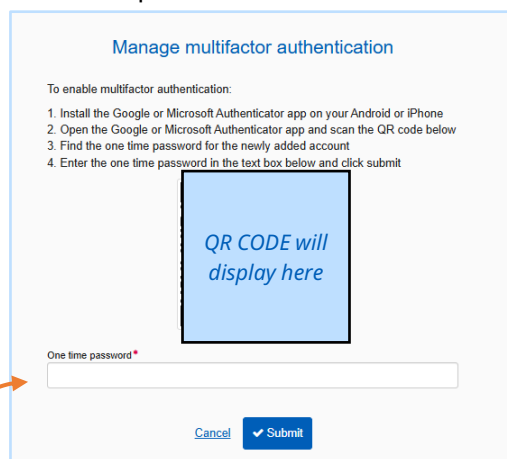
This guide will help you to:

Create your account in EdGrants Online	p 1
Manage your personal profile and settings	p 2
Set up your Grantee organisation	p 3
Set up your Beneficiary organisation/s	p 5

Please note: Go straight to page 5 if you and your Grantee organisation are already set up and you simply need to add a new beneficiary

6. Set up Multifactor Authentication (MFA)

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 refreshes every 30 seconds

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

7. Agree to the Terms

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

8. Start using EdGrants Online

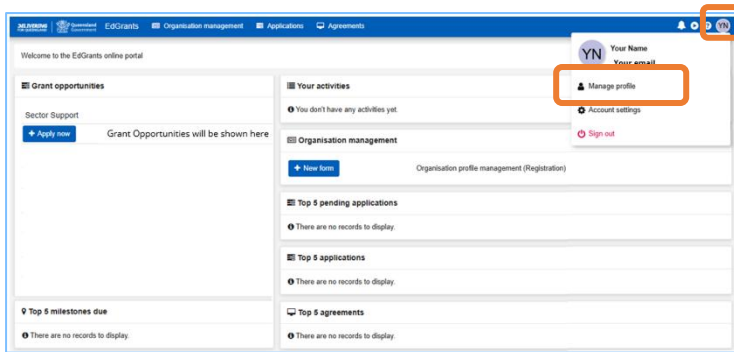
- You will now be taken to the main page, where a short tutorial will guide you through the platform.

How to manage your personal profile

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

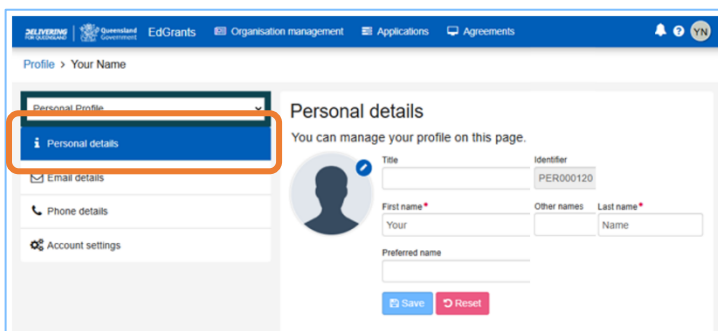
1. Access your profile

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



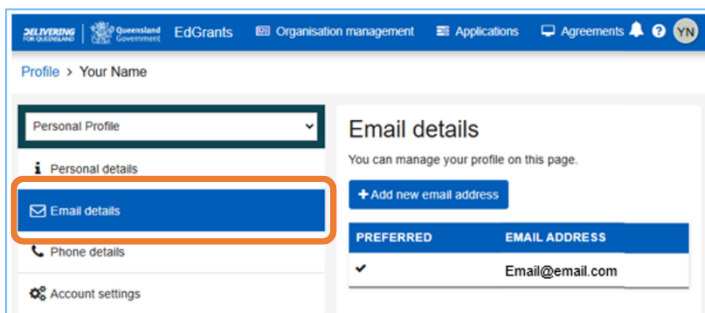
2. Update Personal details

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



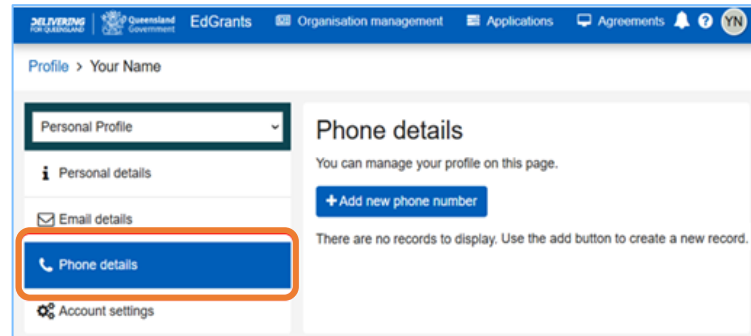
3. Manage Email details

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



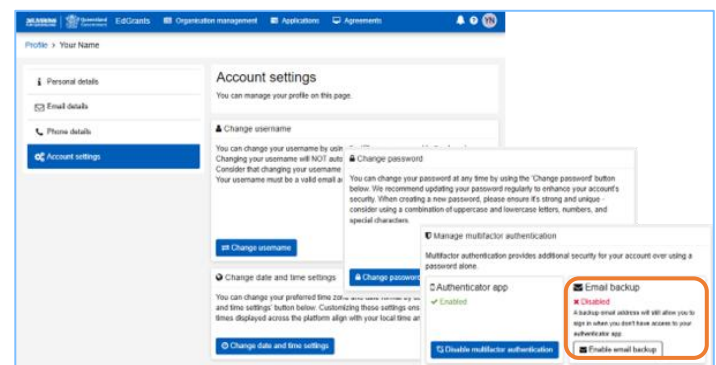
4. Manage Phone details

- 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

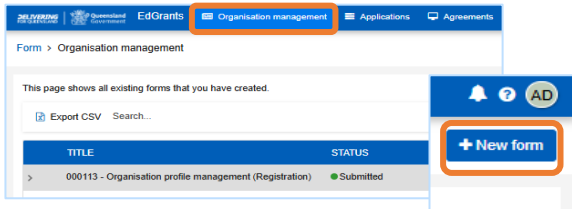
Website: <https://earlychildhood.qld.gov.au/grants-and-funding/grants-management/edgrants-online>

Setting up a new Grantee Organisation

Follow these steps to register a new Grantee organisation in EdGrants Online:

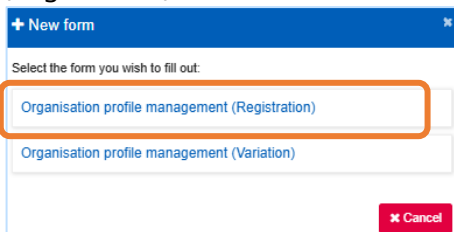
1. Access the Organisation Management Page

- Login to EdGrants Online
- Navigate to the Organisation Management page.
- Click 'New Form'.



2. Select the Registration Form

- Choose 'Organisation profile management (Registration)'



3. Complete the Organisation Registration Page

- Click either 'Next' or 'Organisation (Registration Page)' on the left-hand menu bar.
- For your Grantee organization select 'Yes' for ABN and enter the number, then click search. The company details such as Legal Name will appear but you must still enter the Trading name.
- If you receive an error that the ABN already exists press enter. If this error clears, proceed otherwise your grantee is already in EdGrants.
- Fill in all the other required fields for the **Grantee organisation** and click 'Next' to proceed.

Please note the website must be in a specific format including www or http, https.

4. Enter the banking details for the organisation

- Enter the Account name, BSB, Account number and agree to the terms.

5. Add Organisation Contacts

- You must add an **Authorised Person**. This 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.
- A **Responsible Person** may be added. 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.
- **Finance Contact Role and Other Contact Role** will not be granted access to EdGrants Online. These roles will receive communication updates as an email from the system.



Setting up a new Grantee Organisation cont.

Complete setting up a new Grantee Organisation with the following steps.

- Complete all required fields, then click 'Next' or add another contact by clicking 'Add Another' and entering the details.

6. Skip Attachments

- No attachments are required for this step. Click 'Next' to proceed.

7. Review the Form and Review details

- Click 'Preview' to generate a zip file.

- Check the PDF to ensure all details are correct. If correct, return to the system and click Submit. If any details are incorrect, click Previous to edit, then review and click Submit.

8. Submission Confirmation

- Once submitted, you will be redirected to a page showing the forms you have submitted with the title, status, owner, date created and modified.

TITLE	STATUS	OWN...	CREATED DATE	MODIFIED DATE
> 000031 - Organisation profile management (Registration)	Submitted	BU	20/01/2026	20/01/2026

Note: Once submitted, an email will be sent to each new Authorised person or Responsible person added, inviting new system users to set up a password to access EdGrants Online.

See the next page for setting up your beneficiary organisation/s.

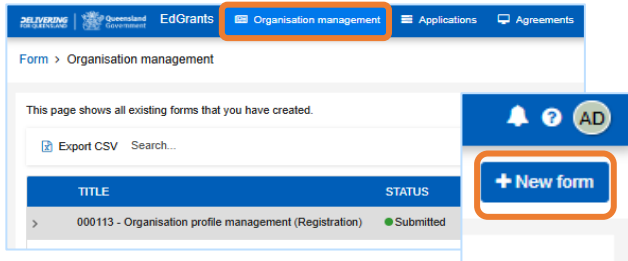
Website: <https://earlychildhood.qld.gov.au/grants-and-funding/grants-management/edgrants-online>

Setting up a new beneficiary organisation

Follow these steps to register a new beneficiary organisation in EdGrants Online

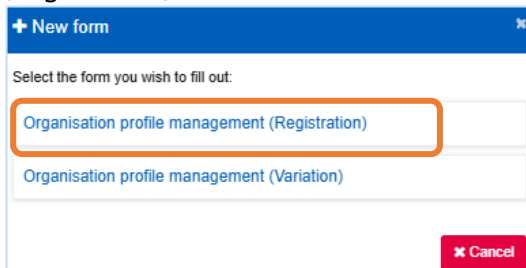
1. Access the Organisation Management Page

- Login to EdGrants Online
- Navigate to the Organisation Management page.
- Click 'New Form'.



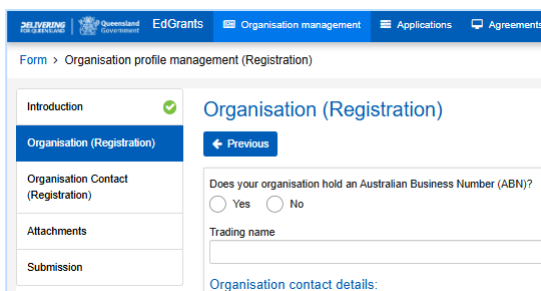
2. Select the Registration Form

- Choose 'Organisation profile management (Registration)'



3. Complete the Organisation Registration Page

- Click either 'Next' or 'Organisation (Registration Page)' on the left-hand menu bar.
- Fill in all the required fields for the organisation and click 'Next' to proceed.



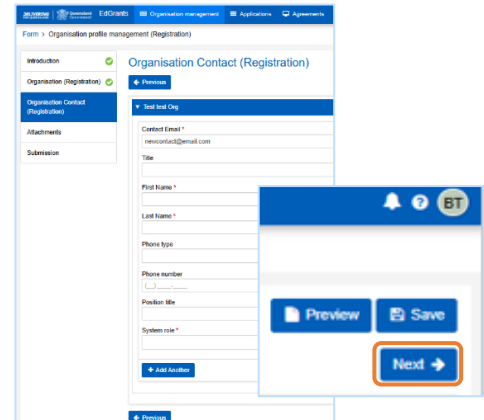
Please note



- You must enter '**no**' to ABN. ABN sits under a grantee record.
- The **Legal entity** name is the Beneficiary/Service Name e.g. *Test Early Childhood Centre 1*.
- The **Trading name** is the Beneficiary/ Service Name e.g. *Test Early Childhood Centre 1*.
- The **parent legal entity** will drop down.
- The **website** must include specific formatting e.g. including www or http, https.

4. Add Organisation Contacts

- If the email address you are adding already has a system role at the Grantee level, please make this other contact. If this is a new user, you can select Responsible Person and a new user account will be created. This person will only have access to the beneficiary account.



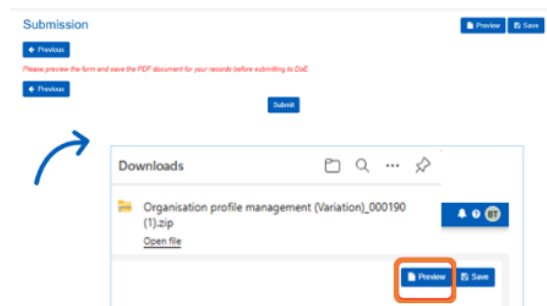
Note: Select 'Responsible Person' if the contact will be an EdGrants system user, or 'Other Contact' if they will not. If an Organisation contact email is new to EdGrants and assigned the 'Responsible Person' role, the contact will receive an email prompting them to set up a password to access the EdGrants Online.

5. Skip Attachments

- No attachments are required for this step. Click 'Next' to proceed.

6. Preview and submit the Form

- Click 'Preview' to generate a zip file.
- Download the zip file and open it to view the PDF document, review and submit.



Need to know more?

Email: EdGrantshelp@qed.qld.gov.au

Ph: (07) 3035 2244

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