

**Transformation Accountability (TRAC)**  
Center for Mental Health Services

**TRAC User Sign Up Process Guide**

**For Grantees and GPOs**



April 2016

*Version 3*

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# TRAC USER ACCOUNTS

Users have the ability to create, update, and deactivate accounts within the TRAC system. Below we review the step by step instructions by user role in the following order:

- Grantee's Request for New User Access – (page 2)
- Project Director or Alternate Project Director (PD or APD) Approval, Disapproval, Reactivation, and Inactivation – (page 6)

**Important Note on Access:**

These instructions review obtaining **Grantee or Alternate Project Director** access. For **Project Director access**, you must contact TRAC Help directly and request a *New Project Director Access* form.

# SECTION 1: REQUEST FOR NEW ACCOUNTS IN TRAC

## Guidance for Grantees and Alternate Project Directors

Gaining access to TRAC is a multiple step process. It involves both the prospective user and the current Project Director or Alternate Project Director of the grant. If you are new to TRAC and looking for Grantee or Alternate Project Director access to the system, you will need to follow the below steps to create a user account.

## Grantee Account Creation

**Step 1:** You will require your grant's unique Grant Security Key and Grant ID to begin the account creation process. As a security measure, only the Project Director or Alternate Project Director (PD or APD) has access to this information for each grant.

- **Grant Security Key:** Found on the PD or APD's *My Profile Page* or the *Manage Accounts* page. See sample Grant Security Key below.

Grant Security Key:	33eb7e4ae43f9873d9c84c0f07b05594
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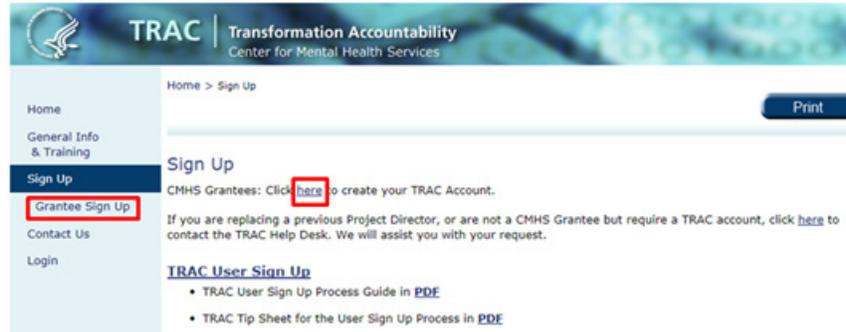
- **Grant ID:** Your Grant ID will begin with the letters "SM" and will contain 5 numeric digits.

Grant ID:	SM99999
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**Step 2:** Once you have obtained the Grant Security Key and the Grant ID from the PD or APD, click on the *Sign Up* link on from the menu on the left side of the screen. This will take you to the *Sign Up* page.

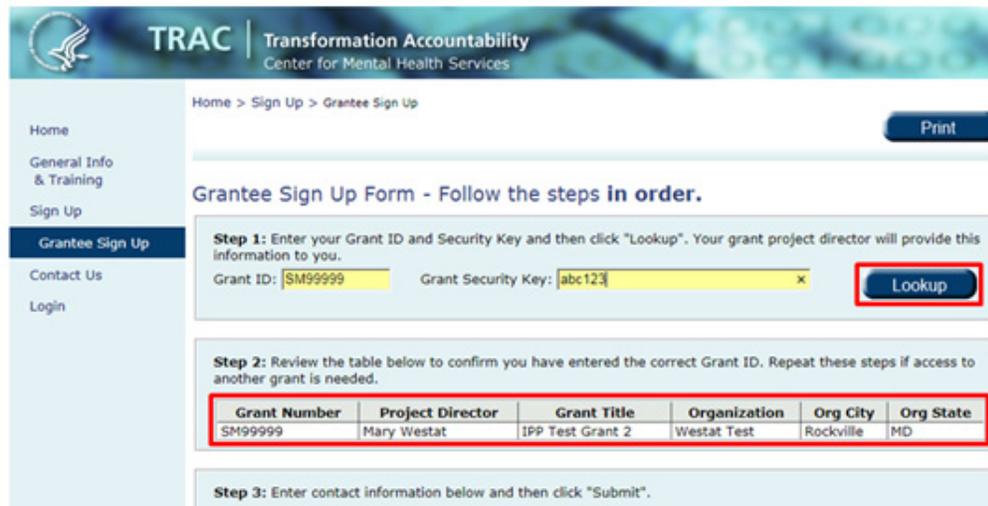


**Step 3:** On the *Sign Up* page, click either the “CMHS Grantees: Click *here*” link or on *Grantee Sign Up*. This will take you to the *Grantee Sign up Form*.



**Step 4:** On the *Grantee Sign Up Form* page enter the Grant ID and Grant Security Key and click on the *Lookup* button.

Your Grant Number, Project Director, Grant Title, Organization, Organization’s City (Org City), and Organization’s home state (Org State) will automatically populate based on the information you enter.



**Step 5:** Next, on the same screen, enter your contact information in the open text fields and click **Submit**. If you find you have entered incorrect information, click **Cancel**. This will clear the fields and you will be able to re-enter the information. You will go through this process for each grant.

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Home > Sign Up > Grantee Sign Up Print

Grantee Sign Up Form - Follow the steps in order.

**Step 1:** Enter your Grant ID and Security Key and then click "Lookup". Your grant project director will provide this information to you.

Grant ID:  Grant Security Key:  Lookup

**Step 2:** Review the table below to confirm you have entered the correct Grant ID. Repeat these steps if access to another grant is needed.

Grant Number	Project Director	Grant Title	Organization	Org City	Org State
SM99999	Mary Westat	IPP Test Grant 2	Westat Test	Rockville	MD

**Step 3:** Enter contact information below and then click "Submit".

First Name:   
 Last Name:   
 Email Address:   
 Confirm Email Address:   
 Phone #1: Area Code  Number  Ext   
 Phone #2: Area Code  Number  Ext   
 Phone #3: Area Code  Number  Ext   
 Subscribe to Listserv:

Submit Cancel

**Step 6:** Once you have successfully submitted your information, you will receive the below confirmation message and an e-mail confirmation of the request.

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Home > Sign Up > Grantee Sign Up > Grantee Sign Up Complete Print

**Grantee Sign Up Complete**

Your request has been successfully submitted. You will receive an email confirmation shortly. If you have any questions, please contact the TRAC Help Desk at 1-855-796-5777. Finish

An e-mail alert will be sent to the Project Director and Alternate Project Director asking them to either approve or disapprove the request. They will be asked to log-in to the TRAC system and approve the new request for access. Once the request has been approved, you will receive the two emails below with log-in information and temporary password in one email and the TRAC website address in the other.

Dear (Grantee Name):

The following User Login ID and Password has been generated for you to access to the CMHS TRAC website:

User Login ID: (usually the grantee's first initial and last name)

Password: (random 8-character temporary password)

User Email Address: [YourAddress@Email.com](mailto:YourAddress@Email.com)

The address for the website was sent to you in a separate email. After you login for the first time, you will be asked to change your password.

If you have any questions or issues accessing TRAC, please contact the TRAC Help Desk at [trachelp@westat.com](mailto:trachelp@westat.com) or 1-855-796-5777.

Thank you,  
TRAC Help

**AND**

Dear (Grantee Name):

Your request for access to TRAC has been approved and below is the link to the TRAC website. Your username and password information will be in a separate email.

If you have any questions or issues accessing TRAC, please contact the TRAC Help Desk at [trachelp@westat.com](mailto:trachelp@westat.com) or 1-855-796-5777.

<https://www.cmhs-gpra.samhsa.gov/TracPRD/default.aspx>

Thank you,  
TRAC Help

After logging in with your username and the temporary password, and changing the password, new TRAC users must agree to comply with the [Rules of Behavior for Use of HHS Information Resources](#). Type “I agree” into the text field and then click **Submit**.

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User: New Account  
Roles: Grantee

Home > Rules Of Behavior Print

### Rules of Behavior for Use of the TRAC System

In order to access TRAC, all system users are required to read and acknowledge acceptance of SAMHSA's Rules of Behavior for Use of HHS Information Resources. Please take a few minutes to read the Rules of Behavior for Use of HHS Information Resources by following the link below, which will open in a new browser tab. Once you have finished reading the policy, return to TRAC by closing the new tab or navigating back to the TRAC system tab.

**Rules of Behavior for Use of HHS Information Resources:**

<http://www.hhs.gov/ocio/policy/hhs-rob.html>

To accept the Rules of Behavior for Use of HHS Information Resources/TRAC, please type "I agree" and select the "Submit" button. Typing "I agree" will act as your digital acknowledgement of having read and agreeing to adhere to the Rules of Behavior for Use of HHS Information Resources. You will be asked to confirm this acknowledgement only once per year.

Submit Cancel

# SECTION 2: APPROVING NEW ACCOUNTS IN TRAC

## Guidance for Grant Project Directors and Alternate Project Directors

This section will review the Project Director or Alternate Project Director's (PD or APD) role in account creation and deactivation for new users.

Below are step by step instructions on how to:

- Approve or Disapprove a New Request
- Reactivate a User
- Deactivate a User
- View Summary of Users

## User Approval and Activation:

### Grant ID and Security Key

PDs and APDs are asked to provide the Grant ID and Security Key to the grantee as a security measure. The Grant ID and Security Key can be found on the *My Profile Page* or the *Manage Accounts* page. Prospective users will need this information to submit the request and begin the account creation process.

The screenshot shows the TRAC (Transformation Accountability Center for Mental Health Services) My Profile Page. The page header includes the TRAC logo and the user's name, Mary Westat, with roles of Grantee and PD. The breadcrumb trail is Home > My Account > My Profile Page. A navigation bar contains Print, Previous, and Next buttons. The left sidebar lists various menu items, with 'My Profile Page' highlighted in red. The main content area is titled 'My Profile Page' and contains two sections: '1. My Grant's Information' and '2. Staff with access to TRAC'. In the '1. My Grant's Information' section, the 'Grant ID' and 'Grant Security Key' fields are highlighted with red boxes. The 'Grant ID' is SM99999 and the 'Grant Security Key' is 33eb7e4ae43f9873d9c84c0f07b05594. The '2. Staff with access to TRAC' section contains a note about user access.

1. My Grant's Information	
Grant Program:	IPP Test (IPPT)
Organization Name:	Westat Test
Grant Cohort:	IPPTADB
Grant Title:	IPP Test Grant 2
<b>Grant ID:</b>	<b>SM99999</b>
CMHS Government Project Officer:	GPO Test TA
Grant Start Date:	8/1/2011
Grant End Date:	4/30/2016
TRAC Inactive Date:	2/10/2017
	<i>NOTE: This is the "grace period" at the end of your grant that you have to complete data entry.</i>
Technical Assistance(TA) Center Name:	Training Support and Advocacy Center (TSAC) for P&As operated by the National Disability Rights Network
<b>Grant Security Key:</b>	<b>33eb7e4ae43f9873d9c84c0f07b05594</b>

**2. Staff with access to TRAC**  
The people listed below currently have access to your grant's TRAC data. If you need to add or remove a TRAC user from your grant, please use the Manage Accounts screen.

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User: Mary Westat  
Roles: Grantee, PD

Home > My Account > Manage Accounts

Print Previous Next

**Manage Accounts**

(Alternative) Project Director: This section of the website allows you to manage your grant's user accounts.

**My Grant's Information**

Grant Program:	IPP Test (IPPT)		
Organization Name:	Westat Test		
Grant Cohort:	IPPTADB		
Grant Title:	IPP Test Grant 2		
Grant ID:	SM99999		
CMHS Government Project Officer:	GPO Test TA		
Grant Start Date:	8/1/2011	Grant End Date:	4/30/2016
TRAC Inactive Date:	2/10/2017		
Technical Assistant(TA) Center Name:	Training Support and Advocacy Center (TSAC) for P&As operated by the National Disability Rights Network		
Grant Security Key:	33eb7e4ae43f9873d9c84c0f07b05594		

**Requests for Access**

Name	Email	User Roles	Action	Comments
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## Email Alert to Access

Once a grantee has successfully submitted the request for access, the Project Director will need to approve their account in the TRAC system. Once these steps have been completed, the new user will gain access. Project Directors and Alternate Project Directors will receive the below e-mail alert signaling them to update the Manage Accounts screen in the TRAC system to begin the process.

Dear (Project Director name):

(Grantee Staff Name) has requested access to TRAC for your Grant (Grant ID). To review this request and approve or disapprove it, please go to the Manage Accounts screen on TRAC.

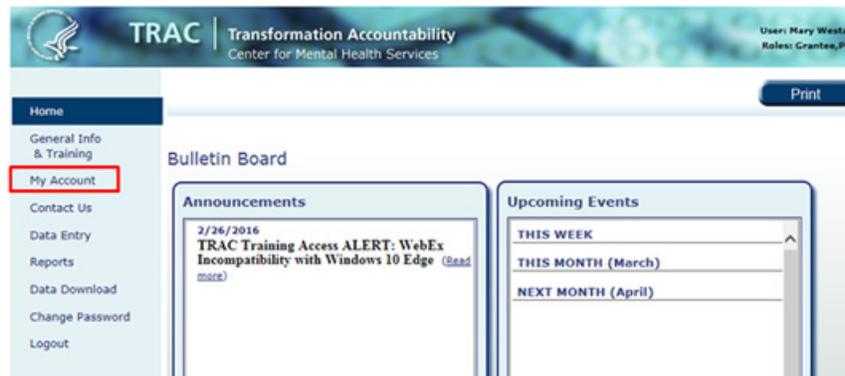
<https://www.cmhs-gpra.samhsa.gov/TracPRD/default.aspx>

If you have any questions or need assistance with this process, please contact the TRAC Help Desk at [trachelp@westat.com](mailto:trachelp@westat.com) or 1-855-796-5777.

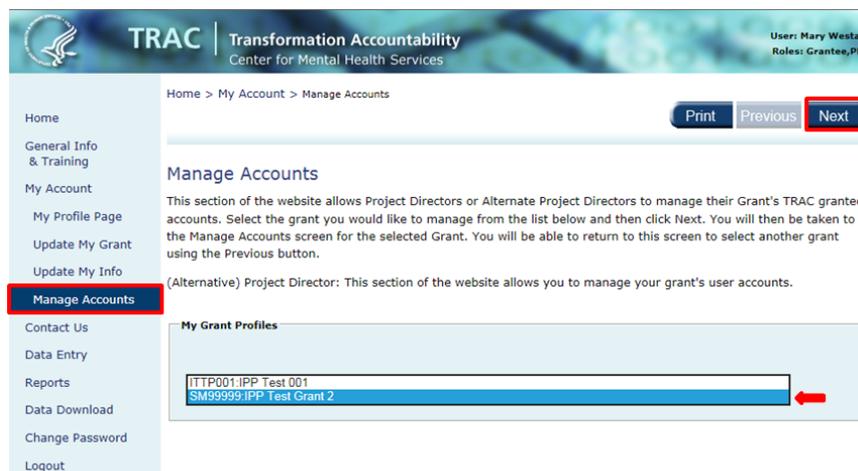
Thank you,  
TRAC Help

# Accessing TRAC for Approval or Disapproval

**Step 1:** To begin, sign into the TRAC system and click on the *My Account* link.



**Step 2:** Once you have clicked on the *My Account* tab, the *Manage Accounts* tab will display on the menu. Next, click on *Manage Accounts* link. Users with access to multiple grants will have to choose a grant to display and then click the *Next* link. If you have access to one grant, you will automatically move to the *Manage Accounts* page.



The **Manage Accounts** page will provide grant information and tables separated by user status. Below is the information displayed for the selected grant:

- My Grant's Information
- Requests for Access
- Current Users
- Inactive Users

The screenshot shows the TRAC (Transformation Accountability Center for Mental Health Services) interface. The user is logged in as Mary Westat, with the role of Grantee, PD. The page title is "Manage Accounts".

**Manage Accounts**  
 (Alternative) Project Director: This section of the website allows you to manage your grant's user accounts.

**My Grant's Information**

Grant Program:	IPP Test (IPPT)
Organization Name:	Westat Test
Grant Cohort:	IPPTADB
Grant Title:	IPP Test Grant 2
Grant ID:	SM99999
CHHS Government Project Officer:	GPO Test TA
Grant Start Date:	8/1/2011
Grant End Date:	4/30/2016
TRAC Inactive Date:	2/10/2017
Technical Assistant(TA) Center Name:	Training Support and Advocacy Center (TSAC) for P&As operated by the National Disability Rights Network
Grant Security Key:	33eb7e4ae43f9873d9c84c0f07b05594

**Requests for Access**

Name	Email	User Roles	Action	Comments
New Grantee	NewGrantee@example.org	Alt PD	<input type="radio"/> Approve <input type="radio"/> Disapprove	

**Current Users**

Name	Email	User Roles	Action	Comments
Joe Westat	testwestat@example.org	Grantee User	<input type="checkbox"/> Inactivate	

**Inactive Users**

Name	Email	User Roles	Action	Comments
Donald Example	donaledexample@example.org	Alt PD	<input type="checkbox"/> Reactivate	

Buttons: Submit, Cancel

**Step 3:** Under the *Requests for Access* table, the new user's name will appear. Under the *User Roles* column, use the dropdown list to select a user type to be assigned to the new user.

The screenshot shows the TRAC 'Manage Accounts' page. The 'My Grant's Information' section displays details for the 'IPP Test (IPPT)' grant. Below this, the 'Requests for Access' table contains one entry for a 'New Grantee' with email 'NewGrantee@example.org'. The 'User Roles' dropdown menu is open, showing 'Alt PD' and 'Grantee User' as options. The 'Action' column has radio buttons for 'Approve' and 'Disapprove'.

Name	Email	User Roles	Action	Comments
New Grantee	NewGrantee@example.org	Alt PD Grantee User	<input type="radio"/> Approve <input type="radio"/> Disapprove	

**Step 4:** Next, the below screen will allow for approval or disapproval of users. To approve the new user, under the *Action* column click the *Approve* radio button and click *Submit*.

This screenshot shows the same 'Manage Accounts' page, but now the 'Approve' radio button is selected in the 'Action' column for the 'New Grantee' user. The 'User Roles' dropdown is now closed and shows 'Grantee User'. Below the 'Requests for Access' table, there are sections for 'Current Users' (listing Joe Westat) and 'Inactive Users' (listing Donald Example). At the bottom right, the 'Submit' button is highlighted with a red box.

Name	Email	User Roles	Action	Comments
New Grantee	NewGrantee@example.org	Grantee User	<input checked="" type="radio"/> Approve <input type="radio"/> Disapprove	

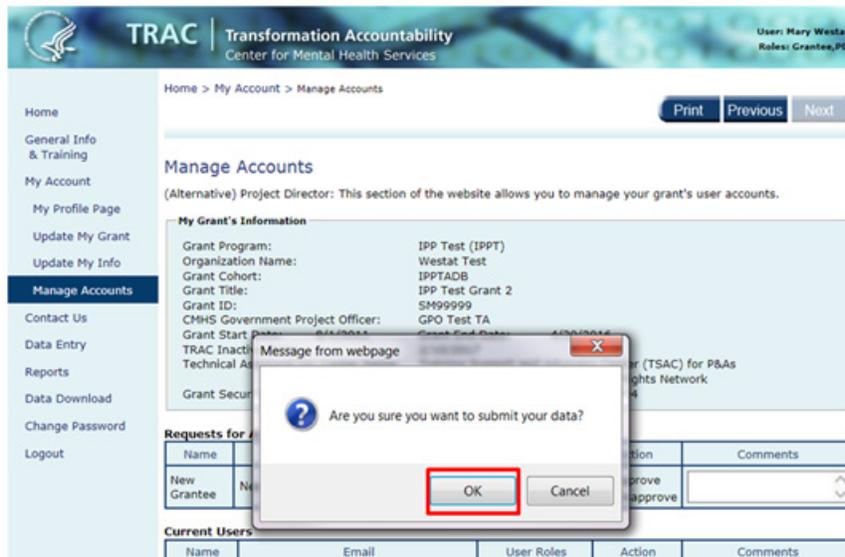
  

Name	Email	User Roles	Action	Comments
Joe Westat	testwestat@example.org	Grantee User	<input type="checkbox"/> Inactivate	

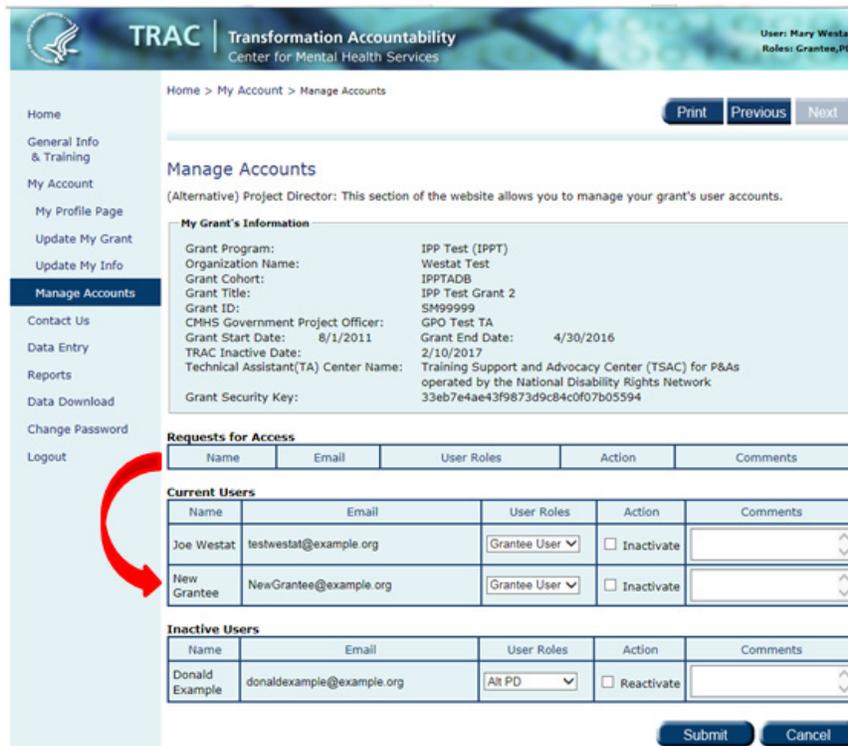
  

Name	Email	User Roles	Action	Comments
Donald Example	donaledge@example.org	Alt PD	<input type="checkbox"/> Reactivate	

**Step 5:** After clicking **Submit** the below message box will appear. Click **OK** on the below pop-up message to complete the request.



**Step 6:** The approved users will move from the **Requests for Access** table to the **Current Users** table. Once the request is approved, the grantee will receive two e-mails containing their log-in information with a temporary password and the website address for TRAC.



An e-mail alert will be sent to the Project Director and Alternate Project Director after approval of new grantee staff.

Dear (Project Director name):

Updates have been made to the Manage Accounts screen for your Grant (Grant ID). If you did not make any updates please contact the TRAC Help Desk immediately at [trachelp@westat.com](mailto:trachelp@westat.com) or 1-855-796-5777.

Thank you,  
TRAC Help

**Step 7:** If you need to disapprove a request, click *Disapprove* under the *Action* column and enter the reason for the disapproval in the *Comments* section.

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User: Mary Westat  
Roles: Grantee, PD

Home > My Account > Manage Accounts

Print Previous Next

### Manage Accounts

(Alternative) Project Director: This section of the website allows you to manage your grant's user accounts.

**My Grant's Information**

Grant Program:	IPP Test (IPPT)		
Organization Name:	Westat Test		
Grant Cohort:	IPPTADB		
Grant Title:	IPP Test Grant 2		
Grant ID:	SM99999		
CMHS Government Project Officer:	GPO Test TA		
Grant Start Date:	8/1/2011	Grant End Date:	4/30/2016
TRAC Inactive Date:	2/10/2017		
Technical Assistant(TA) Center Name:	Training Support and Advocacy Center (TSAC) for P&As operated by the National Disability Rights Network		
Grant Security Key:	33eb7e4ae43f9873d9c84c0f07b05594		

**Requests for Access**

Name	Email	User Roles	Action	Comments
New Grantee	NewGrantee@example.org	Grantee User	<input type="radio"/> Approve <input checked="" type="radio"/> Disapprove	Enter the reason for disapproval

**Current Users**

Name	Email	User Roles	Action	Comments
Joe Westat	testwestat@example.org	Grantee User	<input type="checkbox"/> Inactivate	

**Inactive Users**

Name	Email	User Roles	Action	Comments
Donald Example	donaldexample@example.org	Alt PD	<input type="checkbox"/> Reactivate	

Submit Cancel

# Deactivation and Reactivation

From the *Manage Accounts* page, the PD and APD have the ability to inactivate and reactivate users.

## User Deactivation

**Step 1:** To inactivate a user, under the *Current Users* table find the user's name. Under the corresponding *Action* column, click on *Inactivate*. Enter any comments in the *Comment* section and then click *Submit*.

The screenshot shows the TRAC (Transformation Accountability Center for Mental Health Services) interface. The user is logged in as Mary Westat, a Grantee, PD. The page is titled 'Manage Accounts' and provides an overview of the grant's user accounts. A table lists 'Current Users' with columns for Name, Email, User Roles, Action, and Comments. The user 'Joe Westat' is highlighted, and the 'Inactivate' action is selected. A 'Submit' button is visible at the bottom right.

**My Grant's Information**

Grant Program:	IPP Test (IPPT)		
Organization Name:	Westat Test		
Grant Cohort:	IPPTADB		
Grant Title:	IPP Test Grant 2		
Grant ID:	SM99999		
CMHS Government Project Officer:	GPO Test TA		
Grant Start Date:	8/1/2011	Grant End Date:	4/30/2016
TRAC Inactive Date:	2/10/2017		
Technical Assistant(TA) Center Name:	Training Support and Advocacy Center (TSAC) for P&As operated by the National Disability Rights Network		
Grant Security Key:	33eb7e4ae43f9873d9cb4cf07b05594		

**Requests for Access**

Name	Email	User Roles	Action	Comments
New Grantee	NewGrantee@example.org	Alt PD	<input type="radio"/> Approve <input type="radio"/> Disapprove	

**Current Users**

Name	Email	User Roles	Action	Comments
Joe Westat	testwestat@example.org	Grantee User	<input checked="" type="checkbox"/> Inactivate	Enter any comments

**Inactive Users**

Name	Email	User Roles	Action	Comments
Donald Example	donaledexample@example.org	Alt PD	<input type="checkbox"/> Reactivate	

**Buttons:** Submit, Cancel

**Step 2:** Click **OK** on the below pop-up message. The inactivated user be moved to the **Inactive Users** table and their account will be disabled.

The screenshot shows the 'Manage Accounts' page in the TRAC system. A confirmation dialog box is open in the center, asking 'Are you sure you want to submit your data?' with 'OK' and 'Cancel' buttons. The 'OK' button is highlighted with a red rectangle. In the background, the 'Current Users' table shows a user named 'Joe Westat' with the email 'testwestat@example.org' and role 'Grantee User'. The 'Action' column for this user has an 'Inactivate' checkbox that is checked.

This screenshot shows the 'Manage Accounts' page after the user has been inactivated. A red arrow points from the 'Current Users' table in the previous screenshot to the 'Inactive Users' table. The 'Current Users' table now only contains a 'New Grantee' user. The 'Inactive Users' table now contains the user 'Joe Westat' with the email 'testwestat@example.org' and role 'Grantee User'. The 'Action' column for this user has a 'Reactivate' checkbox that is unchecked.

# User Reactivation

**Step 1:** To reactivate a user, find the user in the **Inactive Users** table. Under the **Action** column and click on **Reactivate** and then **Submit** to reinstate access.

The screenshot shows the TRAC (Transformation Accountability Center for Mental Health Services) interface. The user is logged in as Mary Westat, with the role of Grantee, PD. The page title is 'Manage Accounts'. A navigation bar includes 'Print', 'Previous', and 'Next' buttons. A sidebar on the left contains various menu items, with 'Manage Accounts' selected. The main content area is titled 'Manage Accounts' and includes a sub-header '(Alternative) Project Director: This section of the website allows you to manage your grant's user accounts.' Below this is a 'My Grant's Information' section with details such as Grant Program (IPP Test (IPPT)), Organization Name (Westat Test), and Grant Title (IPP Test Grant 2). There are three tables: 'Requests for Access' (one row for New Grantee), 'Current Users' (empty), and 'Inactive Users' (two rows: Joe Westat and Donald Example). In the 'Inactive Users' table, the 'Reactivate' checkbox for Donald Example is checked and highlighted with a red box. At the bottom right, there are 'Submit' and 'Cancel' buttons, with the 'Submit' button also highlighted with a red box.

**My Grant's Information**

Grant Program: IPP Test (IPPT)  
 Organization Name: Westat Test  
 Grant Cohort: IPPTADB  
 Grant Title: IPP Test Grant 2  
 Grant ID: SM99999  
 CMHS Government Project Officer: GPO Test TA  
 Grant Start Date: 8/1/2011 Grant End Date: 4/30/2016  
 TRAC Inactive Date: 2/10/2017  
 Technical Assistant(TA) Center Name: Training Support and Advocacy Center (TSAC) for P&As operated by the National Disability Rights Network  
 Grant Security Key: 33eb7e4ae43f9873d9c84c0f7b05594

**Requests for Access**

Name	Email	User Roles	Action	Comments
New Grantee	NewGrantee@example.org	Alt PD	<input type="radio"/> Approve <input type="radio"/> Disapprove	

**Current Users**

Name	Email	User Roles	Action	Comments

**Inactive Users**

Name	Email	User Roles	Action	Comments
Joe Westat	testwestat@example.org	Grantee User	<input type="checkbox"/> Reactivate	Enter any comments
Donald Example	donaldexample@example.org	Alt PD	<input checked="" type="checkbox"/> Reactivate	

**Buttons:** Submit, Cancel

**Step 2:** Click **OK** to confirm on the pop up message that appears. The reactivated user will be moved back to the **Current Users** table as seen below.

The screenshot shows the TRAC (Transformation Accountability Center for Mental Health Services) interface. The user is logged in as Mary Westat, with the role of Grantee, PD. The page title is "Manage Accounts".

**My Grant's Information**

Grant Program:	IPP Test (IPPT)
Organization Name:	Westat Test
Grant Cohort:	IPPTADB
Grant Title:	IPP Test Grant 2
Grant ID:	SM99999
CMHS Government Project Officer:	GPO Test TA
Grant Start Date:	8/1/2011
Grant End Date:	4/30/2016
TRAC Inactive Date:	2/10/2017
Technical Assistant(TA) Center Name:	Training Support and Advocacy Center (TSAC) for P&As operated by the National Disability Rights Network
Grant Security Key:	33eb7e4ae43f9873d9c84c0f07b05594

**Requests for Access**

Name	Email	User Roles	Action	Comments
New Grantee	NewGrantee@example.org	Alt PD	<input type="radio"/> Approve <input type="radio"/> Disapprove	

**Current Users**

Name	Email	User Roles	Action	Comments
Donald Example	dona1dexample@example.org	Alt PD	<input type="checkbox"/> Inactivate	

**Inactive Users**

Name	Email	User Roles	Action	Comments
Joe Westat	testwestat@example.org	Grantee User	<input type="checkbox"/> Reactivate	Enter any comments

A red arrow points from the "Current Users" table to the "Inactive Users" table, indicating the transition of a user from inactive to current.

Buttons: Print, Previous, Next, Submit, Cancel.

# Summary of Users

For a quick summary of all current users, return to the *My Profile Page* located on the left hand menu. New users will be listed under the *Staff with access to TRAC* section.

The screenshot shows the TRAC (Transformation Accountability Center for Mental Health Services) My Profile Page. The page is divided into three main sections: 1. My Grant's Information, 2. Staff with access to TRAC, and 3. Data Reporting Requirements. The left sidebar contains navigation options such as Home, General Info & Training, My Account, My Profile Page (highlighted), Update My Grant, Update My Info, Manage Accounts, Contact Us, Data Entry, Reports, Data Download, Change Password, and Logout. The top right corner displays the user's name, Mary Westat, and her role, Grantee, PD. The breadcrumb trail indicates the user is on the My Profile Page.

**1. My Grant's Information**

Grant Program:	IPP Test (IPPT)
Organization Name:	Westat Test
Grant Cohort:	IPPTADB
Grant Title:	IPP Test Grant 2
<b>Grant ID:</b>	<b>SM99999</b>
CMHS Government Project Officer:	GPO Test TA
Grant Start Date:	8/1/2011
Grant End Date:	4/30/2016
TRAC Inactive Date:	2/10/2017

*NOTE: This is the "grace period" at the end of your grant that you have to complete data entry.*

Technical Assistance(TA) Center Name: Training Support and Advocacy Center (TSAC) for P&As operated by the National Disability Rights Network

Grant Security Key: 33eb7e4ae43f9873d9c84c0f07b05594

**2. Staff with access to TRAC**

The people listed below currently have access to your grant's TRAC data. If you need to add or remove a TRAC user from your grant, please use the Manage Accounts screen.

Grantee Project Director:	Mary Westat, MaryWestatExample@westat.com
Grantee Alternative Project Director(s):	Donald Example, donaldexample@example.org
Other Grantee Staff with access to TRAC:	Joe Westat, testwestat@example.org New Grantee, NewGrantee@example.org

**3. Data Reporting Requirements**

The data that your grant is required to collect and report for TRAC is briefly described below, with links to important training materials.

## SECTION 3: NOTES FOR NEW USERS

- Once a user account is created, the new user will be able to access the TRAC system to begin data entry and will begin to receive important system alerts via e-mail. However, they should expect up to one to two day delay on the Reports section of TRAC.
- Users requesting access to newly awarded grants will not be given access to TRAC until you have completed your first Webinar training. These instructions are specific to existing grants, newly awarded grants are handled separately by in house staff.
- The email alerts are sent as soon as any updates are made in the TRAC system. If you didn't receive an email alert immediately, be sure to check your junk mail folder.
- For current users with active accounts, the Sign Up link does not appear if you are signed into the TRAC system. This is important for current users who are helping prospective users gain access.