

TRAC Tip Sheet: Getting Signed Up in TRAC Guidance for New Grant Staff

To sign up for a TRAC user account, follow the instructions below. New user accounts should be created by the individual who will be using the account. That is, the individual whose name and contact information will be associated with the account.

- 1) Contact the Project Director or Alternate Project Director to obtain the Grant Security Key and the Grant ID. Only users with these two roles will be able to access this information, which is located on the My Profile Page or the Manage Accounts screen on the TRAC website. Please see images below.

The screenshot shows the 'My Profile Page' in the TRAC system. The user is identified as Mary Westat, a Grantee/PD. The page displays the following information:

1. 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
	<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
Grant Security Key:	33eb7e4ae43f9873d9c84c0f07b05594

Below the grant information, there is a section for '2. Staff with access to TRAC' with a note: '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.'

The screenshot shows the 'Manage Accounts' page in the TRAC system. The user is identified as Mary Westat, a Grantee/PD. The page displays the following information:

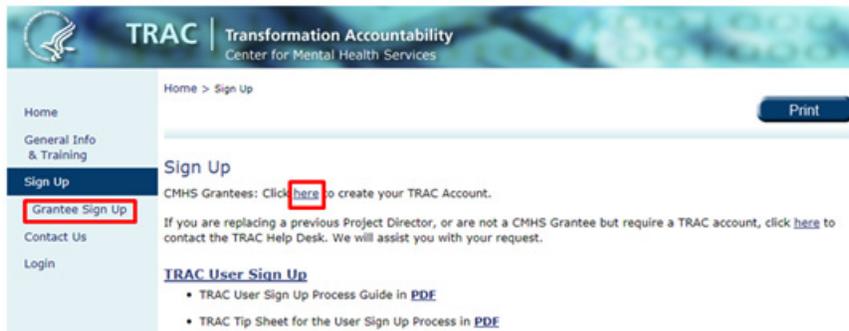
My Grant's Information	
Grant Program:	IPP Test (IPPT)
Organization Name:	Westat Test
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Below the grant information, there is a table for 'Requests for Access' with columns: Name, Email, User Roles, Action, and Comments.

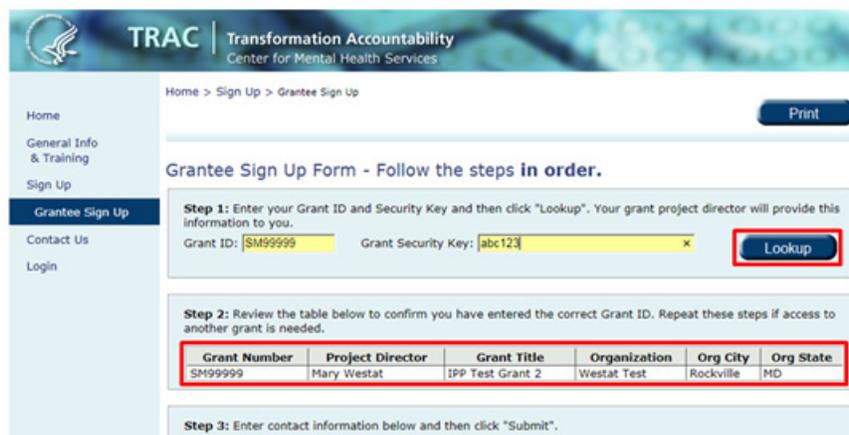
- 2) Once you have obtained the Grant Security Key and the Grant ID from the Project Director or Alternate Project Director, click on the “Sign Up” link found on the TRAC homepage to apply for access to the TRAC system. **Note: The “Sign Up” link does not appear if you are signed into the TRAC system.**



- 3) Click the “here” link to begin signing up for your TRAC Account. You can also click on the “Grantee Sign Up” link directly below “Sign Up”.



- 4) Enter the “Grant ID” and “Grant Security Key” and click the “Lookup” button. The Grant Number, Project Director, Grant Title, Organization, Org City and Org State will then prefill in the table below. Repeat this process for each grant for which you are requesting access.



- 5) Enter all user information and review the entries. Fields in yellow are required fields. If the information is correct click the “Submit” button. If the information is incorrect click “Cancel”, and the fields will be cleared so that you will be able to enter the information again. Note: You only have to enter your user information once.

The screenshot shows the TRAC Grantee Sign Up Form. The header includes the TRAC logo and the text "Transformation Accountability Center for Mental Health Services". The breadcrumb trail is "Home > Sign Up > Grantee Sign Up". A "Print" button is in the top right. The main heading is "Grantee Sign Up Form - Follow the steps in order." Below this, Step 1 instructions are followed by input fields for "Grant ID" (SM99999) and "Grant Security Key" (33eb7e4ae43f9873d9c84c0f07b05594), with a "Lookup" button. Step 2 instructions are followed by a table:

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

Step 3 instructions are followed by a form with fields for "First Name" (New), "Last Name" (Grantee), "Email Address" (NewGrantee@example.org), "Confirm Email Address" (NewGrantee@example.org), "Phone #1" (Area Code: 202, Number: 7075000, Ext:), "Phone #2" (Area Code: , Number: , Ext:), "Phone #3" (Area Code: , Number: , Ext:), and "Subscribe to Listserv" (YES). A "Submit" button is highlighted with a red box, and a "Cancel" button is to its right.

- 6) You will receive a message at the top of the screen indicating the Sign Up was successful. An email will be sent to the Project Director and Alternate Project Director with information regarding the request. The Project Director and Alternate Project Director will then need to log in and approve your request for access. See the next set of instructions for Project Director and Alternate Project Director.

The screenshot shows the TRAC Grantee Sign Up Complete message. The breadcrumb trail is "Home > Sign Up > Grantee Sign Up > Grantee Sign Up Complete". A "Print" button is in the top right. The main heading is "Grantee Sign Up Complete", which is highlighted with a red box. Below this, a message states: "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." A "Finish" button is in the bottom right.