



## Forgotten Your User ID and/or Password

It is always a good idea to write down your user ID and password in a document and keep it in a word file where you can refer back. As a password changes, be sure to update the document. In OKGrants, passwords are required to be changed every 90 days. In the instance where you forget your User ID and/or password, follow these simple steps:

### Forgotten User ID

1. Call the Program Specialist and the User ID can be retrieved.

### Forgotten Password

1. Enter the User ID and then click on the Forget Password.
2. A temporary password will be sent to the email address that was entered into the system for that person. DAC does not enter email information. This information would have been supplied by the applicant agency.
3. Once the new password is received, enter the User ID and the sent password.
4. Once in OKGrants, you will be directed to change your password.

**NOTE: DAC staff does not have access to passwords or the ability to change passwords for subgrantees. This must be completed by the subgrantee.**

Welcome to the OK Grants system. Within this system, you are able to search for grant opportunities, track your project status and submit requests for payment.

This is a new system and requires an initial registration process.

- The agency administrator (AA) will complete the initial registration process for the organization by selecting the Agency Administrator Registration button. Only the AA should complete the registration

**Login**

Username

Password

**LOGIN**

[Agency Administrator Registration](#)  
[Forgot Password?](#)