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AnnaMarie Deskiewicz

PCCD Egrants User Manager Help Guide

This comprehensive guide is designed for users with the Agency User Manager security role in PCCD E-grants.

- ☰ **Approving New Requests from the Work Manager Screen**
- ☰ **Approving New Requests from the User Management Screen**
- ☰ **Maintaining Security in your Organization**
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Approving New Requests from the Work Manager Screen

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Approving new requests

Newly registered users within an agency can request access to their organization online. Access requests will only be approved if the agency has a designated Agency User Manager (User Manager).

When an online security request is submitted, users with the User Manager security role will receive a notification in their Egrants Work Manager queue. This notification can be accessed by clicking on the Work Manager menu option on the page. It is important for users to periodically check their Work Manager for new notifications.

Approving from the Work Manager screen

In the Work Manager, the User Manager will receive a notification categorized as "User Management," indicating that "An External User is Requesting Access to an Agency." To streamline the process, the User Manager can filter this notification by selecting "User Access Request" from the User Action drop-down menu.

This notification is presented as a task, meaning it cannot be dismissed until the required action is completed. In this instance, the User Manager must approve the access request to proceed.

Tasks/Alerts For: Miss Vicki Bonner Date: 09/10/2025

TASKS AND ALERTS

1 Tasks 0 Alerts (0 new)

Additional Search
Criteria:
Funding Announcement: [All]

X Reset Filter(s) Refresh

Items Per Page: 20 1 items in 1 pages

Action	Title	Category	User Action	Cause	Next Steps	Created On
	Mrs. Heidi	User Management	User Access Request	An external user is Requesting access to an Agency.	Review the request and approve or deny the users request.	9/10/2025 3:26:33 PM

To view the request, click the gear icon next to the requestor name. This action will direct you to the User Access Requests Details page.

Action	Title	Category	User Action	Cause	Next Steps	Created On
	Mrs. Heidi	User Management	User Access Request	An external user is Requesting access to an Agency.	Review the request and approve or deny the users request.	9/10/2025 3:26:33 PM

Navigate to the User Access Requests Details page. Here, you can enter comments as the User Manager, select either "Approve" or "Deny" from the drop-down menu, and then click "Save" to finalize your decision.

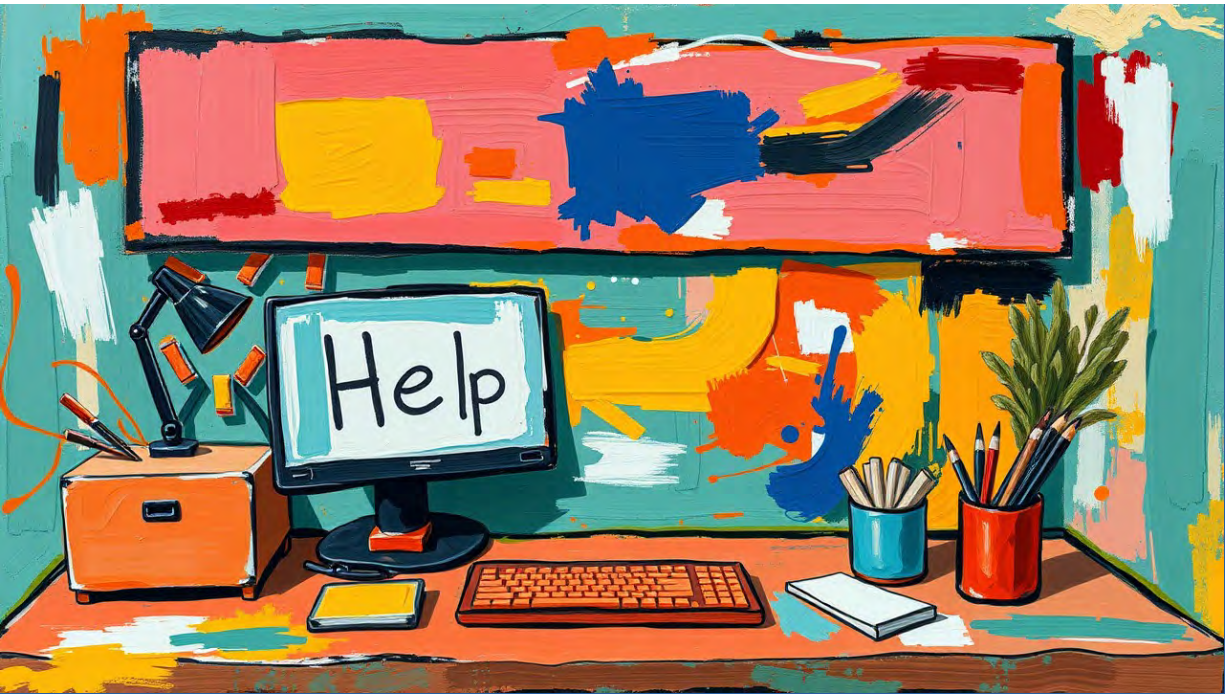
USER ACCESS REQUEST DETAILS

Requestor Name: [Hoid](#)
Organization Name: PA Commission On Crime & Delinquency
Reason for Request: Employee has been promoted and needs access.
User Manager Comments: * approved by AMD on 9/10/2025

Action Requested	Grant ID	Current Roles Requested	Approve/Deny *
Add	[All]	Agency User Manager	<input type="button" value="Approve"/> <input type="button" value="Deny"/>

Upon approval or denial of the request, the corresponding task in the Work Manager will be automatically removed.

After the change has been made, the user must log off from E-grants and then log back in for the changes to take effect.



For further assistance with User Manager roles and ensuring the security of your agency within E-grants, please refer to the following resources:

Email: RA-eGrantsSupport@pa.gov

Telephone:

(717) 787-5887 or toll-free within Pennsylvania (800) 692-7292

Approving New Requests from the User Management Screen

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Approving new requests

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When an online security request is submitted, users with the User Manager security role will receive a notification in their Egrants Work Manager queue. This notification can be accessed by clicking on the Work Manager menu option on the page. It is important for users to periodically check their Work Manager for new notifications.

Approving from the User Management Screen

To approve a request from the user management screen, first click on the "Administration Requests" hyperlink. On the Request Status drop-down menu choose "In-Process" and click search. A list of pending role requests will appear. Click on the icon next to the the Agency name to view and approve the submitted requests.

[Main Menu](#) | [User Management](#) | [Funding Announcement](#) | [Project Management](#) | [Work Manager](#) | [Internal Menu](#)
[Profiles](#) | [Access Requests](#) | [Administration Requests](#) | [Administration User Maintenance](#)

ADMINISTRATION REQUEST SEARCH

Search Criteria:
 Agency Name: PA Commission On Crime & Delinquency
 Grant ID:
 Requestor Last Name:
 Requestor First Name:
 Request Status: In-Process

Agency	GrantID	Requestor Last Name	Requestor First Name	Date Submitted	Request Status
PA Commission On Crime & Delinquency	[ALL]	Metteer	Joseph	4/6/2026 9:25:00 AM	In-Process

On the administration organization request detail page, please enter your comments regarding the approval or denial in the user management comments box. Verify the requested role and select either "Approve" or "Deny" from the drop-down menu. Once you have made your selection, click "Save" to finalize your decision.

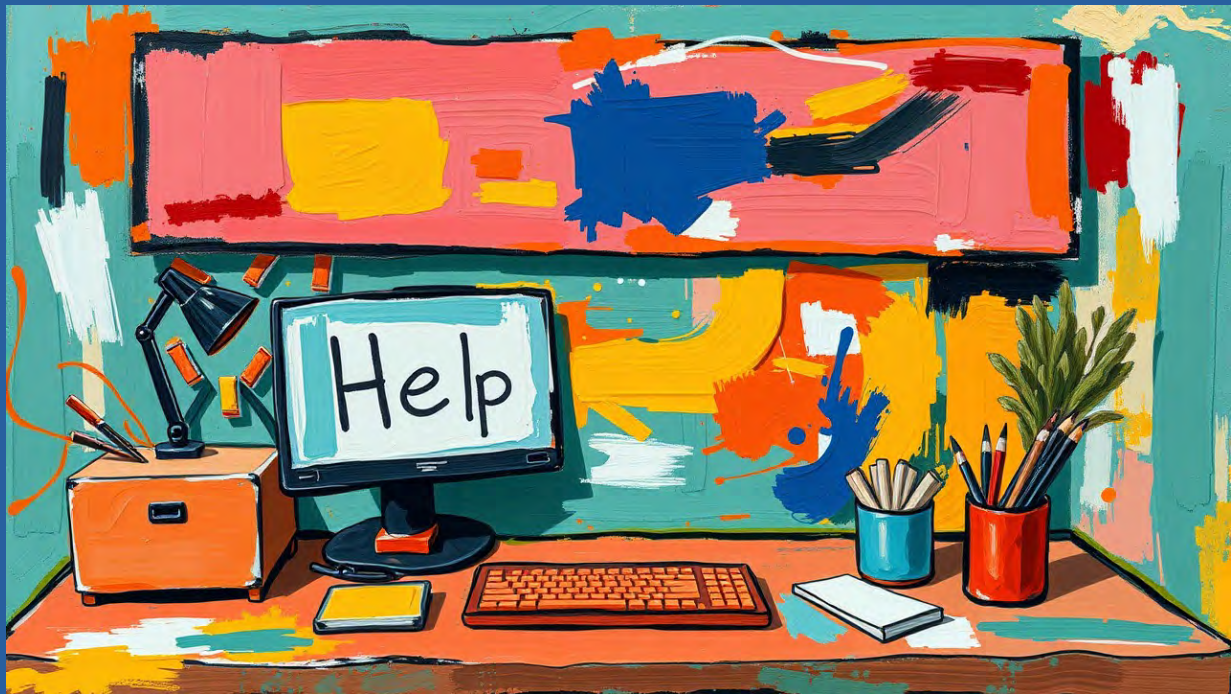
ADMINISTRATION ORGANIZATION REQUEST DETAIL

Requestor Name: Heidi
Organization Name: PA Commission On Crime & Delinquency
Reason for Request: Employee has been promoted and needs access.
User Manager Comments: User request is approved, AMD 9/16/2025

Action Requested	Grant ID	Current Roles Requested	Approve/Deny *
Add	[All]	Agency User Manager	<input type="button" value="Approve"/> <input type="button" value="Deny"/>

Upon approval or denial of the request, the corresponding task in the Administration Request Search will be automatically removed.

After the change has been made, the user must log off from E-grants and then log back in for the changes to take effect.



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Maintaining Security in your Organization

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Maintaining Existing Security

Maintaining Existing Security

As a User Manager of your organization, it is your responsibility to maintain security for users already established within the organization. This involves regularly reviewing user access levels, ensuring that permissions align with current roles, and updating any necessary information to reflect changes in user status or organizational structure.

To effectively manage existing user security, consider the following steps:

1. **Review User Access:** Periodically check the access levels of all users to ensure they have the appropriate permissions for their roles.
2. **Update User Roles:** If a user's role changes within the organization, promptly update their access rights to reflect their new responsibilities.
3. **Remove Inactive Users:** Regularly identify and remove access for users who are no longer part of the organization or who no longer require access to specific resources.
4. **Document Changes:** Keep a record of any changes made to user access for accountability and future reference.

By following these steps, you can ensure that your organization's security remains robust and that users have the access they need to perform their duties effectively.

Maintaining Security in Your Organization

To ensure the security of users already established within your organization, the User Manager should first click on the User Management menu, followed by selecting the Administration User Maintenance sub-menu.

Back Button will not take you back pages, instead use the application menus and controls.

Main Menu **User Management** Funding Announcement Project Management Work Manager Internal Menu

Profiles Access Requests Administration Requests **Administration User Maintenance**

ADMINISTRATION USER MAINTENANCE SEARCH

Search Criteria:

Organization Name: PA Commission On Crime & De v

GrantID:

User Last Name:

User First Name:

Active: [All] v

Action	Organization	User Last Name	User First Name	Active	Last Updated
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To locate users associated with your agency, select the organization from the "Agency Name" drop-down list and click the "Search" button. Alternatively, you can search for a specific user by name or find users with access to particular grants.

Back Button will not take you back pages, instead use the application menus and controls.

Main Menu **User Management** Funding Announcement Project Management Work Manager Internal Menu

Profiles Access Requests Administration Requests **Administration User Maintenance**

ADMINISTRATION USER MAINTENANCE SEARCH

Search Criteria:

Organization Name: PA Commission On Crime & De v

GrantID:

User Last Name:

User First Name:

Active: [All] v





Action	Organization	User Last Name	User First Name	Active	Last Updated
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A comprehensive list of all users currently associated with the agency will be displayed based on your entered search criteria. To manage a user's access, click on the edit external user security icon located to the left of the organization name.

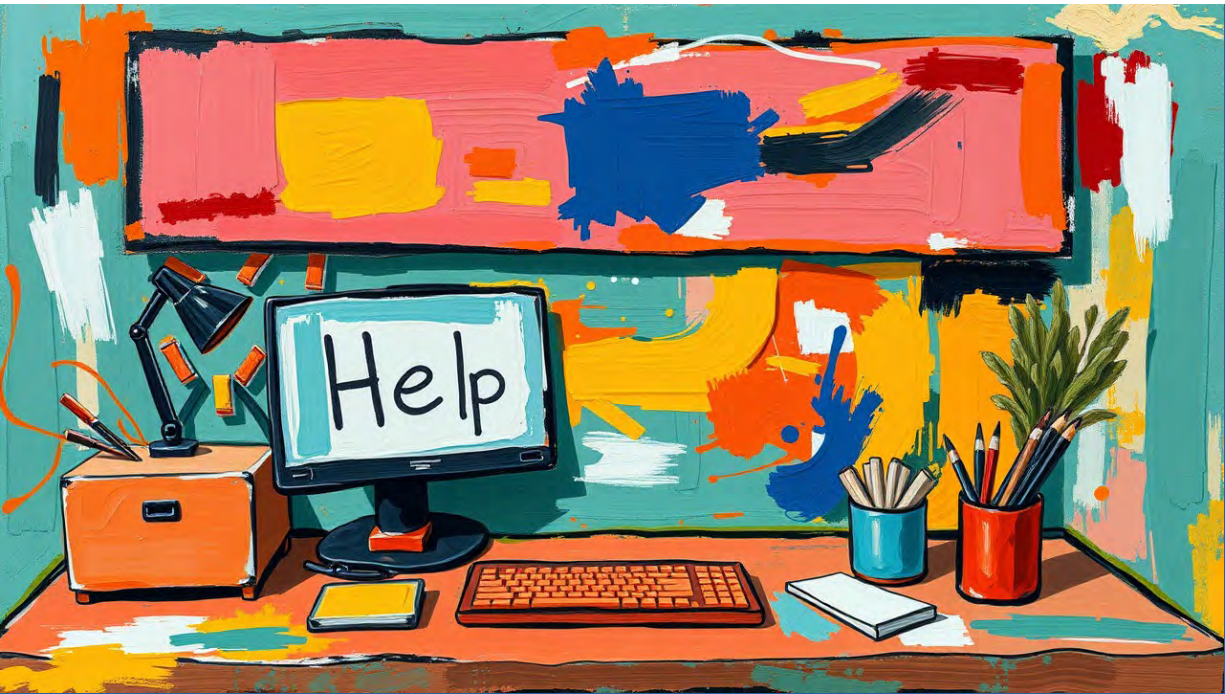
ADMINISTRATION USER MAINTENANCE SEARCH

Search Criteria:

Organization Name: PA Commission On Crime & De ▾
GrantID:
User Last Name:
User First Name:
Active: [All] ▾

Action	Organization	User Last Name	User First Name	Active	Last Updated
	PA Commission On Crime & Delinquency	B	Anna	No	11/8/2023 11:05:33 AM
	PA Commission On Crime & Delinquency	B	Vicki	Yes	11/8/2023 11:05:33 AM
	PA Commission On Crime & Delinquency	M	Heidi	Yes	11/8/2023 11:05:33 AM
	PA Commission On Crime & Delinquency	H	James	No	11/8/2023 11:05:33 AM

This will direct you to the Administration Organization – Role Maintenance page. Here, you can add roles, remove specific grant roles, revoke all roles assigned to a user, or mark the user as inactive to prevent them from accessing E-grants.



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Adding Role Access

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Adding Role Access

To add an additional role to a user's account, navigate to the Administration Organization – Role Maintenance page. In the “Assign Roles” section, select the appropriate agency for the role assignment and choose the desired role from the drop-down list. Once you have made your selections, click the Add Access button to finalize the process.

Assign Roles (Check to assign)

Organization Name: * PA Commission On Crime & De ←

Role: * Agency Financial Creator ←

<input type="button" value="Select"/>	<input type="button" value="Delete"/>	Organization: PA Commission On Crime & Delinquency	Role: Agency User Manager	Projects: All
<input type="button" value="Select"/>	<input type="button" value="Delete"/>	Organization: PA Commission On Crime & Delinquency	Role: Agency Program Creator	Projects: All
<input type="button" value="Select"/>	<input type="button" value="Delete"/>	Organization: PA Commission On Crime & Delinquency	Role: Agency Financial Creator	Projects: All
<input type="button" value="Select"/>	<input type="button" value="Delete"/>	Organization: PA Commission On Crime & Delinquency	Role: Agency Submission	Projects: All

This action will create a new entry in the table that displays the existing security roles. The new entry will expand to show all grants currently associated with the selected agency. The User Manager may choose to assign the new role to the user for only a few specific

grants. In this case, the User Manager should select the individual grants that the user requires access to. To grant the user access to all grants within the organization, the User Manager should select the "Select All" button. If the user requires this new role for all current and future grants, the User Manager must choose the "All Projects" option. After selecting the appropriate grants, click the "Update" button to finalize the changes.

The screenshot shows a user management interface with the following elements:

- Update** button (highlighted with a red box)
- Cancel** button
- Organization:** PA Commission On Crime & Delinquency
- Role:** Agency Program Reader
- All Projects:** (highlighted with a red box)
- Select All** button (highlighted with a red box)
- Remove All** button
- A table with two columns: **Action** and **Grant ID**.

Action	Grant ID
<input checked="" type="checkbox"/>	47092 -
<input type="checkbox"/>	46834 -
<input type="checkbox"/>	46782 -
<input type="checkbox"/>	46776 -
<input checked="" type="checkbox"/>	46517 -
<input type="checkbox"/>	45945 -
<input type="checkbox"/>	45942 -
<input type="checkbox"/>	45842 -
<input type="checkbox"/>	44497 -
<input checked="" type="checkbox"/>	44486 -
<input type="checkbox"/>	44359 -
<input type="checkbox"/>	44213 -
<input type="checkbox"/>	42740 -

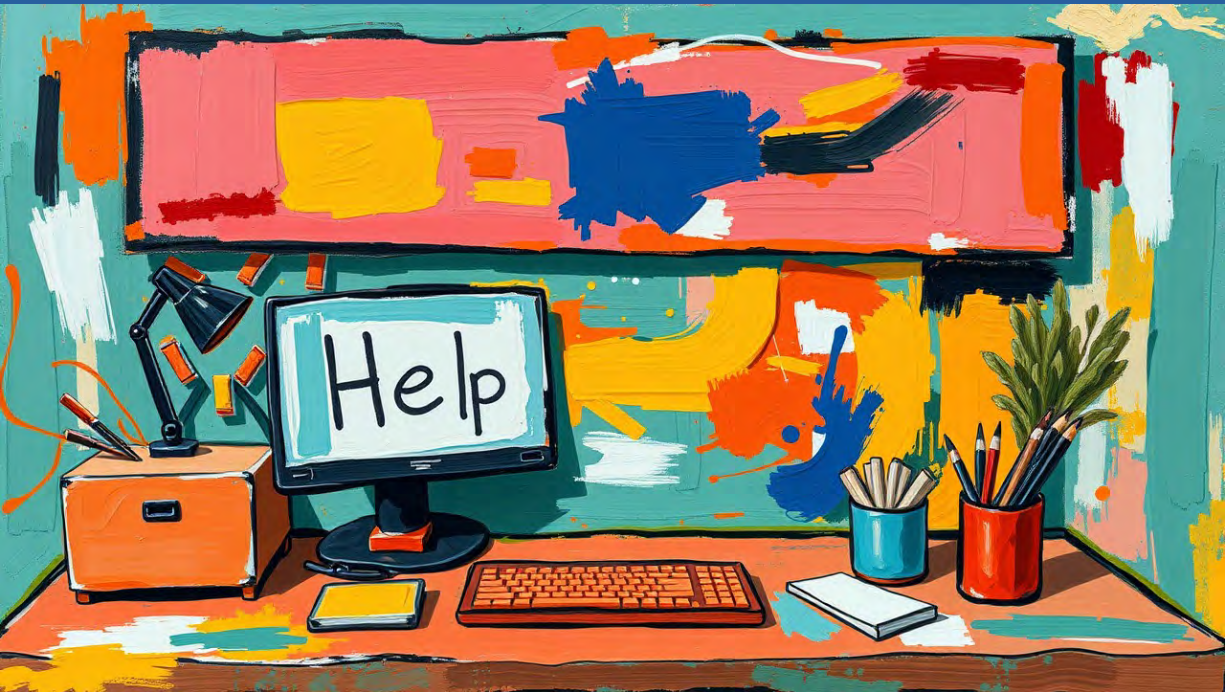
Once all necessary roles have been added, click save at the bottom of the page.

Assign Roles (Check to assign)

Organization Name: * PA Commission On Crime & De v

Role: * Agency Program Reader v Add Access

Select	Delete	Organization: PA Commission On Crime & Delinquency	Role: Agency User Manager	Projects: All
Select	Delete	Organization: PA Commission On Crime & Delinquency	Role: Agency Program Creator	Projects: All
Select	Delete	Organization: PA Commission On Crime & Delinquency	Role: Agency Financial Creator	Projects: All
Select	Delete	Organization: PA Commission On Crime & Delinquency	Role: Agency Submission	Projects: All
Select	Delete	Organization: PA Commission On Crime & Delinquency	Role: Agency Program Reader	Projects: All



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Modifying Existing User Access

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Modifying Existing User Access

The User Manager may modify the access of a role that is assigned to a user by clicking on the Select button next to the role they wish to modify.

Select	Delete	Organization: PA Commission On Crime & Delinquency	Role: Agency User Manager	Projects: All
Select	Delete	Organization: PA Commission On Crime & Delinquency	Role: Agency Program Creator	Projects: All
Select	Delete	Organization: PA Commission On Crime & Delinquency	Role: Agency Financial Creator	Projects: All
Select	Delete	Organization: PA Commission On Crime & Delinquency	Role: Agency Submission	Projects: All

In this example we will change the users access from "All" projects to "Selected" projects.

This will expand the row to show the users current access. From this view, the User Manager may add additional grant roles, remove assigned grant roles, or change how Roles are assigned based on specific criteria. If the "All Projects" checkbox is selected, all grants in the table will be automatically selected, and the check boxes next to the Grant IDs will be disabled. Deselecting the "All Projects" checkbox allows the User Manager to choose specific grants.

If the "All Projects" checkbox is not selected, the User Manager can opt to select it to grant access to all current and future grants. Additionally, the User Manager may grant further access to specific grants listed or remove access to a particular grant by unchecking the box next to the Grant ID.

Once all changes have been made, click the "Update" button followed by the "Save" button at the bottom of the next page.

The user must log off from E-grants and log back in for the changes to take effect.

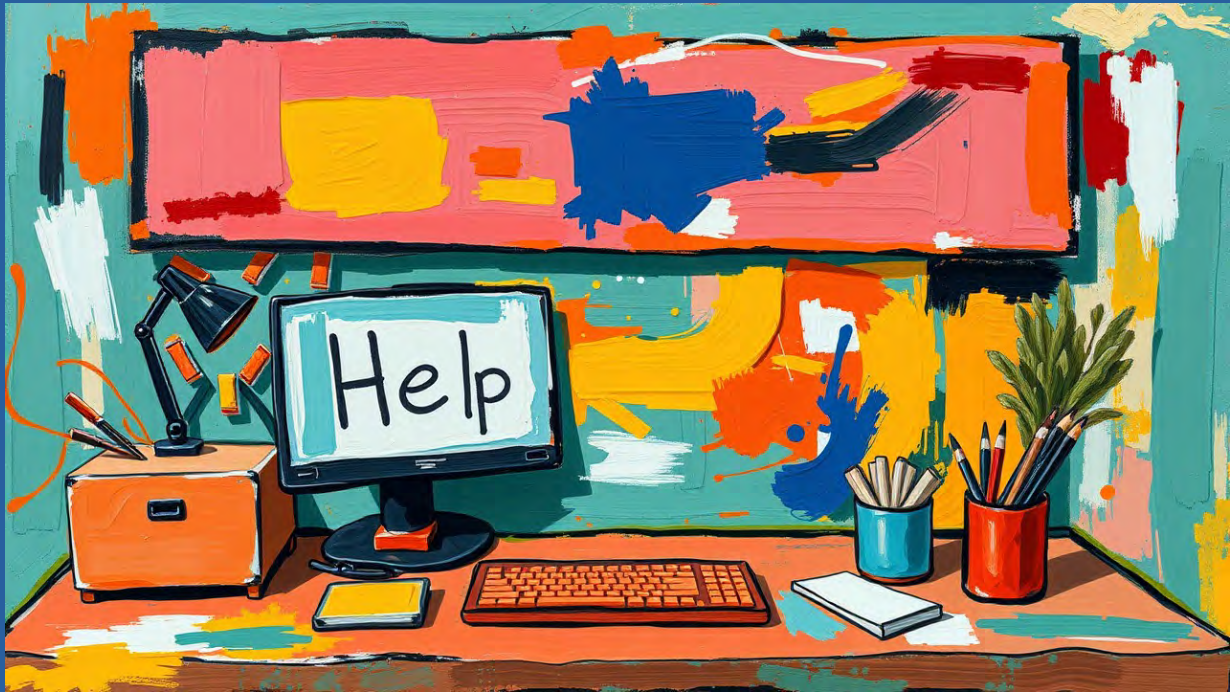
Update Cancel Organization: PA Commission On Crime & Delinquency Role: Agency Program Creator All Projects:

Select All Remove All

Action	Grant ID
<input type="checkbox"/>	47092 -
<input checked="" type="checkbox"/>	46834 -
<input type="checkbox"/>	46782 -
<input checked="" type="checkbox"/>	46776 -
<input type="checkbox"/>	46517 -

Select	Delete	Organization: PA Commission On Crime & Delinquency	Role: Agency User Manager	Projects: All
Select	Delete	Organization: PA Commission On Crime & Delinquency	Role: Agency Program Creator	Projects: Selected
Select	Delete	Organization: PA Commission On Crime & Delinquency	Role: Agency Financial Creator	Projects: All
Select	Delete	Organization: PA Commission On Crime & Delinquency	Role: Agency Submission	Projects: All

You will now see that the projects this user now has access to are "selected" rather than "All".



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Removing a Users Roles

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CONTINUE

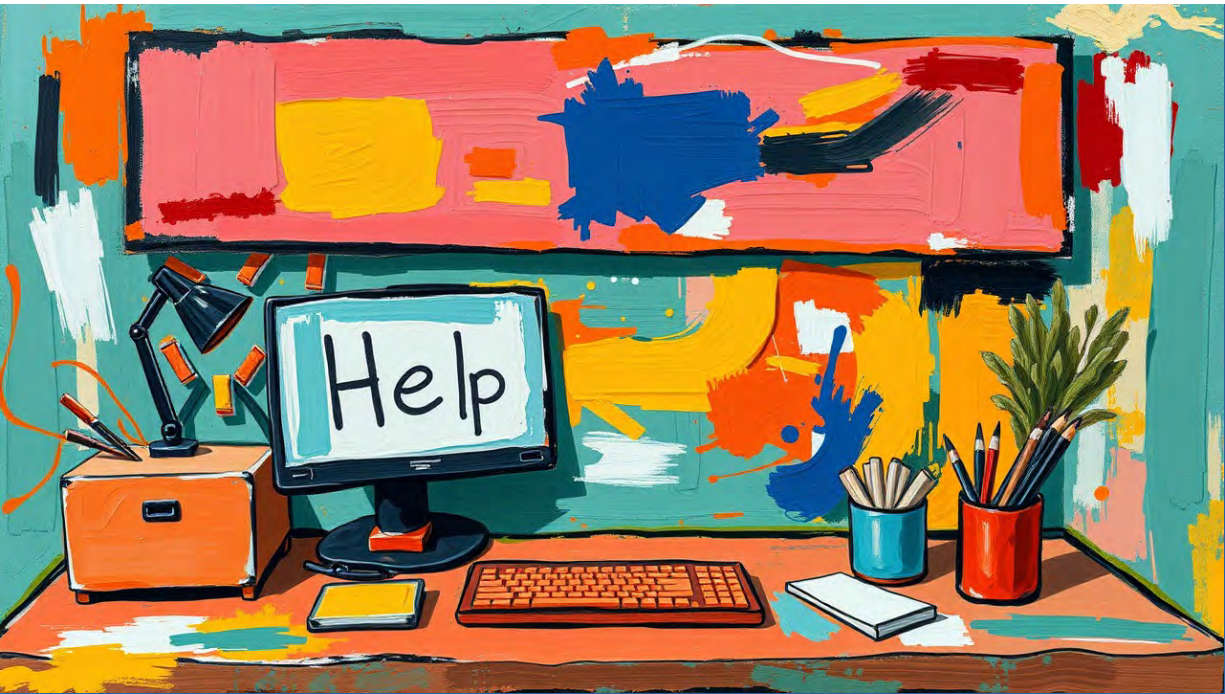
Removing a Users Role

To revoke all access associated with a specific role, navigate to the Administration Organization - Role Maintenance page and click the Delete button located next to the role you wish to remove.

You will be prompted to confirm the deletion of the role. After completing all deletions, please click the "Save" button located at the bottom of the page to finalize your changes.

The user must log off from E-grants and log back in for the changes to take effect.

Select	Delete	Organization: PA Commission On Crime & Delinquency	Role: Agency User Manager	Projects: All
Select	Delete	Organization: PA Commission On Crime & Delinquency	Role: Agency Program Creator	Projects: Selected
Select	Delete	Organization: PA Commission On Crime & Delinquency	Role: Agency Financial Creator	Projects: All
Select	Delete	Organization: PA Commission On Crime & Delinquency	Role: Agency Submission	Projects: All



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Mark a User Inactive

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Mark a User Inactive

To ensure that users who no longer require access to E-grants are properly managed, they must be marked as "Inactive" in the system. This action will prevent the user from logging into E-grants under your agency's name.


To mark a user as inactive, simply change the value in the User Status drop-down list from "Active" to "Inactive," and then click the "Save" button located at the bottom of the page.

ADMINISTRATION ORGANIZATION - ROLE MAINTENANCE

Keystone GUID: 13c7a2cc-5835-4b79-adc1-331cf88aa0c1 

Username: Mrs. Heidi
Last Name: [M](#)
First Name: Heidi

Administrator Comments: *

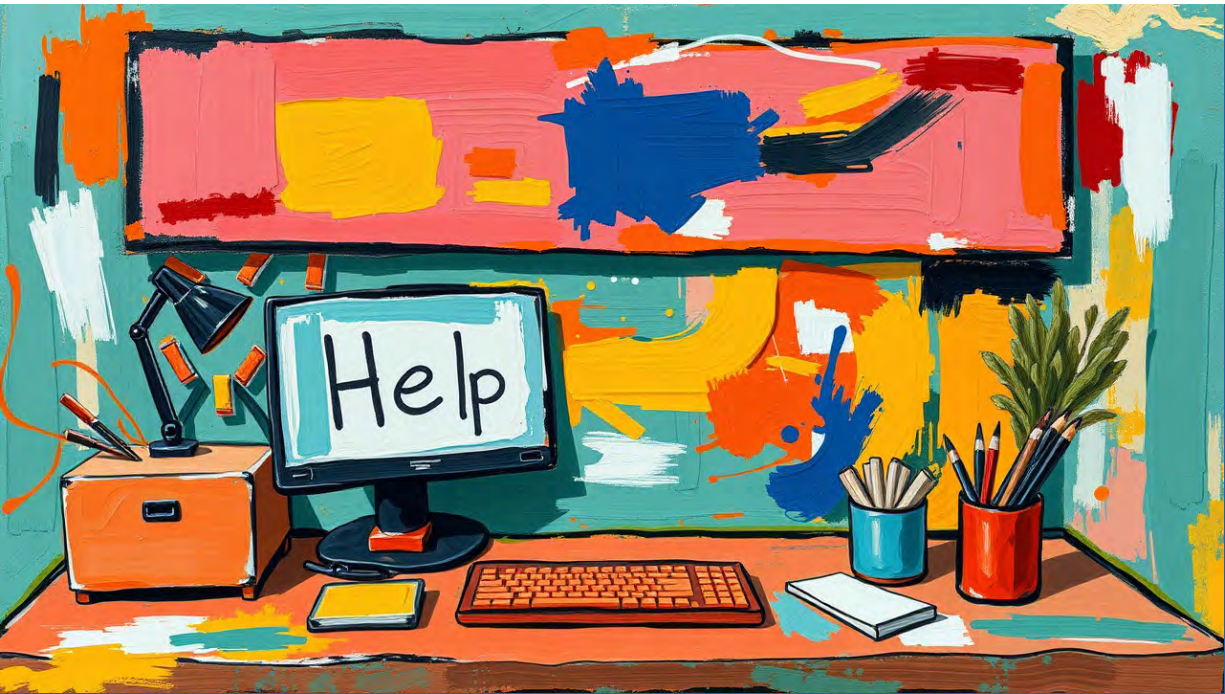
User Status: * Active 
Inactive
Active

Assign Roles (Check to assign)

Organization Name: * [Join a new Organization](#)

Role: * Agency Financial Creator

<input type="button" value="Select"/>	<input type="button" value="Delete"/>	Organization: PA Commission On Crime & Delinquency	Role: Agency User Manager	Projects: All
<input type="button" value="Select"/>	<input type="button" value="Delete"/>	Organization: PA Commission On Crime & Delinquency	Role: Agency Program Creator	Projects: Selected
<input type="button" value="Select"/>	<input type="button" value="Delete"/>	Organization: PA Commission On Crime & Delinquency	Role: Agency Financial Creator	Projects: All
<input type="button" value="Select"/>	<input type="button" value="Delete"/>	Organization: PA Commission On Crime & Delinquency	Role: Agency Submission	Projects: All



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