

## Guidance on Adding and Deleting Additional Users in *e-snaps*

April 2008

Once the CoC lead has begun the CoC Registration process in *e-snaps*, he or she may wish to add additional users to assist in completing the application. Although additional users are those people who can enter data on behalf of the CoC; the CoC lead contact must submit the CoC application (Exhibit 1) to HUD. This document describes how CoC leads can add, or associate users with, their CoC application in *e-snaps*. In this document, the terms “user” and “registrant” are used interchangeably.


As the CoC lead, you will need to add users to *e-snaps* who will be working on the application for your CoC. By adding users, you are granting them access and association to your CoC application. Please note that HUD encourages CoCs to be cautious when allowing access to Exhibit 1. As the number of users increases, so does the risk for errors. Note: You will only be allowed to add users after you have established yourself as the CoC lead for the Exhibit 1 application in *e-snaps*.

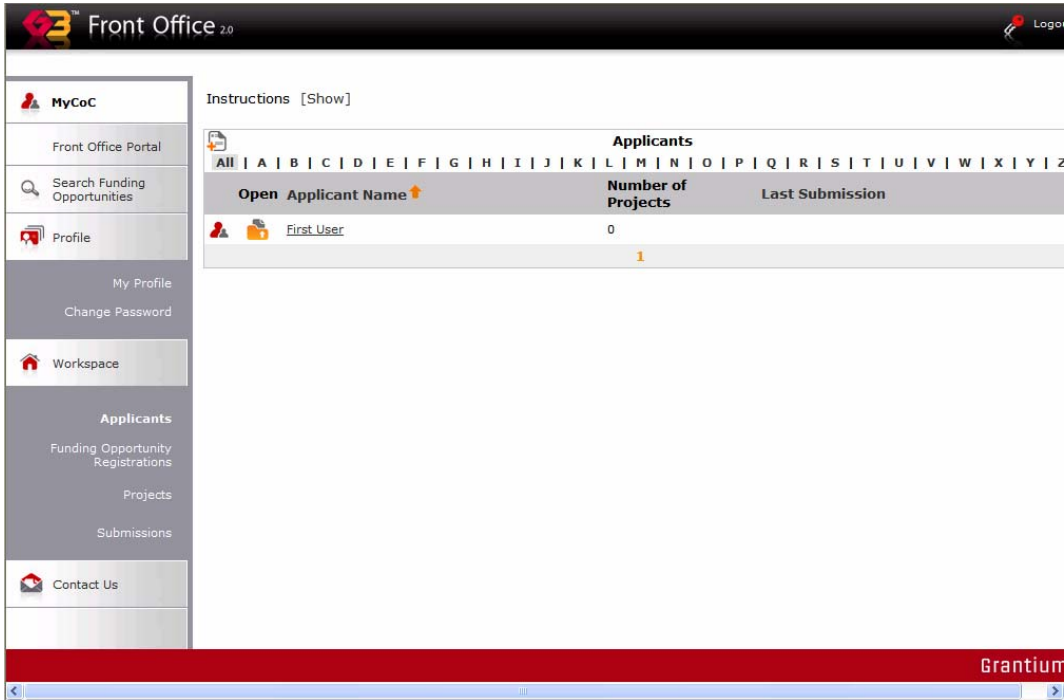
If the registrant/user you are wishing to associate with your Exhibit 1 application in *e-snaps* has not already created a user profile for themselves in *e-snaps*, the *e-snaps* system will not recognize the user and will return an error message. Each user, before being associated with your CoC application, should create a profile for themselves in *e-snaps*. To do this, they will:

1. Select “Create Profile” from the left menu bar on the *e-snaps* main page;
2. Complete the fields on the screen; and
3. Select the “Save” button and then log out of *e-snaps*.



This action creates a user account for them in *e-snaps*; it in no way starts an application of any kind.


Once the CoC lead has established himself or herself as a registrant in *e-snaps*, and those he or she wishes to add as users have created profiles for themselves, then the CoC lead may return to *e-snaps* to add additional users and manage those users who have been associated with the CoC’s application. The steps to follow to add additional users are outlined below.

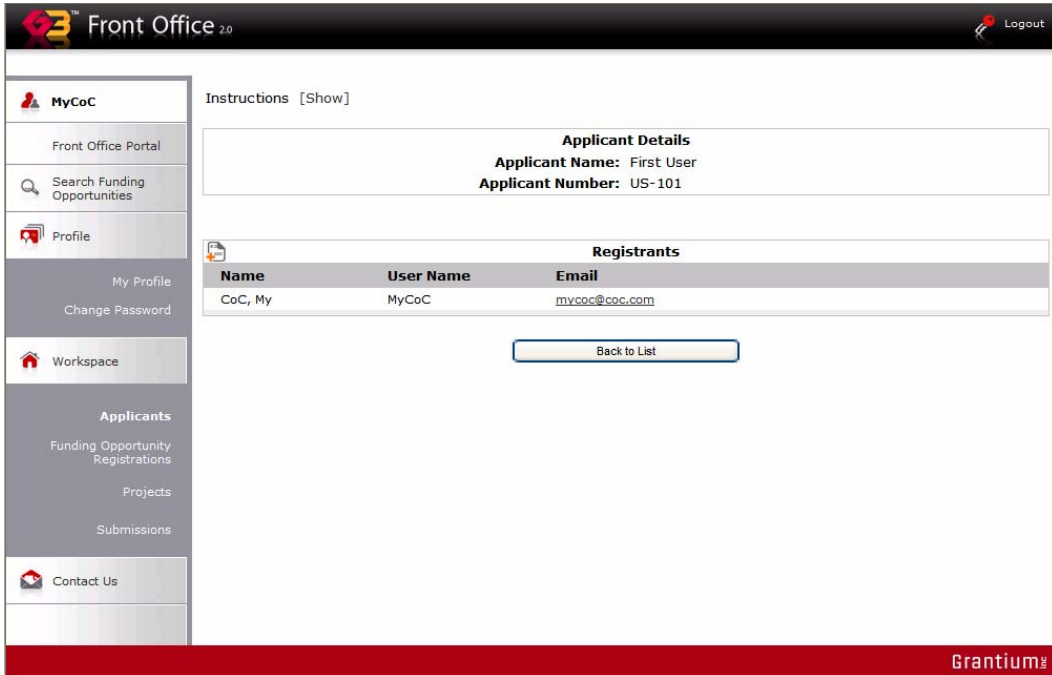
1. The first step is to select “Applicants” under the “Workspace” section on the left menu bar in *e-snaps*. In this screen, the CoC lead person is listed as an applicant in *e-snaps*. Select the  (Registrant List) icon to the left of “Applicant Name” to access the “Registrants” page. The system will then take the user to the “Registrants” page.



The screenshot displays the 'Front Office 2.0' interface. On the left is a navigation menu with sections: 'MyCoC' (containing 'Front Office Portal', 'Search Funding Opportunities', and 'Profile'), 'Workspace' (containing 'My Profile', 'Change Password', and 'Applicants'), and 'Contact Us'. The 'Applicants' section is expanded, showing 'Funding Opportunity Registrations', 'Projects', and 'Submissions'. The main content area features a table titled 'Applicants' with a 'Show' link for instructions. The table has columns for 'Open', 'Applicant Name', 'Number of Projects', and 'Last Submission'. A single row is visible for 'First User' with 0 projects. A red footer bar contains the 'Grantium' logo.

Open	Applicant Name	Number of Projects	Last Submission
	 <a href="#">First User</a>	0	

2. On the “Registrants” page, select the  (Add existing registrant/user for the applicant) icon to advance to the “Add a Registrant” page. Note that CoCs are encouraged to be cautious when allowing access to Exhibit 1. As the number of users increases, so does the risk for errors. The system will then take the user to the Add a Registrant” page.




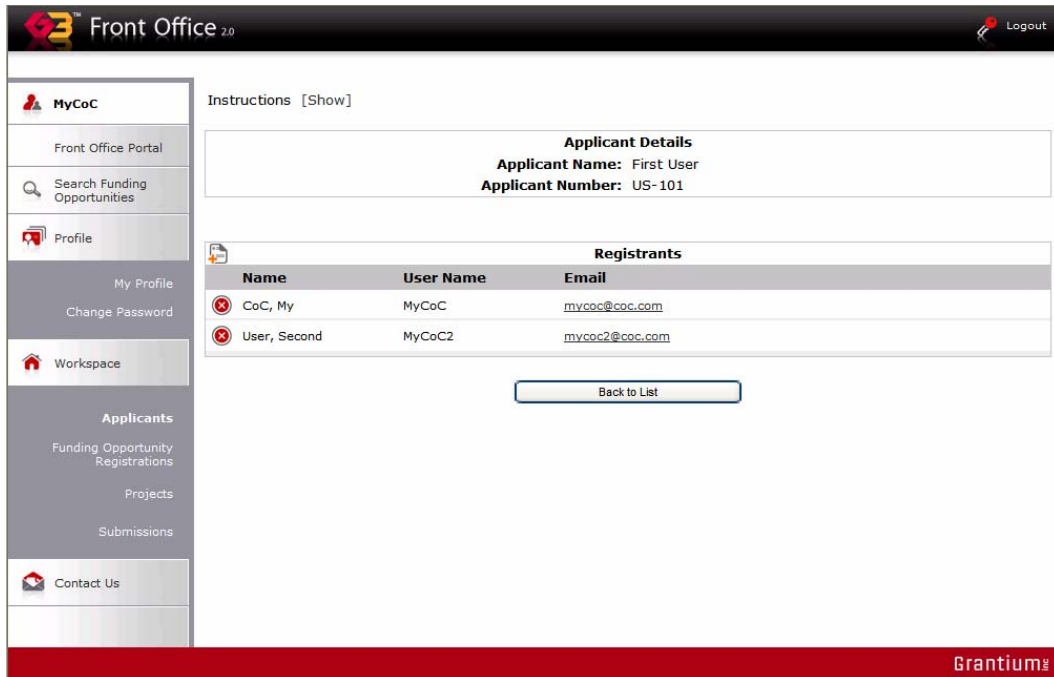
The screenshot displays the 'Front Office 2.0' web application interface. The top navigation bar includes the 'Front Office 2.0' logo and a 'Logout' link. A left sidebar contains navigation options: 'MyCoC', 'Front Office Portal', 'Search Funding Opportunities', 'Profile' (with sub-options 'My Profile' and 'Change Password'), 'Workspace', 'Applicants' (with sub-options 'Funding Opportunity Registrations', 'Projects', and 'Submissions'), and 'Contact Us'. The main content area shows 'Instructions [Show]' and 'Applicant Details' for 'Applicant Name: First User' and 'Applicant Number: US-101'. Below this is a 'Registrants' table with columns for Name, User Name, and Email, containing one entry: 'CoC, My', 'MyCoC', and 'mycoc@coc.com'. A 'Back to List' button is positioned below the table. The footer features the 'Grantium' logo.

Name	User Name	Email
CoC, My	MyCoC	mycoc@coc.com



3. On the “Add a Registrant” page, enter the username and e-mail address of the registrant/user you would like to grant access to your CoC’s application. Again, this person must have created a profile for themselves in *e-snaps* in order for *e-snaps* to recognize them. The fields with the asterisk (\*) are mandatory. When you have entered the required information, select the “Add Registrant” button. The registrant/user is now added to the “Registrants” page.

The screenshot displays the 'Front Office 2.0' web application interface. At the top, there is a navigation bar with the 'Front Office 2.0' logo on the left and a 'Logout' link on the right. A vertical sidebar on the left contains several menu items: 'MyCoC' (with a person icon), 'Front Office Portal', 'Search Funding Opportunities' (with a magnifying glass icon), 'Profile' (with a speech bubble icon), 'My Profile' (with a person icon), 'Change Password', 'Workspace' (with a house icon), 'Applicants' (with a list icon), 'Funding Opportunity Registrations', 'Projects', 'Submissions', and 'Contact Us' (with an envelope icon). The main content area is divided into two sections. The top section, titled 'Applicant Details', shows 'Applicant Name: First User' and 'Applicant Number: US-101'. Below this is the 'Add a Registrant' section, which includes a link for 'Instructions [Show]'. The form contains two mandatory fields: '\* User Name:' and '\* Email Address:', each followed by an input box. At the bottom of the form are two buttons: 'Back to List' and 'Add Registrant'. The footer of the page is a red bar with the 'Grantium' logo on the right.

- When you select the “Back to List” button, you will see the user has been added to your list of registrants. The user has now been added to, or associated with, your CoC application in *e-snaps*. If you wish to delete a user, select the  (Remove this Registrant) icon to remove or disassociate the user from your CoC’s funding application.



The screenshot displays the 'Front Office 2.0' web application interface. On the left is a navigation sidebar with sections: 'MyCoC' (containing 'Front Office Portal', 'Search Funding Opportunities', 'Profile', 'My Profile', and 'Change Password'), 'Workspace' (containing 'Applicants', 'Funding Opportunity Registrations', 'Projects', and 'Submissions'), and 'Contact Us'. The main content area features a 'Logout' link in the top right, an 'Instructions [Show]' link, and a box for 'Applicant Details' showing 'Applicant Name: First User' and 'Applicant Number: US-101'. Below this is a table of 'Registrants' with columns for Name, User Name, and Email. Two rows are listed: 'CoC, My' with 'MyCoC' and 'mycoc@coc.com', and 'User, Second' with 'MyCoC2' and 'mycoc2@coc.com'. Each row has a red 'X' icon in the first column. A 'Back to List' button is centered below the table. The footer contains the 'Grantium' logo.

Registrants		
Name	User Name	Email
 CoC, My	MyCoC	mycoc@coc.com
 User, Second	MyCoC2	mycoc2@coc.com