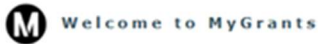


Metro MyGrants Access Instructions

<https://mygrants.metro.net>



[Overview](#) [Resources](#) [Contact](#) [Sign In](#)



1. Identify Staff Who Need Access

New and current subrecipients should provide Metro with the **name, title, email address, and phone number** for each staff member who will need access to MyGrants to manage the new grant.

2. Current Subrecipients

Send Metro the names of staff who need access. Metro will confirm that their existing MyGrants accounts are active.

3. New Subrecipients

Metro will create accounts for identified staff. Each user will receive an automated message from MyGrants with their login information.

4. Resources & Tutorials

Select **Resources** from the MyGrants home page to access system guidance and tutorials, including the MyGrants Portal User Manual, Quarterly Progress Report (QPR) instructions/tutorial, and Self-Certification instructions/tutorial.

5. Reporting Modules

The **Quarterly Progress Report** and **Self-Certification** modules are only available when submissions are due. Automated notifications will be sent when a report becomes available and requires completion.