

4.1 Logging In

Webgrants Handbook: Internal
Staff

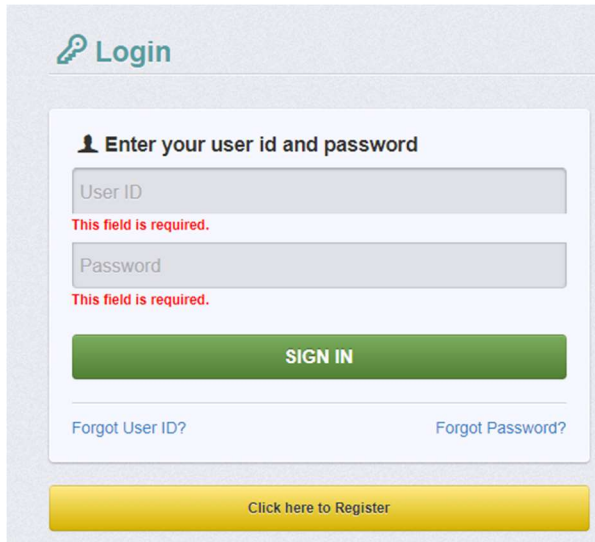
Developed: August 2023

Revised: NA

WebGrants Handbook (External Staff)

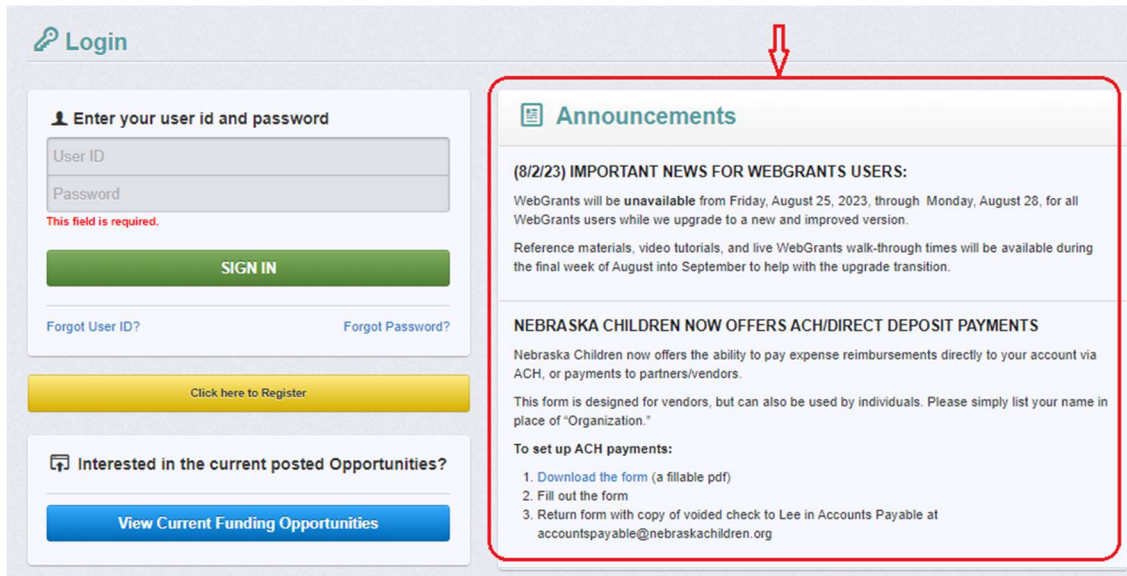
4.1 Externals - Logging In

Navigate to <https://nebraska.dullestech.net/login.do> using a web browser.



1. Enter the User ID and Password and click “Sign In.”
2. If a User already has a User ID and Password from the previous WebGrants version, the credentials will remain the same. If a User has forgotten their User ID or Password, please utilize the “Forgot User ID?” or “Forgot Password?” links. If a User does not have a User ID or Password and needs access to WebGrants, please contact earent@nebraskachildren.org.
3. From the login page, Users will also be notified of “Announcements” that contain important user information. Please check these Announcements regularly for important updates.

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The screenshot shows the WebGrants Login page. On the left, there is a login form with fields for User ID and Password, a SIGN IN button, and links for Forgot User ID? and Forgot Password?. Below the login form is a yellow button labeled "Click here to Register". At the bottom left, there is a section titled "Interested in the current posted Opportunities?" with a blue button labeled "View Current Funding Opportunities". On the right, there is an "Announcements" section highlighted with a red box. A red arrow points down to the top of this box. The announcements include:

- (8/2/23) IMPORTANT NEWS FOR WEBGRANTS USERS:**
WebGrants will be **unavailable** from Friday, August 25, 2023, through Monday, August 28, for all WebGrants users while we upgrade to a new and improved version.
Reference materials, video tutorials, and live WebGrants walk-through times will be available during the final week of August into September to help with the upgrade transition.
- NEBRASKA CHILDREN NOW OFFERS ACH/DIRECT DEPOSIT PAYMENTS**
Nebraska Children now offers the ability to pay expense reimbursements directly to your account via ACH, or payments to partners/vendors.
This form is designed for vendors, but can also be used by individuals. Please simply list your name in place of "Organization."
To set up ACH payments:
 1. Download the form (a fillable pdf)
 2. Fill out the form
 3. Return form with copy of voided check to Lee in Accounts Payable at accountspayable@nebraskachildren.org