Slide 1

Welcome! I'm Cedric and I am part of the SPARS team that provides technical support to grantees, SPARS users, and SAMHSA staff. In this training, we will walk through how to request access to a grant in SPARS for yourself or for other individuals who work on your grant. Please be aware that third-party grantee sub-recipients, sub-grantees, data vendors, and contractors should not request access to SPARS and should work through the grantee organization's project director to enter data. Vendors can only enter grant data in SPARS using an application programming interface (API)-based comma separated value (CSV) batch upload feature. Vendors must coordinate with project directors and leads and ask them to email SPARSHelpDesk@mathematica-mpr.com to requests access to the API-based CSV batch upload feature.

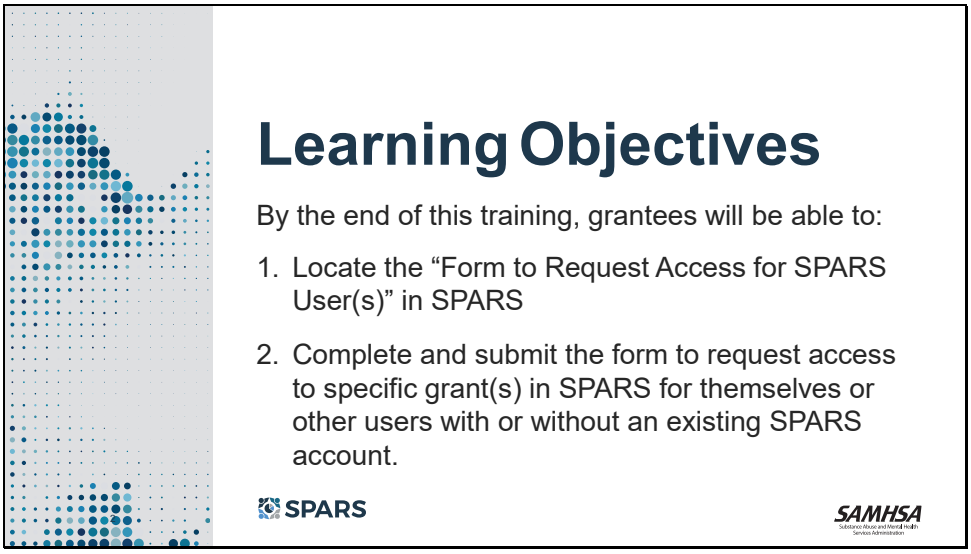
Please be aware that this method of requesting access to a grant is only available for grants that use one of the following data collection tools:

- Minority AIDS Initiative Program Online Reporting Tool (MAI-PORT), and
- SAMHSA Unified Performance Reporting Tools (SUPRT).

To access grants that use a different data collection tool, grantees must work with their grant project director to complete the "**SPARS Add or Remove User Request Form**" available in the Resources section of the SPARS website and submit it to the SPARS Help Desk.

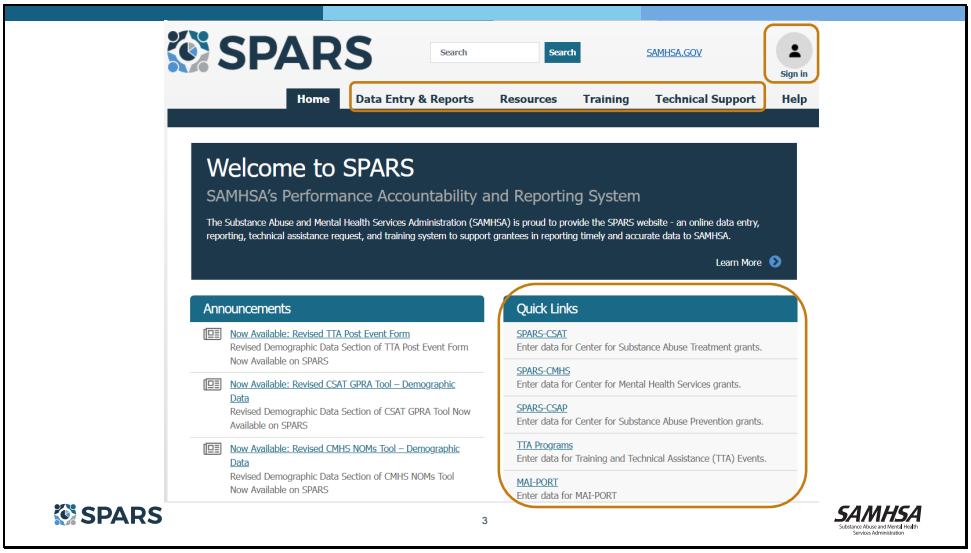
If you are unsure which tool your grant uses, please contact your grant project director for guidance.

Slide 2



By the end of this training, you will know how to find the “**Form to Request Access for SPARS User(s)**” and how to complete it to request access to specific grants in SPARS, either for your or others on your team.

Slide 3



To begin the process of requesting grant access, start on the SPARS homepage.

From the homepage, you will need to sign in using your preferred method. You can do this by clicking any of the main navigation tabs at the top of the homepage, such as "**Data Entry & Reports**," "**Resources**," or "**Training**," clicking any of the homepage's **Quick Links**, or clicking the "**Sign In**" icon in the top right corner.

If you need help signing in, SPARS offers a "**How to Sign in to SPARS**" training via the Training tab of the SPARS website.

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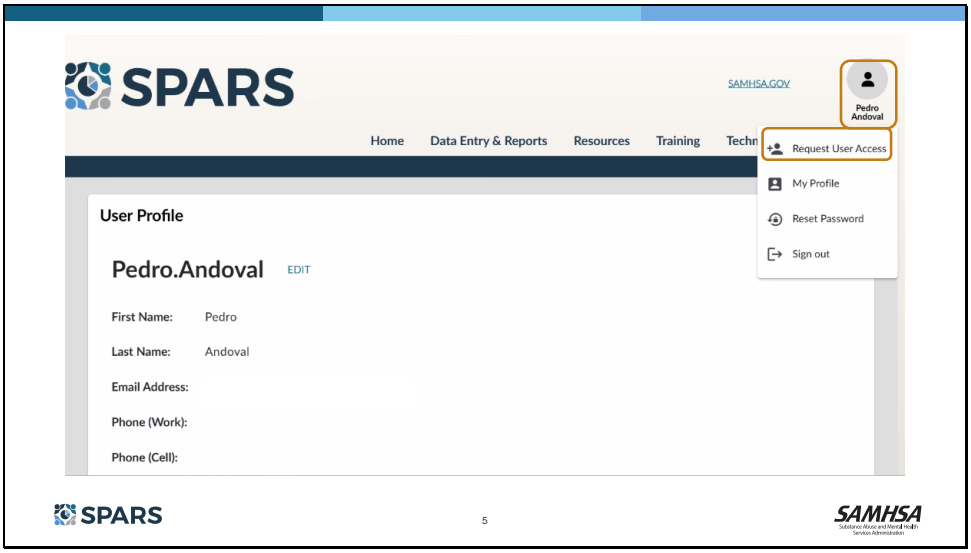
Once you have signed in, click the profile icon in the top right corner of the webpage.

Upon clicking the profile icon, a drop-down menu will appear. From that menu, select "**My Profile**."

Let's go ahead and click "**My Profile**."

Slide 5



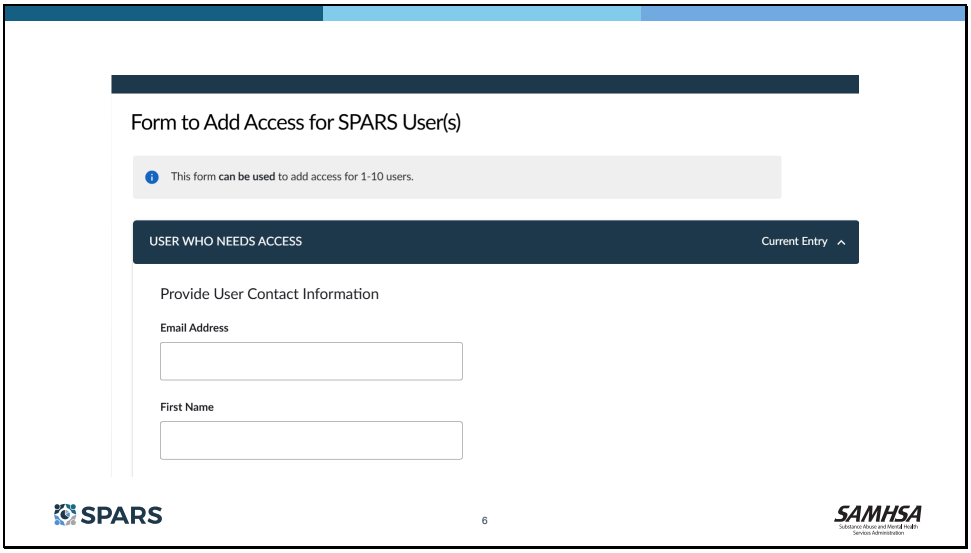
On the User Profile page, you will see your user profile information.

If you would like more information about what is displayed on your User Profile or how to make changes to it, SPARS offers a "**How to View and Edit Your SPARS Profile Information**" training, available in the Resources tab of the SPARS website.

For now, let's go ahead and click on the profile icon in the top right corner again. This time you will see a new item in the drop-down menu: "**Request User Access**."

Let's go ahead and click "**Request User Access**."

Slide 6



After clicking "**Request User Access**," you will be directed to the "**Form to Request Access for SPARS User(s)**."

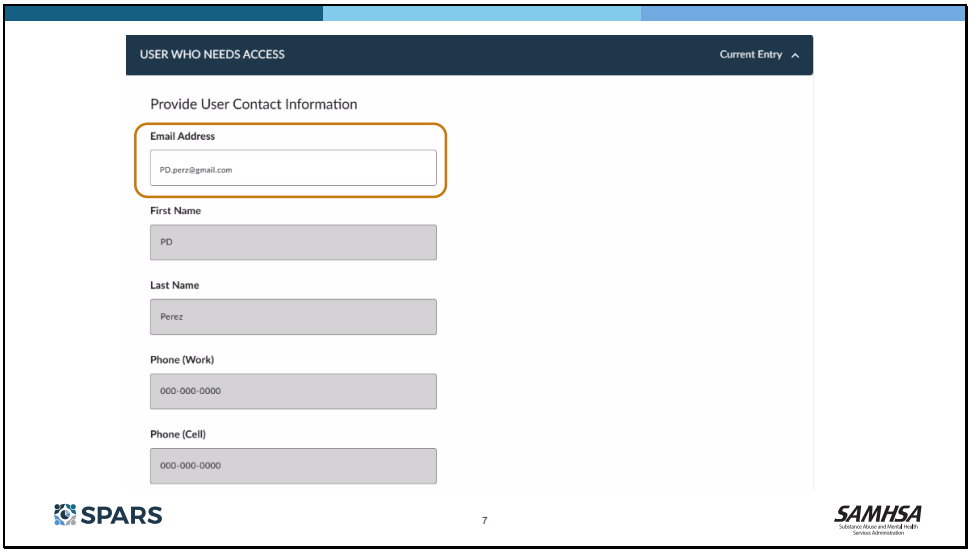
This form allows you to request grant access for **up to ten SPARS users** at a time, including yourself.

Before we walk through the form, let's review a few cases where this form **should not be used**:

- **Grant project directors** should not use this form to request access for themselves. Grant access for project directors is assigned automatically based on data from eRA Commons when the grant is awarded or amended.
- **SAMHSA staff** should not use this form. Primary GPO access is also based on eRA Commons data, and other SAMHSA staff should contact the SPARS Help Desk for assistance.
- **SPARS users requesting removal or role changes** should not use this form either. Those requests should also be directed to the SPARS Help Desk.

And remember, this method of requesting access only applies to grantees using the **MAI-PORT** and **SUPRT** for data collection.

Slide 7



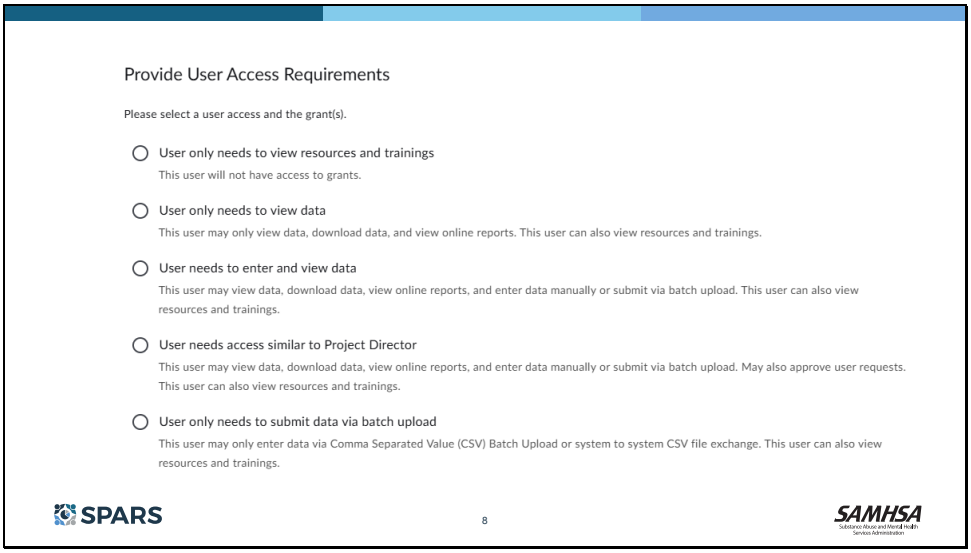
With those caveats out of the way, let's begin to walk through the form itself. In this first section, you provide contact information for the SPARS user who needs access to the grant.

Begin by entering this individual's email address into the corresponding "**Email Address**" text box. SPARS will automatically search for a matching account and, upon finding one, will auto-populate the "**First Name**" and "**Last Name**" text boxes, as well as the "**Phone (Work)**" and "**Phone (Cell)**" text boxes, if available. These auto-filled fields will appear **grayed out and cannot be edited**.

If the email address you entered **is not** associated with an existing SPARS account, SPARS will prompt you to manually enter the relevant user contact information to create a new SPARS account for that user.

In rare instances, a single email address may be associated with multiple SPARS accounts. If you enter an email address linked to multiple accounts, SPARS will prompt you to select the username of the specific account for which you wish to request grant access.

Slide 8



Once the user's contact information has been auto-filled or entered manually, scroll down to provide access requirements for the user who needs access to the grant.

Review the available user access types carefully and select the one that best matches the responsibilities of the user for whom you are requesting grant access. Only one user access type can be selected for a SPARS user for each user being added.

To select a user access type, click the bubble next to the option that best fits the user's role.

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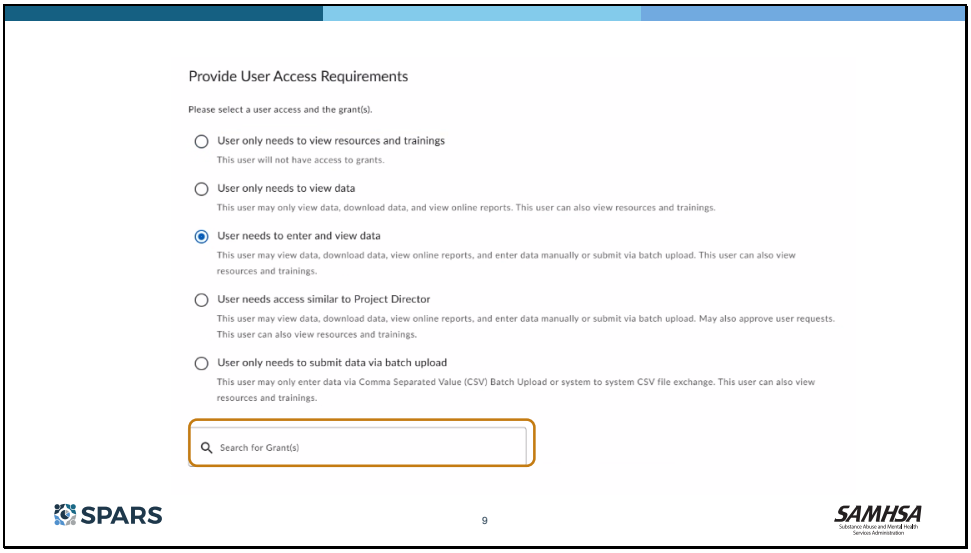
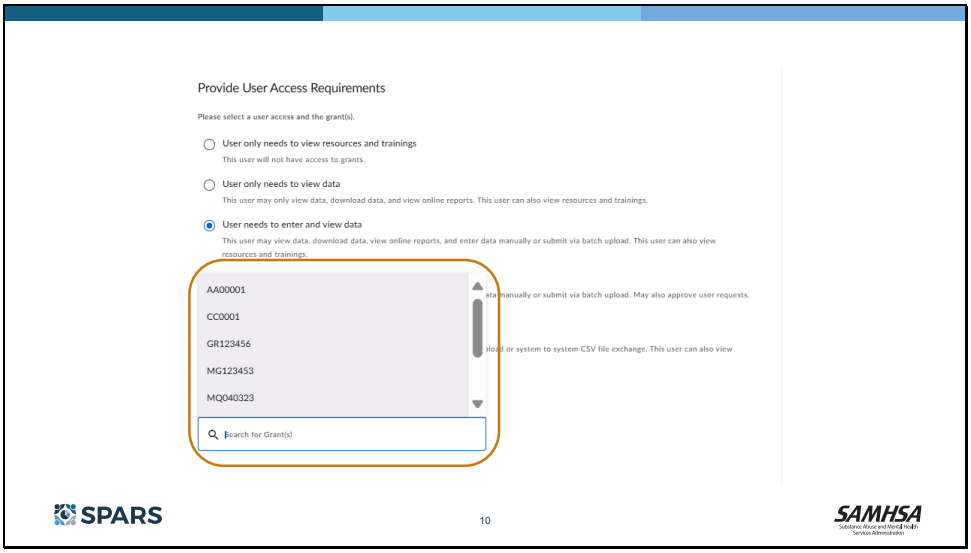


To select a user access type, click the bubble next to the option that best fits the user's role.

Once you have selected a user access type, a "**Search for Grant(s)**" text box will appear at the bottom of the screen. Use this search bar to find the grant that the user should have access to based on the selected role.

Be advised that if you selected the "**User only needs to view resources and trainings**" access type, the search box will **not** appear. This is because that role does not involve any grant-specific access.

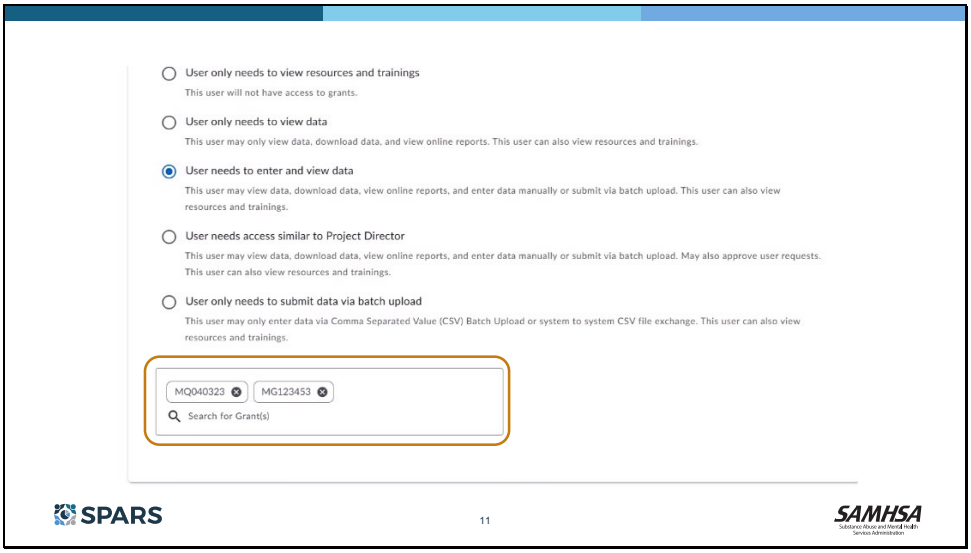
Slide 10



To find the relevant grant, you can either **type the grant number** into the "**Search for Grant(s)**" box or **click into the box and scroll** through the menu to find and select the appropriate grant number.

If you are not sure of the relevant grant's grant number, contact your grant's project director or refer to the grant's Notice of Award (NOA) for that information.

Slide 11

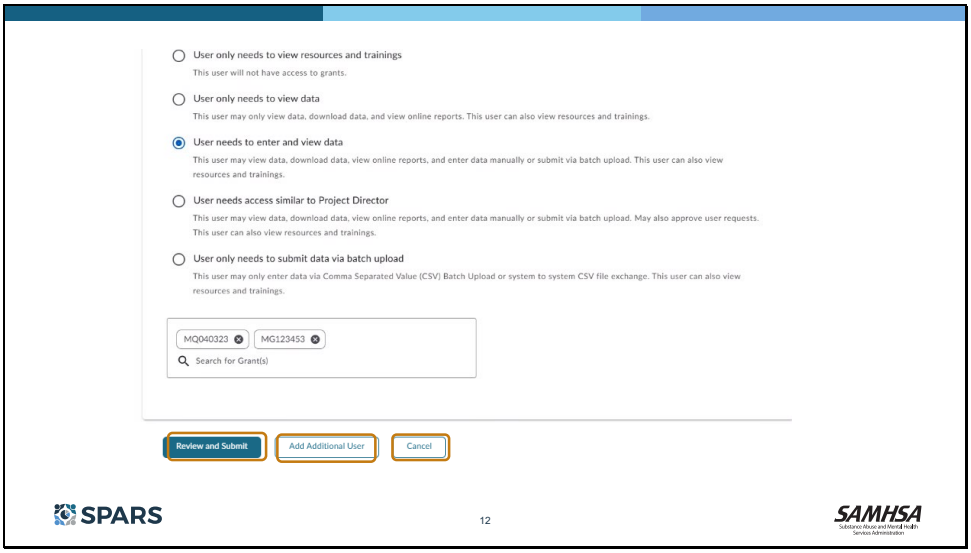


Once you've located and selected the relevant grant number, you can continue searching for any additional grants for which this user also needs access. Each selected grant's grant number will appear as an icon inside the "**Search for Grant(s)**" box. You can remove any selected grants by clicking the "x" button within the respective icon.

Keep in mind that all selected grants will be assigned the same access type based on the selection above. For example, if you select "User needs to enter and view data" as the user access type, as shown here, that user will receive that level of access to **each selected grant** in the **"Search for Grant(s**)" box.

If the user actually needs **different access levels for different grants**, you will need to submit a **separate form** for each access type.

Slide 12



Once you've selected the user access type and relevant grant number(s), you have a few options.

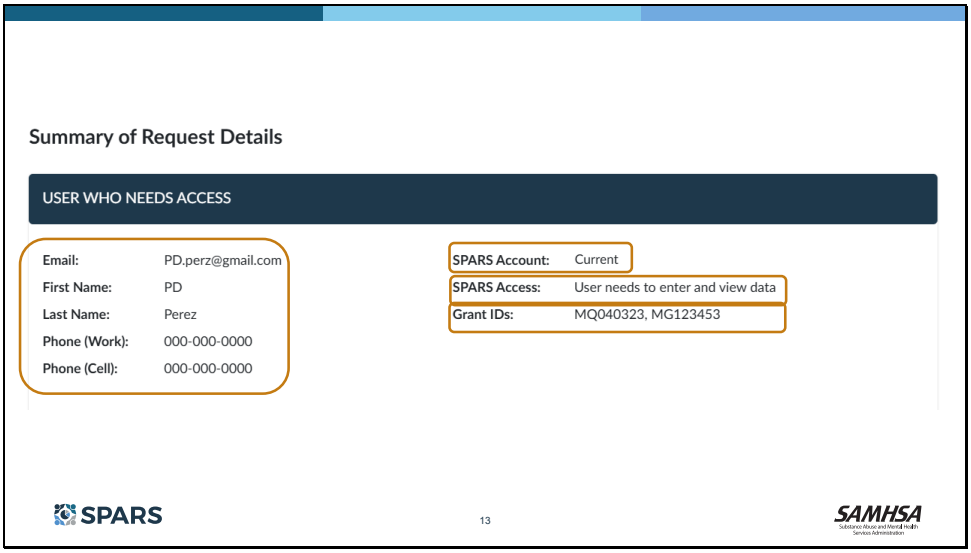
You can click "**Add Additional User**" to repeat the steps that were just described for another SPARS user who also needs grant access. Grantees may also click "Add Additional User" to complete another access request form for the same SPARS user to request a different user access type for different grants. Remember, you can add up to ten total SPARS users per request form.

You can click "Cancel" to delete the current request form.

And lastly, you can click "**Review and Submit**" to review the request form's contents and submit the form for approval.

Let's go ahead and click on "**Review and Submit**."

Slide 13

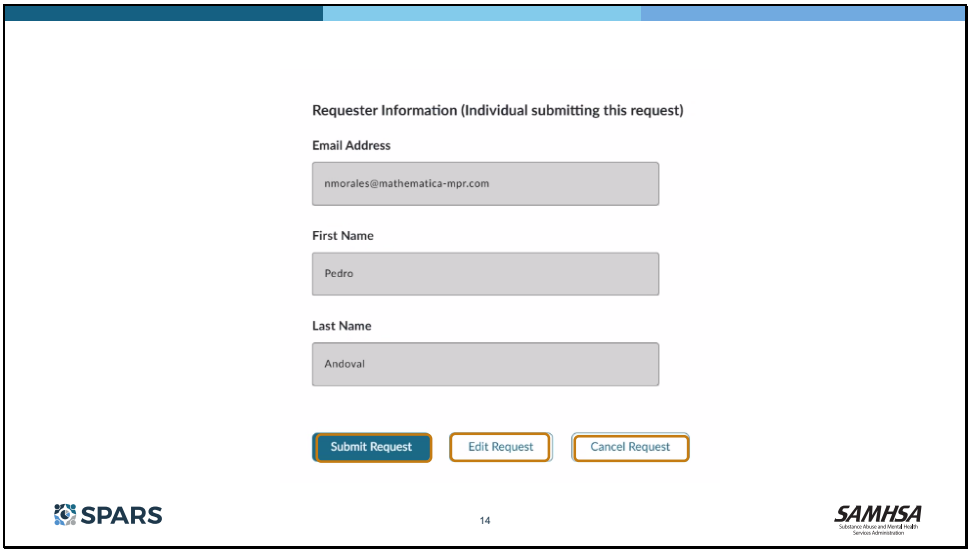


After clicking "**Review and Submit**," you will arrive at a web page showing a "**Summary of Request Details**."

Here, you can review a list of the contact information for all the the SPARS users for whom you are requesting access, the type of "**SPARS Access**" being requested for each SPAR user, and the relevant "**Grant IDs**" for which they need that level of access.

The "**SPARS Account**" label indicates the status of a SPARS user's SPARS account. If a SPARS user already has an active SPARS account, it will say "**Current**." If a SPARS user does not already have a SPARS account, it will say "**New**."

Slide 14



After reviewing the "**Summary of Request Details**," scroll down to the "**Requester Information**" section.

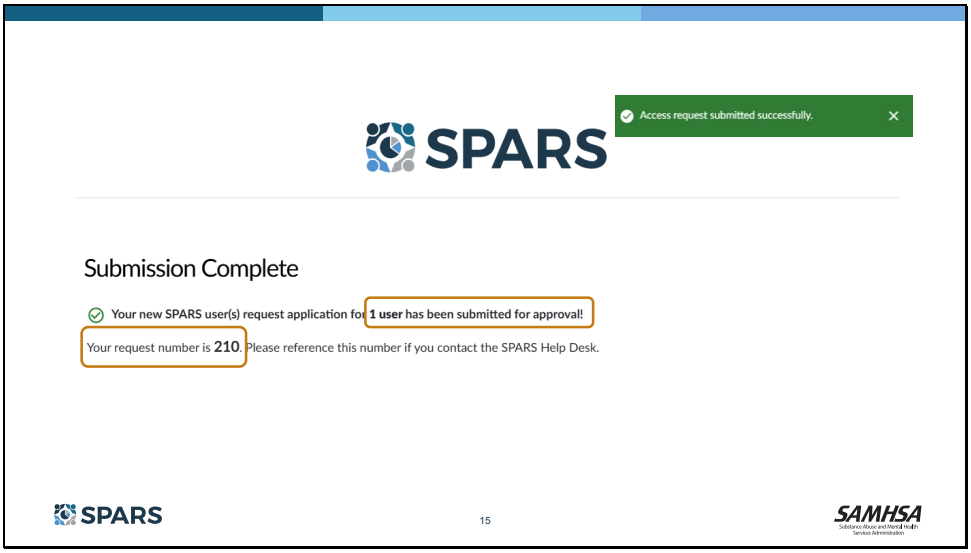
Here, SPARS will auto-populate your "**Email Address**," "**First Name**," and "**Last Name**" based on the information in your User Profile. These auto-filled fields will appear **grayed out and cannot be edited**.

At this point, you have three options:

- Click "**Edit Request**" to return and make changes to the contact information, user access type, and grant number that you entered for each SPARS user that needs access.
- Click "**Cancel Request**" to discard the entire form.
- Or click "**Submit Request**" to send the request for approval.

Let's proceed by clicking "**Submit Request**".

Slide 15



After clicking "**Submit Request**," you will arrive at a confirmation page certifying that submission of the request form is complete.

On this page, there are two key pieces of information to review:

First, SPARS will display the number of SPARS user accounts that were included in the form and successfully submitted for approval. Be sure to check this number to confirm that all intended users were included in the request form. If the number shown on this webpage is incorrect, you should reach out to you grant project director to find out which requests were submitted.

Second, SPARS will display a **request number** for this form. This number should be referenced if you need to contact the SPARS Help Desk to assist in locating user access requests that you and your grant project director are unable to locate. A confirmation email that includes this request number will also be sent to the email address associated with the user who submitted the request.

At this point, no further action is required. The grant project director or another user with equivalent authority, such as a "project lead," will be responsible for approving or rejecting the access requests on the form.

We recommend submitting access requests well in advance of any reporting deadlines, to allow enough time for project directors/leads to review and complete the approval process.

If you are a grantee project director or project lead who submitted a “Form to Request Access for SPARS User(s)”, SPARS will not automatically approve your request. Grantee project directors will need to approve requests from project leads and project leads will need to approve requests from project directors. It is important a project lead is assigned for each grant as it provides support in the event a project director is not available. For more information on how grantee project directors and project leads can approve or reject request, please view the “How to Manage Grantee Access” training found in the “Resources” tab of the SPARS website.

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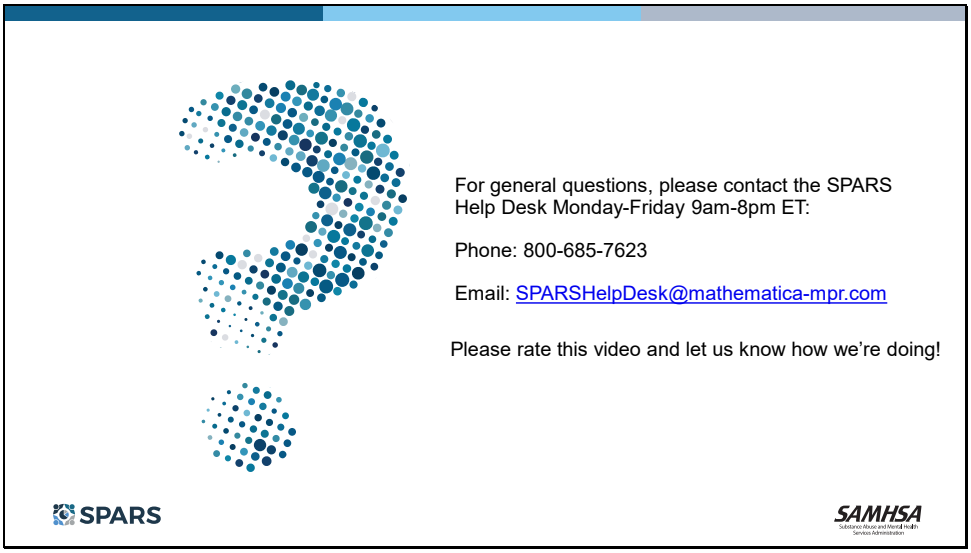
That brings us to the end of today's training content. For additional support and guidance on managing user accounts in SPARS, we offer several short trainings that walk through other common tasks.

These include:

- How to Sign in to SPARS
- How to Reset Your Password in SPARS
- How to Find Your Username in SPARS
- How to View and Edit Your SPARS Profile Information
- How to Request a New SPARS Account
- How to Manage Grant Access

Slide 17



Thank you for joining us for the "**How to Request Access to Grant(s) in SPARS**" training. This and user management trainings are found in the Resources tab on the SPARS Homepage. For more SPARS center specific trainings please view the Training tab on the SPARS Homepage for trainings.

If grantees have any questions or issues, they can reach out to their GPOs or to the SPARS Help Desk whose contact information is presented here on the screen. The Help Desk is open Monday through Friday from 9am to 8pm Eastern Time. The SPARS Help Desk is closed on News Years Day, Martin Luther King Jr Day, Memorial Day, Independence Day, Labor Day, Thanksgiving and the day after Thanksgiving, and Christmas Day. Grantees can also check the SPARS announcement page on the SPARS homepage to look for upcoming holidays for when the help desk will be closed. When contacting the SPARS Help Desk, grantees are encouraged to provide their name, organization, grant number, and a detailed description of their question. grantees can also request Technical Assistance for any topics discussed in the virtual training.

If you have any feedback related to this video or suggestions for other trainings, please complete the SPARS Feedback Survey after viewing this course. At the end of the video, a Completed Course pop-up window will appear; click **Next** and then select the **Share Feedback** button to complete our survey.

Grantees have the option to download a course completion certificate from the **Completed Course** pop-up window; click the **Download Certificate** button to save your certificate.

We welcome your feedback and look forward to hearing from you. Thank you!