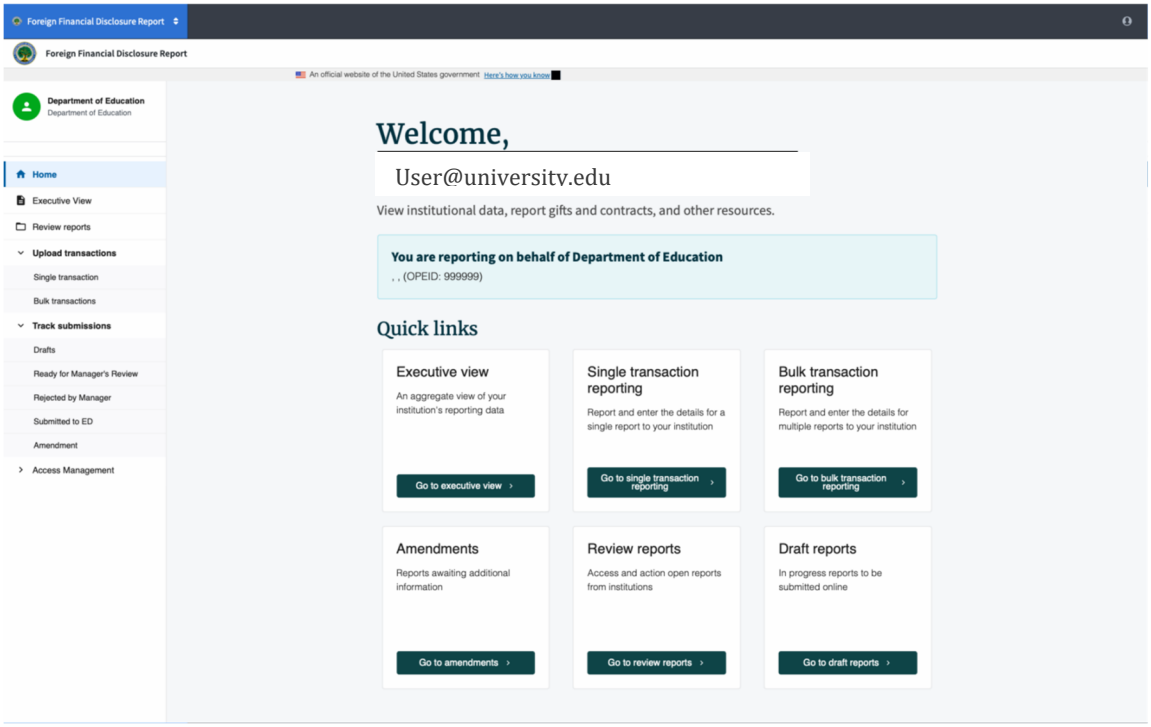
ACCOUNT MANAGEMENT

Foreign Funding Disclosure Portal

OVERVIEW

This guide walks you through account management for the foreign gift and contract disclosures portal. Use it as a reference for navigating the portal's main account workflows, understanding approvals requirements, and ensuring accesses for the institution are accurate.



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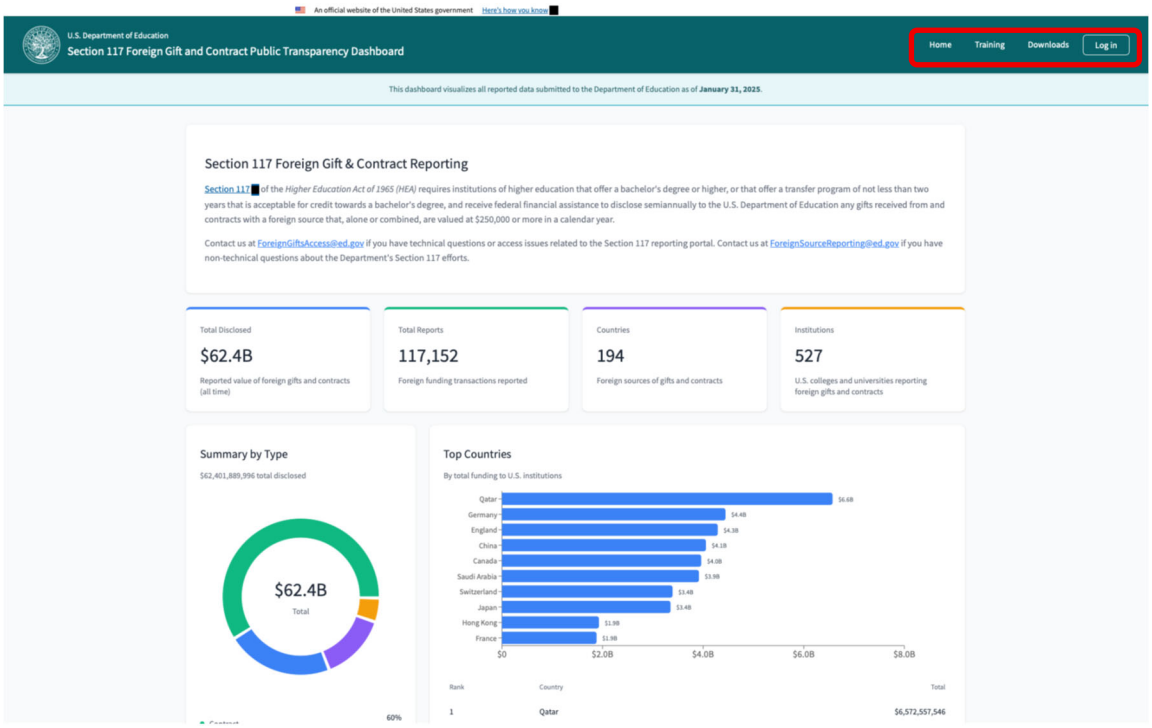
Accessing the New Portal

1. Navigate to https://www.foreignfundinghighered.gov



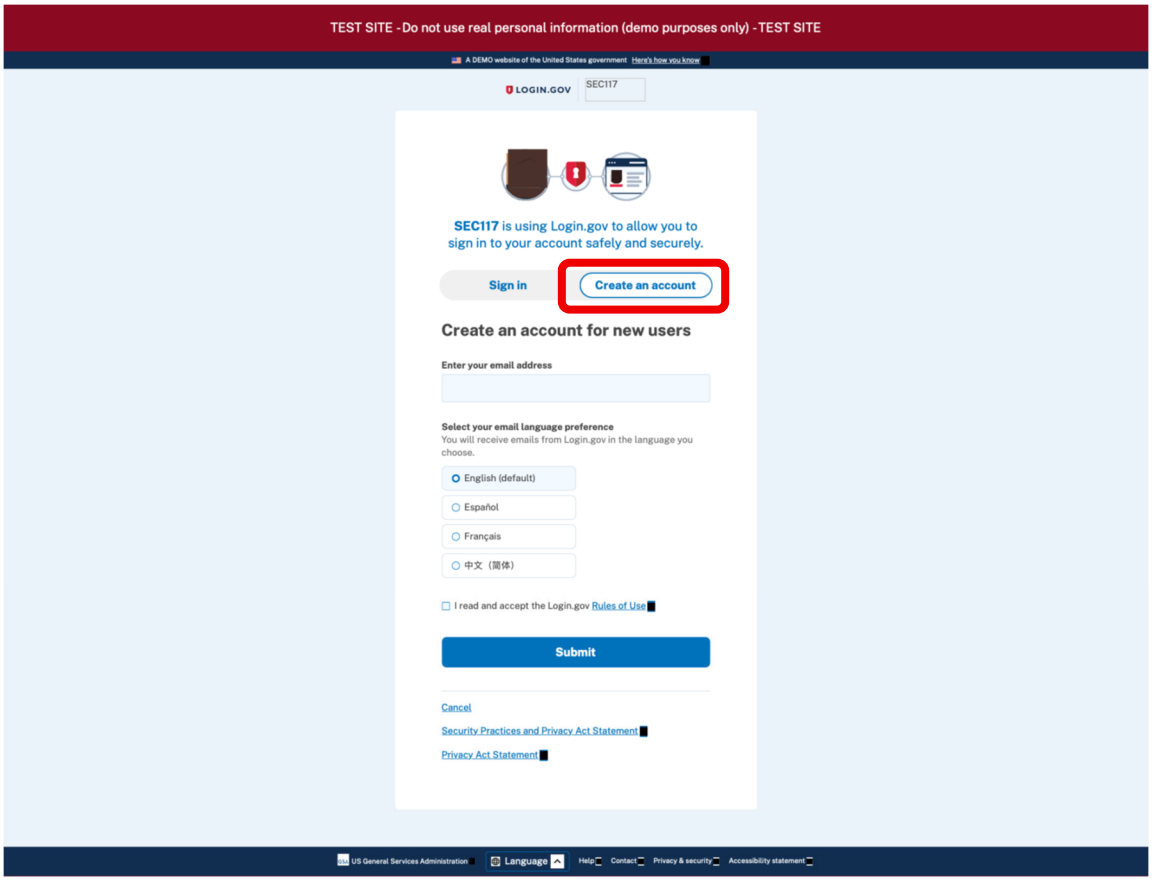
2. You will see tabs across the top:
    - Home
    - Training
    - Downloads
    - Log In

3. Select Log In
    - This will redirect you to login.gov to create an account and future authentication
    - To establish an account for Section 117 reporting, select "Create an account"

Authentication with Login.gov

NOTE If you have an account registered with Section 117 reporting then follow the “Sign In” prompts

1. To establish an account for Section 117 reporting, select “Create an account”



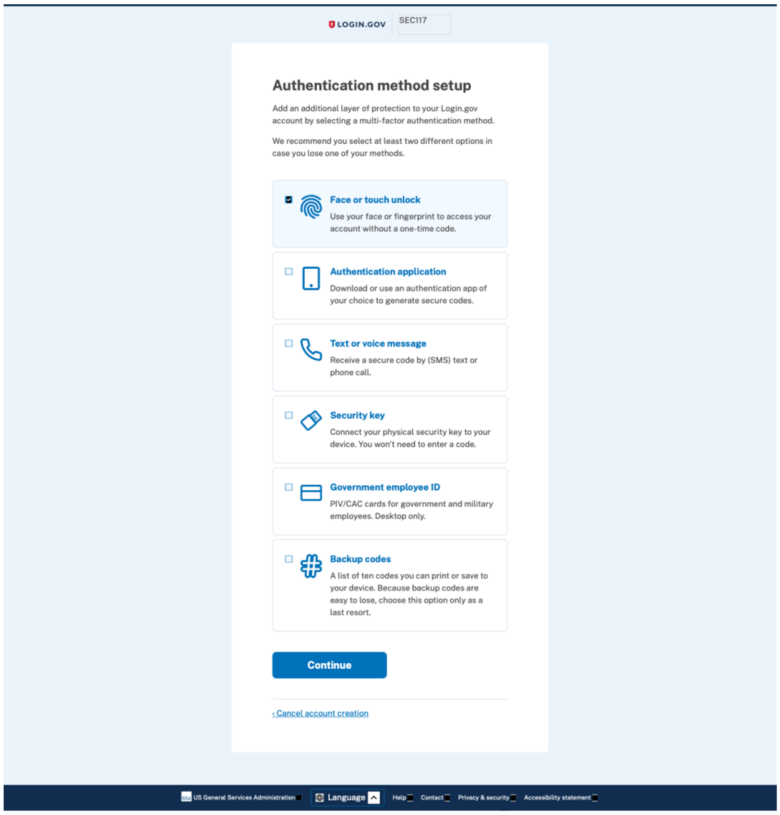
2. Enter your email address associated with your Institution of Higher Education (IHE) and select your preferred language.

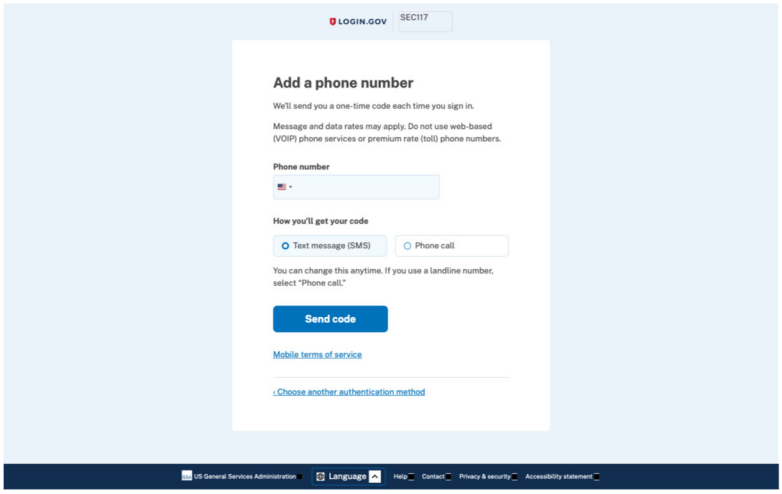
3. Click “Submit”

4. You will have to select a multifactor authentication method.

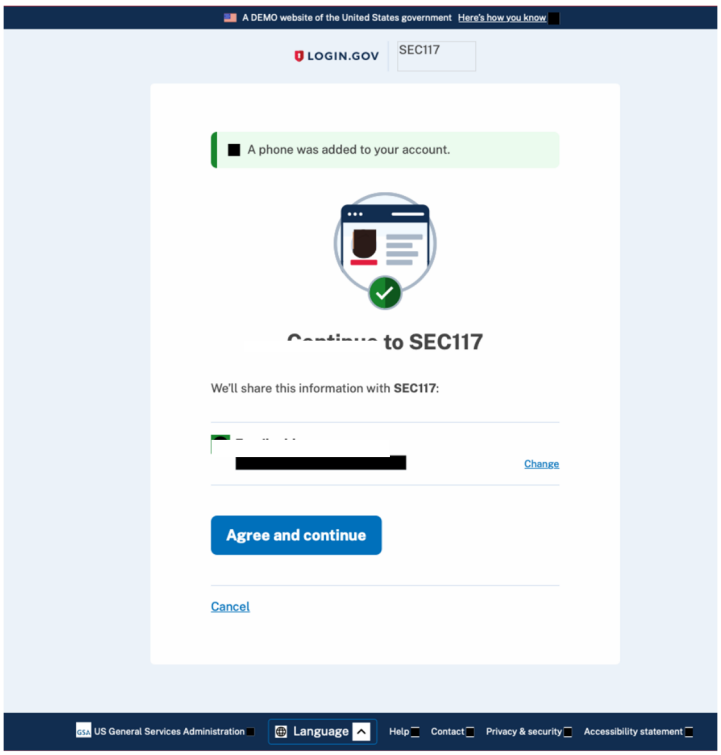
   - It is recommended to choose text or phone call

- If you choose Face or Touch unlock, you will have to choose a secondary method.

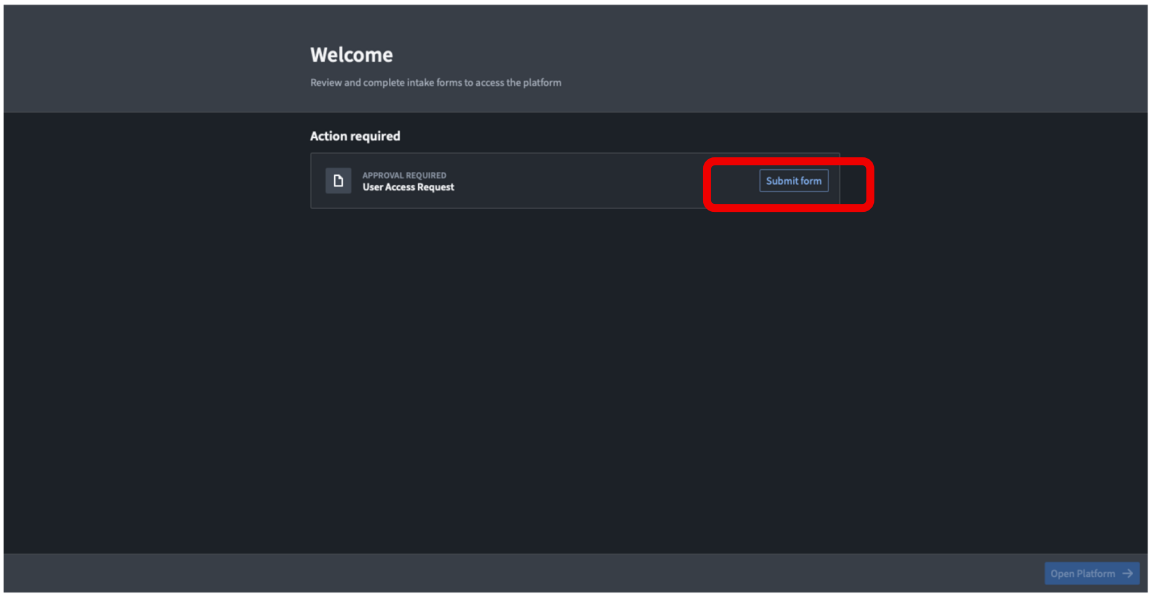




5. Once you choose your multifactor method, select agree and continue



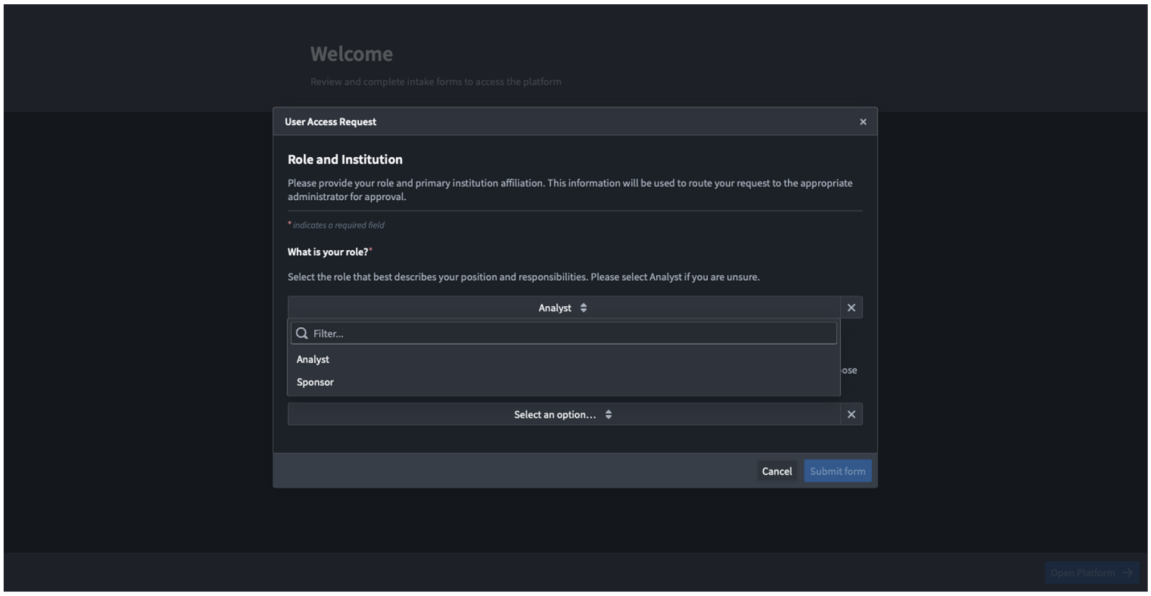
6. You will be brought to the following screen and select “Submit form”.



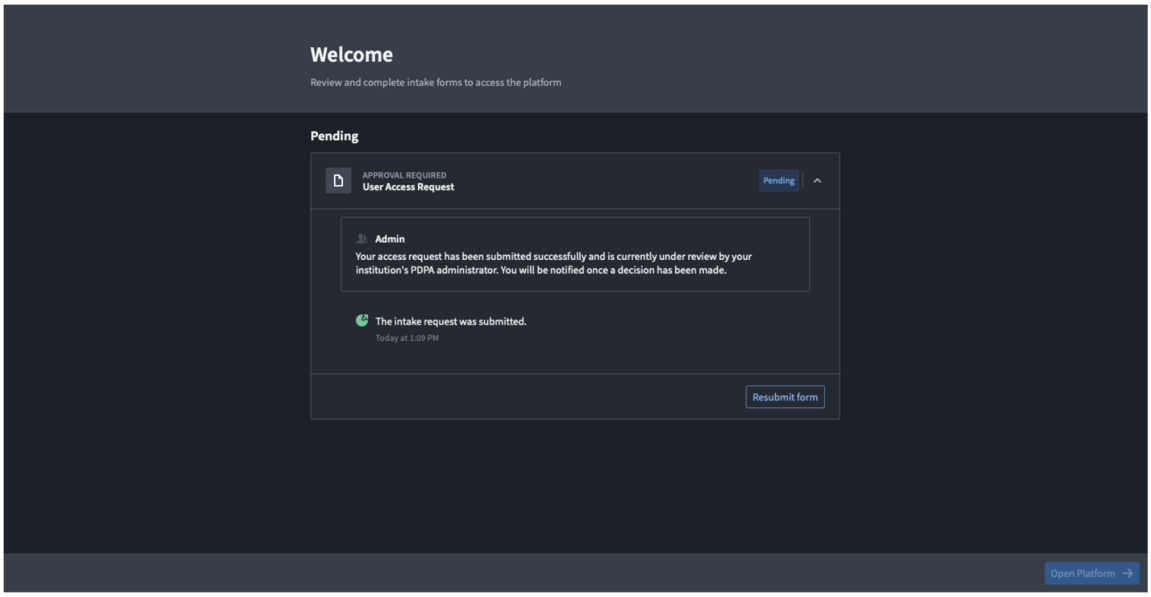
7. Select the proper role: Analyst or Sponsor:

    - Analyst Roles enter the reporting data in the system on behalf of the school

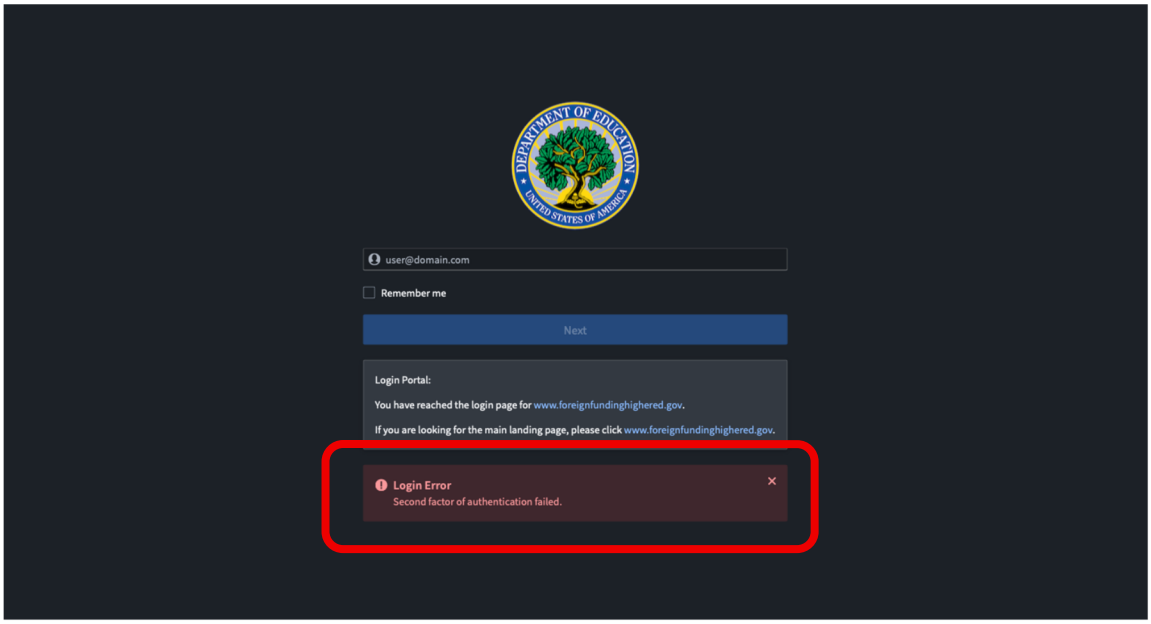
    - Sponsor Roles can enter data, review reports, attest to reports, and submit reports to the U.S. Government



8. After you select your role, choose the IHE affiliation and submit form. You will have the following notice stating your role is pending.



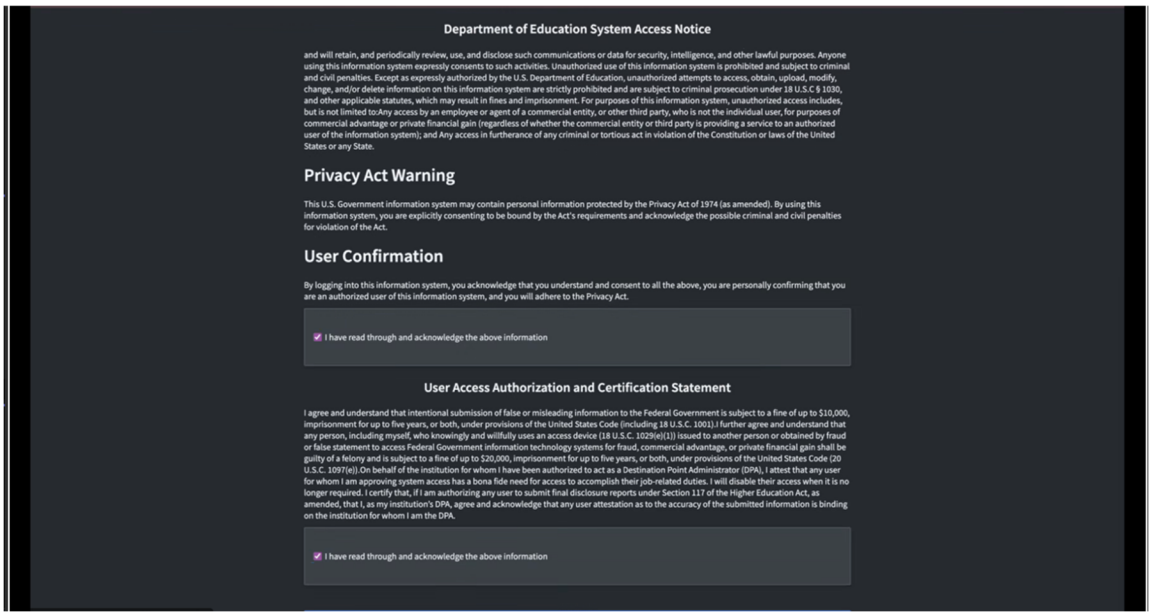
9. Your account in the system will not be active until the Department of Education approves the account and IHE association. Until that approval is complete, you will receive the following notice.



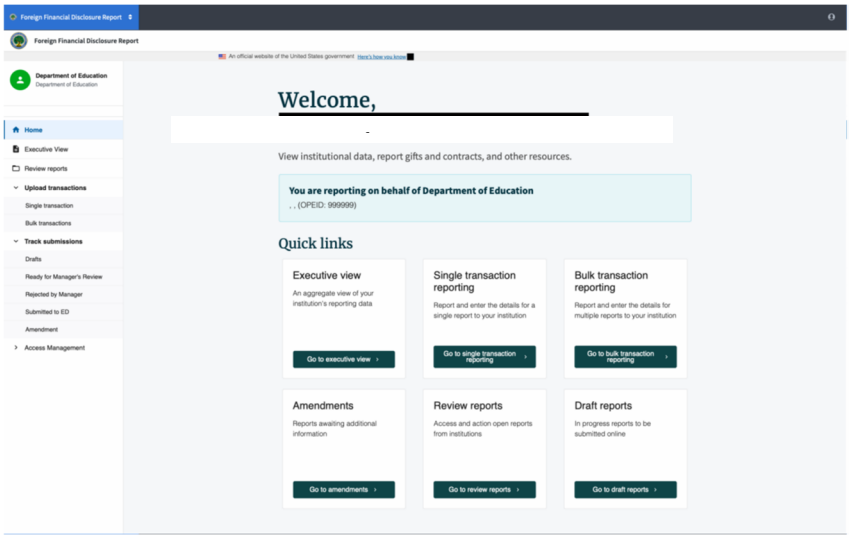
Accessing the Portal

1. Once your account is approved return to https://www. foreignfundinghighered.gov and select log in.

2. After authenticating with Login.gov, you will receive the following notice to accept.



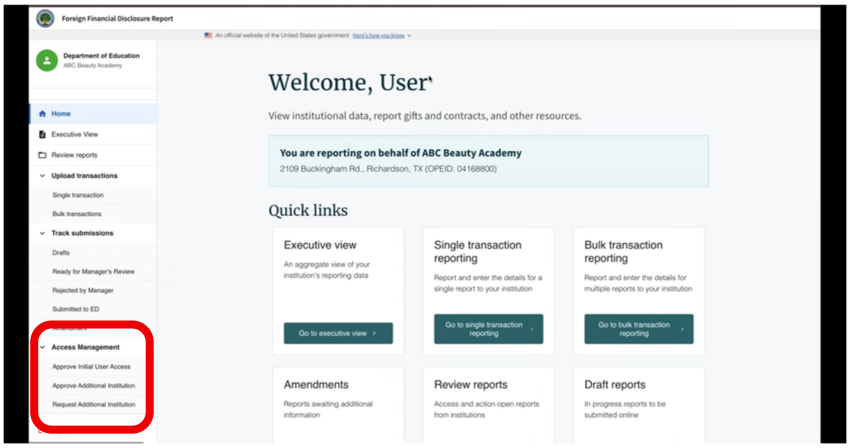
3. Once you accept the conditions of use, you will enter the portal



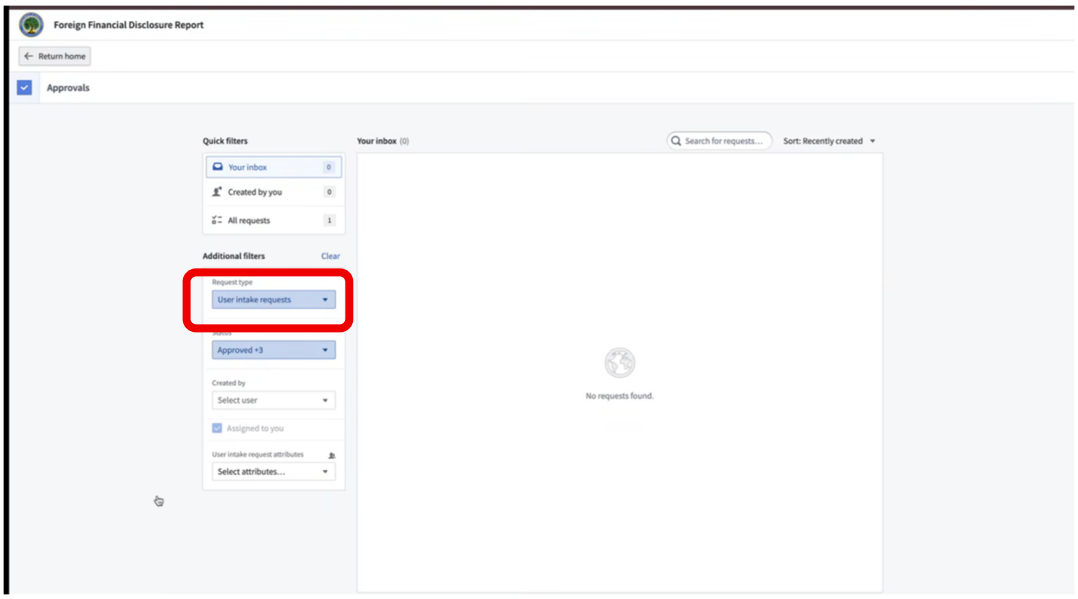
Account Management

1. Sponsor and PDPA roles can approve and manage users associated with their IHE.

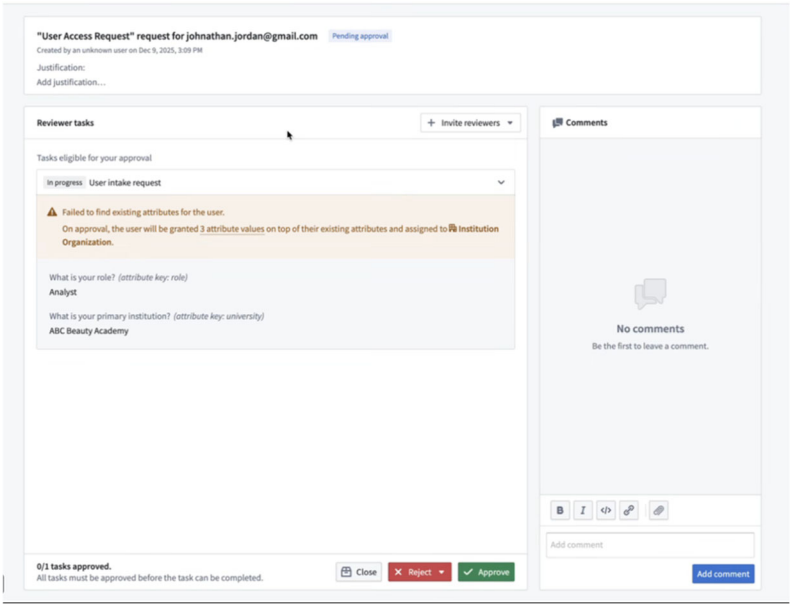
2. To approve accounts, select “Approve Initial User Account” from the left-hand side of the portal page



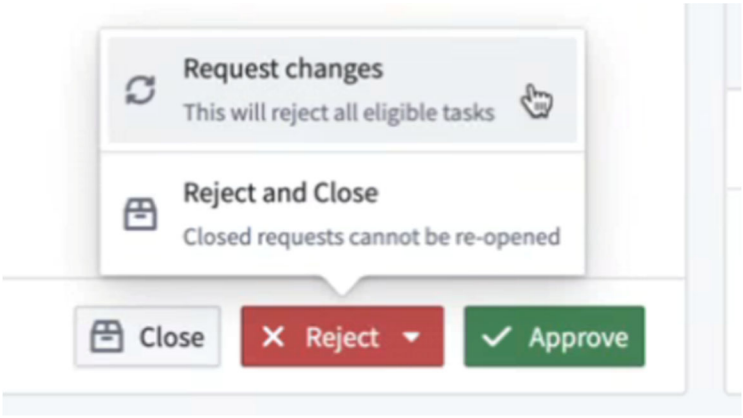
3. Select all user requests and then the name of the user to approve or reject.



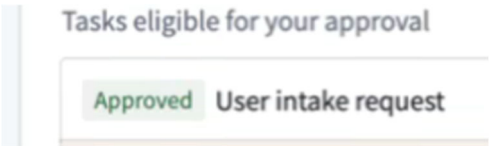
4. When you select the user to approve or reject, you will receive a warning regarding the user. This is a normal notification.



5. You can reject user requests that are not associated with your IHE or are not the appropriate role. For submissions that need to be corrected, select request changes.



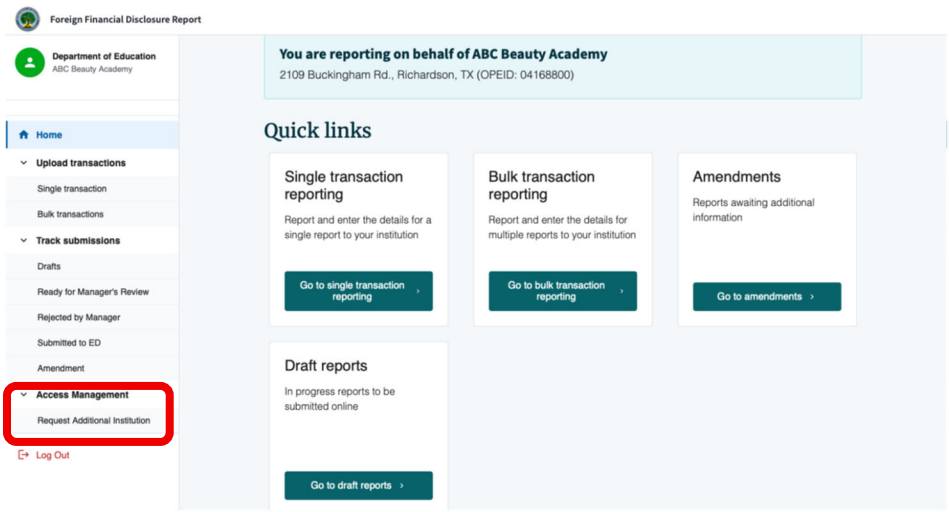
6. Upon approving a user, you will see the indication that it has been approved.



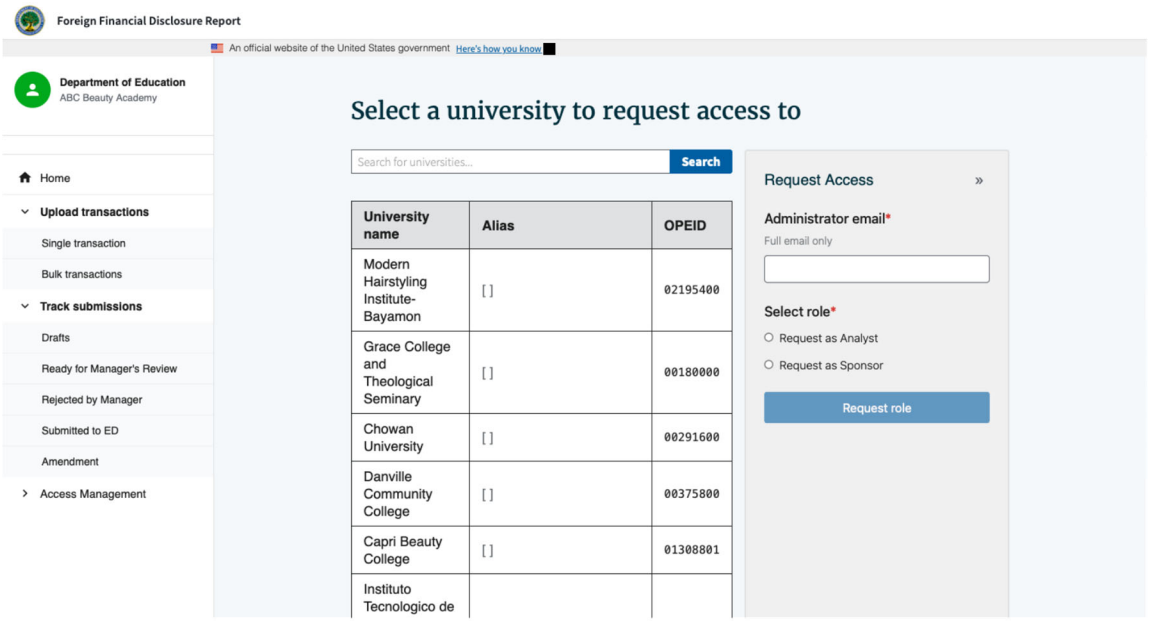
Requesting an Additional Institution

1. Users have the capability to be approved to report for multiple IHEs.

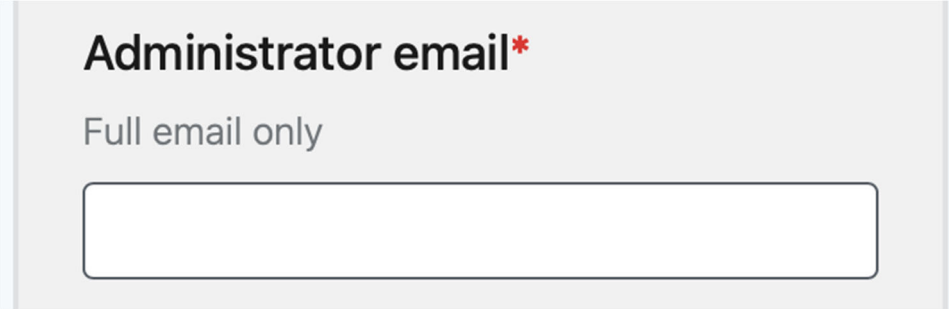
2. Select “Access Management” on the left side of the portal and then select “Request Additional Institution”.



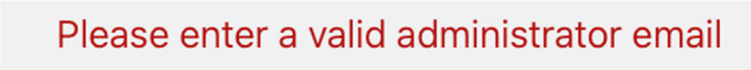
3. Search for the institution in which you require a role



4. Once you locate the institution, select the role and enter the PDPA or Sponsor email for the institution.



5. If you enter the PDPA or Sponsor email incorrectly, you will not be able to submit the form.

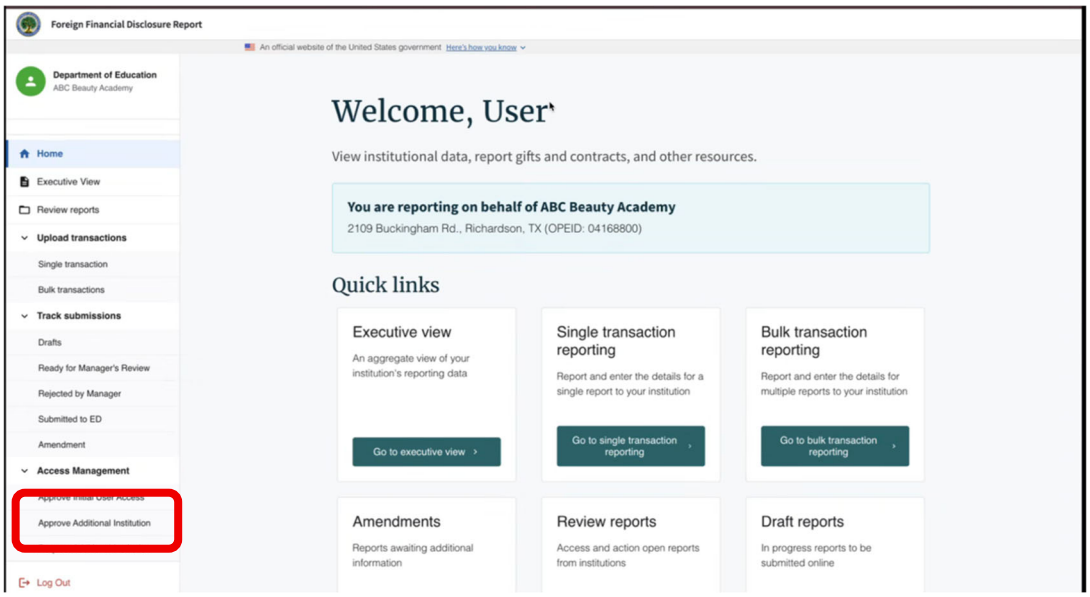


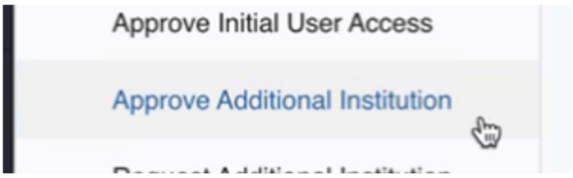
6. Once the PDPA or Sponsor approves the role, you will have access to the new institution.

Approving Additional Institution Access

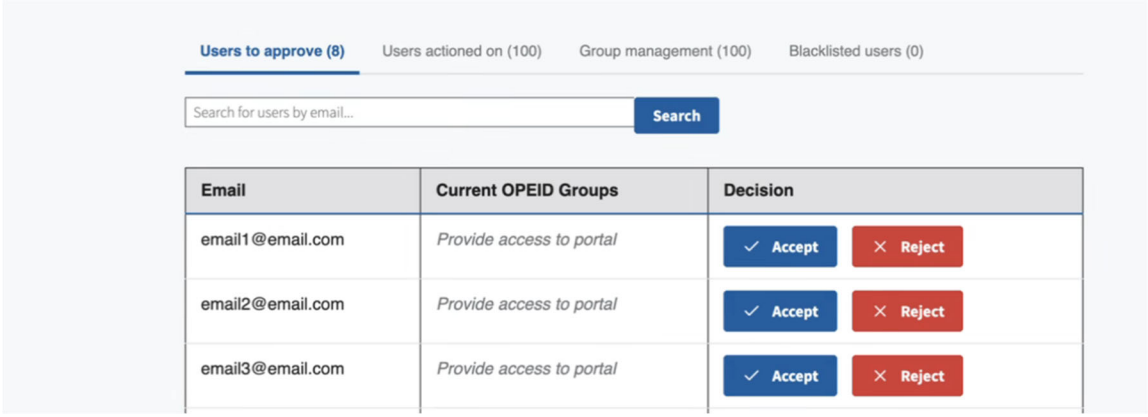
1. Sponsors and PDPAs can approve users to have access to an additional institution.

2. From the portal page, select “Approve Additional Institution” from the lefthand side of the page.





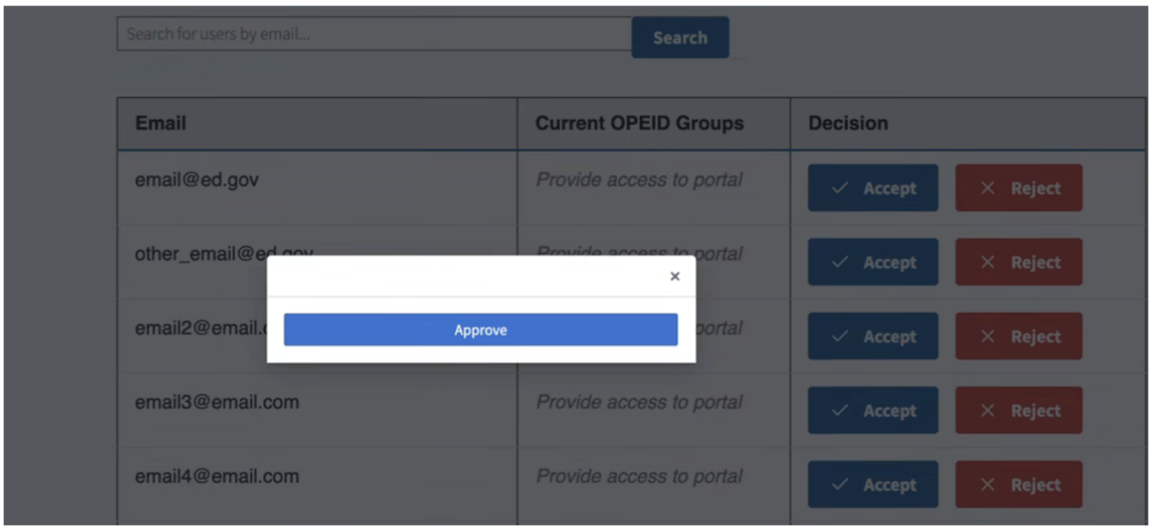
3. A list of users to approve will show all requests pending action



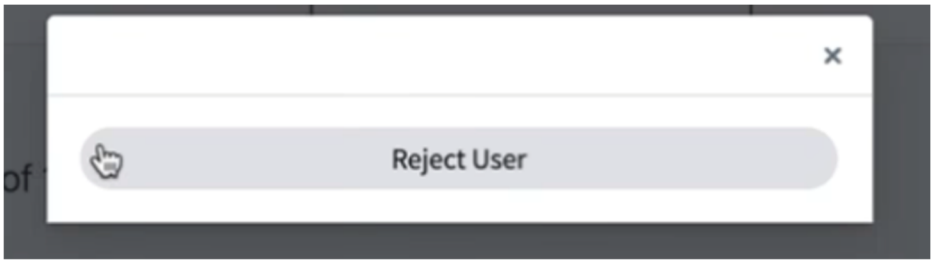
4. You can scroll and select the user or find them with the search bar

5. You have the option to approve or reject the request

6. Approvals will receive a notification and secondary approval confirmation.



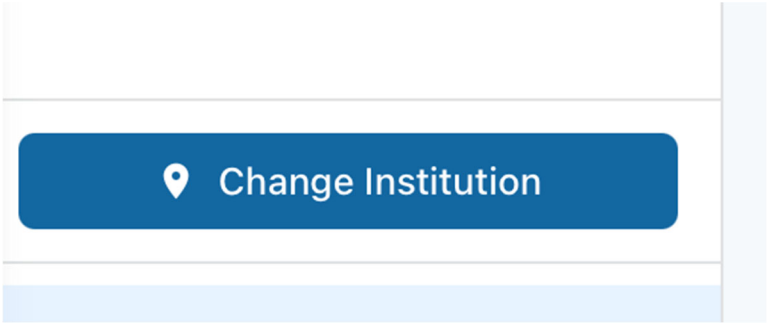
7. Rejections will receive a notification and a secondary rejection confirmation.



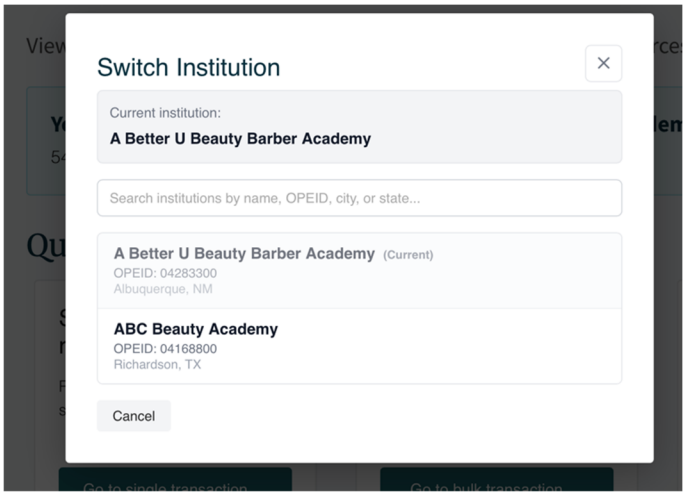
Changing Institutions

1. Once a user has roles associated with multiple institutions, the user can toggle between those institutions.

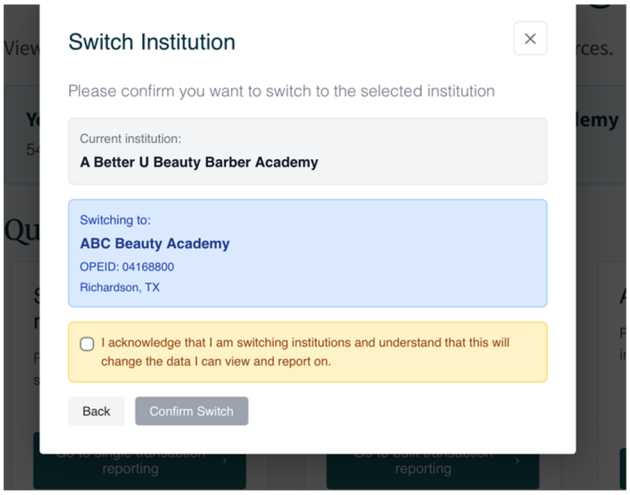
2. From the home screen of the portal, select “Change Institution”.



3. The next screen will allow you to select the institution for which you have access.

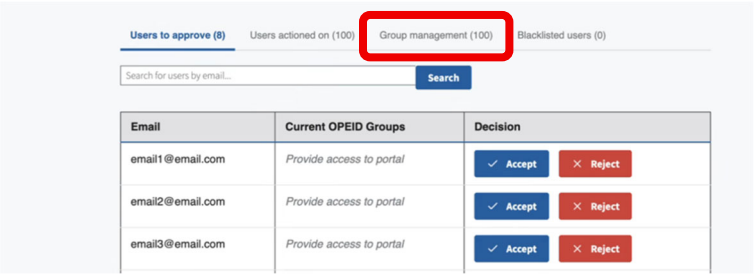


4. After selecting the institution, you will be prompt with a notice about the action and then “Confirm Switch”.

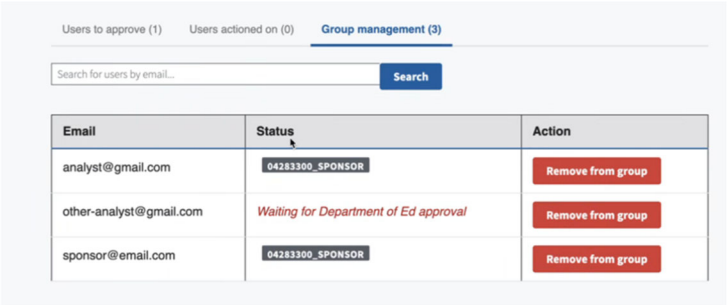


Managing Approved Users

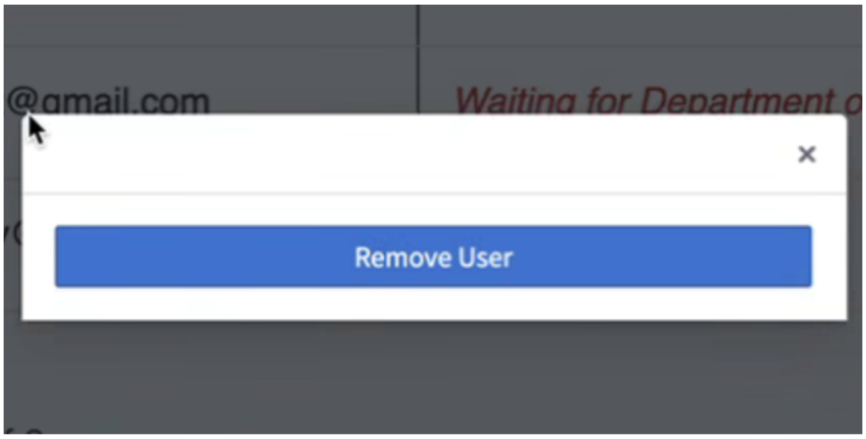
1. Select “Approve Additional Institution” and then select “Group Management”.



2. From the Group Management screen, select the user to remove from the group. Select “Remove from Group”.



3. Once you select the user to remove, you will receive a secondary removal confirmation.



4. To complete the action, select “Remove User.”