

# The Exchange: Registration Process

## Primary POC – Establish New Password

The Primary POC will need to establish a new password to gain access to the grantee-only section of *The Exchange* website. To establish your new password:

1. Go to <https://teenpregnancy.acf.hhs.gov/user/password>
2. Scroll down the page and enter your email, click Submit
3. You will receive an email allowing you to login and set your password (you may need to check Spam/Junk folders)

Reset your password

Log in Reset your password **1**

Welcome to The Exchange

Please note, only grantees of FYSB's Adolescent Pregnancy Prevention (APP) program, HHS/ACF staff, and training and technical assistance staff can hold accounts on *The Exchange*.

**If you are a Grant Point of Contact (POC):**  
Staff at FYSB have provided our team with an up-to-date list of all organizations funded under the APP program and their corresponding Grant POC. Site developers have manually created accounts for all the Grant POC.

As a Grant POC you are responsible for inviting staff and sub-recipients of your grant to join the site. If you are unable to take on this responsibility, we have added a function that will allow you to promote another staff member to this role.

Please be aware that you must first invite the Grant POC designee to join the site prior to promoting them. Finally, all grant staff and sub-recipient accounts will be temporarily placed on hold until they are authorized by FYSB. (note - it's preferable that you use official work email addresses when you invite staff to join).

**If you are a Grant Staff or a Sub-Recipient:**  
Your Grant POC must invite you to join the site. This is done to ensure that only grantees of FYSB's APP program are gaining access to certain tools and materials on the site. If you do not know the name of your Grant POC or want to confirm who is listed as the Grant POC on the site, please reach out to your FYSB Project Officer or [appta@rti.org](mailto:appta@rti.org).

As always, our team is more than happy to answer any questions you may have related to this process. Please reach out to [appta@rti.org](mailto:appta@rti.org).

Email \* **2**

Password reset instructions will be sent to your registered email address.

SUBMIT

## Single POC for Multiple Grants

If you are the primary contact for multiple grants, please ensure you add staff members to the correct grant.

1. On the My Grants page, scroll to the correct grant number
2. Follow the steps 1 – 4 below, for each staff member, for the respective grant

Please note, you should only choose to promote someone if they will be replacing you as the POC. Once you have promoted a staff person, you will no longer have access to add additional staff.

**GRANT #1**

Name	Email	Status
No project staff found		

REMOVE PROMOTE

Invite Project Staff

First Name Last Name Email Address INVITE

**GRANT #2**

Name	Email	Status
No project staff found		

REMOVE PROMOTE

Invite Project Staff

# The Exchange: Registration Process

## Invite Staff

Once you have established your password, you will need to 'invite' staff, sub-recipients and/or evaluators to open an account. Once you have logged in to *The Exchange*:

1. On your Account page, click My Grants
2. Under "Invite Project Staff" enter the staff you want to have accounts (official work email address)
3. Click Invite (FYSB will review/approve the request within a few days and instructions will be sent to the invitee).
  - o Repeat this step for each person in need of an account.
4. To see who you've invited or remove staff – the list above "Invite Project Staff" shows your grant and the staff you've invited

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### My Grants

View Shortcuts Edit Contact Security My Grants **1**

Those grants for which you are Point of Contact have an "Add Staff" form where you can invite your project staff members to *The Exchange*. Once you have staff members in your table, you can select them to either request their removal from the site or promote them to Point of Contact. When you have promoted someone, you will be switched to project staff on the same grant.

Please note, you should only choose to promote someone if they will be replacing you as the POC. Once you have promoted a staff person, you will no longer have access to add additional staff.

**Grant Number**

Grant Number	Name	Email	Status
<input type="radio"/>			<b>4</b>

REMOVE PROMOTE

Invite Project Staff **2**

First Name Last Name Email Address **3** INVITE

## Reassign Primary POC Role

If you need to assign the responsibilities of the Primary POC to another staff member, you must "Promote" that staff member through the My Grants page.

1. Select the staff member to be promoted to the new Primary POC (see #4 above) and click "Promote"
  - a. Staff to be promoted must already have an account on *The Exchange*
2. This change is processed automatically in the system.
3. Please notify your Federal Project Officer of the change.

If you need further assistance, email [apptta@rti.org](mailto:apptta@rti.org).