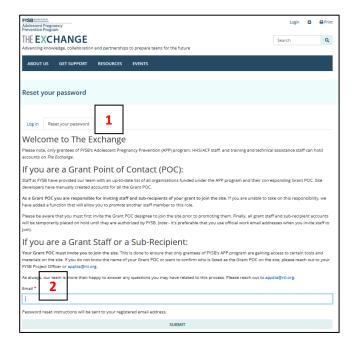# *The Exchange:* Registration Process

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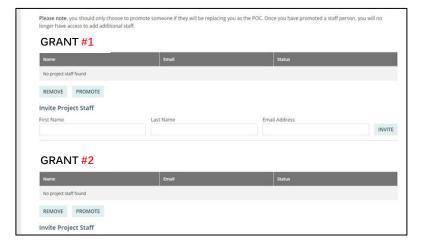
1. Go to https://teenpregnancy.acf.hhs.gov/user/password
2. Scroll down the page and enter your email, click Submit
3. You will receive an email allowing you to login and set your password (you may need to check Spam/Junk folders)

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
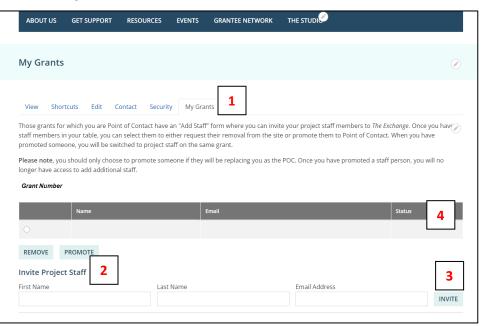2. Follow the steps 1 – 4 below, for each staff member, for the respective grant

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).
   - 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

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.