

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

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Welcome to *The Exchange*

Eligibility for an account on The Exchange is limited to FYSB Adolescent Pregnancy Prevention (APP) program grantees and sub-recipients, HHS/ACF staff, and training and technical assistance providers. While a majority of the content on the site is public-facing, a verified account is needed to access grantee-only content. Securing a verified account requires the grant's Primary Point of Contact (POC) to provide your first and last name and email address. How is my information used?

Grant Primary Points of Contact (POCs)

An account is created manually for all Grant Primary POCs. You will receive an email with password set-up instructions once the account has been created. As the Primary POC, you manage access for your grantee staff. POCs can manage multiple grants with a single Primary POC user account. To ensure access to grantee-only content you must "invite" any staff and/or sub-recipients of your grant to join the site. If you are unable to take on this responsibility, please reassign the Primary POC role to another member of your staff.

For help completing these steps, see Registration Process.

Grant Staff or Sub-Recipients

To ensure only authorized FYSB APP grantee staff have access to certain tools and materials on the site, your Grant POC must invite you to join. If you do not already have an account, ask your POC to "invite" you. Requests must be authorized by FYSB staff prior to approval. Please allow up to five business days to gain user access once your POC submits the "invite".

If you do not know the name of your Grant POC, need to confirm your Grant POC, or have other questions, please contact your FYSB Project Officer or appta@rb.org.

Email *

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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

GRANT #1

Name	Email	Status
No project staff found		

REMOVE PROMOTE

Invite Project Staff

First Name * Last Name * Email Address * Staff Category *

INVITE

GRANT #2

Name	Email	Status
No project staff found		

REMOVE PROMOTE

Invite Project Staff

First Name * Last Name * Email Address * Staff Category *

INVITE

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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 (FYSSB will review/approve the request within a few days and instructions will be sent to the invitee).
 - a. 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

My Grants

View Shortcuts Edit Contact TFA 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.

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Name	Email	Status
No project staff found		

REMOVE PROMOTE

Invite Project Staff **2**

First Name * Last Name * Email Address * Staff Category * **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