

Adding and Deleting Registrants in e-snaps

Introduction

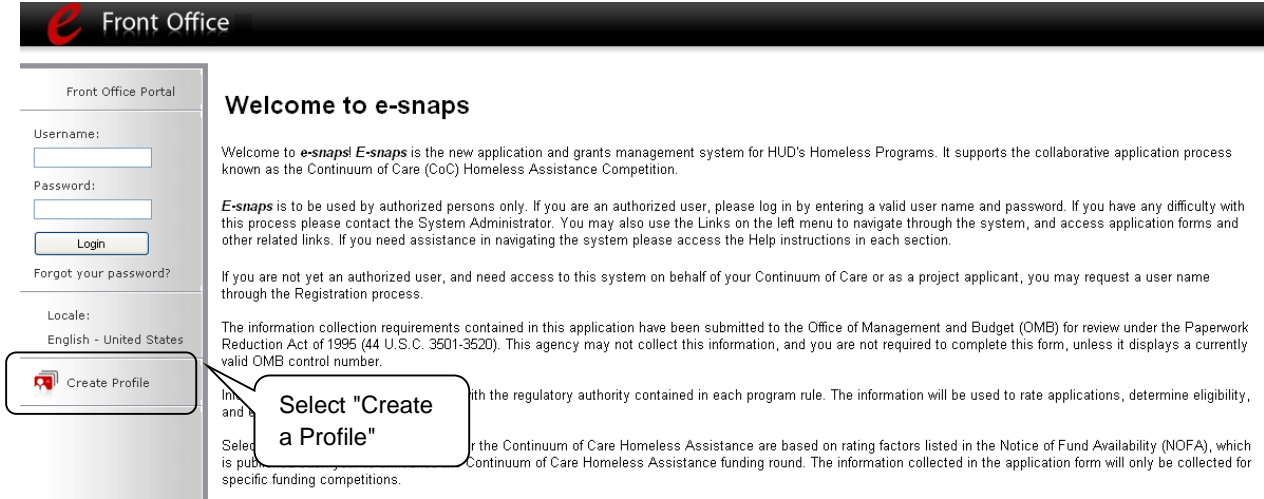
Having a user profile enables a person to access *e-snaps*. However, only people who have been associated with the organization as a Registrant (also referred to as registered users) have the ability to enter information in the Applicant Profile and applications associated with the organization.

- For the CoC, these items include the CoC Applicant Profile, CoC Registration, CoC Review, and CoC Consolidated Application (which includes the CoC Application, CoC Priority Listings, and project applications)
- For project applicants, these items include the Project Applicant Profile and the project application(s).

New e-snaps Users

Someone who is new to *e-snaps* must create his/her own username and password.

- Do not update someone else's user profile for a different person.
- Do not share log in information. Each organization should have at least two staff persons that can access the organization's *e-snaps* account.

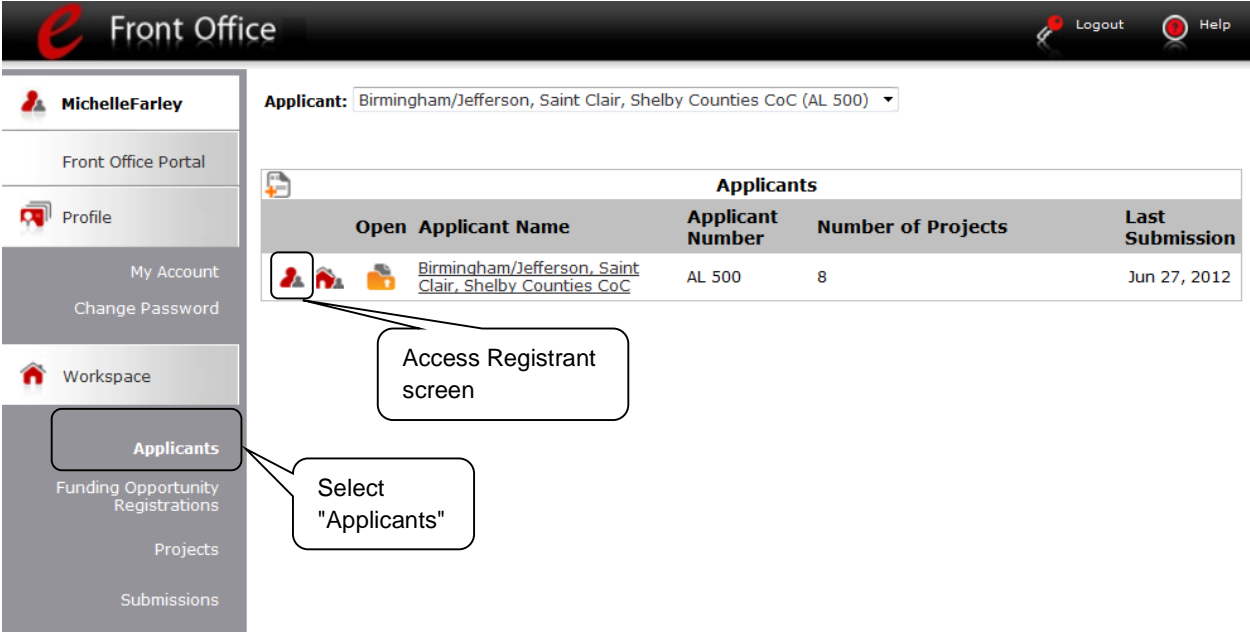


Step	Description
1.	Go to http://www.hud.gov/esnaps
2.	Select "Create Profile" from the left menu bar.
3.	Complete the fields on the screen.
4.	Select the "Save" button.
5.	Log out.
6.	Provide the username and email address used to create the user profile to someone in the organization who can add the new <i>e-snaps</i> user as a Registrant.

Adding and Deleting Registrants in e-snaps

Adding and Deleting e-snaps Registrants

Anyone that currently has access to an organization's e-snaps account (i.e., who can see the organization's Applicant Profile, etc.) can add or remove other Registrants by following the instructions provided below.



- | Step | Description |
|------|-------------------------------------------------------------------------------------------------------------------------------------------|
| 1. | Select "Applicants" on the left menu. |
| 2. | On the "Applicants" screen, click the "Registrant" icon. This icon looks like a person and is located to the left of the Applicant Name. |


! *Before anyone can be added as a Registrant in e-snaps, the individual must have an e-snaps user profile with a username and password. The username and email address that was used to create the e-snaps user profile will be used.*

Adding and Deleting Registrants in e-snaps

Add a Registrant

The screenshot shows the Front Office interface. At the top, there is a navigation bar with the 'Front Office' logo and 'Logout' and 'Help' links. On the left, a sidebar menu includes 'MichelleFarley', 'Front Office Portal', 'Profile', 'My Account', 'Change Password', 'Workspace', 'Applicants', 'Funding Opportunity Registrations', 'Projects', and 'Submissions'. The main content area shows the 'Applicant' dropdown set to 'Birmingham/Jefferson, Saint Clair, Shelby Counties CoC (AL 500)'. Below this, the 'Applicant Details' section displays 'Applicant Name: Birmingham/Jefferson, Saint Clair, Shelby Counties CoC' and 'Applicant Number: AL 500'. A callout box with a red link icon and the text 'Add a Registrant' points to a red link icon in the top left corner of the 'Registrants' table. The table has columns for Name, User Name, Email, and Group. It lists four registrants, all with the 'Administrator' group. A 'Back to List' button is located at the bottom of the table.

Name	User Name	Email	Group
Farley, Michelle	MichelleFarley	mbsh@bellsouth.net	Administrator
McGinty, Jennifer	jennifermcginty	mbsh2@bellsouth.net	Administrator
Hill, Connie	Connie Hill	conhill@aol.com	Administrator
Salter, Nathan	Onerooofhmis@gmail.com	onerooofhmis@gmail.com	Administrator

Step	Description
1.	Select the "Add Registrant" icon.  This icon is at the top left of the list.

Adding and Deleting Registrants in e-snaps

The screenshot shows the 'Front Office' interface. On the left is a navigation menu with items like 'MichelleFarley', 'Front Office Portal', 'Profile', 'My Account', 'Change Password', 'Workspace', 'Applicants', 'Funding Opportunity Registrations', 'Projects', and 'Submissions'. The main content area shows 'Applicant: Birmingham/Jefferson, Saint Clair, Shelby Counties CoC (AL 500)'. Below this is the 'Applicant Details' section with 'Applicant Name: Birmingham/Jefferson, Saint Clair, Shelby Counties CoC' and 'Applicant Number: AL 500'. The 'Add a Registrant' form has three input fields: '* User Name:', '* Email Address:', and '* Group' (set to 'Administrator'). A callout box points to the first two fields with the text 'Obtain username and email address'. At the bottom are 'Add Registrant' and 'Back to List' buttons.

Step	Description
1.	Enter the user name and email address of the registrant. <ul style="list-style-type: none">There is a new "Group" field. This item is not being used this year. You do not need to do anything.
2.	Select the "Add Registrant" button.
3.	Select the "Back to List" button to return to the "Registrants" screen, where you will see the person added to the list.
4.	On the "Registrants" screen, select the "Back to List" button to return to the "Applicants" screen.

Adding and Deleting Registrants in *e-snaps*


Delete a Registrant

Deleting the registrant will remove, or dissociate, the user from the Applicant Profile. This person will still be able to access *e-snaps*, but he/she will no longer be able to access the organization's *e-snaps* account with the Applicant Profile and applications.

The screenshot shows the 'Front Office' interface. The user is logged in as MichelleFarley. The applicant is 'Birmingham/Jefferson, Saint Clair, Shelby Counties CoC (AL 500)'. The 'Applicant Details' section shows the name and number. Below is a table of registrants:

Name	User Name	Email	Group
Farley, Michelle	MichelleFarley	mbsh@bellsouth.net	Administrator
McGinty, Jennifer	jennifermcginty	mbsh2@bellsouth.net	Administrator
Hill, Connie	Connie Hill	conhill@aol.com	Administrator
Salter, Nathan	Oneroofhmis@gmail.com	onerofhmis@gmail.com	Administrator

A callout box labeled '"Delete" icon' points to the red 'x' icon next to the name 'Salter, Nathan'. A 'Back to List' button is visible at the bottom right of the table area.

- | Step | Description |
|------|-----------------------------------------------------------------------------------------------------------------------------------------|
| 1. | Select the "Delete" icon  next to the person's name. |
| 2. | Select the "Back to List" button to return to the "Applicants" screen. |