



(5) If you do not know your username or want to change the username on file, contact kvang@mcknight.org
(6) If you do not know your password, then click on "Forgot Password?" to send a new one to your email



Requirements



## (1) Click on requirements

This area is where you will manage your new, in progress, and submitted grant reporting requirements.

- Select New Requirements, In Progress Requirements, or Submitted Requirements from the drop down menu at the right of the screen.
- Selecting New Requirements allows you to email, view, and/or start working on new requirement forms that have been posted to your account.
- 3. Selecting In Progress Requirements allows you to email and/or open and continue working on your requirement.
- 4. Selecting Submitted Requirements allows you to open (to view or print) and/or email the requirements you have successfully submitted.

ACCOUNT OWNERS: Owners have exclusive rights to edit, save, or submit requirements. Owners can also grant read-only access to "Viewers" by selecting the Manage Viewers icon under Action. Viewers must have (or create) an account before gaining access. Viewer access remains until the Owner removes it.

(2) Click on New or In Progress Requirements to see the report templates available

Show In Progress Requirements >

☐ Hide Viewer Only Requirements

Form Name	Project Title	Туре	ID	Due	Updated	My Role	Action
The McKnight Foundation Report - Financial	ADFADFA	Financial Report	420273	01/27/2017	12/02/2015	Owner	\$ ₽
The McKnight Foundation Report - CCRP/Principal or Single Collaborator	ADFADFA	Final Report	401288	02/20/2015	12/02/2015	Owner	<b>ॐ</b> 록
The McKnight Foundation Report - CCRP/Partner	ADFADFA	Interim Report	401287	02/20/2015	12/02/2015	Owner	● 🖅
	ADFADFA	ER - Final Report	401286	02/20/2015	12/02/2015	Owner	€ 🗊
AND COURSE OF THE PARTY OF THE	ADFADFA	ER - Interim Report	401285	02/20/2015	12/02/2015	Owner	● 🗊
(3) Click on the reporting requirement below to verify funds recieved	ADFADFA	ER - Financial Report	401284	02/20/2015	12/02/2015	Owner	€ 🗊
Confirmation of Funds Received	ADFADFA	Confirmation of Funds Received	401283	02/20/2015	12/02/2015	Owner	● 🗊
The McKnight Foundation Report - CCRP/Principal or Single Collaborator (ER)	ADFADFA	ER - Interim Report	420161	11/17/2015	11/17/2015	Owner	● 🗊



