INTRODUCTION
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Welcome to the Grantee Portal
What is the Applicant/Grantee Portal

The grantee portal is part of foundation connect, the online system that Open Society Foundations uses to manage its grantmaking. Applicants and grantees use the grantee portal to submit their applications and manage their awards. Users can view a history of the materials they have submitted to the Foundations, as well as any grants they have been awarded.
How to access the Applicant/Grantee Portal

All applicants and grantees will be able to access the system via the following web address:

www.opensocietyfoundations.org/grants/manage
Where to go for support

This site is a key resource for using the grantee portal and includes step by step instructions on how to register, apply, and submit reports through the portal. Additionally, there is an FAQ available to support users with any questions they may encounter. This can be found here.

💡 If you are unable to find answers to your question or if you encounter any technical errors not covered in our FAQ, please reach out to granteefeedback@opensocietyfoundations.org
Registration and Login
Registering for an Account

Follow these steps in order to register for a new Grantee Portal user account. If you are an existing user, please refer to our accessing your account information found [here](#) and login to your account.

Getting Started

Navigate to the portal log in page; found [here](#).

**Basic Details**

- Fields with a red bar are required

Provide accurate contact information for you and your organization
Portal Account Information

Portal Account Information is a required section and you must complete all fields. Be sure and remember this information as you will need it to log in when you have completed your registration.

Address Information

The Address Information section ensures we have enough information to contact you with any questions related to a grant or application. Your complete mailing address is required.
Terms & Conditions

Review our Data Protection Consent Form as well as our Privacy Policy

Once you've reviewed all our Terms & Conditions, check the "I give my consent" check box and click "Save"

💡 If you encounter any errors while attempting to register, be sure your data is correct and all required fields are completed. You can also review our registration FAQ page [here](#).
Resetting your password

Follow these steps to reset the password for an existing Grantee Portal account. You will need the email of the portal account in order to reset the password.

Getting Started

Navigate to the portal login page found [here](#).

Click the link "Can't access your account?"

Forgot Your Password?

Enter the email of the portal account you wish to access and click "Submit"
Temporary Password

An email will be sent to the submitted email

Dear,

You are receiving this email because your password was recently changed or reset.

**Your new temporary password is: XMc3P4L8**

Please log into the portal using your temporary password by clicking on the link below. To change your password, click the "Profile" link on the dashboard, then click the "Change password" tab:

http://www.opensocietyfoundations.org/grants/manage

Thank you,

Open Society Foundations

Use the temporary password provided to login to your portal account

New Password

Return to the Grantee Portal login and log in with your temporary password.

Once logged in, you will be prompted to set your new password. Enter your new password and click "Submit"
If you encounter any errors while attempting to reset your password, be sure to review our login help page found here.