

# REVIEWER RECRUITMENT MODULE (RRM)

## HRSA Division of Independent Review (DIR) Reviewers Manual- New Registration



U.S. Department of Health and Human Services  
**Health Resources and Services Administration**

## RRM - An introduction

The Reviewer Recruitment Module (RRM) is a web-based system to source subject matter experts for grant reviews.

Powerful online tool to source and manage grant reviewers.

RRM enables reviewers register their areas of expertise, contact information and resume for selection by peer review managers.

The RRM System allows the end-user to manage their profiles.

RRM delivers specific information about upcoming grants reviews and required reviewer expertise for each program area.



U.S. Department of Health and Human Services

**Health Resources and Services Administration**

## Become a HRSA Reviewer

### Reviewer registration flow

```
graph LR; A[Create Account] --> B[Add Information]; B --> C[Complete Profile];
```

Create Account

Add  
Information

Complete  
Profile



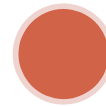
#### **Register**

Create Account  
Login Name  
Password



#### **Add**

Contact Details  
Expertise Codes  
Profile Questions  
and Answers  
Resume



#### **Update**

Reviewer Profile  
Keep it complete  
and current.

If you are registering for the first time, the RRM system will guide users through the complete registration process. The reviewer profile should always be kept updated.



U.S. Department of Health and Human Services

**Health Resources and Services Administration**



**i** HRSA strives for integrity and impartiality in the objective review process. Peer reviewers are selected for each review based on their expertise. Registration in RRM does not guarantee selection or confirmation as a reviewer.

HRSA needs new and experienced grant reviewers with expertise in:

Health Professions Training   HIV/AIDS   Maternal and Child Health Service  
Organ Donation/Transplantation   Primary Care for Underserved Populations   Rural Health Care

Please click on these links for specific information regarding upcoming reviews and desired reviewer expertise for each program area.

Grant reviewers help HRSA select the best programs from competitive groups of applicants. Reviewers are chosen for specific grant programs based on their knowledge, education and experience. Grant review panels are selected to reflect diversity of ethnicity, gender, experience and geography.

Reviewers use their expertise to objectively evaluate and score applications against published evaluation criteria. Reviewers gain understanding of the grant-making process and have the opportunity to communicate with colleagues that often share common backgrounds and interests.

HRSA grant reviews are usually held via the internet along with a telephone conference call or as a field review where reviewers independently review applications with limited group discussions as necessary. In rare instances, HRSA will conduct face-to-face reviews in the Washington, DC metropolitan area lasting for 3 to 5 days. In such cases, HRSA makes all logistical arrangements and pays for travel expenses and other costs. Regardless of review type, each reviewer who participates and completes their assigned duties receives an honorarium.

When registering to be a HRSA reviewer in the Reviewer Recruitment Module, you will:

1. Create an RRM Account;
2. Enter personal contact information;
3. Select general descriptions to indicate areas of expertise;
4. Cut and paste your resume information into a searchable text box; and,
5. Attach and upload your resume document.

Download the RRM Registration Manual

If you are not a registered RRM account holder, please use the following link to create your HRSA reviewer profile today.

[Register](#)

If you have previously created an account with RRM, and would like to add HRSA to your current reviewer profile, please click on 'Register' button to create your HRSA profile.

If you already have an account with RRM, you can

[Login](#)

For support: [RRMTechAssistance@hrsa.gov](mailto:RRMTechAssistance@hrsa.gov)



U.S. Department of Health and Human Services

**Health Resources and Services Administration**

## HRSA Expertise Areas and Upcoming Reviews

The HRSA Portal is a one-stop information storehouse

HRSA needs new and experienced grant reviewers with expertise in:

Health Professions Training

HIV/AIDS

Maternal and Child Health Service

Organ Donation/Transplantation

Primary Care for Underserved Populations

Rural Health Care

Please click on these links for specific information regarding upcoming reviews and desired reviewer expertise for each program area.

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- **Health Professions Training**
- **HIV/AIDS**
- **Maternal and Child Health Service**
- **Organ Donation /Transplantation**
- **Primary Care for Underserved Populations**
- **Rural Health Care**

Click any of these links to access specific information for the program area from the HRSA website.



U.S. Department of Health and Human Services

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## Register with RRM and become a reviewer

**The Grants Center of Excellence**  
Reviewer Recruitment

**HRSA**

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- Primary Care for Underserved Populations
- Rural Health Care

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If you have previously created an account with RRM, and would like to add HRSA to your current reviewer profile, please click on 'Register' button to create your HRSA profile.

If you already have an account with RRM, you can

For support: [RRMTechAssistance@hrsa.gov](mailto:RRMTechAssistance@hrsa.gov)

### REGISTRATION SNAPSHOT

Enter HRSA agency portal url

<https://rrm.grantsolutions.gov/AgencyPortal/HRSA.aspx>

#### 1. Click Register

Enter Email ID

Enter Verification Code

Complete Account Details

#### Create Account

Get confirmation email

#### 2. Login

Complete Personal Information

Select Expertise Code

Complete Agency Profile Questions

Upload Resume

#### 3. Update Reviewer Profile

#### 4. Manage Account

Update Contact Information

Change Password

Change Email Address



U.S. Department of Health and Human Services  
**Health Resources and Services Administration**

Enter your primary E-Mail address and click the “Send Verification Email” button

The Grants Center of Excellence  
Reviewer Recruitment

Home » Choose Primary Email

### Account Creation

Primary Email

RRM uses email as a primary way of communication. Please provide an email address that we can best reach you. We will send out a verification code that is required to complete the next step in the registration process.

Primary Email \*

JDoe@test.com

Send Verification Email

Verify that the verification code was received in the Email address you provided.

Primary Email Address Confirmation

2018-08-24 18:32  
(a few seconds ago)  
Size: 1.7 KB

From: No Reply - RRM Support <NoReply@grantsolutions.gov>  
To: <JDoe@test.com>  
More info

HTML HTML Source Text Raw Analysis Check HTML

Hi,

You have requested to create an account at RRM, with JDoe@test.com being the primary email address. To authorize RRM to use this email address to communicate with you, please copy the following entire code and paste into the box provided by the web page to continue your registration.

796ca0c341d640cfa3278c27c2d02335

If you believe this email is received in error, please disregard this message. This email address will then not be registered in RRM.

Thank you.

RRM Support Team

Please do not reply to this message. Replies to this message are routed to an unmonitored mailbox. If you have questions, please navigate to <https://rrm.grantsolutions.gov/ContactUs.aspx> and send an email to the contact information listed.

The Grants Center of Excellence  
Reviewer Recruitment

Home » Account Creation

### Account Creation

Verify Primary Email

RRM uses email as a primary way of communication. Please provide an email address that we can best reach you. You will then need to check your email to look for a message from RRM providing you with a verification code, which you will need to complete the next step.

Verification Code: \*

796ca0c341d640cfa3278c27c2d02335

Verify

Monday-Friday  
8 AM - 6 PM ET

1.866.424.2637

HRSA Only:  
RRMTechAssistance@hrsa.gov  
All Other Agencies:  
RRMSupport@grantreview.org

GrantSolutions.gov

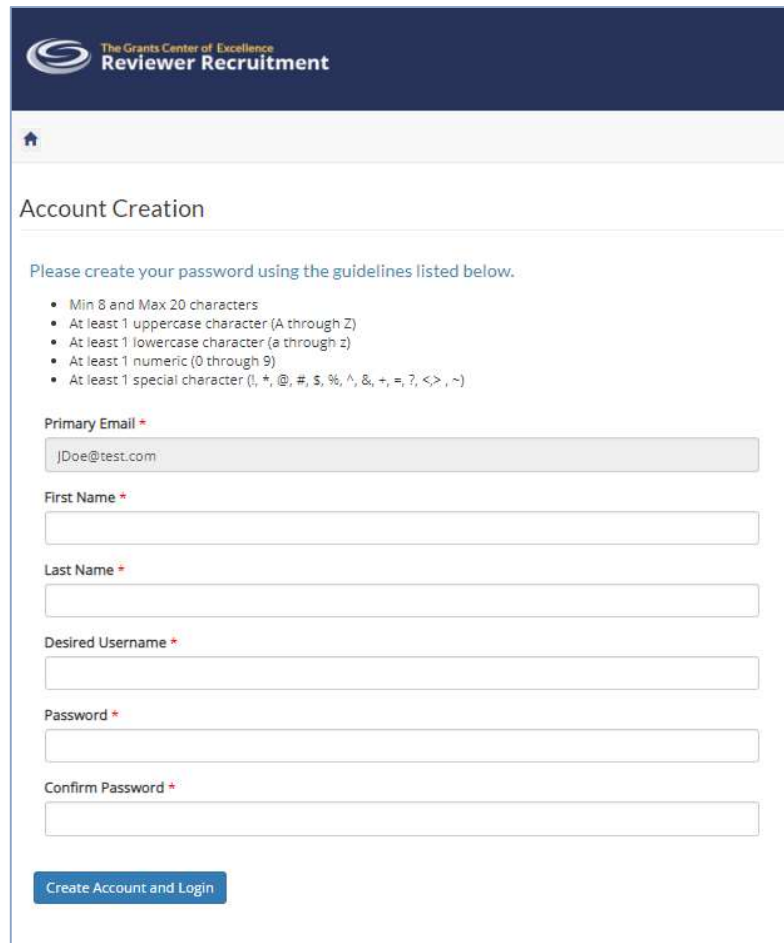
Copy the verification code from the email and paste it in the “Verification Code” text box. Click the “Verify” button. System navigates to Account Creation Page.

Please make sure the Email address, the verification code are accurately entered into the text box without any extra spaces.





Create Account by entering **First Name, Last Name, Desired Username and Password details** as per guidelines that are listed on the page. Enter your password again for confirmation. After entering all of the required information, click the **“Create Account and Login”** button.



The Grants Center of Excellence  
Reviewer Recruitment

Account Creation

Please create your password using the guidelines listed below.

- Min 8 and Max 20 characters
- At least 1 uppercase character (A through Z)
- At least 1 lowercase character (a through z)
- At least 1 numeric (0 through 9)
- At least 1 special character (!, \*, @, #, \$, %, ^, &, +, =, ~, <, >, ~)

Primary Email \*

JDoe@test.com

First Name \*

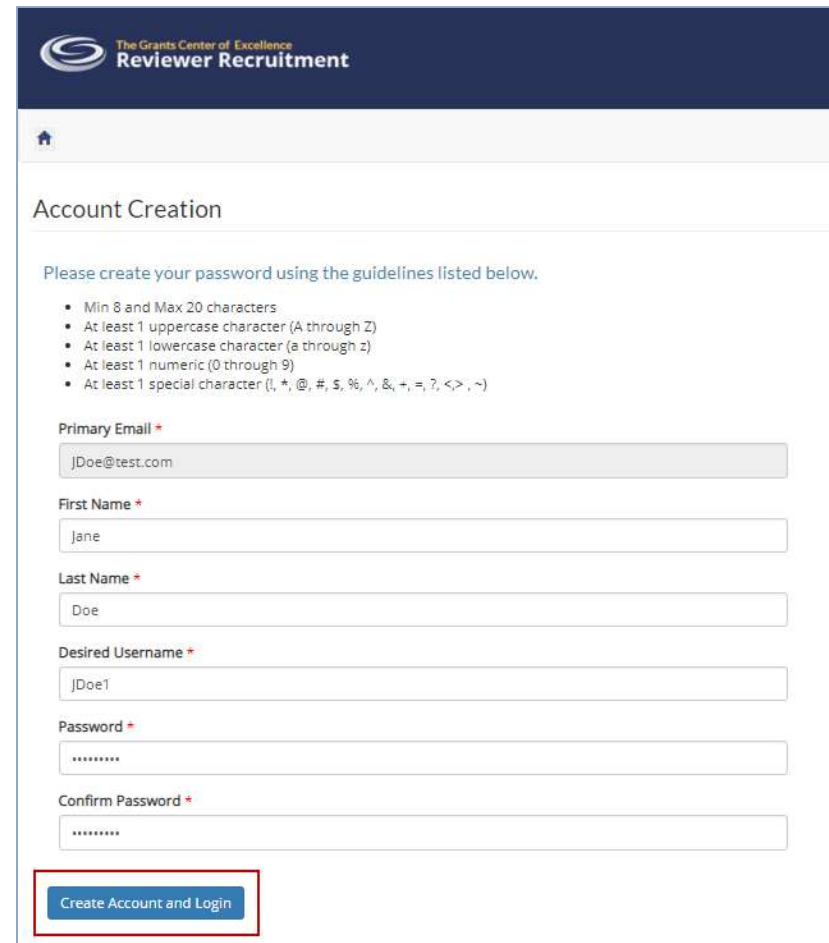
Last Name \*

Desired Username \*

Password \*

Confirm Password \*

Create Account and Login



The Grants Center of Excellence  
Reviewer Recruitment

Account Creation

Please create your password using the guidelines listed below.

- Min 8 and Max 20 characters
- At least 1 uppercase character (A through Z)
- At least 1 lowercase character (a through z)
- At least 1 numeric (0 through 9)
- At least 1 special character (!, \*, @, #, \$, %, ^, &, +, =, ~, <, >, ~)

Primary Email \*

JDoe@test.com

First Name \*

Jane

Last Name \*

Doe

Desired Username \*

JDoe1

Password \*

\*\*\*\*\*

Confirm Password \*

\*\*\*\*\*

Create Account and Login





## Welcome to Reviewer Recruitment Module

Your account is created, and system would prompt you to login to RRM.

**A welcome email notification would be sent out to the user email id that is on file.**

Log in to RRM with the User Name and Password used to create the account.

Once you log into the system, you will need to complete the following personal information details:

- Contact Information
- Linked In Id
- Primary and Shipping Address
- Primary Expertise Code

### Welcome to RRM

From: No Reply - RRM Support <NoReply@grantsolutions.gov>  
To: John <JDoe4@test.com>  
[More info](#)

HTML HTML Source Text Raw Analysis Check HTML

Dear John,


Congratulations! You have successfully created an account in RRM. Your login name is:

JDoe5


Welcome to RRM!

RRM Support Team

Please do not reply to this message. Replies to this message are routed to an unmonitored mailbox. If you have questions, please navigate to <https://rrm.grantsolutions.gov/ContactUs.aspx> and send an email to the contact information listed.



### Welcome to the Reviewer Recruitment Module (RRM)



User Name

Password

Log in

[Forgot User Name](#)      [Forgot Password](#)

If you are not registered with RRM, please [Click here](#).

As a registered member of this website, you will receive communications about opportunities to participate in discretionary grant reviews. Please keep your profile active by updating it regularly.

Monday-Friday  
8 AM - 6 PM ET

1.866.424.2637

HRSA Only:  
RRMTechAssistance@hrsa.gov  
All Other Agencies:  
RRMSupport@grantreview.org

GrantSolutions.gov



## Reviewer Information and Contact Details


**Personal Contact Information**

Please provide your contact information. Fields with \* are required.

**Personal Information**

Prefix:  Last Name \*:  First Name \*:  Middle Name:

Primary Phone \*:  Primary Email:  Employer/ Organization:



Select Primary Expertise \*:

**Primary Address**

Address Types: ☒ Home ☐ Work ☐ Other

Street 1:

Street 2:  City:

State \*:  Zip \*:

**Shipping Address**

Same as Primary: ☒

Street 1:

Street 2:  City:

State \*:  Zip \*:

- Fields marked with a “\*” are mandatory.
- **Selecting a Primary Expertise Code is an important part of reviewer profile information.**
- It is recommended that Linked In and Employer/Organization details are entered.
- Primary and Shipping addresses help HRSA in the reviewer outreach exercise.
- Please make sure you update your contact information as needed.
- Fill in your contact information and click the “Update” button to finalize your entries, and advance to the next section – Reviewer Profile Page.



## Keep the profile updated, and current

- User should ensure completion of Expertise, Profile Questions and Resume sections in order to keep the profile current.
- Updated reviewer profile is key to selection to review opportunities.

The screenshot shows the 'Reviewer Recruitment' portal for 'The Grants Center of Excellence'. The user is logged in as 'Welcome JDoe4!' and is viewing the 'Reviewer Profile' page. A message states: 'Here's a brief summary of the agency profiles on file. Please update your profile to keep them current.' Below this, a table lists the profile sections for 'Agency: HRSA'.

Summary Item	Last Update	Status	Action
Expertise	9/4/2018 11:08 AM	Incomplete	<a href="#">Update</a> <a href="#">View</a>
Profile Questions	(Never)	Incomplete	<a href="#">Update</a> <a href="#">View</a>
Resume	(Never)	Incomplete	<a href="#">Update</a> <a href="#">View</a>



## Primary, Secondary, and Tertiary expertise areas

Click on Update button in the Expertise section. Select your expertise areas from the dropdown menus, and "Save" the entries.

The screenshot shows the 'Update Expertise' form on the HRSA Reviewer Recruitment portal. The form has three dropdown menus for selecting expertise areas in priority order: Primary (Access to Health Care), Secondary (Child Development), and Tertiary (Children, Youth & Families). There are 'Cancel' and 'Save' buttons at the bottom. An inset window shows a summary table for 'Agency: HRSA' with columns for Summary Item, Last Update, Status, and Action. The 'Update' button for the 'Expertise' row is highlighted with a red box.

**Update Expertise**

Please select your areas of expertise in priority order.

**Primary**  
Access to Health Care

**Secondary**  
Child Development

**Tertiary**  
Children, Youth & Families

Cancel Save

**Agency: HRSA**

Summary Item	Last Update	Status	Action
Expertise	9/4/2016 11:08 AM	Incomplete	<a href="#">Update</a> <a href="#">View</a>
Profile Questions	(Never)	Incomplete	<a href="#">Update</a> <a href="#">View</a>
Resume	(Never)	Incomplete	<a href="#">Update</a> <a href="#">View</a>

The expertise code choices can be updated anytime after completion of the registration process.



## Agency Profile Questions

You will now need to select answers for the agency profile questions. When you have made all of your selections, click the “Save” button.

Update Profile Questions

Agency: HRSA

Please complete your profile for the agency by completing the profile question section.

1. What is your current or most recent occupation?

(Please choose one)

  - ☐ Health or Dental Care Delivery
  - ☐ Health or Dental Care Education
  - ☐ Health or Dental Care Administration
  - ☐ Financial Management or Planning
  - ☐ Pharmacology
  - ☒ Other
2. What is (are) your current or most recent work setting(s)?

(Please choose no more than 2 work settings)

  - ☐ Hospital
  - ☐ Health Center
  - ☐ Other Health or Dental Care Facility
  - ☐ Medical Training Institution
  - ☐ Other Academic Institution
  - ☐ Federal, State or Local Government
  - ☒ Private Sector or Non-Profit Organization
  - ☒ Other
3. What is your highest or type of degree?

(Please choose one)

  - ☐ Doctorate
  - ☐ Master
  - ☐ Bachelor
  - ☐ Associate
  - ☐ Any Medical Degree
  - ☒ Other

6. VOLUNTARY- How did you hear about RRM?

(The information you provide is completely VOLUNTARY.)

  - ☒ HRSA Website
  - ☐ Professional Conference or Convention
  - ☐ Another Reviewer
  - ☒ Other
7. VOLUNTARY- Which of the following do you identify yourself with?

(The information you provide is completely VOLUNTARY and will not be used for any other purposes but to validate the diversity of the reviewer population.)

  - ☐ Hispanic/Latino
  - ☐ Not Hispanic/Latino
  - ☒ Check
8. VOLUNTARY- Which of the following do you identify yourself with? Select as many as apply.

(The information you provide is completely VOLUNTARY and will not be used for any other purposes but to validate the diversity of the reviewer population.)

  - ☐ American Indian / Native American
  - ☐ Asian
  - ☐ Black / African American
  - ☐ Native Hawaiian / Pacific Islander
  - ☒ White
  - ☒ Male
  - ☒ Female

Cancel

Save

The Grants Center of Excellence  
Reviewer Recruitment

Welcome [User] | Log off

Reviewer Profile

Account Management

Home > Reviewer Profile

Reviewer Profiles

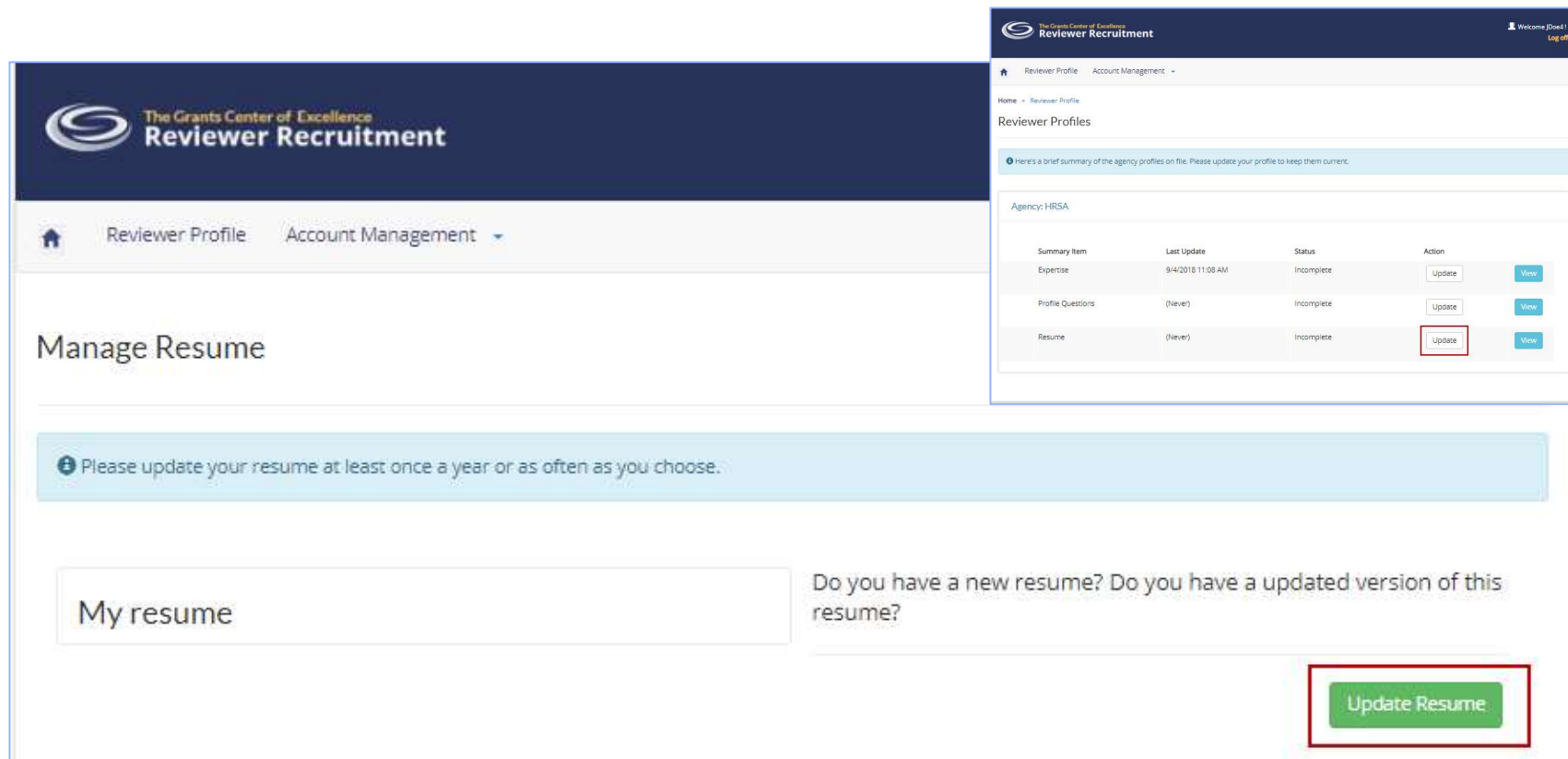
Here's a brief summary of the agency profiles on file. Please update your profile to keep them current.

Agency: HRSA			
Summary Item	Last Update	Status	Action
Expense	9/4/2018 11:08 AM	Incomplete	<div>Update</div> <div>View</div>
Profile Questions	(Never)	Incomplete	<div>Update</div> <div>View</div>
Resume	(Never)	Incomplete	<div>Update</div> <div>View</div>



## Resume and summary

After completion of agency profile questions, the system will enable users to add a resume to their profile. Click the “Update Resume” button to get started.



The screenshot displays the HRSA Reviewer Recruitment interface. The main content area is titled "Manage Resume" and features a text input field labeled "My resume". To the right of this field is a prompt: "Do you have a new resume? Do you have an updated version of this resume?". A green button labeled "Update Resume" is positioned at the bottom right of this section. A light blue notification bar at the top of the main area states: "Please update your resume at least once a year or as often as you choose." The right sidebar, titled "Reviewer Profiles", shows a table for "Agency: HRSA".

Summary Item	Last Update	Status	Action
Expense	9/4/2018 11:08 AM	Incomplete	<a href="#">Update</a> <a href="#">View</a>
Profile Questions	(Never)	Incomplete	<a href="#">Update</a> <a href="#">View</a>
Resume	(Never)	Incomplete	<a href="#">Update</a> <a href="#">View</a>



## Add Resume, cont.

Three steps to resume upload:

- Click on the “Choose” button to upload resume from your desktop.
- Type or Copy and Paste a summary of your skills, experience and specialties. You may add all or part of your resume.
- Click the “Upload Resume” button. The uploaded file name and updated time along with resume summary text will be displayed, marking the completion of resume upload process.

The composite image illustrates the resume upload process in the HRSA Reviewer Recruitment system. It features three main components:

- Left Panel:** A screenshot of the 'Add Resume' page. It includes a 'Choose File' button (highlighted with a red box) and an 'Upload Resume' button (highlighted with a red box). Below these is a large text area for entering a resume summary.
- Center Panel:** A Windows file explorer window showing the 'Desktop' directory. The file 'RRM Resume.docx' is selected, and its name is entered in the 'File name' field.
- Right Panel:** A close-up of the 'Upload Resume' button, which is highlighted with a red box. Above it, the text 'RRM Resume.docx' is displayed, indicating the file being uploaded.

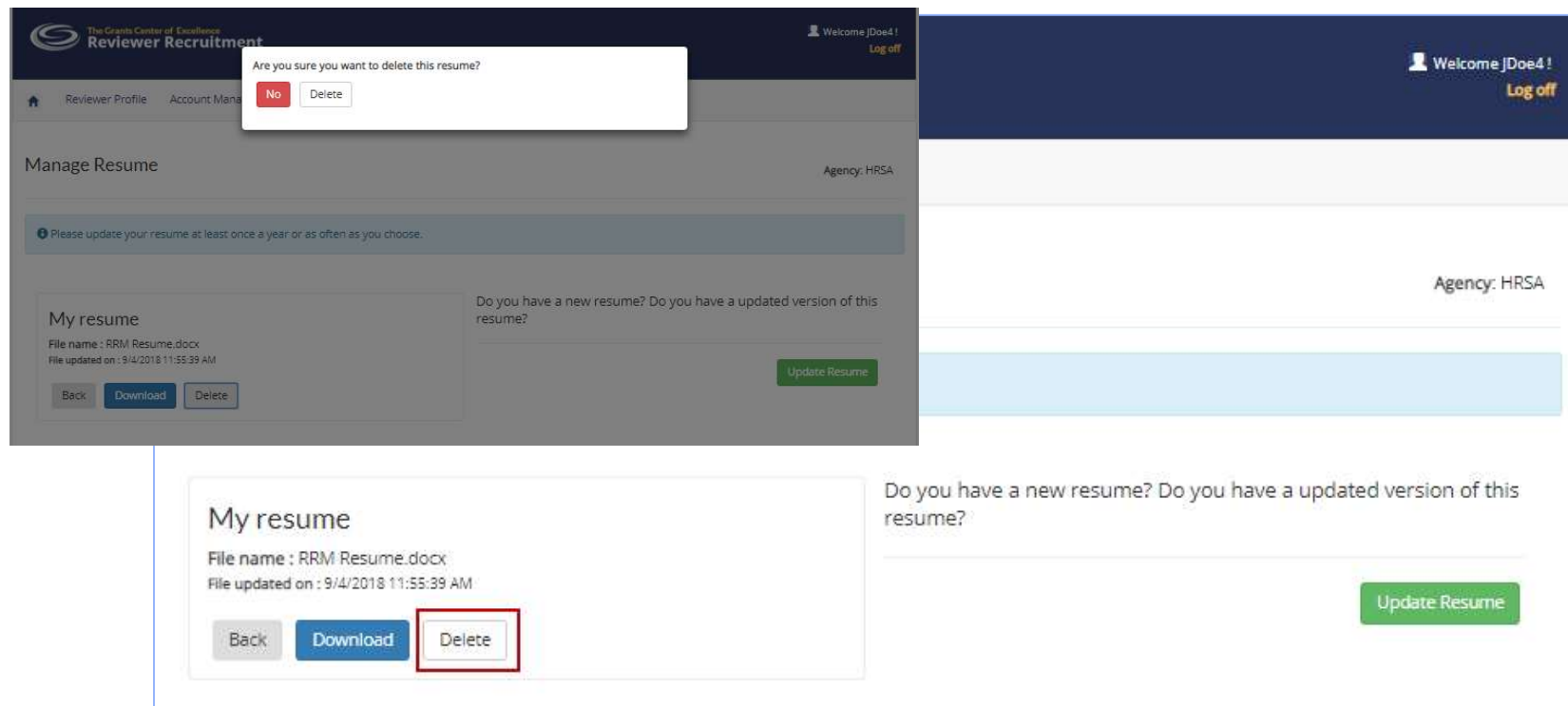
Additional text visible in the screenshots includes: 'Please follow the steps outlined below to add your resume. Fields with \* are required.', 'Type or copy and paste into this textbox details about your skills, experience and specialties. You may add all or part of your resume to complete this process.', 'NOTE: Reviewers will be selected based on the resume you attach in Step 1.', 'Once you have registered, you may update any part of your profile including your resume and this data as often as you wish.', 'Click on the Browse button to locate your resume. (Acceptable file formats are .PDF, .doc and .docx)', and 'Summary of skills, experience and specialties. You may add all or part of your resume to complete this process.'





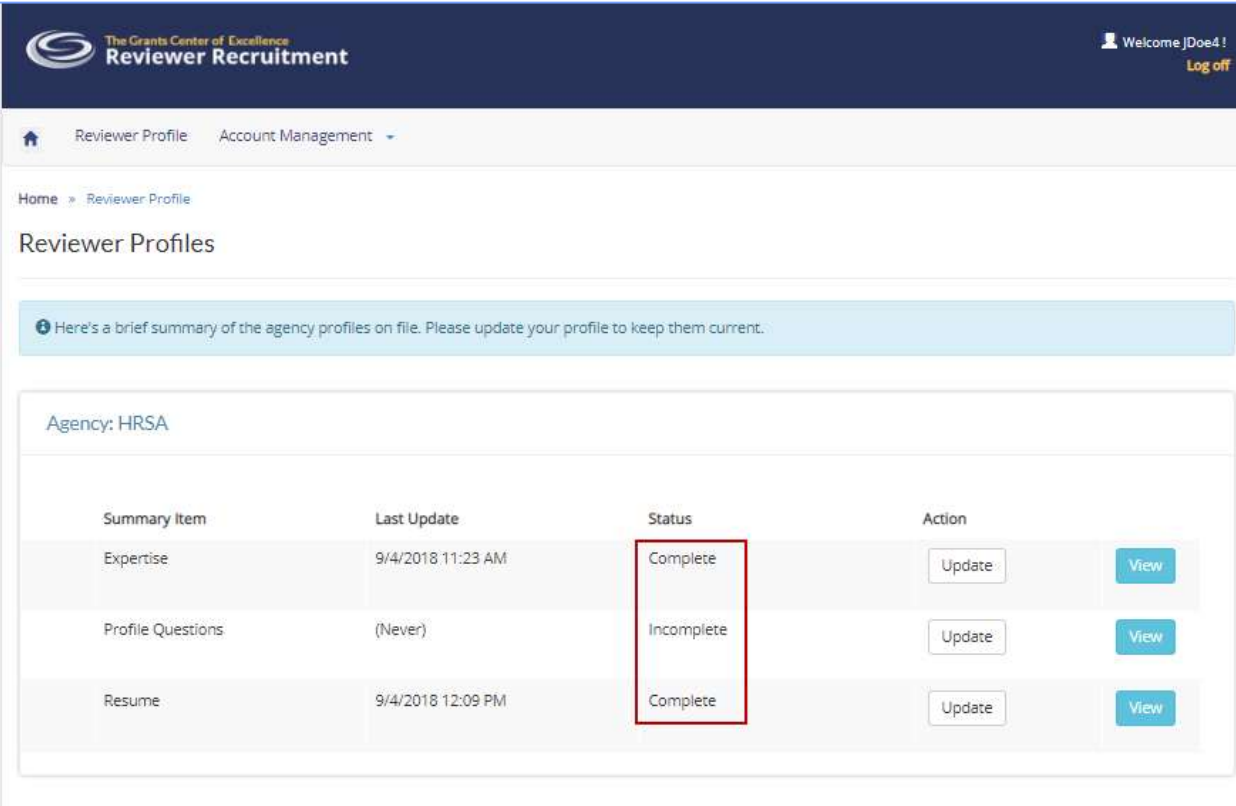
## Add Resume, cont.

- Only one resume may be uploaded to the RRM System at a time. On clicking the 'Back' button, system would open the Reviewer Profile page.
- On clicking 'Download', user can download a copy of the resume.
- If you wish to add an updated resume, delete the current resume and upload a new one. On clicking 'Delete' button, the system will prompt if you wish to proceed. On confirmation, system navigate to 'Manage Resume' page where user can upload the new resume.



## Reviewer Profile Page

Reviewers should always ensure that the Expertise Codes, Agency Profile Questions, and Resume sections are completed. The sections should be updated regularly and put in “Complete” status. The last updated date and time are displayed next to the status column.



The screenshot shows the 'Reviewer Profile' page for HRSA. The page header includes the logo for 'The Grants Center of Excellence Reviewer Recruitment' and a user greeting 'Welcome JDoe4!' with a 'Log off' link. The main content area is titled 'Reviewer Profiles' and contains a message: 'Here's a brief summary of the agency profiles on file. Please update your profile to keep them current.' Below this is a table for 'Agency: HRSA'.

Summary Item	Last Update	Status	Action
Expertise	9/4/2018 11:23 AM	Complete	Update View
Profile Questions	(Never)	Incomplete	Update View
Resume	9/4/2018 12:09 PM	Complete	Update View



## Manage your account

The screenshot shows the 'Manage your account' interface for the HRSA Reviewer Recruitment system. The header includes the HRSA logo and 'The Grants Center of Excellence Reviewer Recruitment' text. A user is logged in as 'JDoel4!' with a 'Log off' link. The navigation bar shows 'Reviewer Profile' and 'Account Management' (highlighted with a red box). The main content area is titled 'Account Management' and contains four tiles: 'Account Details' (active), 'Contact Information', 'Change Password', and 'Change Email Address'. The footer provides contact information: 'Monday-Friday 8 AM - 5 PM ET', phone number '1.866.424.2637', and email addresses for HRSA and other agencies. The website 'GrantSolutions.gov' is also mentioned.

The Grants Center of Excellence  
Reviewer Recruitment

Welcome JDoel4!  
Log off

Reviewer Profile Account Management

Home » Account Management

Account Management

Account Details

Contact Information

Change Password

Change Email Address

Monday-Friday  
8 AM - 5 PM ET

1.866.424.2637

HRSA Only:  
RRMTechAssistance@hrsa.gov  
All Other Agencies:  
RRMSupport@grantreview.org

GrantSolutions.gov



## Contact Information

You may update your contact information at anytime. Click on the “Contact Information” hyperlink to update your contact information.

The screenshot shows the 'Account Management' section of the HRSA Reviewer Recruitment portal. The 'Contact Information' link is highlighted with a red box. Other visible links include 'Account Details', 'Change Password', and 'Change Email Address'. The footer includes contact information for HRSA and GrantSolutions.gov.

Make changes to your contact information and click the “Update” button to finalize your entries.

Click on ‘Manage Addresses’ link to update your Work, Home, Shipping and Other addresses.

The screenshot shows the 'Personal Contact Information' form. It includes fields for Prefix, Last Name, First Name, Middle Name, Primary Phone, Secondary Phone, Alternate Phone, and Fax. There are also fields for Primary Email, Secondary Email, and Employer/Organization. A 'Manage My Addresses' link is highlighted with a red box. Below the address fields, there is a 'Shipping Address' section with a 'Same as Primary' checkbox. At the bottom, there are 'Cancel' and 'Update' buttons, with the 'Update' button highlighted with a red box.



## Contact Information, cont.

The Grants Center of Excellence  
Reviewer Recruitment

Welcome [JDoed1]  
Log off

Home > Account Management > Manage Addresses

Address Management

[Add new address](#)

Address	Address Type	Is Primary	
1400 Key Boulevard, Suite 900 Arlington, VA 22209	Work	<input checked="" type="checkbox"/>	<a href="#">Edit</a>
1400 Key Boulevard, Suite 900 Arlington, VA 22209	Shipping	<input type="checkbox"/>	<a href="#">Edit</a>

Click the 'Edit' button, and make changes to your current addresses - Work, Home, Shipping and Other addresses.

Add new addresses to your contact information.

Update your primary address by selecting an existing address.

### Add new address

The Grants Center of Excellence  
Reviewer Recruitment

Home > Account Management > Add Address

Make this address primary  
☐

Address Type\*  
Select

Address Name\*

Address Street 1\*

Address Street 2

City\*

State\*  
Select

Zip code\*

[Save](#) [Cancel](#)

### Update current address

The Grants Center of Excellence  
Reviewer Recruitment

Home > Account Management > Edit Address

Make this address primary  
☒

Address Type\*  
Home

Address Name\*  
Work

Address Street 1\*  
1400 Key Boulevard, Suite 900

Address Street 2

City\*  
Arlington

State\*  
Virginia

Zip code\*  
22209

[Save](#) [Cancel](#)



## Change Email Address

To update your Email address associated with the profile, click the [Change Email Address](#) hyperlink.

- Enter your new email address and click the “Send Code” button.

The screenshot displays the 'Change Email Address' page within the Grants Center of Excellence Reviewer Recruitment system. The page header includes the logo and navigation links for 'Reviewer Profile' and 'Account Management'. The main content area shows the current email address as 'JDoe4@test.com'. Below this, a list of instructions guides the user through the process: entering a new email address, receiving a verification code, and clicking the 'Send Code' button. A text input field for the 'New Email\*' is highlighted with a red box. At the bottom, there is a 'Back' button and a 'Send Code' button, also highlighted with a red box. A sidebar on the right provides additional account management options like 'Account Details', 'Contact Information', 'Change Password', and 'Change Email Address' (which is also highlighted with a red box). The footer contains contact information for HRSA, including a phone number and email addresses.

**The Grants Center of Excellence  
Reviewer Recruitment**

Home » Account Management » Change Email Address

**Change Email Address**

Your Current Email address is:  
JDoe4@test.com

- Please enter your new email address in the designated box; then click the "Send Code" button.
- An email will be sent to the new email address provided containing a verification code to confirm your email address change.
- Please copy the verification code from your email and paste it into the designated box; then click the "Verify Code" button.
- When the correct code is entered the "Change Email" button will be activated; please click the "Change Email" button to finalize the change to your email address.

**New Email\***

By checking this box, I certify that I am, or under the authorization from, the owner of the email address indicated above.

☐

**Back** **Send Code**

**Account Management**

- Account Details
- Contact Information
- Change Password
- Change Email Address**

Monday-Friday  
8 AM - 6 PM ET

1.866.424.2637

GrantSolutions.gov

HRSA Only:  
RRMTechAssistance@hrsa.gov  
All Other Agencies:  
RRMSupport@grantreview.org



## Change Email Address, cont.

- An email will be sent to the new email address with a verification code. Copy the verification code and paste it in the “Verification Code” field on the Change Email Address page.
- Click the “Verify Code” button. Once verified, click the “Change Email” button to finalize your update.

The Grants Center of Excellence  
Reviewer Recruitment

Welcome JDoe4 | Log off

Home > Account Management > Change Email Address

Change Email Address

Your Current Email address is:  
JDoe4@test.com

- Please enter your new email address in the designated box; then click the "Send Code" button.
- An email will be sent to the new email address provided containing a verification code to confirm your email address change.
- Please copy the verification code from your email and paste it into the designated box; then click the "Verify Code" button.
- When the correct code is entered the "Change Email" button will be activated; please click the "Change Email" button to finalize the change to your email address.

New Email\*

JDoe4@mail.com

☒ By checking this box, I certify that I am, or under the authorization from, the owner of the email address indicated above.

Back Send Code

RRM Account Email Setup

From: No Reply - RRM Support <NoReply@grantsolutions.gov>  
To: Jane Doe <JDoe4@mail.com>  
More info

2018-09-04 19:00  
(a few seconds ago)  
Size: 1.6 KB

HTML HTML Source Text Raw Analysis Check HTML

Dear Jane,

You have requested to use this email address as your primary point of contact for RRM. You must **copy** the entire verification code below and **paste** it into the box provided on the RRM email change verification web page to complete the process. If you chose to re-enter the code, please type carefully as it is case sensitive.

Verification Code: **XHCPCAV2VPK28XH**

Thank you.

RRM Support Team

Please do not reply to this message. Replies to this message are routed to an unmonitored mailbox. If you have questions, please navigate to <https://rrm.grantsolutions.gov/ContactUs.aspx> and send an email to the contact information listed.

The Grants Center of Excellence  
Reviewer Recruitment

Welcome JDoe4 | Log off

Home > Account Management > Change Email Address

Change Email Address

An email has been sent to the new address provided. Please check your email for the required verification code.

Your Current Email address is:  
JDoe4@test.com

- Please enter your new email address in the designated box; then click the "Send Code" button.
- An email will be sent to the new email address provided containing a verification code to confirm your email address change.
- Please copy the verification code from your email and paste it into the designated box; then click the "Verify Code" button.
- When the correct code is entered the "Change Email" button will be activated; please click the "Change Email" button to finalize the change to your email address.

New Email\*

JDoe4@mail.com

Verification Code\*

XHCPCAV2VPK28XH

☒ By checking this box, I certify that I am, or under the authorization from, the owner of the email address indicated above.

Back Resend Code Verify Code

The Grants Center of Excellence  
Reviewer Recruitment

Welcome JDoe4 | Log off

Home > Account Management > Change Email Address

Change Email Address

Your email address has been updated Successfully

Your Current Email address is:  
JDoe4@mail.com

- Please enter your new email address in the designated box; then click the "Send Code" button.
- An email will be sent to the new email address provided containing a verification code to confirm your email address change.
- Please copy the verification code from your email and paste it into the designated box; then click the "Verify Code" button.
- When the correct code is entered the "Change Email" button will be activated; please click the "Change Email" button to finalize the change to your email address.

New Email\*

JDoe4@mail.com

☒ By checking this box, I certify that I am, or under the authorization from, the owner of the email address indicated above.

Back Send Code





## Change Password

To update your password:

- Click on the Change Password hyperlink.
- On the next screen, enter your old password, your new password, and verify the new password.
- Click “Update” button to finalize your changes.

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Home » Account Management » Change Password

**Change Password**

Please create your password using the guidelines listed below:

- Min 8 and Max 20 characters
- At least 1 uppercase character (A through Z)
- At least 1 lowercase character (a through z)
- At least 1 numeric (0 through 9)
- At least 1 special character (!, \*, @, #, \$, %, ^, &, +, =, ?, <, >, ~)

Old Password\*

New Password\*

Confirm Password\*

[Back](#) [Update](#)

