



### **Grants Dashboard: How to Access**

To request access to the Grants dashboard, please follow the following steps:

1. Open up a ticket in Jira: <https://chapman.atlassian.net/servicedesk/customer/portals>
2. Select Financial Services
3. Select Security & Workflow
4. Summary – Request Grants Dashboard Access
5. Description – Request Grants Dashboard Access
6. Additional Participants – enter your supervisor's name and budget manager