



FIRST THINGS FIRST
The right system for bright futures



User Guide for Extranet Registration

June 2009

First Things First – Partner Management System User Registration

First Things First has developed an online Partner Grant Management System. Users will be able to access grant and contract information and submit all required reporting elements via this online system.

In order to gain access to First Things First's online Partner Management System, users will be provided a **user name and password**. This process will allow users to access all areas of the system necessary for them fulfill their program responsibilities while maintaining the highest level security to the system and the information stored within.

The following will provide an overview of the steps necessary to establish your user name and password.

Step 1:

You will receive a notification from a FTF staff member with a **User Name and Password**, and a link to access our system.

From: First Things First [mailto:donotreply@azftf.gov]
Sent: Monday, June 15, 2009 1:00 PM
To: Sample Grantee of FTF
Subject: Registration account for First Things First

Sample Grantee of First Things First

Contact Name,

You are receiving this email because your agency has been awarded a contract with FTF and we are providing you a username and password to access your contract.

To allow you to access the First Things First Extranet web site, a user account has been created for you. To reach the site select the link below or paste it into your browser and then use the provided login information. You have been provided an initial password which you may change after your login.

<http://extranet.azftf.gov/>

User Name: azftf\name
Initial Password: XX_12a34b56c

If you have questions about this email, please contact grants@azftf.gov.

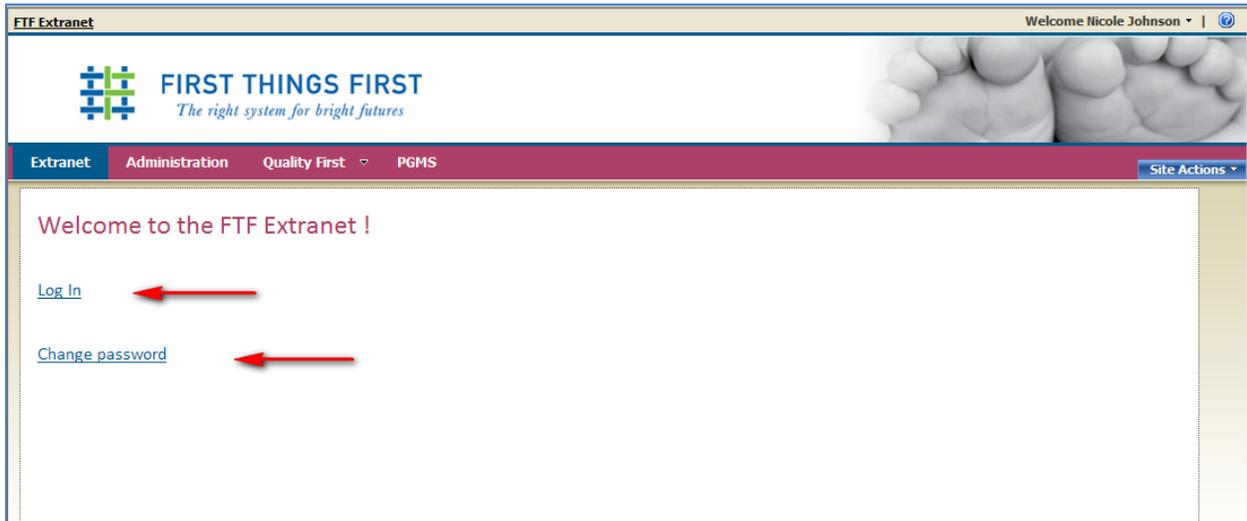
Thank you for being a partner of FTF.

First Things First

Step 2:

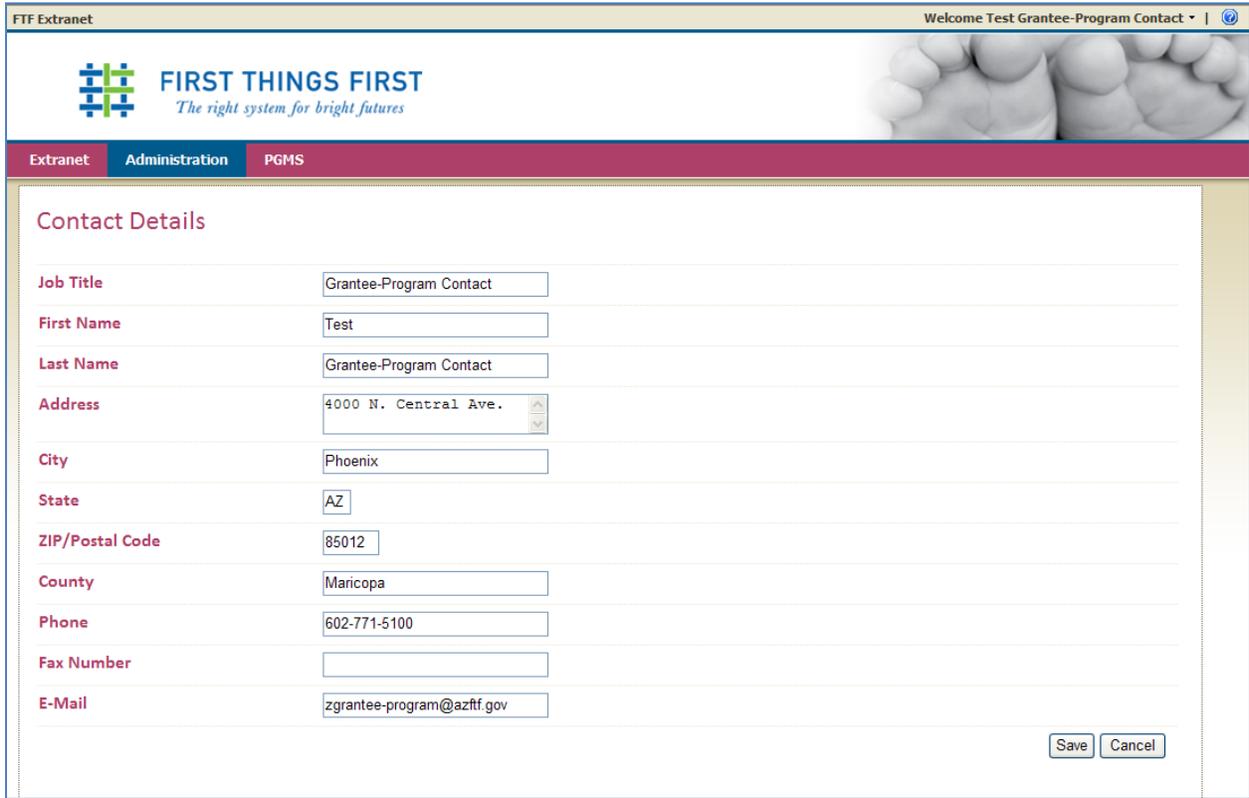
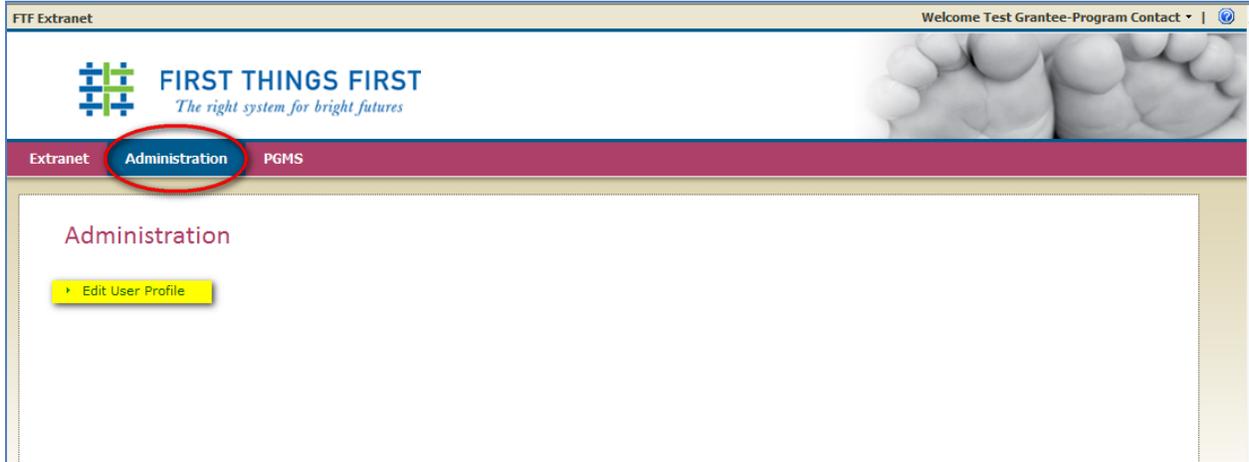
Access the First Things First Partner Management System at the link provided in your notification. To access the system, you will be prompted to enter in your **User Name** and **Password**. Please enter your registered **User Name** as **azftf\username** and **Password**. **This entry is case sensitive.**

Once logged in, you will be at the FTF Partner Management System site. This is a **secure site** where you can manage your user profile and access your grant contracts. You will also be able to change your password on the main page of the Extranet.



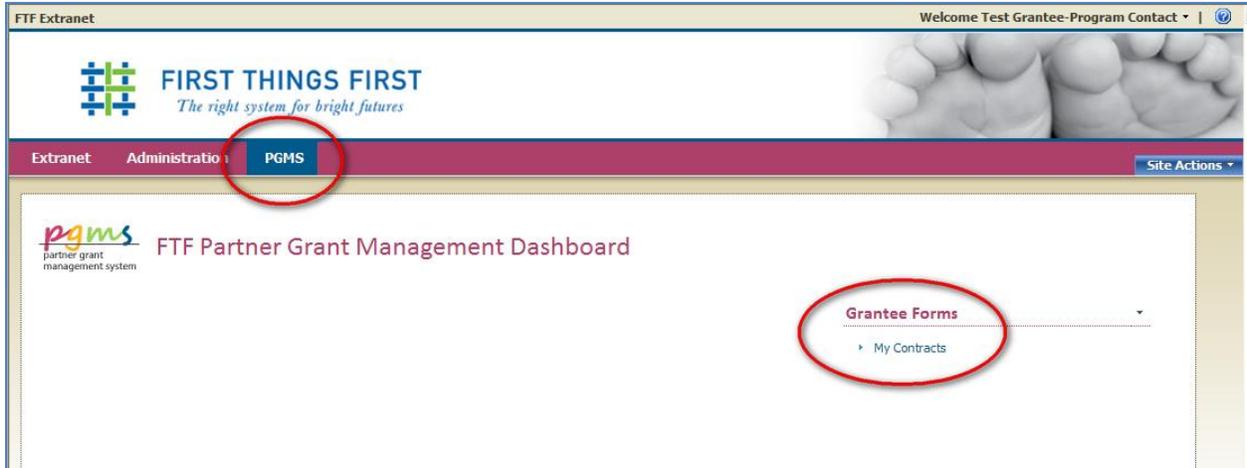
Step 3:

From the name page of the Extranet, you can Select Administration from the Top Navigation bar to edit your **User Profile**. By clicking on the Edit User Profile link, you will be able to fill out or update your user profile information.



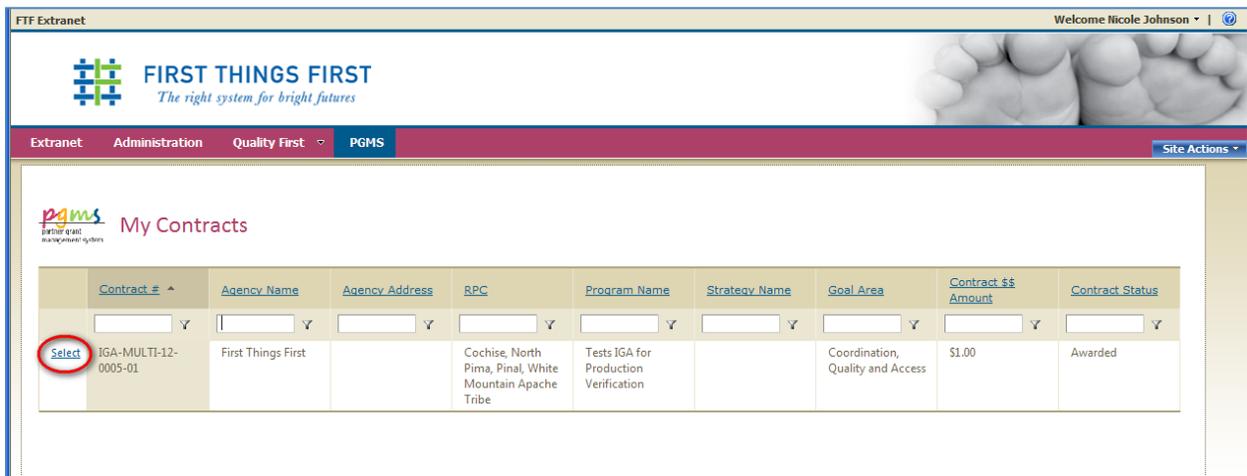
Step 4:

To access your contracts, select the PGMS tab from the Top Navigation bar. On the PGMS main dashboard, click on the link "My Contracts". You will see a list of your contract(s).



Step 5:

To access your contract, click on the **Select** link.



If you have questions about your contract or the submission process, please contact First Things First at grants@azftf.gov. Thank you