Instructions for Obtaining Access to the Grants Online Reports within the MARS Portal -   NOAA Users Only

1. All users of the MARS Portal for Grants Online will need to submit a request **to mars.support@noaa.gov** with a cc: to **grantsonline.helpdesk@noaa.gov** for access to the Grants Online "MARS" Reports, even if they already have a MARS account for CBS data. There are 3 forms that will need to be included with their request:

    - NOAA MARS User Access Request Form*
    - Rules of Behavior
    - Non Disclosure Agreement

    All three forms are available from the MARS portal home page:

    https://mars.rdc.noaa.gov/

    They may be signed electronically using a CAC if the user is able to do so. Otherwise, they will need to be printed, signed with ink and scanned.

2. *On the NOAA MARS User Access Request Form users should:
    a. Select the "New" radio button for "Reporting and Querying (R&Q)"
    b. Ensure that the MARS User information is filled in correctly
    c. Under the "MARS Restricted Access" section on the right side, at the bottom of that box, check Grants Management or General. **Only users with roles of Grants Online PMO, Grants Specialist or Grants Officer should be given Grants Management access.** All others should be limited to General access. Grant Management access will also allow those users to run all General reports.
    d. Under the **CBS Org Codes** section enter

        ALL (GMD or Grants Online PMO Only)

        (Use codes below for access to individual LOs)
NESDIS	**NWS**
NFA	**OAR**
NMFS	**SEC**
NOS	**OTIA**

3. At the bottom of the form only two signatures are needed: one from their supervisor and the other from their Grants Online Authorized Account Approver / GMAC rep on the "LO Administrator" line.