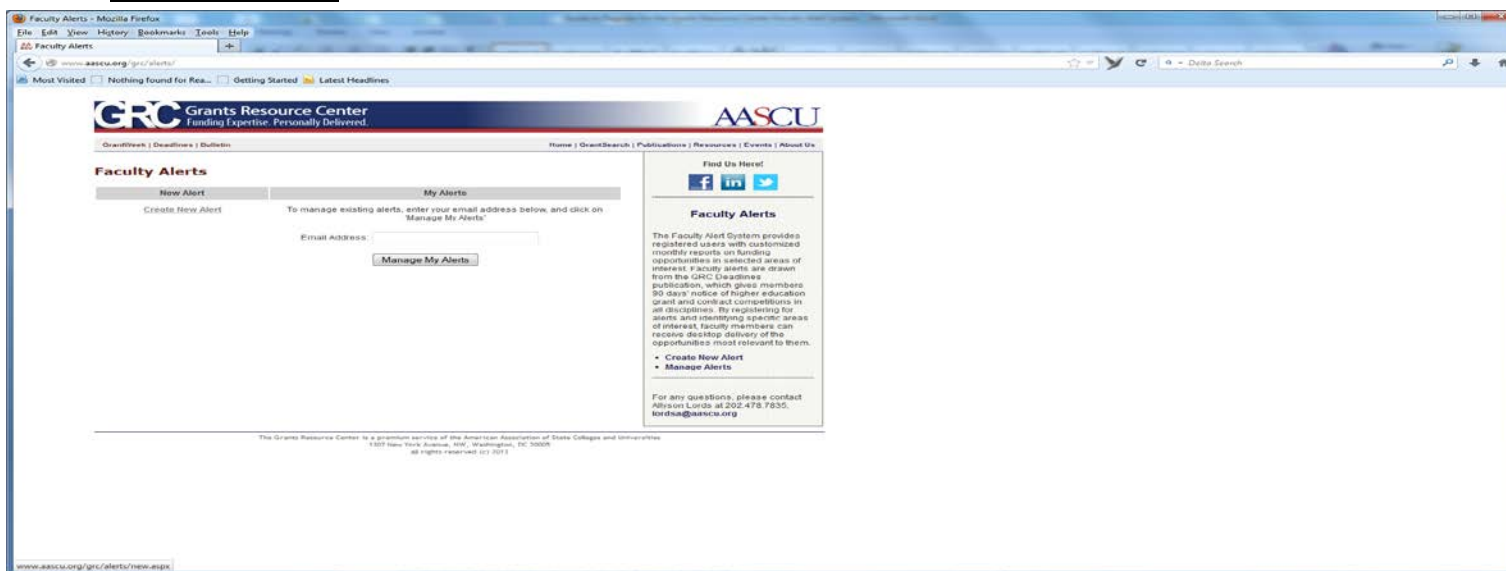# Guide to Register for the Grants Resource Center's Faculty Alert System

1. Click on this web address or cut and paste into your browser
   http://www.aascu.org/grclogin/default.asp?reason=denied_empty&script_name=/grc/alerts/&path_info=/grc/alerts
2. The user name is : centralstate
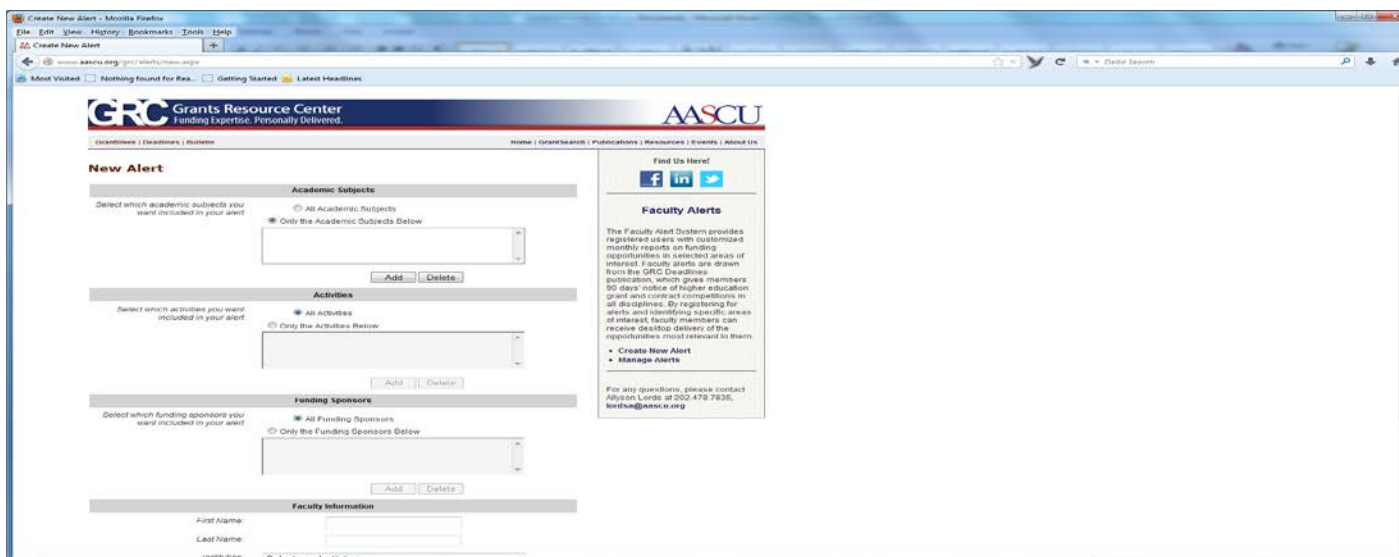3. The password: access
4. Click on Login button

5. Click on **Create New Alert**

6. Select "**Only the Academic Subjects Below**".
7. The **Add** icon will become active.

8. Click on the "Add" icon and a drop down menu will pop up
9. Select an **Academic Category** from the list. This will activate an Academic Subject list. Click on the **subject(s)** you wish to search for. You can repeat this step several times to add multiple subjects under your selected Academic Category or you may create individual alerts for each subject area.

10. After selecting the subject areas, drop down to the Activities Block.

11. Select "**Only the Activities Below**" button.

12. The **Add** Icon will become active.

13. Click on the Add Icon and a dropdown menu will pop up

14. Review the list and click on the activity(**s**) you wish to search for. You can repeat this step several times to add multiple activities.

15. We recommend inclusion of "Minority Institution Support" as an activity. It will ensure that you receive opportunities targeted for HBCUs.

16. After selecting all the activities, drop down to the Funding Sponsors block
17. Leave the "**All Funding Sponsors**" checked.
18. Drop down to the Faculty Information block
19. Fill in your Individual **information**.
20. Select Central State University on the institution drop-down list.

21. After completing the form, a note at the bottom will display the number of grant notifications that would have been sent to you in the previous month based on your selections. If the number of alerts is too low or too high you should revise the criteria.
22. Complete and click on **Save Alert**.
23. If you have questions or comments, please contact Morakinyo Kuti or Susan Wachtel at (937) 376-6547 or mkuti@centralstate.edu (937) 376-6412 or swachtel@centralstate.edu respectively