Registering with the WebGrants System

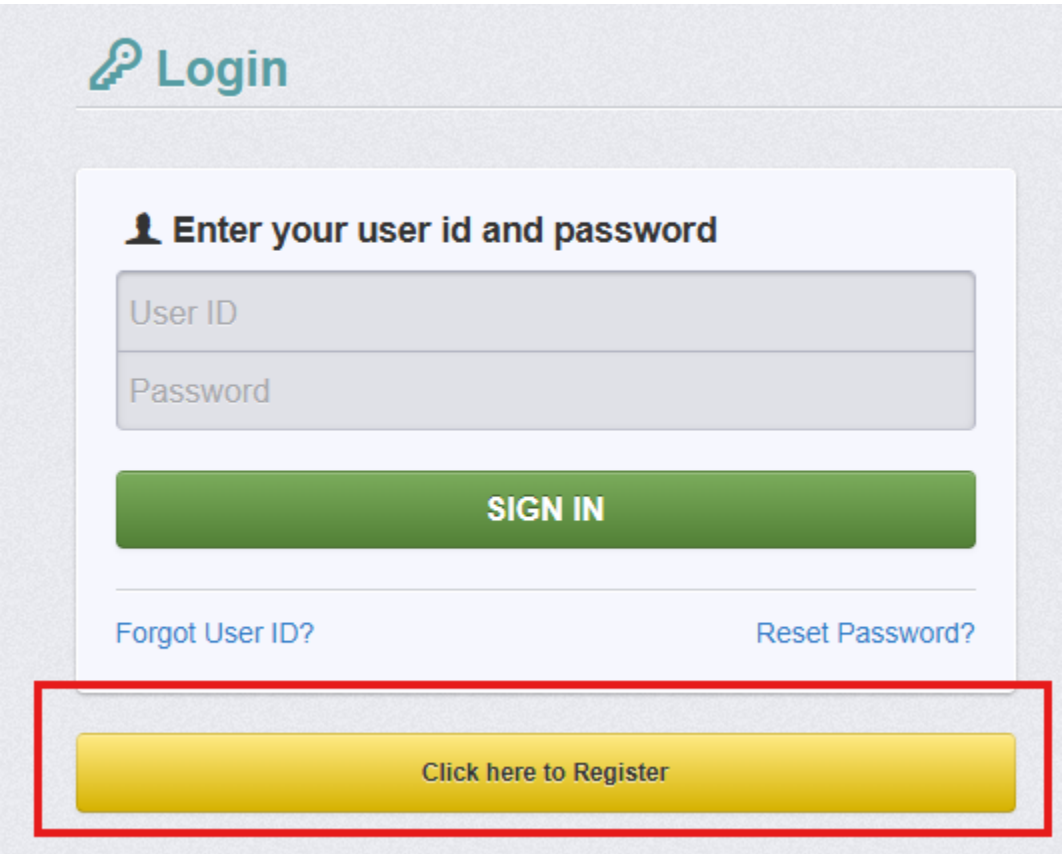
Note: If you do not have an email address, you must create one before registering. You can sign up for a free email account using one of these services:

- Gmail
- Yahoo Mail
- Outlook
- AOL Mail

You will need this email address to complete your WebGrants registration.

Step 1: Visit the webgrants registration/login page at https://vdacs.webgrantscloud.com/index.do

On the Login page, Click on “Click here to Register”



Step 2: On the Registration page,

Enter the Personal Contact and Organization Information requested.

All required fields are shown with a **Red Asterisk ***.



Registration

Save Registration Information

Personnel Contact Information

Please note that fields in red font with an asterisk indicates a required field. Any non-required, black font, fields can be skipped.

Name*: First Name | Middle | Last Name
First Name | Middle Name | Last Name

Title: Title

Email*: Email

Address*: Address 1

Address 2

Address 3

City | Virginia | Zip
City | State/Province | Postal Code/Zip

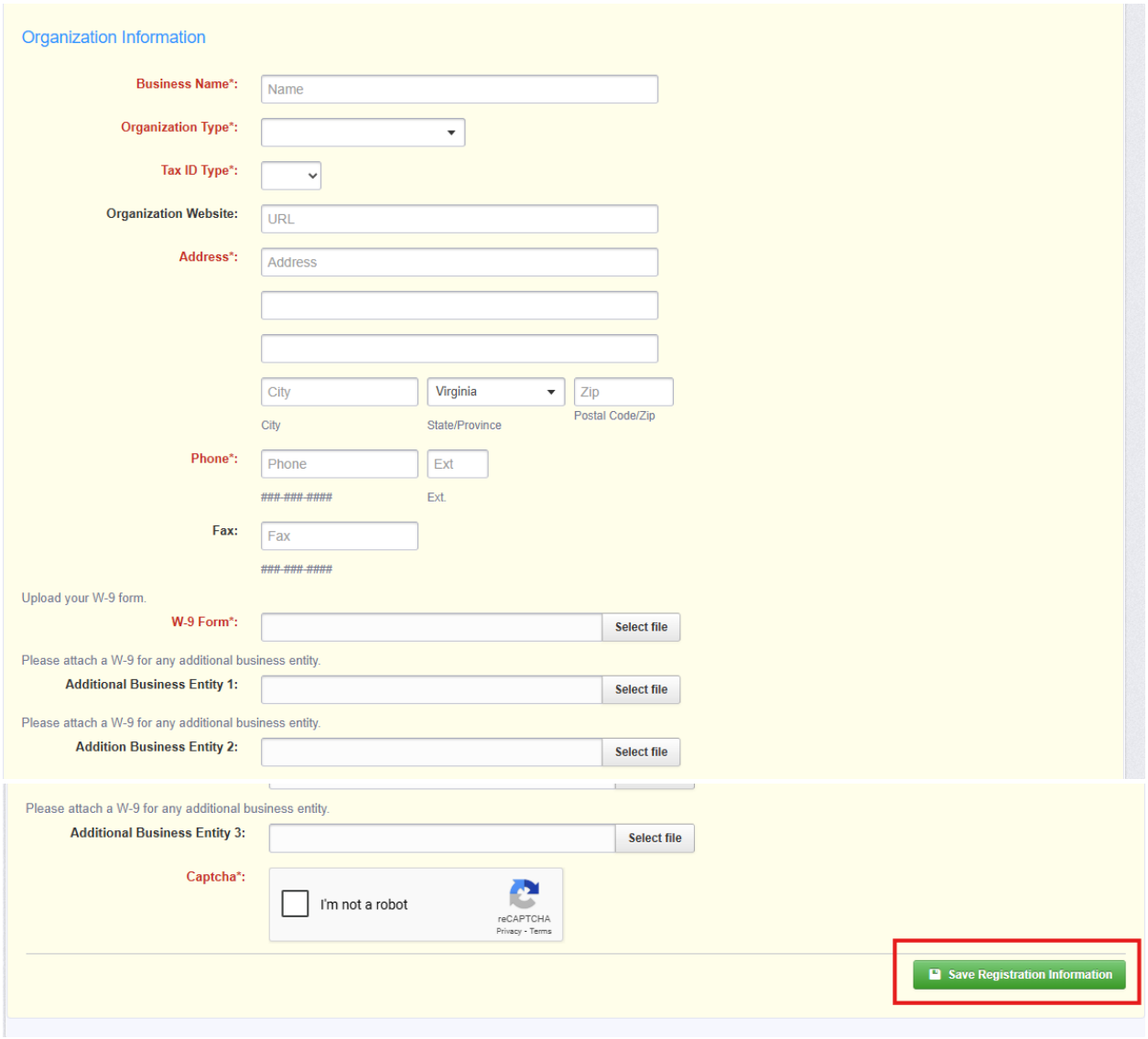
Phone*: Phone | Ext
Phone | Ext.
###-###-####

Fax: Fax
###-###-####

What Program are you most interested in? This information is used to process your registration and does not restrict your ability to apply for other programs.

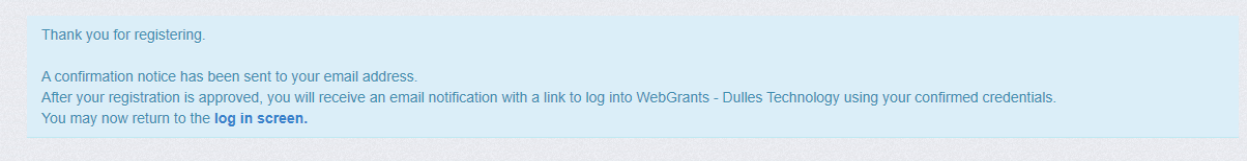
Program Area of Interest*:

Copy Personal Information to Organization?: Yes | No



When complete, click Save Registration Information at the top or bottom of the page.

Step 3: You will receive a confirmation of your registration with the message that an alert notification has been sent to your email address.



You will receive an email alert similar to the alert below.

From: send.mail@dullestech.com <send.mail@dullestech.com>
Sent: Saturday, March 28, 2020 10:28 AM
To: john.smith@dullestech.com
Subject: WebGrants – Dulles Technology - New User Registration

**** Do Not Respond to This Email ****

Dear John Smith,

Thank you for registering with WebGrants - Dulles Technology.

Your registration is currently under review, if approved, you will receive a confirmation email with your user id and password.

Registration review may take several business days.
Thank you for your patience.

You may now log into the WebGrants system at the following location:
http://www.dullestech.com

After your registration is approved, you will receive 2 separate email notifications with your assigned User ID and temporary password similar to the alerts below. Each email provides the URL for logging into WebGrants.

Email with assigned user ID

From: send.mail@dullestech.com <send.mail@dullestech.com>
Sent: Saturday, March 28, 2020 10:31 AM
To: john.smith@dullestech.com
Subject: WebGrants - Dulles Technology - Approved Registration

**** Do Not Respond to This Email ****

Dear John Smith,

Your new registration with WebGrants – Dulles Technology has been Approved.

Your user id is below:
User id: jsmith1

Your temporary password will be sent in a separate email.

You may now log into the WebGrants system at the following location:
http://www.dullestech.com/

Email with temporary password

From: send.mail@dullestech.com <send.mail@dullestech.com>
Sent: Saturday, March 28, 2020 10:31 AM
To: john.smith@dullestech.com
Subject: WebGrants - Dulles Technology - Approved Registration

**** Do Not Respond to This Email ****

Dear John Smith,

Your registration has been Approved. Your password is below:
Password: bybdlck

You should have received a separate email message with your User ID.

After you login for the first time, please reset your password by selecting "My Profile" then "Reset Password"

You may now log into the WebGrants system at the following location:
http://www.dullestech.com/

Once both emails are received you may log into the WebGrants system.

Note:

If you do not see the registration emails in your inbox, please check your **Spam** or **Junk** email folders.
For detailed steps refer to “Guide to Locating and Moving Emails from Trash, Spam or Junk Folders” below.

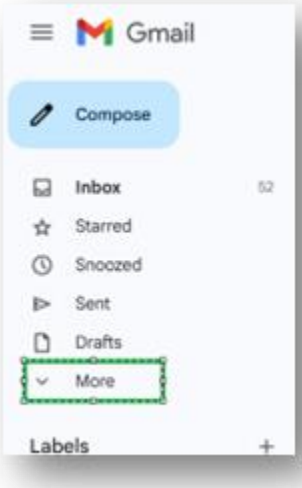
Guide to Locating and Moving Emails from Trash, Spam or Junk Folders

This guide helps you find and move emails from trash, spam, or junk folders back to your inbox or other folders across popular email providers. Emails are often filtered into these folders for various reasons, and folder names may differ between providers. The steps to recover emails also vary depending on the email service.

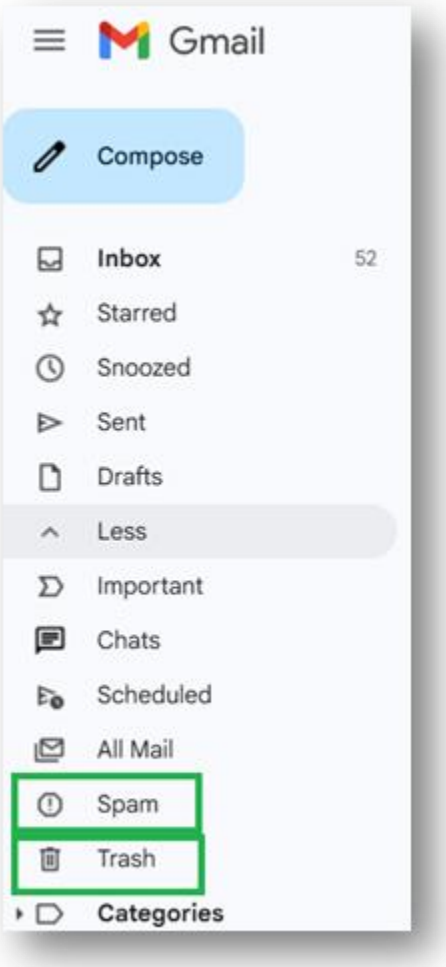
Gmail

Finding Trash or Spam in Gmail

1) **Sign in** to Google Mail
2) **Scroll down** your label list and **click More**



3) **Select Trash** or **Spam**



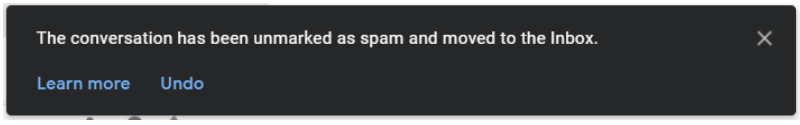
4) If you do not see Trash or Spam under More, check near the top of your labels.

Recovering Emails from Gmail Trash or Spam

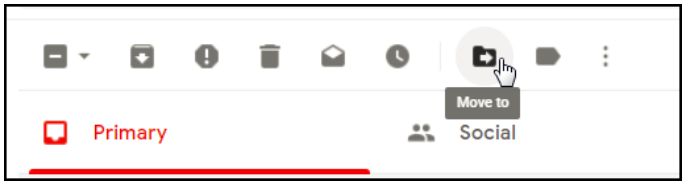
Now that you know how to find your Gmail trash or spam from the steps above, let's move the email out of trash or spam into a folder or inbox.

1) Locate the message in Trash or Spam
2) **Open** the message (or select the checkbox to the left of it)

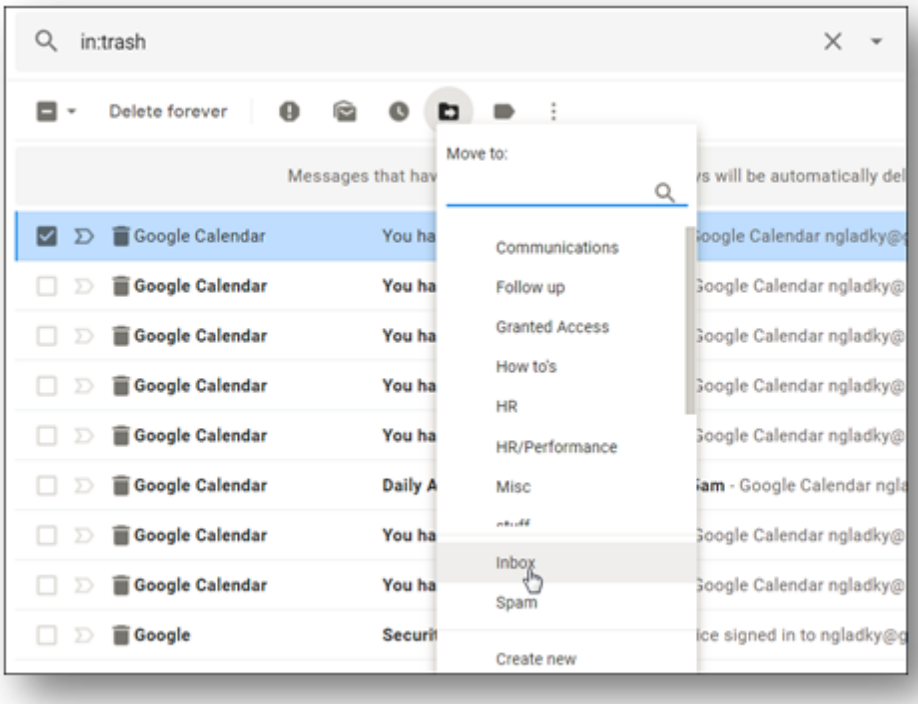
3) **Move** the message to:
    a. Inbox, or
    b. Folder / Create a new label
        i. **Move to Inbox**:
            1. Click the “Not spam” button
            2. A black banner will display near the bottom of your window indicating the message has been unmarked as spam and moved to the Inbox.



        ii. **Move to select a folder or create a new label**:
            1. **Click** the **Move** to button



            2. **Select the folder** or **create a new label** to move the message to

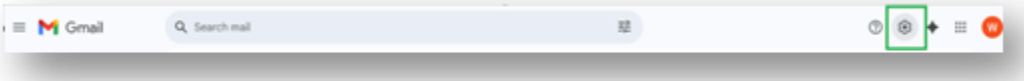


3. A black banner will display near the bottom of your window indicating the message has been unmarked as spam and moved to the selected label.

Preventing Message from Being Tagged as Spam in Gmail

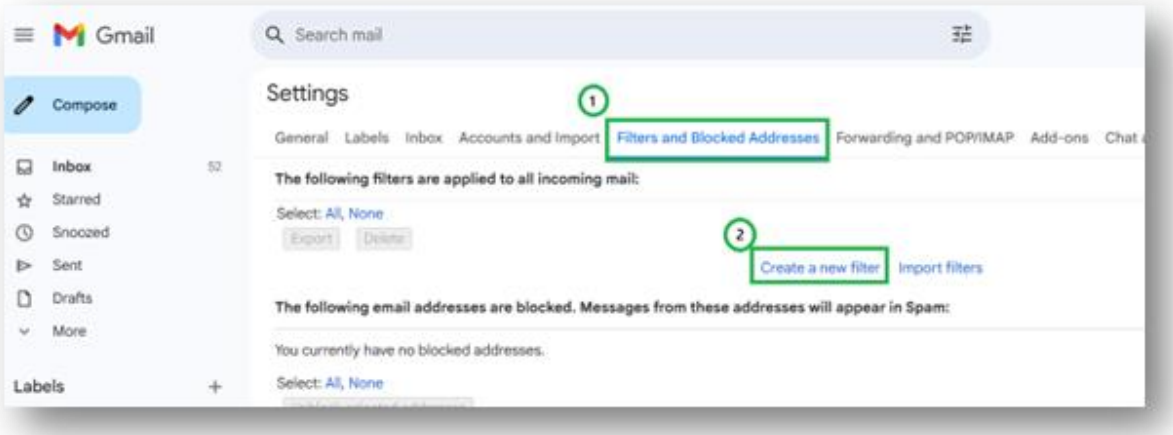
To make sure that message you receive from a specific person pass through the Google spam filter, create an email filter using the “Never send it to Spam” Option:

1) **Open** Google Mail and **click Settings**

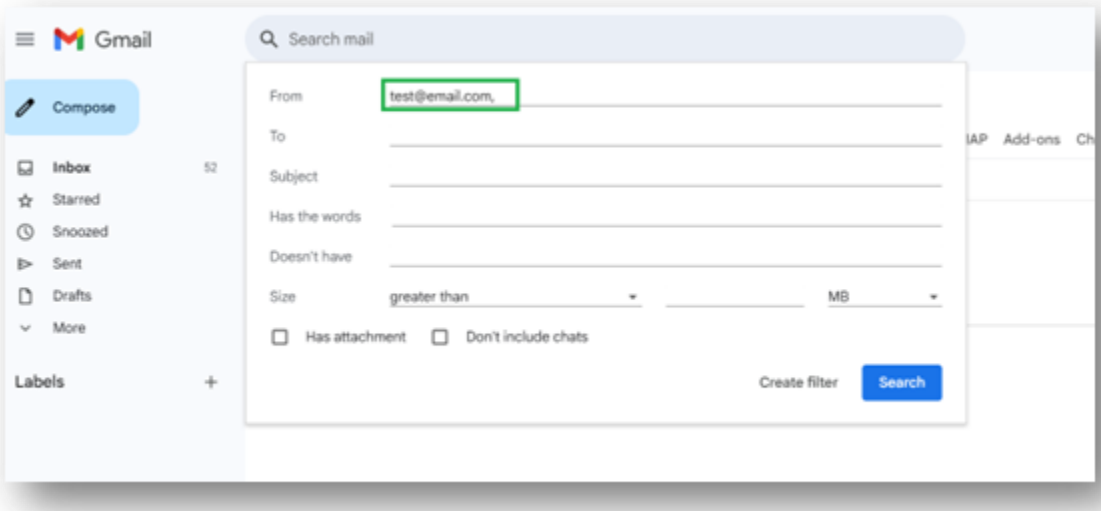


2) **Click Filters and Blocked Addresses**

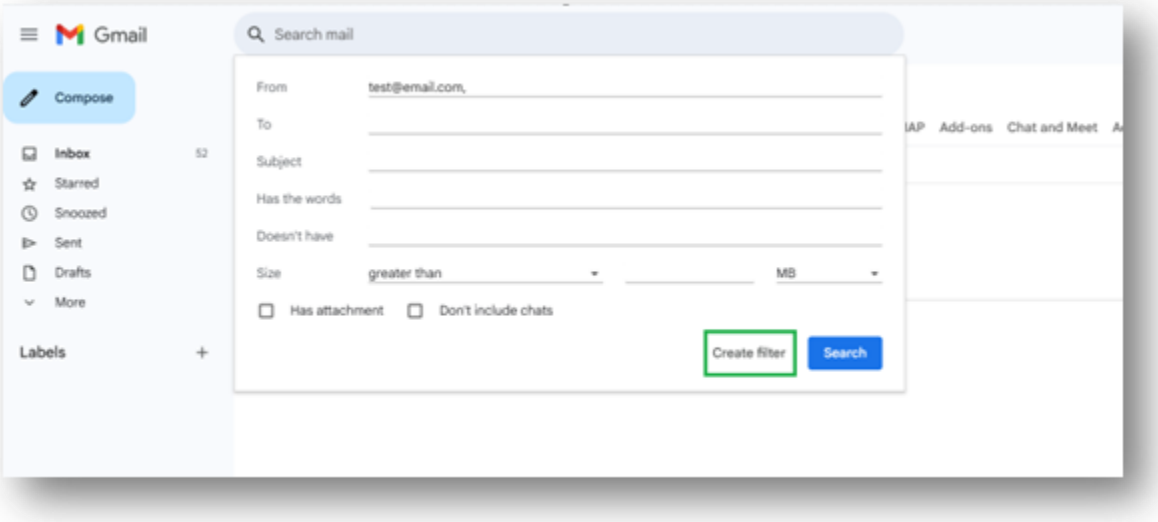
3) **Create** a new filter



4) **Enter** the **email address** in the From Field



5) **Click Create filter** with this search



6) **Select Never** send it to spam
7) **Click Create Filter**

Additional Gmail Help

- Visit Google Workspace Admin Help for additional tips on managing spam.

Outlook Mail

Finding Junk Email in Outlook

! In Outlook, spam is in the Junk Email folder. There is no spam folder.

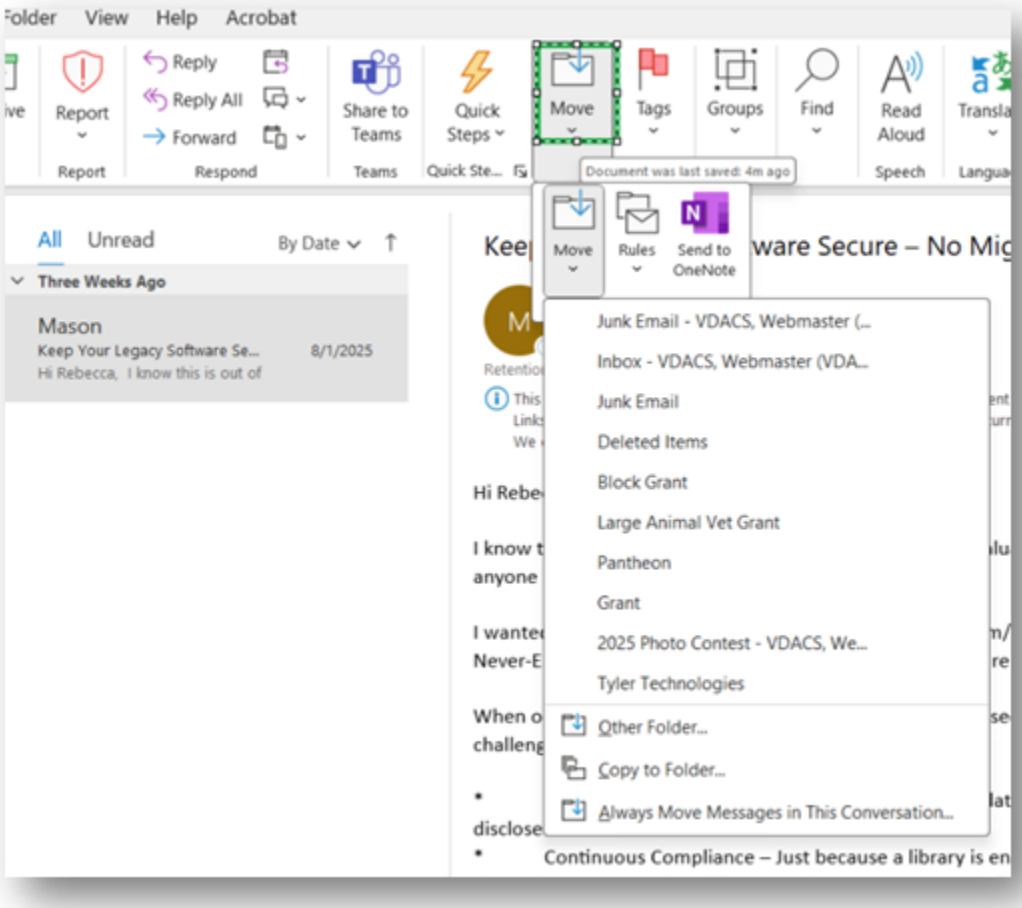
1) Sign in to Outlook Mail
2) **Locate** your **Junk Email folder** located under your inbox.
3) **Expand** your personal email or folders



Recovering Emails from Outlook Junk

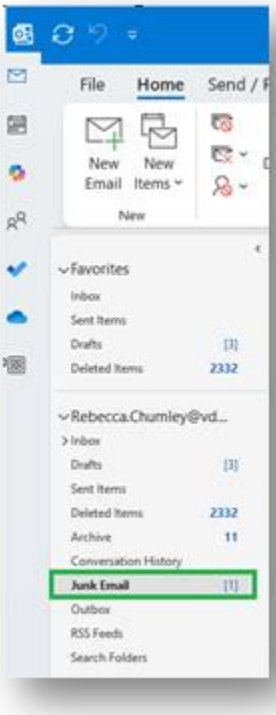
Now that you know how to find your Outlook Junk from the steps above, let's move the email out of Junk Email.

1) **Find** the message you want to move out of Junk Email
2) **Open** the message (or select the checkbox to the left of it)
3) **Click Move** and **Select** the folder location where the email should be moved to

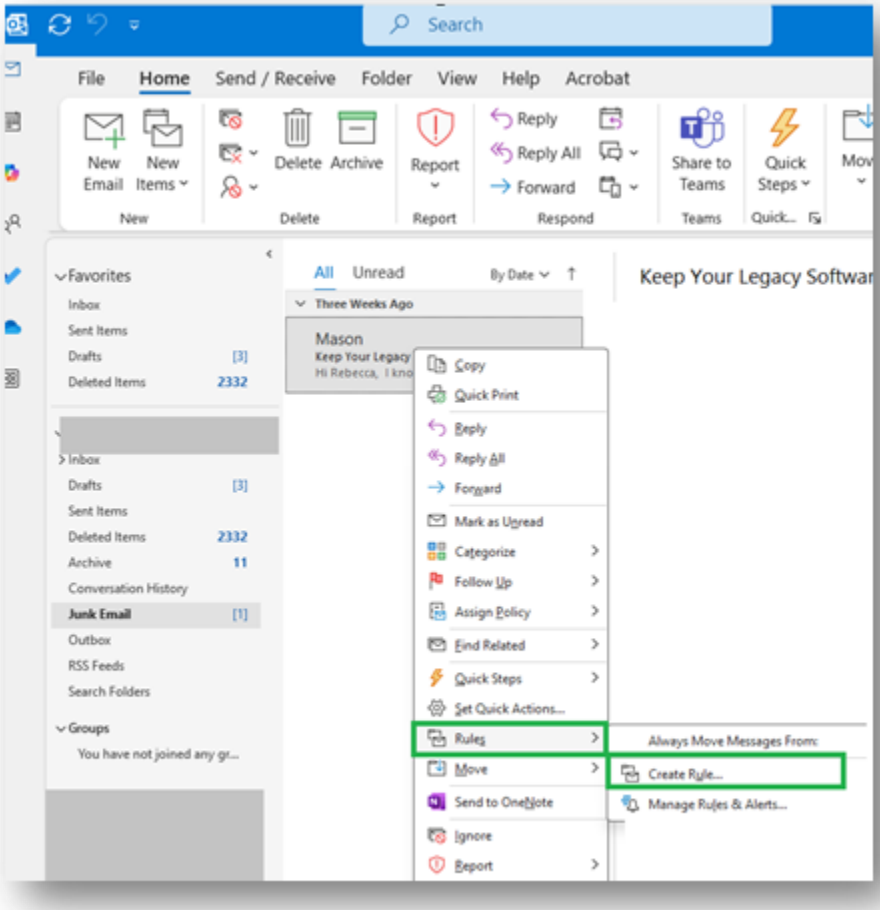


Create a Rule in Outlook to move Email messages out of your “Junk Email” folder

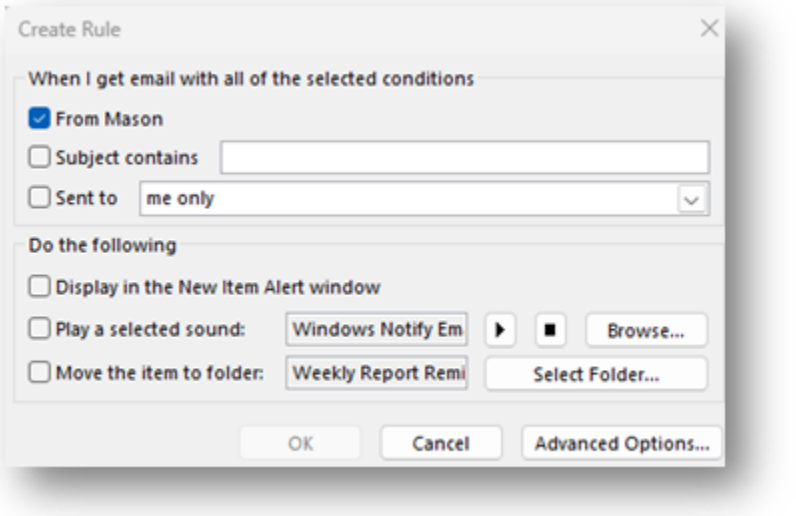
1) Sign in to Outlook Mail
2) **Locate** your **Junk Email folder** located under your Inbox on the left side



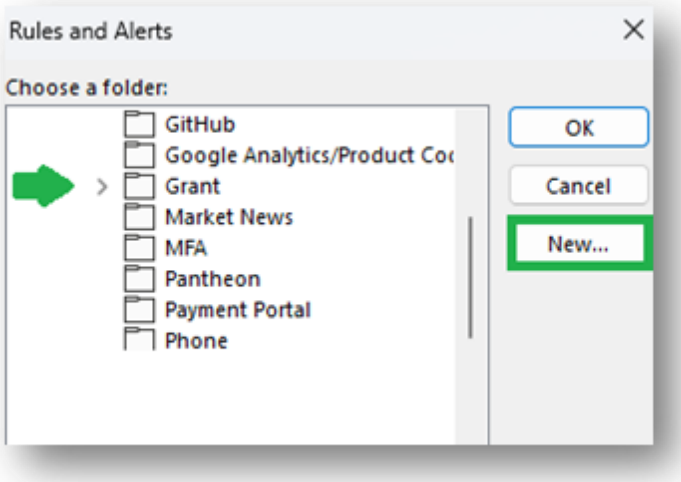
3) Locate the Email you want to create a rule for
4) Right click > select Rules > Create Rule…



5) **Click** the **From** select box to select the email



6) Select the Folder you want to move the email to or create a new folder



7) **Click OK**

Additional Outlook Help

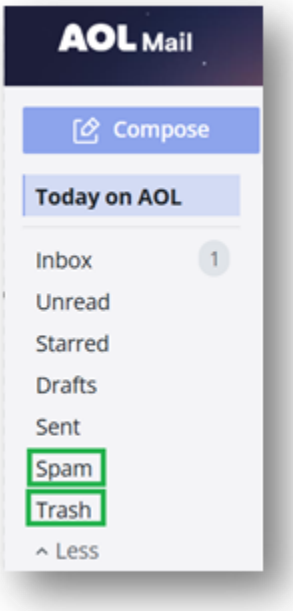
- Visit Microsoft | Support for additional tips on filtering junk email and spam in

Outlook.

AOL

Finding Trash or Spam in AOL

1) Sign in to AOL Mail
2) Hover over your label list on the left side of AOL (under the compose button)
3) **Select Trash** or **Spam**

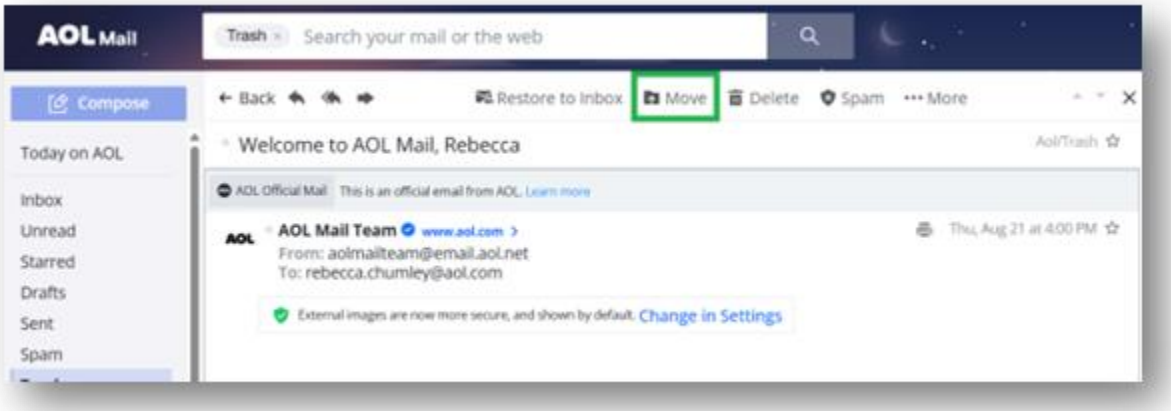


Recovering Email from AOL Trash or Spam

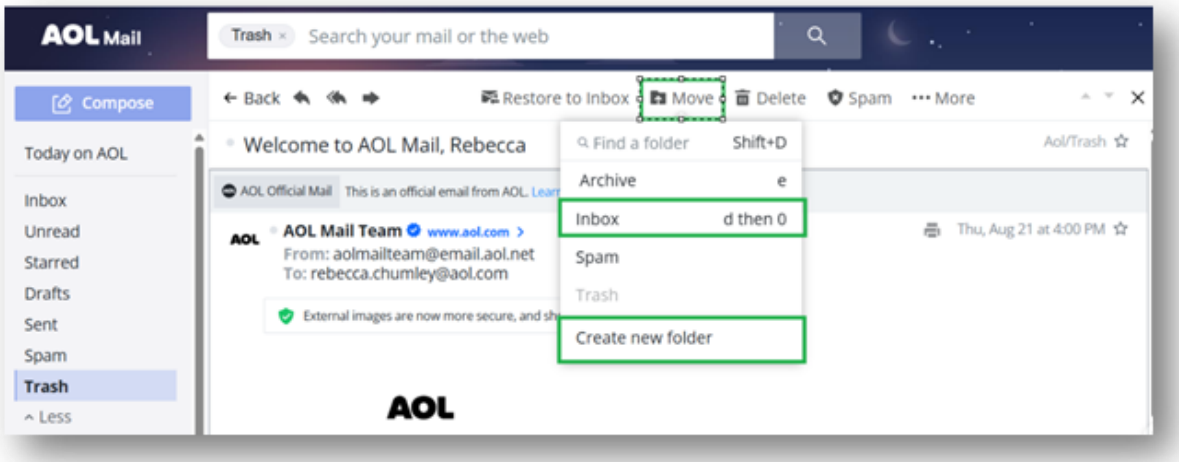
Now that you know how to find your trash or spam from the steps above, let's move the email out of spam or trash into a folder or inbox.

1) **Find** the message you want to move out of Spam

2) **Open** the message (or select the checkbox to the left of it)
3) **Click Move**



4) **Click Inbox** or **Create new folder**



Preventing Email from Being Automatically Tagged as Spam in AOL

1) **Open** the **Spam** Folder
2) **Select** the **email**

3) **Click Not Spam**
    a. Future messages from this sender will be delivered to the inbox.

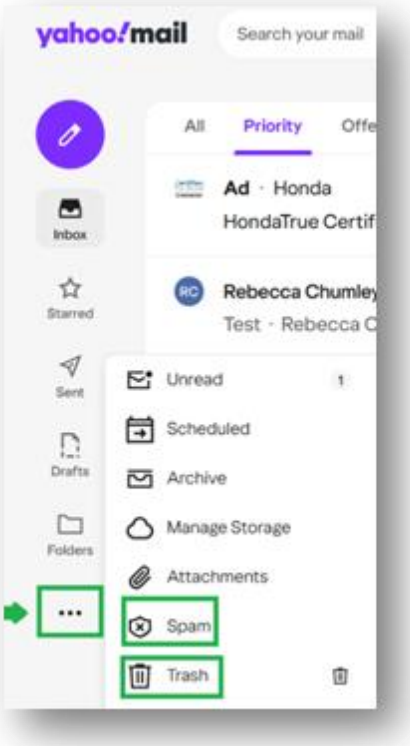
Additional AOL Help

- Visit AOL: Help for additional tips on managing spam and privacy.

Yahoo Mail

Finding Spam or Trash in Yahoo

1) Sign in to Yahoo Mail
2) **Click** on **three ellipses** (under the Compose/Folders icons)

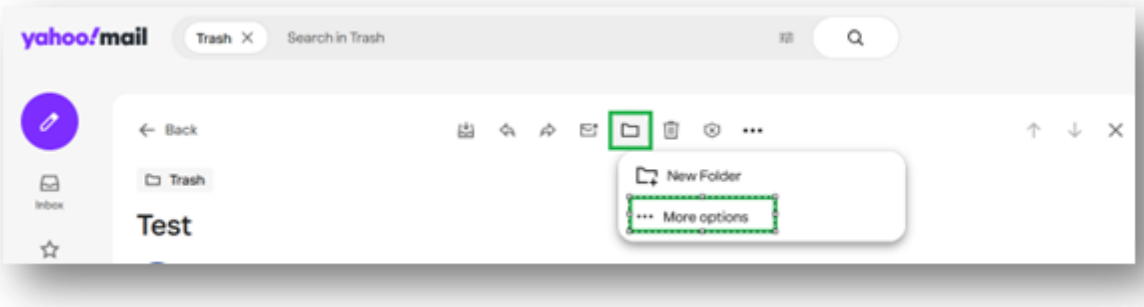


3) **Select Spam** or **Trash**

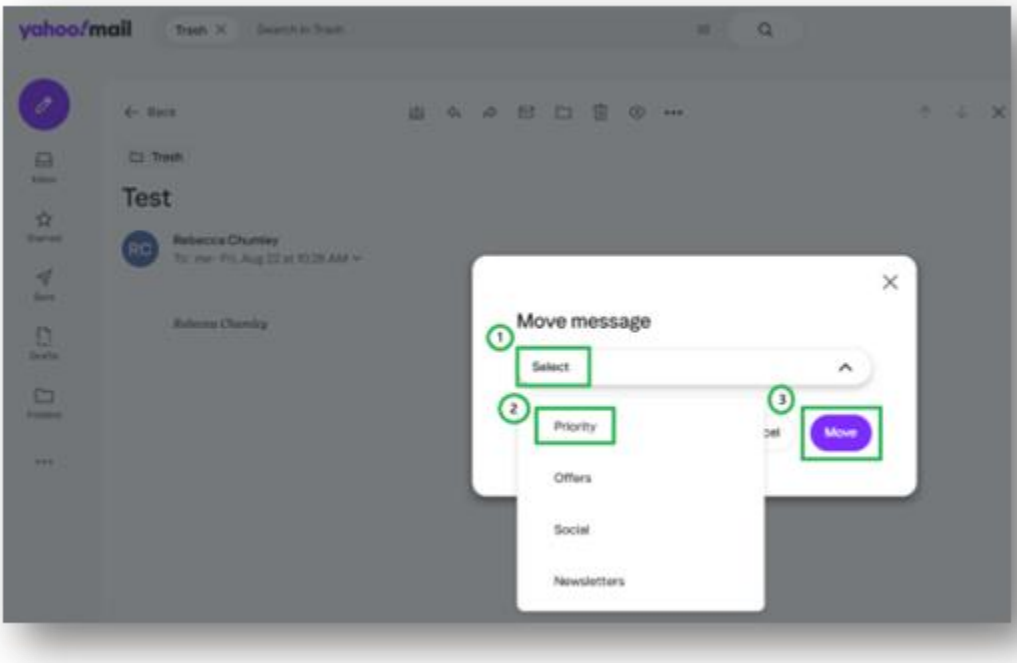
Recovering Email from Yahoo Trash or Spam

Now that you know how to find your trash or spam in Yahoo from the steps above, let's move the email out of spam or trash into a folder or inbox.

1) **Find** the message you want to move out of Spam or Trash
2) **Open** the message (or select the checkbox to the left of it)
3) **Hover** over the **folder icon** (icon illustrates Move on hover)
4) **Click Move** and **More options**

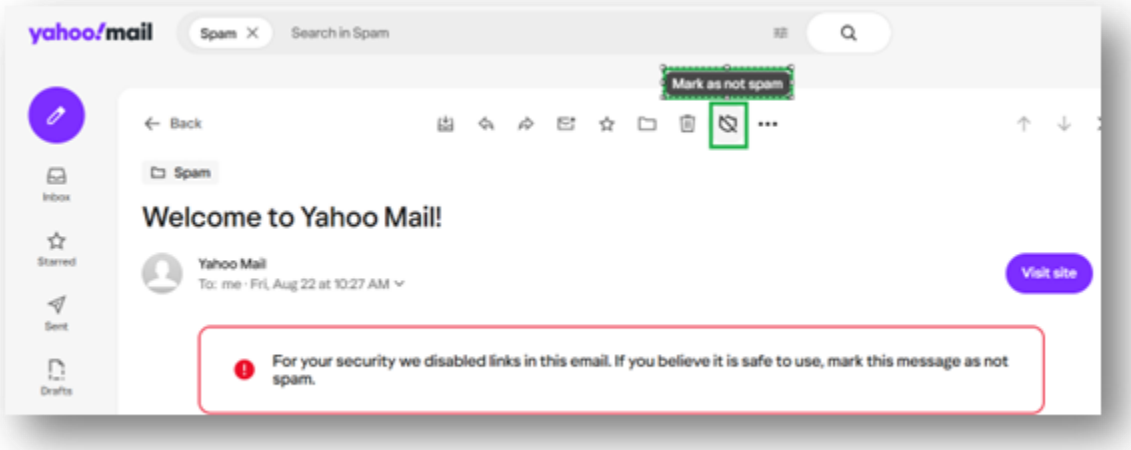


5) **Click Select** and **Priority** and **Move** to move the email into the inbox



Preventing Email from Being Tagged as Spam in Yahoo

1) **Open** the **Spam** Folder. If you don't see the Spam Folder, click More below the Sent folder.
2) Select the email
3) **Click** on **Shield with strikethrough icon** (Not spam on hover) to move the message into your inbox, and all future messages from this sender will be delivered to the inbox.



Additional Yahoo Help

- Visit Yahoo for additional tips on managing spam and mailing lists in Yahoo Mail