Creating a BJA TTA Reporting Portal Account

Overview

The BJA TTA Reporting Portal (BJA TTARP) is where BJA TTA grantees enter their required award activity and performance measurements. Entering data on a regular basis is encouraged; however, BJA TTA grantees are required to complete all reporting at least twice a year (January 30 and July 30) to generate and certify the Semiannual Grant Report. Though the BJA NTTAC team imports basic award data from JustGrants, it is the responsibility of grantees to set up and maintain staff access and authorization levels.

There are two types of user accounts in the BJA TTARP Portal, **Grantee User** and **TTA User**. To create either account type, follow steps 1-2 outlined below and then select the appropriate option in step 3 based on your access needs.

Grantee User	User has access to all of the BJA TTA awards for their organization. This user is also responsible for approving or denying TTA User access to specific awards.
TTA User	User has access to specific awards within their organization as determined by the Grantee User.

Step 1: Create an account in the BJA NTTAC site.

1. Go to the [BJA NTTAC website](#) and select the *Create Account* link from the top right-hand corner of the screen.
2. Once on the **Create New Account** page, select the *BJA TTA Grant Reporting Account* box.
3. Enter your user information, including full name; create a username; enter your work email address; and set your system password. Once all fields have been entered correctly, select the *Next* button.
4. Select the provider organization you are affiliated with, complete the CAPTCHA process, and select the *Next* button. A *Registration Successful* message will appear.
5. You will receive an email with a link to validate your email address. Follow the instructions provided in the email to validate your account. Be sure to check your spam folder for the validation email. If you do not verify your account, you will not be able to access the portal.

Step 2: Request Access to the TTA Reporting Portal.

An organization's Grantee Users are responsible for approving TTA Reporting Portal access requests. If your organization does not yet have a Grantee User assigned or you do not know who your Grantee Users are, please contact the BJA NTTAC team.

1. Go to the BJA NTTAC website and log in to the site from the top right-hand corner of the page.
2. Once logged in, select the *My Access* link from the top right-hand corner.
3. Select the *TTA Reporting Portal* checkbox and select the *Send Request* button to submit your access request.

Step 3: Request Access to Specific Awards.

Once access is granted, the TTA Reporting Portal tab will be visible when logging in to the BJA NTTAC website. The next step is to request access as a Grantee User or to request access to specific awards as a TTA User. Grantee Users for an organization are responsible for approving or denying access. If your organization does not yet have a Grantee User assigned or you do not know who the Grantee Users are, please contact the BJA NTTAC team.

Request access as a Grantee User:

1. Go to the BJA NTTAC website and log in to the site from the top right-hand corner of the page.
2. Once logged in, select the *My Access* link from the top right-hand corner.
3. Select the *Grantee Access* button.
4. Select the *Send Request* button to submit your access request.

Request access as a TTA User:

1. Go to the BJA NTTAC website and log in to the site from the top right-hand corner of the page.
2. Once logged in, select the *My Access* link from the top right-hand corner.
3. Select the *TTA Access* button. A list of awards for your organization will appear.
4. Select the award(s) to which you are requesting access.
5. Select the *Send Request* button to submit your access request.

Please contact the BJA NTTAC Team at BJANTTAC@ojp.usdoj.gov for assistance or to ask questions about the BJA TTARP.