EHBs Home Page and Navigation Quick Reference Guide

The EHBs has been redesigned and modified to improve your user experience.

Top Navigation Panel

The Top Navigation Panel has a fly-out menu that contains shortcuts to the most commonly used features under each main navigation tab. Hover over each tab to see the fly-out menu and the shortcuts. When you hover over the information icon next to the shortcuts you will see a pop up window with helpful information explaining the shortcut, as well as links to FAQs.

EHBs Search

The EHBs Search feature is a quick way to search across different areas of the EHBs.

You can use EHBs Search to quickly lookup your grant information, or find relevant knowledgebase articles and FAQs.

Here are some sample searches that you can try:

- Your grant number
- Your organization name or DUNS number
- Question related to EHBs. For example: "How to apply for a grant", or "Add a grant".

My Tasks Widget

The My Tasks widget displays a summary count of the following information:

- Total number of pending tasks in green
- Number of late tasks in red
- Number of tasks that are due within 30 days in blue

Clicking on the task number navigates you to the Pending Tasks page where you can work on your tasks.

Help Widget

The Help widget features a rotation of videos to guide you through some of the most commonly asked questions. There are 4 links within the widget that guide you to other resources:

- In the What's New you can find information about changes and new features to the EHBs.
- HRSA Contacts takes you to the new Contact Us page.
- The FAQs link takes you to a list of Frequently Asked Questions sorted by EHBs topics.
- Click the link to View All Videos to see the list of all the helpful EHBs videos.

Smart Assist

The Smart Assist widget allows you to receive assistance with the most common EHBs tasks without reaching out to the HRSA Contact Center. The Smart Assist will troubleshoot and guide you through the relevant steps needed for certain processes.

The Smart Assist will help you with the following tasks starting July 7th:

- Change a grant Project Director (PD)
- Request a submissions deadline extension

Other tasks listed in the Smart Assist widget will become available in the future.

Access Smart Assist from your EHBs Home Page (widget in the top right corner) when you need to work on one of the supported tasks.

Favorites

The Favorites widget provides quick navigation to the EHBs pages you use most often, such as Organization and Grant Folders, and they will be color-coded based on page type. Pin and un-pin the favorites from the Home Page by clicking on the pushpin icon, on the right of each block.

Add Favorites: To add pages to your Favorites list, click on the Star icon in the bottom right corner of any page you are on in the EHBs. If a page cannot be added as a Favorite to your Favorites list, the Star icon will be white, letting you know that this feature is disabled for the page you are on.

Manage Favorites: To manage your Favorites, click on the View All Favorites link below the Favorites list and you will see the Manage Favorites page. You can pin and unpin items to your Home Page by clicking on the pushpin icons in the left column, "Pin to Home Page." If the pushpin icon is upright and green, the item will be pinned to your Home Page. If the pushpin icon is horizontal and blue, the item will not be pinned to your Home Page, however you will still be able to access it from your Home Page by clicking on the View All Favorites link. Make sure to click the Save button to save any changes made in the Manage Favorites page.

Helpful tip: Only five items will be displayed at a time in the Favorites widget. The first five items you add as favorites will automatically be pinned to your Home Page. If you add a sixth item, it will not automatically be pinned to your Home Page. You can go to your Manage Favorites to unpin another item and pin the newest item so that it shows on your Home Page.

Tracking

The Tracking widget allows you to view the status of your recently submitted items. You can track the status of Applications, Prior Approvals, CIS Request, and other Submissions. The six most recently completed items will be listed in this widget.

Helpful tip: You will be able to see the status of grant applications for all the organizations you are registered to, regardless of whether you worked on the application or not. The submissions displayed in the Tracking widget depend on your grant level privileges. This means that you will only be able to see the status of submissions for which you have the correct grant level privileges.

Recently Accessed

The Recently Accessed widget allows you to navigate to tasks and areas in EHBs you recently worked on, or started but did not complete. Item types will be color coded for easier identification.

Helpful tip: The Recently Accessed widget will show different items than the items listed in the Tracking widget. The Recently Accessed widget lists all items that you have recently accessed in the EHBs, such as a task that you are working on and have not yet completed, or a read-only page such as the Organization Home Page. The Tracking widget on the other hand only displays completed tasks as they go through the HRSA review process. The Tracking widget will not display folders such as the Organization Folder Home or the Grant Folder Home.

Resources Tab

The Resources Tab is added to the top Navigation Panel of the EHBs Home Page. In this tab, you will find all EHBs Help Videos and EHBs Help content, such as Frequently Asked Questions (FAQs).

Getting Started

The Getting Started page is displayed to new users when they first login and to users who have not logged in for 90 days or more. The Getting Started page can also be accessed by clicking on the Resources tab and then clicking on "Getting Started with the EHBs."

The Getting Started page guides users through the pre-requisites of creating an account, checking browser settings and registering to an organization. It also helps users get everything organized with their EHBs access by guiding them through setting up their EHBs access to additional organizations, grants and applications.

Contacts

You can access the Contact Us section by clicking on the HRSA Contacts link in the Help Widget. The Contact Us section now includes Project Officer (PO) and Grant Management Specialist (GMS) contact information for all the grants listed in your EHBs Portfolio.

HRSA Contact Center

For any EHBs related assistance, contact the HRSA Contact Center by calling Toll Free: (877) Go4-HRSA; (877) 464-4772 or submitting a ticket here: http://www.hrsa.gov/about/contact/ehbhelp.aspx