State Offices of Rural Health (SORH)
New Project Directors Orientation
EHBs System Overview
Help Videos.

Tabs that guide and link you to actions and information.

EHBs Home Page resources.
The EHBs Home page is organized to help users complete daily tasks with ease.
HELP ON THE HOME PAGE

- The EHBs Home Page contains user friendly videos and links to Frequently Asked Questions (FAQs).
The Tabs at the top of the page are organized for easy access to Tasks, Organizations, Grants, and Resources.
Via the “Tasks” tab users can link to items that allow them to work on specific actions based on assigned grant privileges.
Clicking on the “Tasks” tab will take the user to their “Pending Tasks – List” page, where direct action can be taken on submissions.
Via the “Organizations” tab users can link to actions related to their Organization, Profile, User management.
Clicking on the “Organizations” tab will take the user to the “My Registered Organizations – List” page. All registered organizations are displayed.
Via the “Grants” tab users can link to a number of actions that assist with management of their grants.
Clicking on the “Grants” tab will take users to the “My Grant Portfolio – List” page, where individual Grants can be accessed.

To view individual Grant information click on the respective “Grant Folder” link.
Grantees can access Project Officer (PO) and Grants Management Specialist (GMS) contact information, view the Last Notice of Award NoA, and work on Grant related items.

To view the PO and GMS contact information, or the Last NoA, click on the appropriate link.
The “Resources” tab allows users to get help with Getting Started, access to EHBs Help Videos, EHBs Knowledge Base, FAQs, and the ability to Screen Share.
Clicking on the “Resources” tab will display the quick links for accessing help within the EHBs.
Users can also access EHBs Help through the Support section on the Home page. Hover over the “Question Mark” in the top right corner, and click on the “EHB Help” link.
Clicking on the “EHB Help” link will bring users to the EHBs Help and Knowledge Base page. Links to additional resources are available and organized for easy navigation.
Topics are listed for easy navigation.

“Help Topics” will include links to everyday questions.

“Interactive Videos” are available and provide a visualization for each topic.
The EHBs Home page has a “Search Bar” which allows users to search for items based on Key Words.
When users type Key Words into the Search Bar, a dropdown menu is displayed, returning results related to the search.
GRANT LEVEL
REGISTRATION
Grant Registration

- Register as a Project Director:
  - There is only one Project Director allowed for each grant.
  - Manage access and privileges for other users.
  - Suggestion: Assign a back up “Administer Grant User”.

- Register as another type of user.

- Request Performance Report access.
Verifying access to determine if you have privileges for the grant.
UPDATING INFORMATION
If any of your contact information changes, you must update your profile

- Click the View/Update Profile link
Changes made to your profile will be reflected throughout the EHBs

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<tr>
<th><strong>User Information</strong></th>
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<td><strong>User Name</strong></td>
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ADDITIONAL SYSTEM RESOURCES
This video provides an overview of HRSA’s Bureau of Primary Health Care UDS Modernization Project. The goals of the project are to reduce reporting burden, improve data quality and use, and better describe the impact of Health Center Program services and...
Resources

EHBs Help and Knowledge Base

HRSAtube – EHBs Videos

HRSA Contact Center

EHBs Help and Knowledge Base

EHBs Videos on HRSAtube

EHBs Playlists for HRSAtube

Contact Center Help

Hours:
8:00 AM – 8:00 PM ET (M-F)
QUESTIONS?