



## How To Reset My Password

1. Log into the grantee portal [https://grantrequest.com/SID\\_1343?SA=AM](https://grantrequest.com/SID_1343?SA=AM)

**Please Sign In**

Welcome to the Prairie Meadows Online Application and Reporting System.

**If you are a first time user of our system:**  
- Select "New Applicant"

**If you have an established account on this system:**  
- Enter your e-mail address  
- Enter your password  
- Click the "Login" button

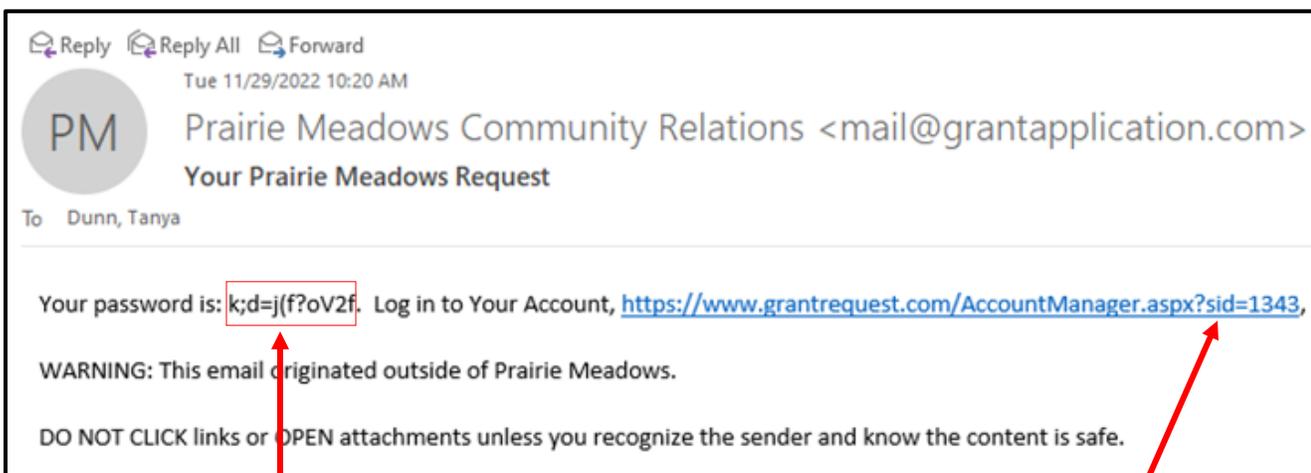
If the e-mail address entered belongs to a valid account, a password reminder is on its way. Check your inbox.

E-mail  Password

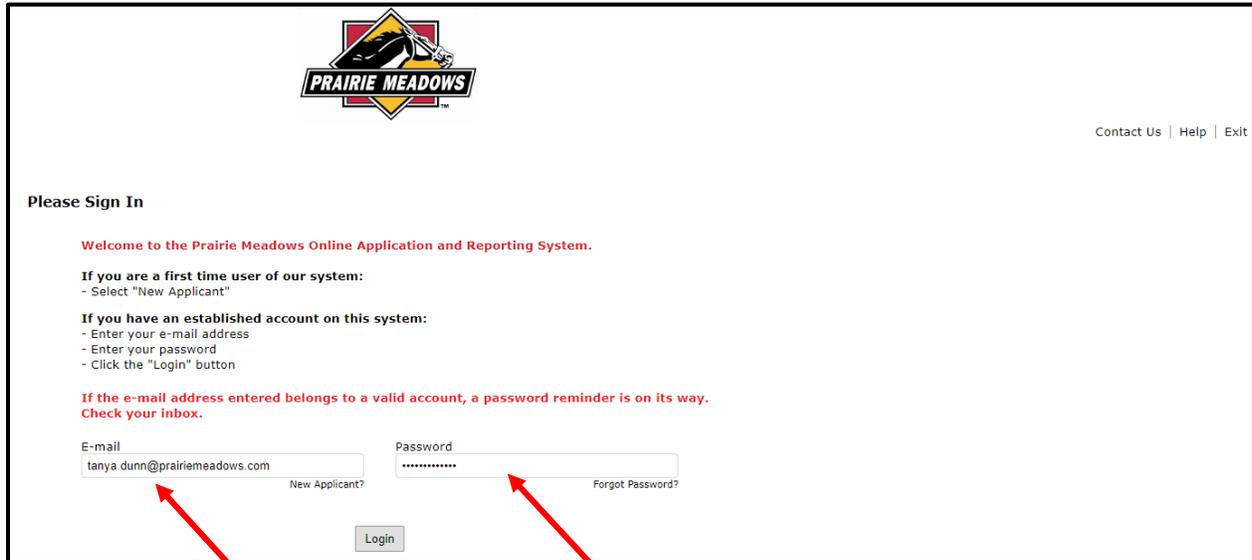
New Applicant? Forgot Password?

Login

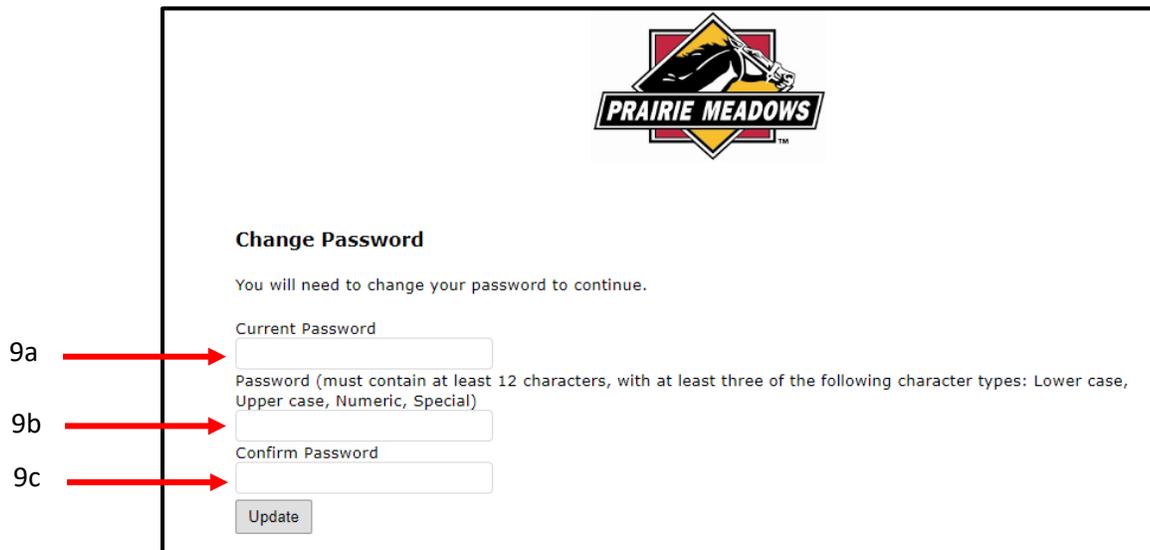
2. Input your email address
3. Click on 'Forgot Password?'
4. An email will be sent to the email address provided. This email will contain the temporary password.



5. Your password is located here.
6. Click on the link that is included in the email (this will take you back to the grantee portal)



7. Type in your email address and the password from your email
  - a. We recommend you type out the password instead of using copy and paste.
  - b. When typing the temporary password, the period at the end should not be placed.**
8. Click the 'Login' box
9. You will now be able to change your password
  - a. Your 'Current Password' will be the password you received in your email
  - b. Enter your new password in the second box
  - c. 'Confirm' your new password in the third box



10. Click the 'Update' box
11. If you receive an 'Invalid password' message, the following may have occurred:

- a. You did not enter the correct 'Current Password' (the password from your email)
- b. Your two new passwords did not match

12. You will need to re-enter

- a. Your 'Current Password' will be the password you received in your email
- b. Enter your new password in the second box
- c. 'Confirm' your new password in the third box

**Invalid password.**

**Change Password**

You will need to change your password to continue.

Current Password

12a →

Password (must contain at least 12 characters, with at least three of the following character types: Lower case, Upper case, Numeric, Special)

12b →

Confirm Password

12c →

13. Click the 'Update' box

14. When your passwords have been changed you will have access to the grantee portal

Account: tanya.dunn@prairiemeadows.com | [Change E-mail/Password](#)  
 Last Log in: 10/18/2022 9:19 AM GMT-04:00 [Contact Us](#) | [Help](#) | [Exit](#)

**Your password has been successfully changed.**

**Applications**

Prairie Meadows is pleased to provide you with this tool to manage your applications.

- To view In-progress or submitted applications, click the drop down box on the right.
- If have been asked to submit a requirement or report - the **Requirements** tab will appear above. Click the tab to go to the Requirements page.

Show In Progress Applications ▼

Application Name	Project Title	Requested	ID	Last Updated	Action
<a href="#">Prairie Meadows Sponsorship and Donation Application</a>			50670	10/18/2022	
<a href="#">Prairie Meadows Sponsorship and Donation Application</a>			50669	10/18/2022	