

### **ACTIVATE YOUR AHA-PROPOSALCENTRAL ACCOUNT \* LINK ACCOUNTS \* LOG IN**

#### Choose an option to be taken to login instructions:

- I am a Grants@Heart User who does not already have a ProposalCentral Account
- I am a Grants@Heart User who already has an another ProposalCentral Account
- My Grants@Heart/AHA and ProposalCentral accounts have different email addresses

### Grants@Heart User who does not already have a ProposalCentral Account

GOOD NEWS! If you were a Grants@Heart user, we have already set up an account for you in ProposalCentral, which uses the same email address that you used for Grants@Heart.

Follow these few steps to activate your ProposalCentral account and link it into all your Grants@Heart and other AHA activity:

#### ACTIVATE YOUR AHA-PROPOSALCENTRAL ACCOUNT

- 1. Go to ProposalCentral
- 2. Under APPLICATION LOGIN LEAVE USERNAME BLANK and click "Forgot Your Password"

Username		
Password		
Password		
	•	Forgot Your Password
	LOGIN	
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3. Enter your email address and click submit. You must have access to the email account.



- 4. Open the email you receive from ProposalCentral.
  - a) Click "reset password" link in the email.
  - b) Enter the username (email address) that you use to log into Grants@Heart/AHA.

 c) Enter a password. This password may be the same or different from your current Grants@Heart/AHA password, and the new password will not affect the latter.
 Note that you will continue to use your current Grants@Heart/AHA username and password to log onto ProposalCentral, once the accounts have been linked.

#### LINK YOUR NEW PROPOSALCENTRAL AND AHA ACCOUNTS

Now that you have successfully completed your ProposalCentral account activation, you will link it to your Grants@Heart/AHA account. You need to do this only once to forever link your research records that are now in ProposalCentral with your other AHA information.

#### 1. Go to the <u>AHA-Proposal Central</u> login page.

#### Bookmark this page for easy access in the future.

Log in here every time you wish to access your AHA applications, awards and peer review information. This now takes the place of Grants@Heart.

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2. In the appropriate section (Applicant/Sponsor/Institutional Officer or Peer Reviewer), enter your Grants@Heart/AHA username and password and click Sign In. (The email address you use here will be the same as you just used to activate your ProposalCentral account.)

\*\* Please note: If you have not logged into Grants@Heart over the past four years, you will be directed to take additional steps here to create an AHA Account for access to all of your AHA activity.\*\*

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   Enter your Grants@Heart/AHA username and the password you entered in the last step (line 4c of the reset password step).
- 4. Click Link Accounts. The ProposalCentral homepage will open.

PLEASE BOOKMARK THE <u>AHA-PROPOSAL CENTRAL</u>PAGE Log in here every time you wish to access your AHA applications, awards and peer review information. This now takes the place of Grants@Heart.

## Grants@Heart User who already has an another ProposalCentral Account

It is easy to link your AHA account and your existing ProposalCentral account. \*\*Both accounts must use the same email address.\*\* You just need to know your ProposalCentral password.

### 1. Go to the <u>AHA-Proposal Central</u> login page.



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Interim FAQs for Communities: C	OVID-19 and Pediatric CPR (PDF)
AHA Propo	osalCentral
Welcome to AHA ProposalCentral! Log in here to submit a new proposal officer, or peer reviewer.	, access your applications and awards, or log in as sponsor, institutional
The first time you log in, follow the instructions in the "Login FAQ's (PDF) AHA account encompasses your research (Grants@Heart) and peer revie publications, and more.	" document below to link your AHA account to ProposalCentral. Your w activity, membership, meeting attendance and presentations,
New to the AHA? Select the appropriate registration link (peer reviewer and all your other AHA account activity. All information is confidential an	or all other roles). Sign up for an AHA account to access ProposalCentra d used solely for communication with the American Heart Association.
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(This should be the same email address you use for your ProposalCentral account, too.)

\*\* Please note: If you have not logged into Grants@Heart over the past four years, you will be directed to take additional steps here to create an AHA Account for access to all of your AHA activity.\*\*

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- 3. Enter your ProposalCentral username and the password.
- 4. Click Link Accounts. The ProposalCentral homepage will open.



# My Grants@Heart/AHA and ProposalCentral accounts have different email addresses

Please contact ProposalCentral at 800 875 2562 (Toll-free U.S. and Canada) or +1 703 964 5840 (Direct Dial International) or pcsupport@altum.com