First Time Login – How to Access the Duke Employees’ Assistance Fund Application

1. Visit the Duke Employees’ Assistance Fund webpage.

2. At the bottom of the page, select the Begin Application button.

Note: You may also select the GranteeView link from the menu at the top of the page. Do not complete the registration fields on the GranteeView page. Instead, select the Duke Assistance Fund link on the menu at the top of the page.

3. On the Duke application page, select the Begin Application button at the bottom of the page.

4. Complete the Prequalifying Questions by clicking the appropriate answers.

5. If you are applying for the first time, select the Register button at the bottom of the page.

[If you are a returning applicant, you access your application(s) by selecting the Login button at the bottom of the page.]

6. On the Applicant Registration page, complete the First Name, Last Name and Email Address fields and select the Submit button at the bottom of the page.

7. You will receive an email at the address that you entered containing a link to continue registration. Please click on the link to complete the registration process. The link will expire within 24 hours, so please continue your registration as soon as you receive the link.

Note: If you do not receive an email, please contact us at grantsadmin@spmcf.org for assistance. If you need to log out of the system prior to completing registration, please note that completion of a two-factor authentication process will be necessary to log back in. Instruction on two-factor authentication are included in an addendum at the conclusion of these instructions.
8. Once submitted, your registration will be in a pending status. Please allow the Foundation 1-2 business days to process and approve your registration.

9. You will receive an email notification from our Grants Administration (GA) team once your registration has been processed. When logging into the system for the first time, you will need to complete a two-factor authentication process for security purposes.

Addendum: Two-Factor Authentication

1. When logging into the system for the first time, and subsequently if your device is not registered with the system, two-factor authentication will be necessary to verify your identity. A two-factor authentication code will be sent to the phone number you provide via text message or a call.

2. Enter the security code that you receive into the Security Code field.

3. Check the box to Register this device so that you do not have to complete two-factor authentication in the future. If you do not check this box, you will need to complete two-factor authentication upon each log in to the system.