Step 1: User will receive two emails
- One with User ID
- One with your temporary password

Step 2: Log on GrangeAgent.com with your user ID and temporary password.

Step 3: Enter and confirm a new password for your account.

Step 4: Answer each of the three security questions.

Step 5: Activation is completed.
- Click 'Click to Continue' to access GrangeAgent.com

Step 6: (For Principals and Administrator):
- To create and manage user accounts for your office staff in Grangeagent.com
- In the left navigation select ‘Your Agency’ then click ‘Grange User Access’
- For additional help creating new users, click here to view the Grange User Access Guide.