

FedConnect Vendor Reference Guide



This document outlines how vendors can use built-in, on-demand training and help content for FedConnect, a one-stop website with opportunities for federal contracts, grants, and other assistance funding. FedConnect features a virtual walkthrough and other instructional material for those beginning to use the site. This vendor guide outlines how to access these training features for ease of learning.

1. From the FedConnect home page, click “Take a tour of FedConnect” to launch a guided walkthrough. This tour provides field-specific content and guidance throughout the application.

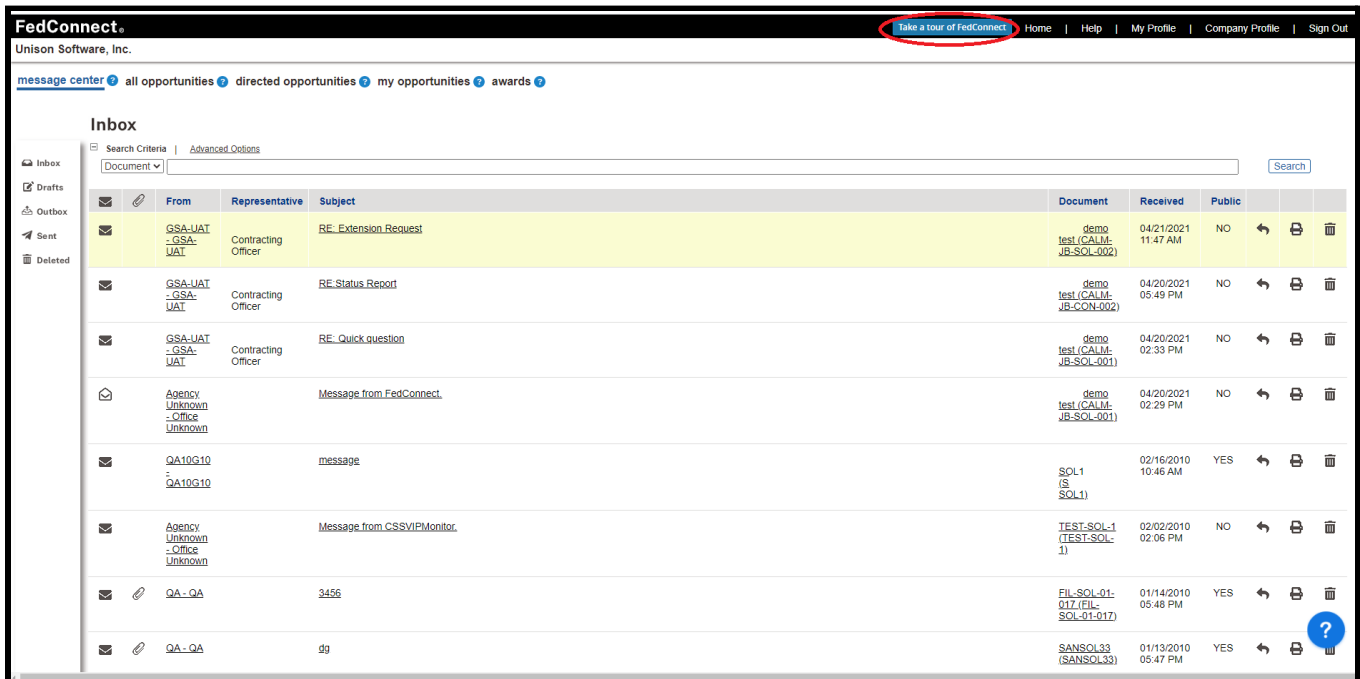


Image 1: The “Take a tour of FedConnect” button is circled in red

2. When clicking “Take a tour of FedConnect,” the system will launch an interactive tour of various FedConnect features, beginning with the Message Center. Click “Next” to view the next feature when prompted.

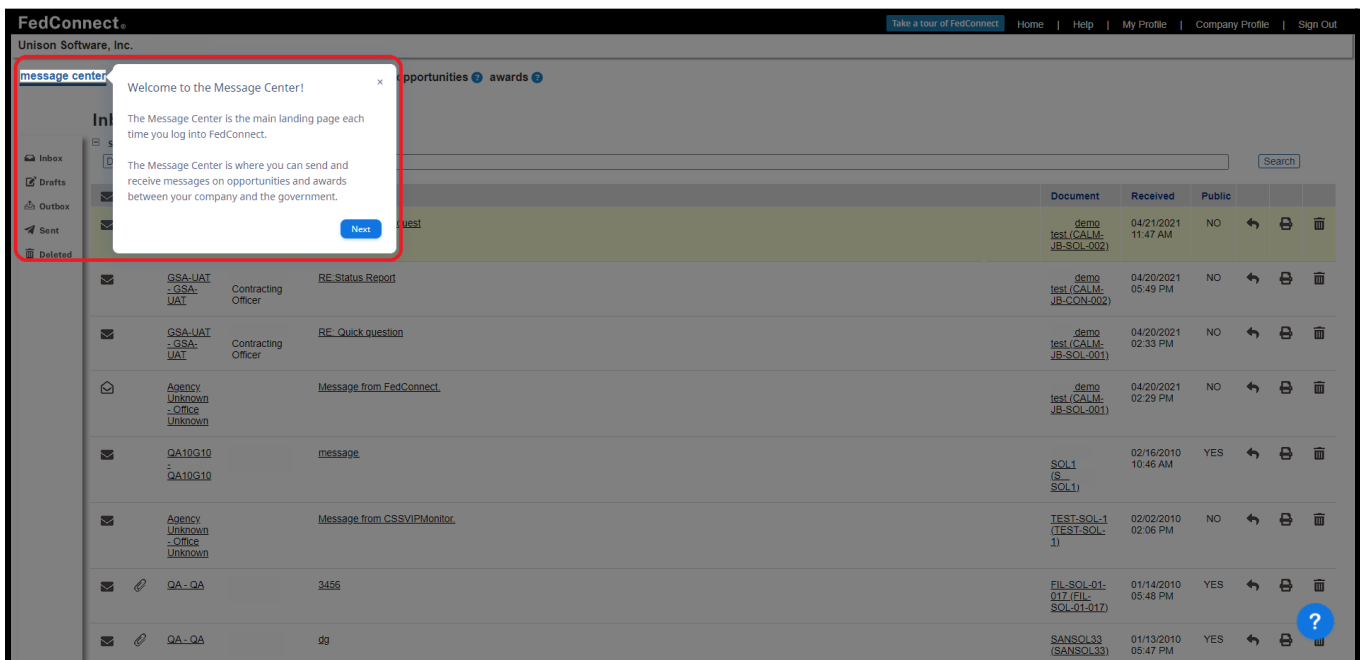


Image 2: Example of the guided walkthrough highlighting the Message Center (red box at the top left)

- In addition to the guided tour, the system includes help buttons depicted as white question marks in blue circles. Each help button is located to the immediate right of a system feature. In Image 3, for example, there are help buttons next to the features “all opportunities,” “directed opportunities,” “my opportunities,” and “awards.” To learn more about a specific FedConnect feature, click the associated help button.

Image 4 depicts a pop-up text box that appears with information describing the selected feature.

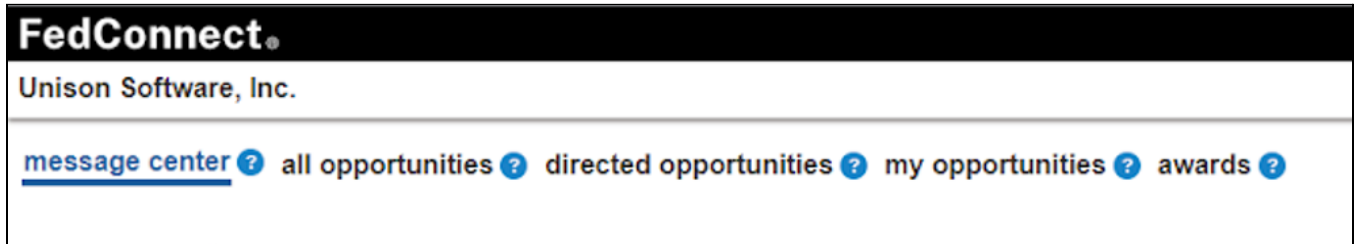


Image 3: Help icons found in the top left of the FedConnect webpage

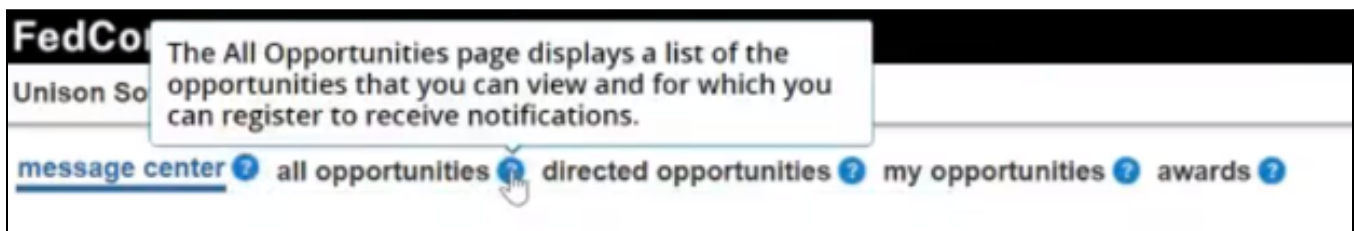


Image 4: Example of information displayed after clicking a help button

- To launch help and training content, click the large help button at the bottom right of the home page.

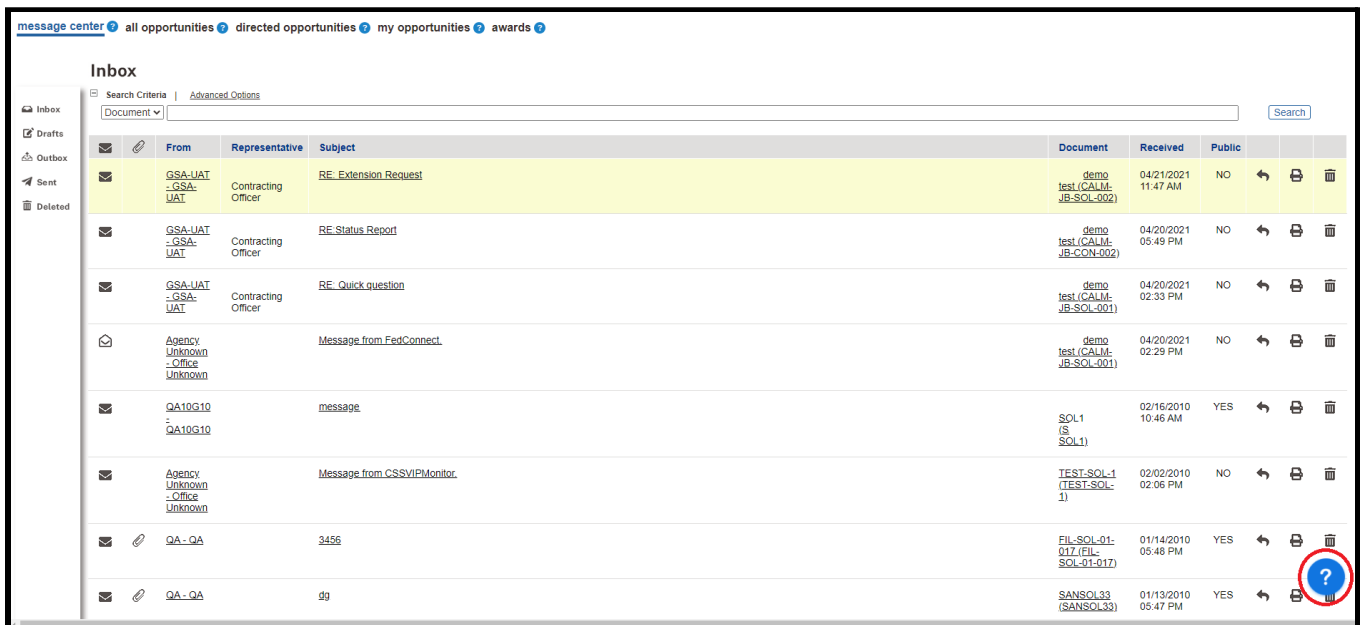


Image 5: Prompt to launch help and training content circled on the bottom right

5. After clicking the large help button, the Help Guide (Image 6) will display on the bottom right of the webpage. Select the “Help” tab and choose from the list of options displayed or type a question:

- What’s New in FedConnect?
- Help me register!
- How do I acknowledge a new posting?
- How to submit a bid response to an opportunity?
- How to send a new message to the agency?
- How to upload and attach a file?
- How to remove a user from company profile?
- How to configure notifications in My Profile?

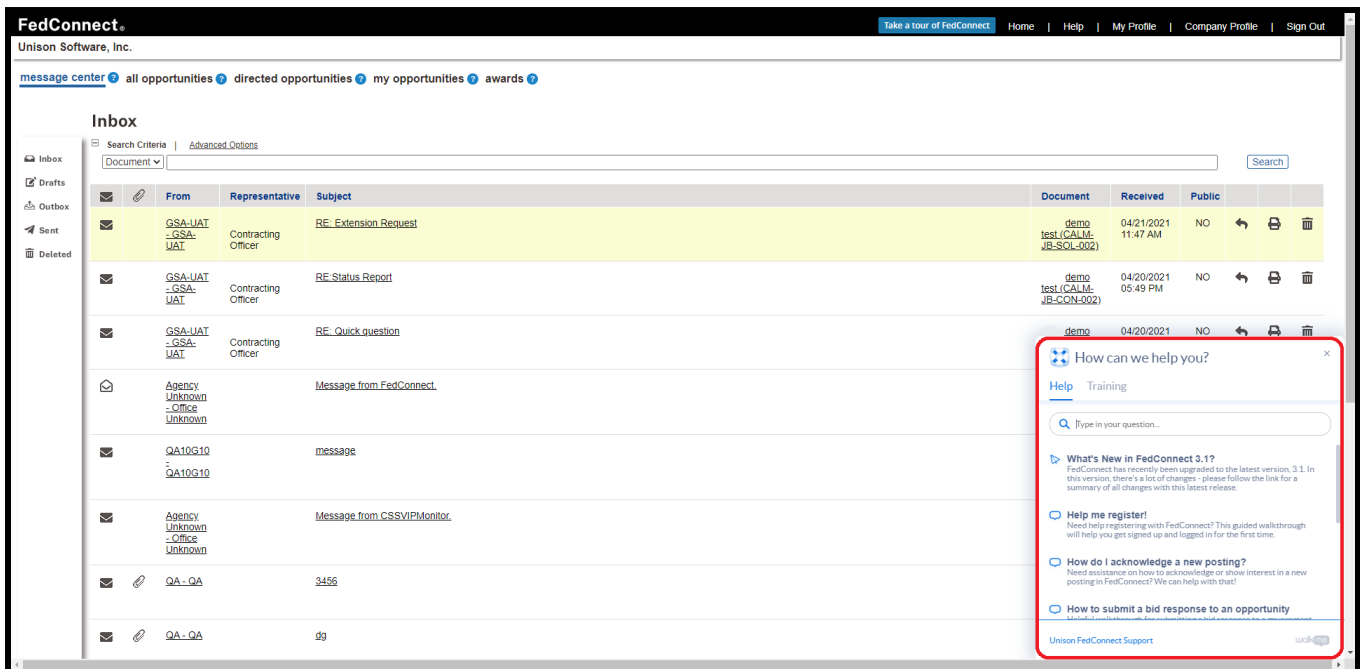


Image 6: Example of the FedConnect Help content

6. Select the “Training” tab to access FedConnect’s Training. Choose from the list of available topics displayed:

- Message Center Orientation
- Searching for Opportunities Orientation
- Opportunity Details Orientation
- Directed, My Opportunities and Awards Orientation
- Home, Videos, and Help Orientation
- My Profile Orientation
- Company Profile Orientation

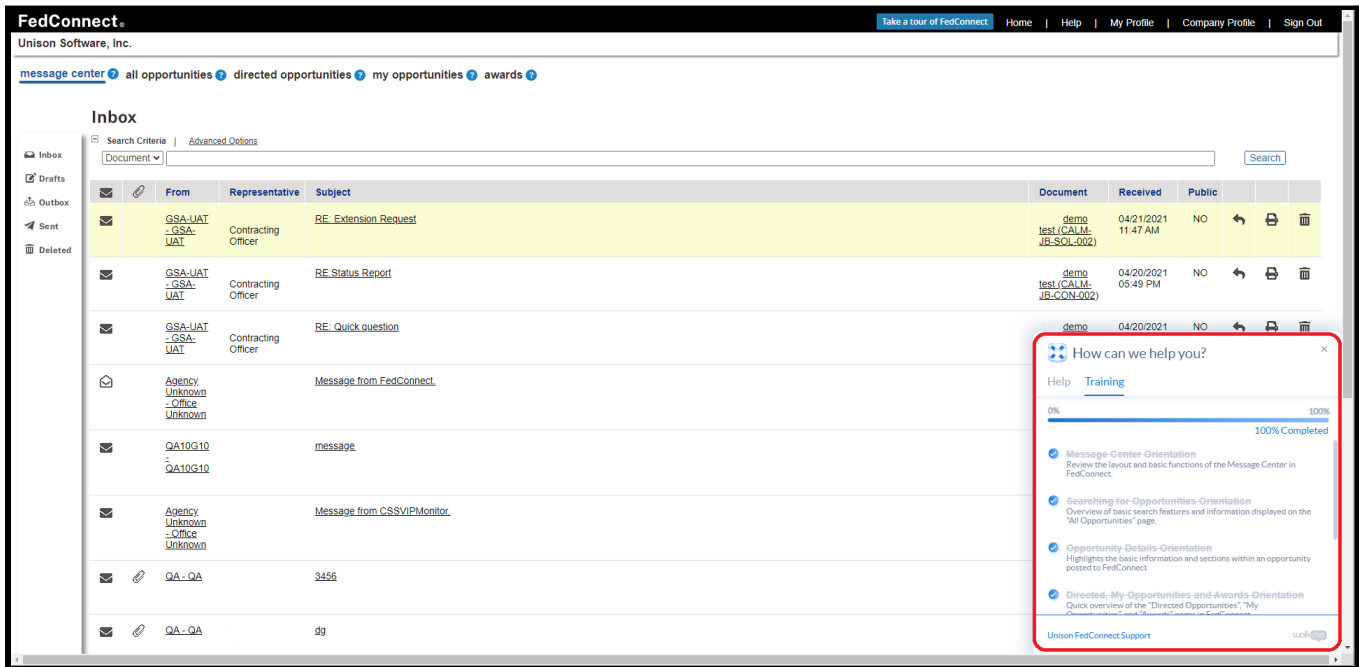


Image 7: Example of the FedConnect Training content