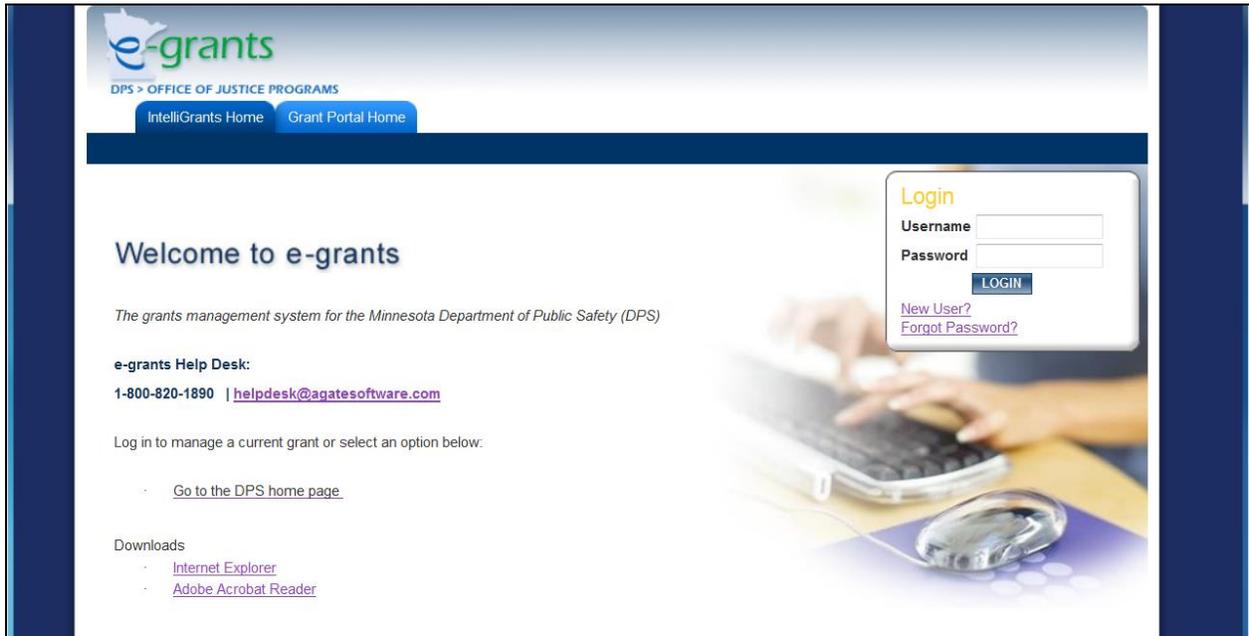


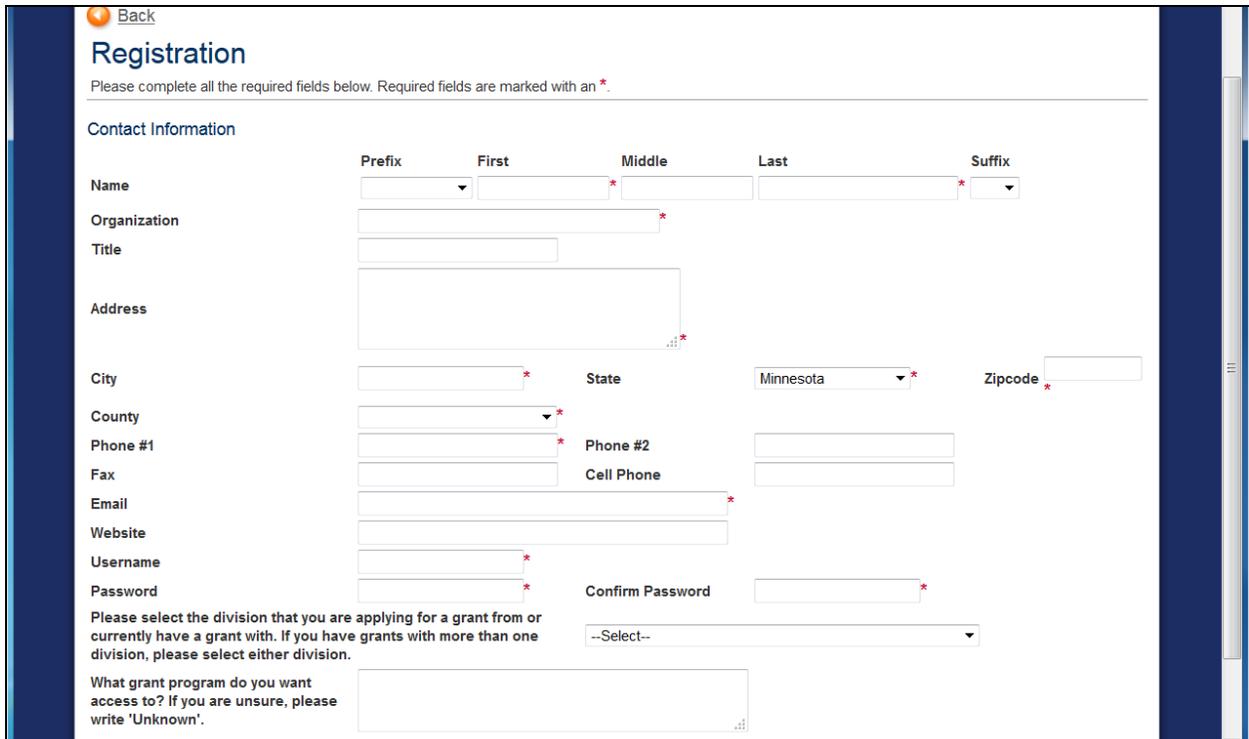
Logging Into e-grants and Requesting a Username & Password

If you are a current e-grants user, log into the e-grants system using your username and password. The e-grants website: <https://app.dps.mn.gov/egrants>

If you need help, contact the Help Desk at 1-800-820-1890 or helpdesk@agatesoftware.com



New Users will need to apply for a username and password for the e-grants system by clicking the [New User link?](#) Fill out the required contact information and click the **Save**.



Your information will be stored in e-grants and your username and password will be activated once it is reviewed and approved state staff member

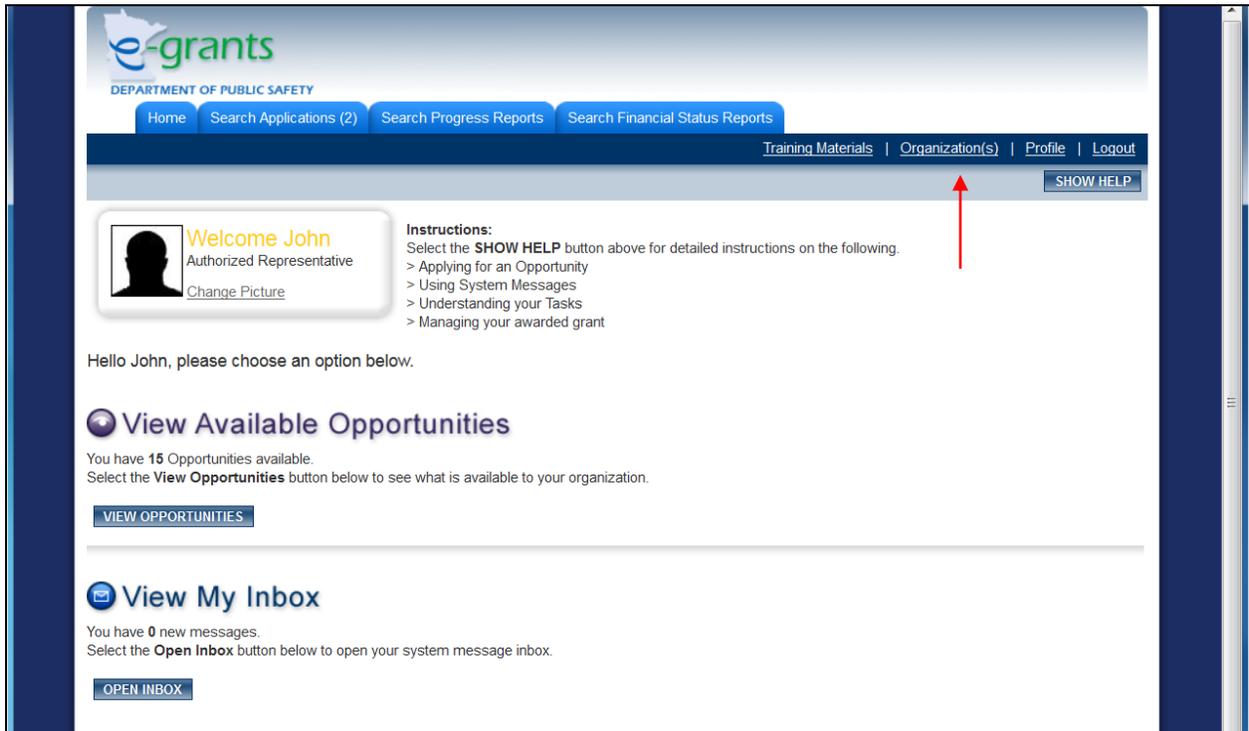
Once the request for a username and password has been reviewed and approved, you will receive a notification email. You may then log into e-grants

Managing Organization Members

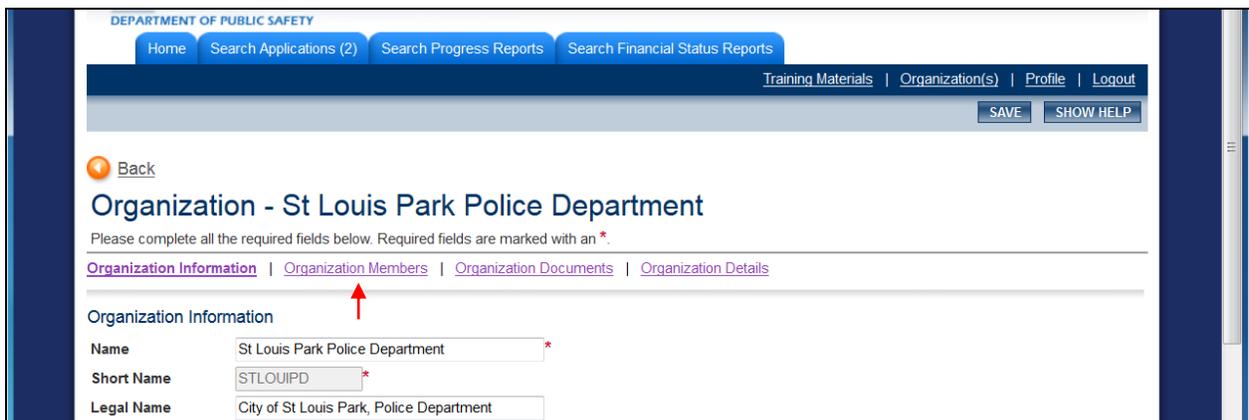
This step can only be completed by the Authorized Representative for the organization. If you do not have an Authorized Representative in e-grants, please contact the division's e-grants administrator.

Adding a Member

Step 1: Navigate to the Organization Link on the upper right corner of your e-grants home screen



Step 2: Click on "Organization Members"



Step 3: Click Add Members link

Training Materials | Organization(s) | Profile | Logout

SAVE SHOW HELP

Back

Organization - St Louis Park Police Department

Follow the instructions listed below to add/remove/modify organization members.

[Organization Information](#) | [Organization Members](#) | [Organization Documents](#) | [Organization Details](#)

Organization Members

Administrators with the authority to add members to your organization can follow these steps:

1. To add a member to your organization, select the **Add Members** link below.
2. If a member has already added his/her information in the system, you can search for the member.
3. If you need to add a member's information into the system, select **New Member**.

For more detailed instructions, select the **Show Help** button above.

[Current Members](#) | [Add Members](#) ←

Sort By: -----SELECT----- Results Per Page 20 GO

Person	Role	Active Dates	Active Documents	Assigned By	Modified By
<input checked="" type="checkbox"/> Luse, Chief John	Authorized Representative	1/1/2010	32	7/29/2010	
<input checked="" type="checkbox"/> DiLorenzo, Kirk	Program Admin	1/1/2010	31	7/29/2010	
<input checked="" type="checkbox"/> Dreier, Lt. Lori	Viewer	1/1/2010		7/29/2010	
<input checked="" type="checkbox"/> Luse, Chief John	Authorized Representative	1/1/2010 - 1/1/2010		8/20/2010	

Step 4: Enter the name of the person you want to add to the organization, click **Search**

SAVE SHOW HELP

Back

Organization - St Louis Park Police Department

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Organization Members

Administrators with the authority to add members to your organization can follow these steps:

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3. If you need to add a member's information into the system, select **New Member**.

For more detailed instructions, select the **Show Help** button above.

[Current Members](#) | [Add Members](#)

Person Search SEARCH

Person	Role	Active Dates	Active Documents	Assigned By	Modified By
<input type="checkbox"/> Anderson - inactive, Judy	-- Select --	11/10/2015			
<input type="checkbox"/> Anderson - inactive, Sandy	-- Select --	11/10/2015			

Step 5: Check the box and select the appropriate user role (see below for User Role Permissions), Click **Save**

User Role Permissions

- **Authorized Representative:**
 - Edits and inactivates their own user account information and user account management for the organization
 - Writes and submits grant applications
 - Accepts grant agreements
 - Accepts grant amendments
 - Writes and submits progress reports
 - Initiates and submits financial status reports (requests for payment)
- **Program Administrator:**
 - May perform all the tasks an Authorized Representative does, except user management
- **Financial Officer:**
 - Edits their own user account information
 - Initiates and submits financial status reports (requests for payment)
 - View grant documents
- **Writer:**
 - Edits their own account information
 - Write grant applications
 - View grant documents
- **Viewer:**
 - Edits their own account information
 - View the grant documents

Inactivating a User from an Organization

Every current and past user associated with your organization will be shown in the *Organization Members*. You cannot remove a member from an organization because that will remove the audit trail of that user. Instead of removing, you can inactive the user. Inactivating a user prevents that user from having any access to current and past organization documents.

Step 1: Add an Inactive Date and click **Save**

The screenshot shows the 'Organization - St Louis Park Police Department' page. The page title is 'Organization - St Louis Park Police Department' and it includes a 'SAVE' button and a 'SHOW HELP' button. Below the title, there are navigation links: 'Organization Information', 'Organization Members', 'Organization Documents', and 'Organization Details'. The main content area is titled 'Organization Members' and contains instructions for adding members. Below the instructions, there is a table of 'Current Members' with columns for 'Person', 'Role', 'Active Dates', 'Active Documents', 'Assigned By', and 'Modified By'. The table contains three rows of data. The second row, for 'DiLorenzo_Kirk', is highlighted in yellow and has a red arrow pointing to the 'Active Dates' column, which shows '11/4/2015'.

Person	Role	Active Dates	Active Documents	Assigned By	Modified By
<input checked="" type="checkbox"/> Luse_Chief_John	Authorized Representative	1/1/2010 - []	32		7/29/2010
<input checked="" type="checkbox"/> DiLorenzo_Kirk	Program Admin	1/1/2010 - 11/4/2015	31		7/29/2010
<input checked="" type="checkbox"/> Dreier_Lt_Lori	Viewer	1/1/2010 - []			7/29/2010