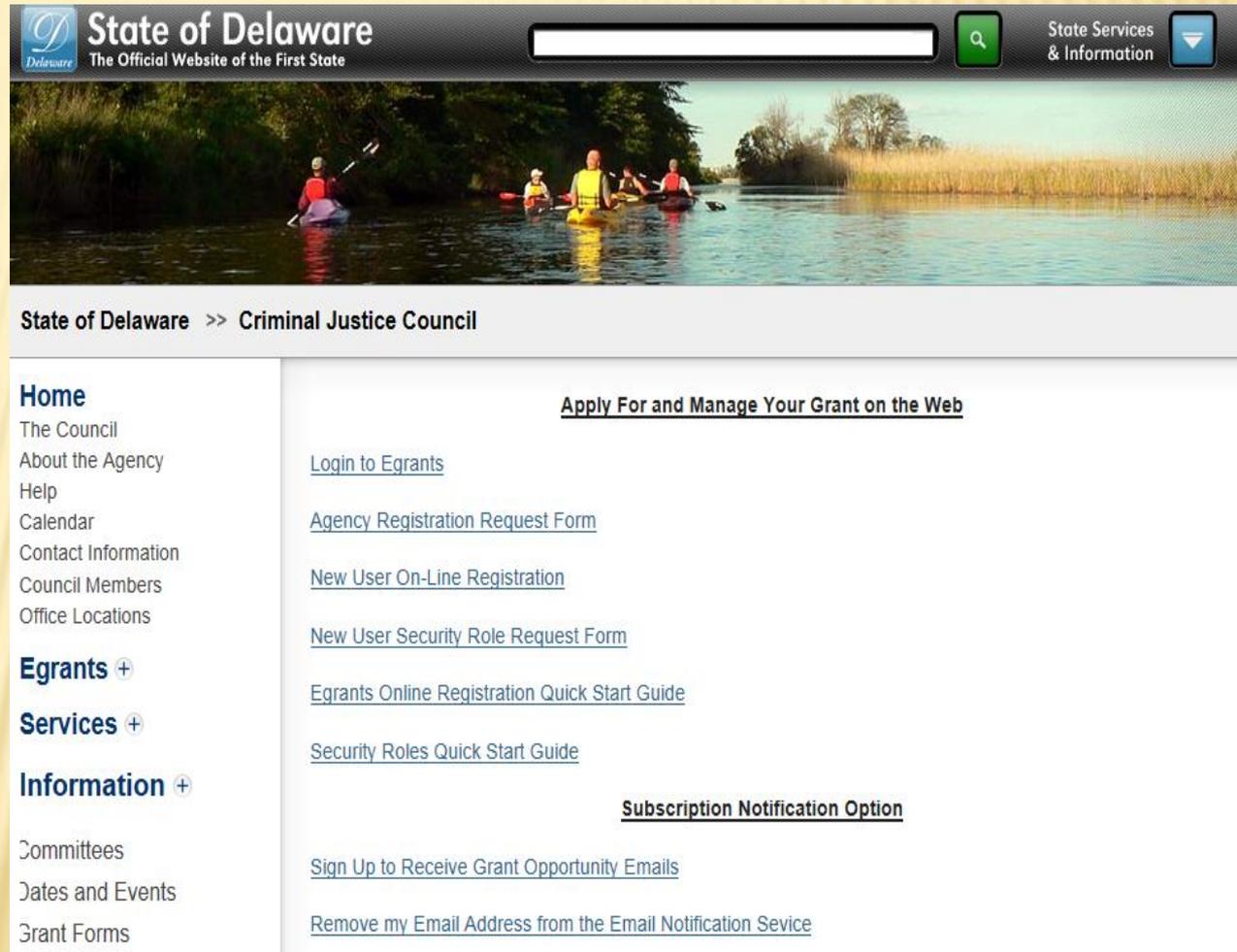


CRIMINAL JUSTICE COUNCIL EGRANTS

- ✘ Links to logging on to Egrants and Egrant Forms can be found on the CJC website.
- ✘ <http://cjc.delaware.gov/Egrants.shtml>



The screenshot shows the official website of the State of Delaware, specifically the Criminal Justice Council's Egrants page. The header includes the State of Delaware logo and the text "The Official Website of the First State". A search bar and a "State Services & Information" dropdown menu are also visible. The main content area features a navigation menu on the left with categories like Home, Egrants, Services, and Information. The right side of the page is titled "Apply For and Manage Your Grant on the Web" and lists several links for user registration, login, and security role management. A "Subscription Notification Option" section is also present at the bottom right.

State of Delaware >> Criminal Justice Council

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[Security Roles Quick Start Guide](#)

Subscription Notification Option

[Sign Up to Receive Grant Opportunity Emails](#)

[Remove my Email Address from the Email Notification Service](#)

REGISTER YOUR AGENCY

- ✘ Each agency must register with the Criminal Justice Council by submitting the Egrants Agency Registration Form.
- ✘ This form must be signed by the agency director.



Delaware Criminal Justice Council
Egrants Agency Registration Request Form

This form must be completed and faxed to CJC if your agency has never applied for a grant via CJC's Egrants system.

Please type or print. All fields and questions MUST be completed unless otherwise noted.

Complete Legal Agency Name	
Address Line 1	
Address Line 2	
City, State, Zip+4 (plus 4 required)	
Federal ID Number	
Agency Fiscal Year End Date	
Agency Phone Number	
Agency Fax Number	
DUNS Number (if available)	
Name of person completing this form	
Contact Phone Number	
Email Address	

When fully completed, submit this form to **CJC Egrants Support** by FAX to (302) 577-3440.

If you have any questions regarding this form, please contact the **CJC Egrants Help Desk** by e-mail, CJCEgrantsSupport@state.de.us.

I hereby request the above agency be registered in Egrants in order to submit a concept paper and/or application to CJC via CJC's Egrants system:

_____	_____
Printed Name of Authorized Official	Signature
_____	_____
Title of Authorized Official	Date

For CJC use only:

Date Received	Verification (if necessary)	Date Agency Registered	Agency Registered By

ONLINE USER REGISTRATION

Complete all information and then click SUBMIT.



DCJC Egrants User Registration

Fill in the form below to complete your registration into the DCJC Egrants system.
Already have an account? Please [Log in](#) now.

Courtesy Title: *

First Name: *

Middle Initial/Name:

Last Name: * Suffix:

Title:

Email Address: *

Preferred Contact Method: *

Address Type: Envelopes/Labels

Agency Name:

Floor/Suite/Building:

Street Address: *

P.O. Box:

City: * State: * Zip Code: *

County: * Country: *

Phone: * () - Extension:

Fax: () -

User ID: *

Password: * Strength: Excellent
(Example: aBcD123@\$&)

Confirm Password: *

If you ever lose your User ID or Password, we will ask you the following question, and need to receive your chosen answer to confirm your identity.

Question: *

Answer: *



Please send technical comments and problems to [DCJC EGRANTS Support](#).
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TERMS OF USE

You must Agree to the Terms of Use and click CONTINUE.

**DELAWARE CRIMINAL JUSTICE COUNCIL
DCJC EGRANTS TERMS OF USE**

"Through your User Id and password you will be given access to certain grant information. The user credentials are strictly for your use only. You must not divulge, intentionally or unintentionally, your User Id and/or password to anyone. The Delaware Criminal Justice Council (DCJC) or any other State of Delaware agency will never ask you for your password in an unsolicited phone or email. Sharing or disclosure of User Ids and/or passwords is prohibited. Each individual who wishes to use this site must properly register and obtain a unique User Id and password.

The DCJC requires individual User Ids in order to provide appropriate communications to users and for

Agree 

Disagree



JOIN YOUR AGENCY

1. Enter your search criteria. The % is used as a wildcard operator.
2. Click the SEARCH button.
3. Click on your agency to select it.



Back Button will not take you back pages, instead use the application menus and controls.

[? Logoff](#)

[Main Menu](#) | [User Management](#) | [Work Manager](#)

[Profiles](#) [Access Requests](#)

User ID: 54

JOIN AGENCIES SEARCH

Search Criteria:

Agency Name:

Tax ID:

City:

County:

State:

% is used a wild card operator. Only put in just enough information in to

Click the Search Button

Agency Name	Tax ID	Address	County	City	State
Delaware Criminal Justice Council	12-3455676	820 French Street	New Castle	Wilmington	Delaware

Click on your agency hyperlink

USER ROLE ACCESS REQUEST

After joining your agency you must choose your security roles.

1. Choose your role from the drop down box.
2. Click ADD ROLE REQUEST.
3. Repeat for additional roles.
4. Click SUBMIT REQUEST.

System will time out at: 04:15:42 PM. Remaining time: 19:05

Back Button will not take you back pages, instead use the application menus and controls.

Logoff

Main Menu | **User Management** | Work Manager

Profiles Access Requests

User ID: 54

JOIN AGENCY

Agency Name: Delaware Criminal Justice Council
Street Address 1: 820 French Street
Street Address 2: State Office Building, Tenth Floor
County: New Castle
City: Wilmington
State: Delaware
Zip Code: 19801-3545
User Manager(s): None

Reason For Request*

Requests

GrantID-Project: [All] Choose your role from the drop down box

Roles Requested: Agency Program Reader Click Add Role Request

Add Role Request

Requested Action	Requested GrantID-Project	Requested Role	
Add	[All]	Agency Financial Creator	Remove
Add	[All]	Agency Submission	Remove
Add	[All]	Agency Program Reader	Remove

Submit Request Click Submit Request Cancel

Current Roles

Current GrantID-Project	Current Role
-------------------------	--------------

Please send technical comments and problems to [DCJC EGRANTS Support](#).
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SUCCESSFUL REGISTRATION

When you get to this screen you have completed the Online User Registration.

  **Delaware Criminal Justice Council** 

System will time out at: 04:27:27 PM.
Remaining time: 19:31

Back Button will not take you back pages, instead use the application menus and controls.

 [Logoff](#)

[Main Menu](#) | [User Management](#) | [Work Manager](#)
[Profiles](#) [Access Requests](#)

User ID: 54
User Name: Ms. Test User

USER ACCESS REQUEST

Current Agency/Project Roles Access

Click "Join New Agency" button to request a role(s) for a new agency or select an "Agency" table link to request role modification at an existing agency.

[Join New Agency](#)

No records found!

Agency	GrantID	User Role
--------	---------	-----------

Filter Criteria :

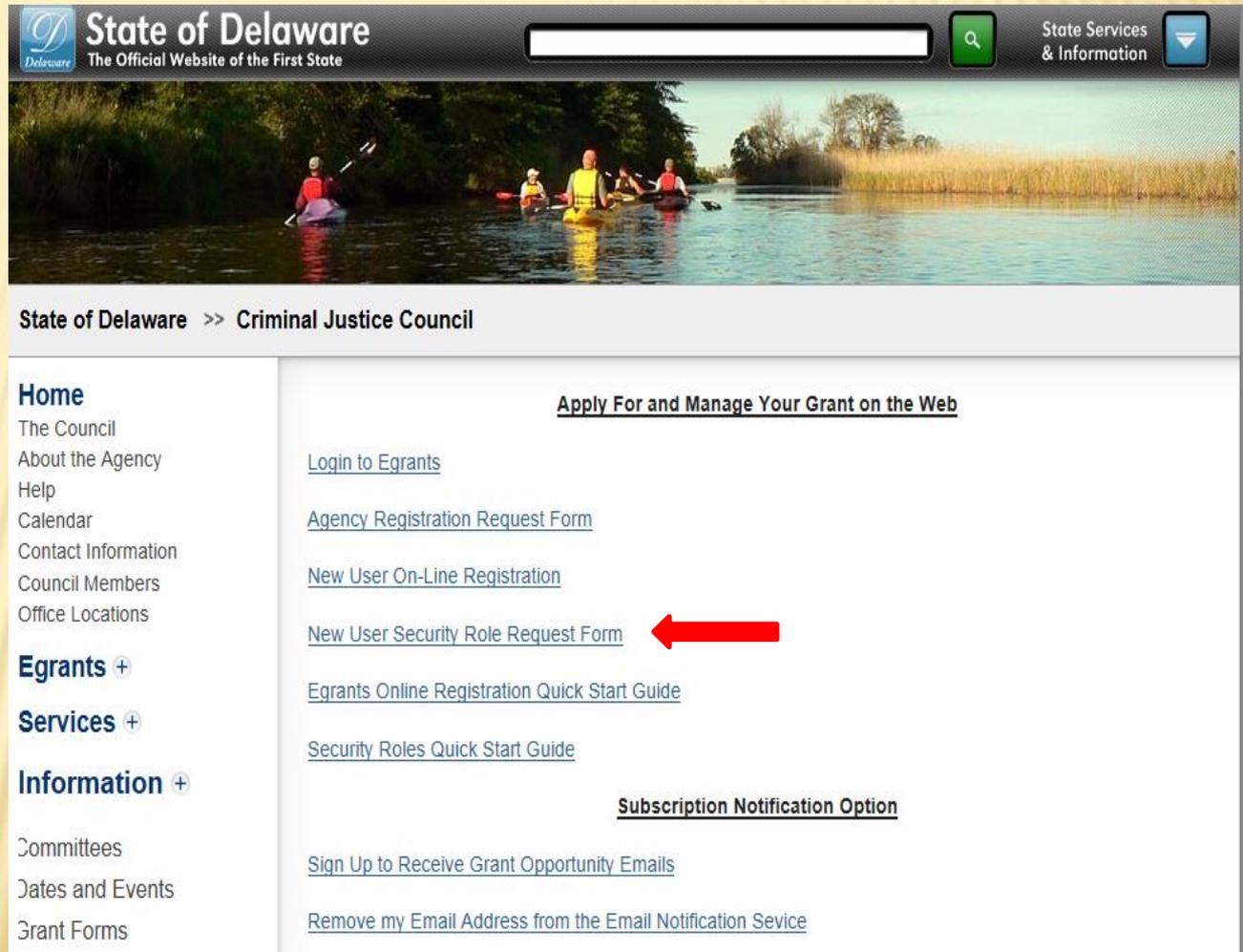
Request History Status:

Request History

Agency	GrantID	User Role	Requested Date/Time	User Manager	Status
Delaware Criminal Justice Council	[All]	Agency Financial Creator, Agency Program Reader, Agency Submission	9/8/2014 4:07:50 PM	None	In-Process

NEW USER SECURITY ROLE REQUEST

After you have completed New User On-line Registration you must complete the New User Security Role.



The screenshot shows the State of Delaware website header with the logo and tagline "The Official Website of the First State". A search bar and "State Services & Information" link are visible. Below the header is a banner image of people kayaking on a river. The main content area is titled "State of Delaware >> Criminal Justice Council". On the left is a navigation menu with sections: "Home" (The Council, About the Agency, Help, Calendar, Contact Information, Council Members, Office Locations), "Egrants +", "Services +", and "Information +" (Committees, Dates and Events, Grant Forms). The main content area is titled "Apply For and Manage Your Grant on the Web" and contains several links: "Login to Egrants", "Agency Registration Request Form", "New User On-Line Registration", "New User Security Role Request Form" (highlighted with a red arrow), "Egrants Online Registration Quick Start Guide", and "Security Roles Quick Start Guide". At the bottom of this section is a "Subscription Notification Option" with links: "Sign Up to Receive Grant Opportunity Emails" and "Remove my Email Address from the Email Notification Service".

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[Security Roles Quick Start Guide](#)

Subscription Notification Option

[Sign Up to Receive Grant Opportunity Emails](#)

[Remove my Email Address from the Email Notification Service](#)

USER REGISTRATION REQUEST

After you complete the Online Registration, fax the signed Egrants User Security Role Request Form to 302-577-3440.

This form must be signed by the agency director and confirms that the user is allowed to have the requested security roles.



Delaware Criminal Justice Council
Egrants User Security Role Request Form

IMPORTANT

DO NOT SUBMIT THIS FORM TO DCJC UNTIL YOU HAVE COMPLETED STEPS 1 THROUGH 7 LISTED ON THE EGRANTS ONLINE REGISTRATION QUICK START GUIDE.

Submission of this form is Step 8 of the EGRANTS ONLINE REGISTRATION QUICK START GUIDE.

This form must be completed and sent to DCJC before appropriate permissions to the Egrants system can be assigned. There are a minimum of three roles that need to be assigned within your agency before you will be capable of applying online. Those roles include: Program Creator, Financial Creator and Submission. These roles of Program Creator and Financial Creator must be performed by two different persons. **A separate form must be completed and submitted for EACH PERSON in your agency who will be working in the Egrants system.**

Please type or print:

Individual Name:	
Applicant Agency Name (<i>appearing on the Grant</i>):	
User ID: (The one you chose in Step 2 of <i>DCJC Egrants Online Registration Quick Start Guide</i>)	
Telephone: (with area code)	
Email address:	
County	

Please refer to the *DCJC Egrants Security Roles Quick Start Guide* for roles and descriptions when completing the table below.

Grant Number	Program Reader	Program Creator	Financial Reader	Financial Creator	Submission
	<input type="checkbox"/>				
	<input type="checkbox"/>				

Select the roles desired and identify the grant number(s) or specify 'All' to request the security role(s) for all grants for the Applicant Agency identified.

When fully completed, submit this form to **DCJC Egrants Support** by FAX to (302) 577-3440. If you have any questions regarding this form, please contact the **DCJC Egrants Help Desk** by e-mail, CJCegrantsSupport@state.de.us.

I hereby authorize the above named individual to be granted access permissions as identified on this request for the agency/organization listed hereon.

_____	_____
Printed Name of Authorized Official	Signature
_____	_____
Title of Authorized Official	Date

For DCJC use only:

Date Received	Verification (if necessary)	Date Roles Enabled	Roles Enabled By

WORK MANAGER

When your Security Roles have been approved by the CJC you will receive an Egrants Alert in your email.

You may log into the Egrants System and view the Alert in your Work Manager.

The screenshot shows the 'Work Manager' section of the Egrants system. At the top, there is a header with the 'Egrants' logo, a gavel, and the 'Delaware Criminal Justice Council' name. A system message indicates a timeout at 04:33:45 PM with 19:30 remaining. Below the header is a navigation bar with 'Logoff' and a menu with 'Main Menu', 'User Management', 'Funding Announcement', 'Project Management', and 'Work Manager'. The main content area is titled 'Tasks/Alerts For: Ms. Test User' with a date of '09/08/2014'. A search section titled 'TASKS AND ALERTS' includes search criteria for Title, Category, Action, Type, and Status, all set to '[All]', and a 'Search' button. A note explains that clicking a question mark in the 'Action' column provides details. A 'Clear All Selected Alerts' button is present above a table with one alert entry.

Select All	Type: Title	Category	Action	Status	Date/Time Posted
<input type="checkbox"/>	Alert : Delaware Criminal Justice Council	User Management	Agency Permission Granted/Denied ?	New	9/8/2014 4:12:57 PM

Please send technical comments and problems to [DCJC EGRANTS Support](#).
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WORK MANAGER MESSAGE



Delaware
Criminal Justice Council



System will time out at: 04:34:27 PM.
Remaining time: 19:20

Back Button will not take you back pages, instead use the application menus and controls.

[Logoff](#)

[Main Menu](#) | [User Management](#) | [Funding Announcement](#) | [Project Management](#) | [Work Manager](#)
[Profiles](#) [Access Requests](#)

User ID: 54
User Name: Ms. Test User

USER ACCESS REQUEST

Current Agency/Project Roles Access

Click "Join New Agency" button to request a role(s) for a new agency or select an "Agency" table link to request role modification at an existing agency.

[Join New Agency](#)

Agency	GrantID	User Role
Delaware Criminal Justice Council	[All]	Agency Financial Creator, Agency Program Reader, Agency Submission

Filter Criteria :

Request History Status:

Request History

Agency	GrantID	User Role	Requested Date/Time	User Manager	Status
Delaware Criminal Justice Council	[All]	Agency Financial Creator, Agency Program Reader, Agency Submission	9/8/2014 4:12:57 PM	None	Completed

USER MANAGEMENT



Back Button will not take you back pages, instead use the application menus and controls.

[Logoff](#)

[Main Menu](#) | [User Management](#) | [Work Manager](#)

[Profiles](#) [Access Requests](#)

PROFILE DETAILS

Courtesy Title: * [Courtesy Pick...](#)
First Name: *
Middle Initial/Name:
Last Name: * Suffix: [Suffix Pick...](#)
Title: [Title Pick...](#)
Email Address: * **Funding Announcement Email Subscriber:** [No](#)
Preferred Contact Method: *

User Login ID	Terms Of Use Policy Signoff Date
tuser	9/8/2014

Address Listing *

[Add New Address](#)

Address Listing

Envelopes/Labels , , 10th Floor, 820 N. French St., , Wilmington, New Castle, Delaware, 19801-3545, UNITED STATES

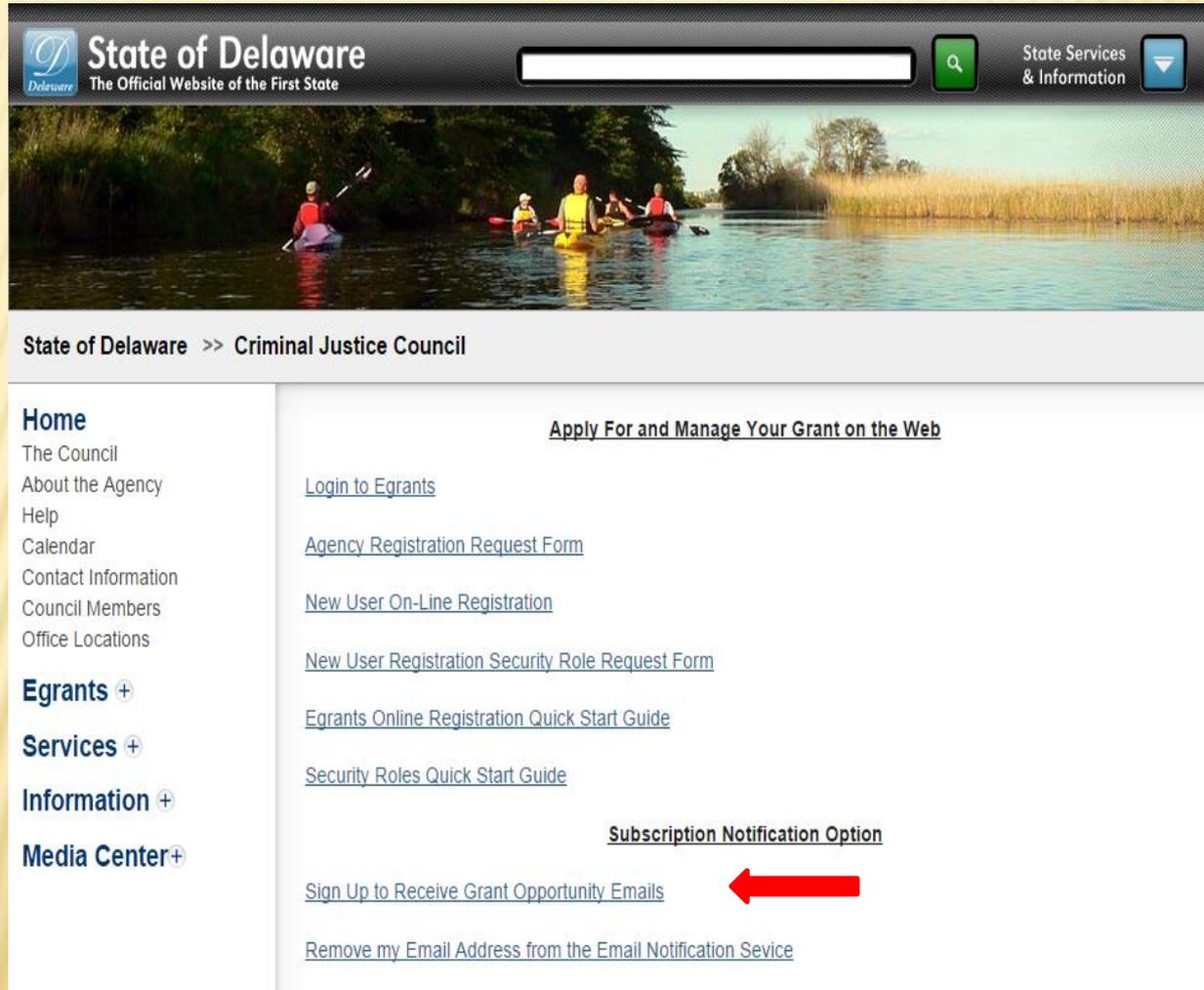
Agency Address Listing

Telephone Number Listing

[Add Phone Number](#)

	Location	Phone Number	Extension	Agency Name	Remarks
<input type="button" value="Select"/> <input type="button" value="Delete"/>	Fax	302-577-3440	577		
<input type="button" value="Select"/> <input type="button" value="Delete"/>	Work	302-577-5030			

SIGN UP FOR FUNDING NOTIFICATIONS



The screenshot shows the State of Delaware website header with the logo and tagline "The Official Website of the First State". A search bar and "State Services & Information" link are visible. Below the header is a banner image of kayakers on a river. The main content area is titled "State of Delaware >> Criminal Justice Council". On the left is a navigation menu with links for Home, Egrants, Services, Information, and Media Center. The main content area is titled "Apply For and Manage Your Grant on the Web" and contains several links: "Login to Egrants", "Agency Registration Request Form", "New User On-Line Registration", "New User Registration Security Role Request Form", "Egrants Online Registration Quick Start Guide", and "Security Roles Quick Start Guide". A section titled "Subscription Notification Option" contains the link "Sign Up to Receive Grant Opportunity Emails", which is highlighted with a red arrow, and "Remove my Email Address from the Email Notification Service".

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[New User On-Line Registration](#)

[New User Registration Security Role Request Form](#)

[Egrants Online Registration Quick Start Guide](#)

[Security Roles Quick Start Guide](#)

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[Remove my Email Address from the Email Notification Service](#)