



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:

Form with fields: Individual Name, Applicant Agency Name (appearing on the Grant), User ID: (The one you chose in Step 2 of DCJC Egrants Online), 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.

Table with 6 columns: Grant Number, Program Reader, Program Creator, Financial Reader, Financial Creator, Submission

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:

Table with 4 columns: Date Received, Verification (if necessary), Date Roles Enabled, Roles Enabled By