Delaware Criminal Justice Council
Egrants User Security Role Request Form

IMPORTANT

DO NOT SUBMIT THIS FORM TO DCJC UNTIL YOU HAVE COMPLETED THE ON-LINE REGISTRATION IN STEP 2 OF THE REGISTRATION PROCESS.

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 (*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.

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 or e-mail to 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