



# Guide to Add and Invite New Contacts/Users to Register to CJC Grants Management System

**This user guide is for existing organization-registered contacts who wish to invite other users within their organization to be able to register and have access to the Delaware CJC Grants Management System.**

## Step 1: Navigate to the Grants Management System landing page

Navigate to the Delaware Grants Management System landing page at <http://dcjc.smartsimple.com/>

The Grants Management System requires a "My.Delaware.gov" or an "ID.Delaware.gov" account for access. To log in, click the blue "Applicant Login" for non-state users. Click the blue "DE Employee Login" for state users.

Welcome to the Delaware Criminal Justice Council Grants Management System

**Applicant: Existing User**

If you have previously registered for this system, and are **NOT** a State of Delaware employee, please login using your my.delaware.gov login credentials:

[Applicant Login](#)

**State of DE Users**

If you have already been provided with access to this system on behalf of your agency, login via id.delaware.gov (this includes all @delaware.gov and @cj.state.de.us email users):

[DE Employee Login](#)

**Privacy & Security**

Learn more about our:

[Privacy & Security Policies](#)

**Applicant: New Registration**

If you are acting on behalf of an eligible organization seeking to submit a funding request, you must complete the registration process.

- For questions you may contact the Delaware Criminal Justice Council at 302-577-5030, or by email at [CJC\\_grant\\_support@delaware.gov](mailto:CJC_grant_support@delaware.gov).

Click the **Applicant Registration** button below for further information and to proceed with registration.

[Applicant Registration](#) [Ref Docs \(PENDING\)](#)

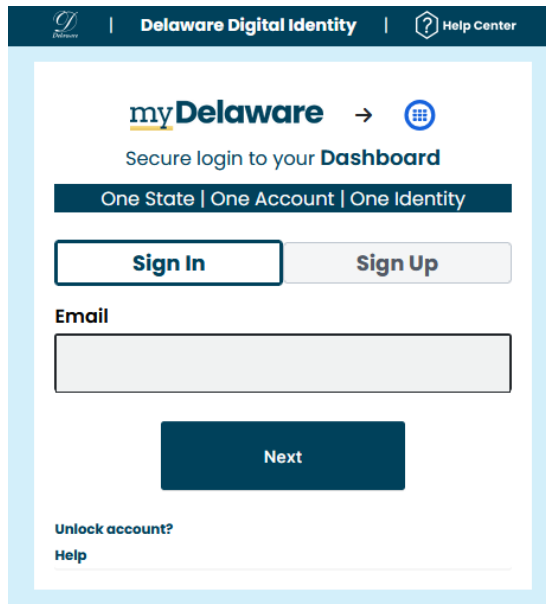
**Funding Opportunities**

To view a list of current and upcoming Funding Opportunities click the button below.

[View Opportunities](#)

## Step 2: Sign in to your My Delaware account or ID.Delaware.gov account, and you will be brought to the Grants Management System home screen.

Clicking the blue "Applicant Login" button will bring you to the My Delaware.gov sign in screen. Clicking the blue "DE Employee Login" will log into the system immediately.



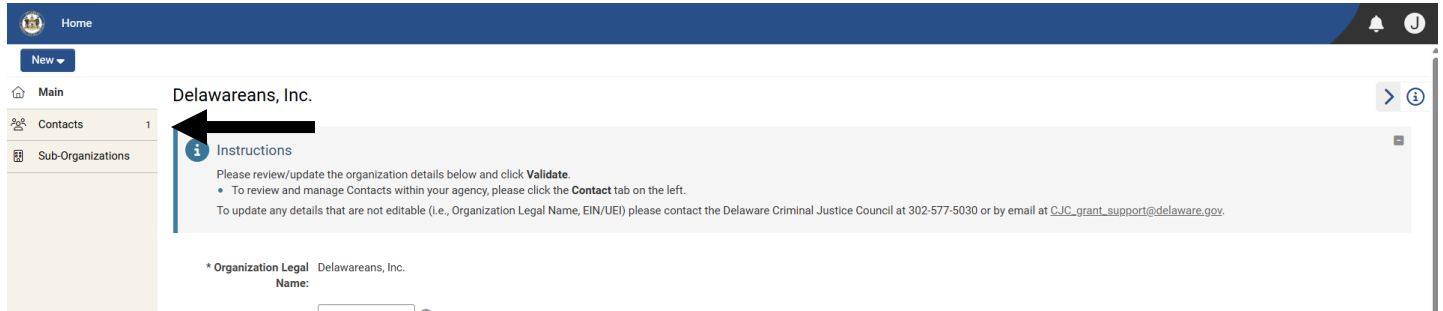
Once you sign in with your credentials, you should be automatically signed into the Grants Management System Home screen.



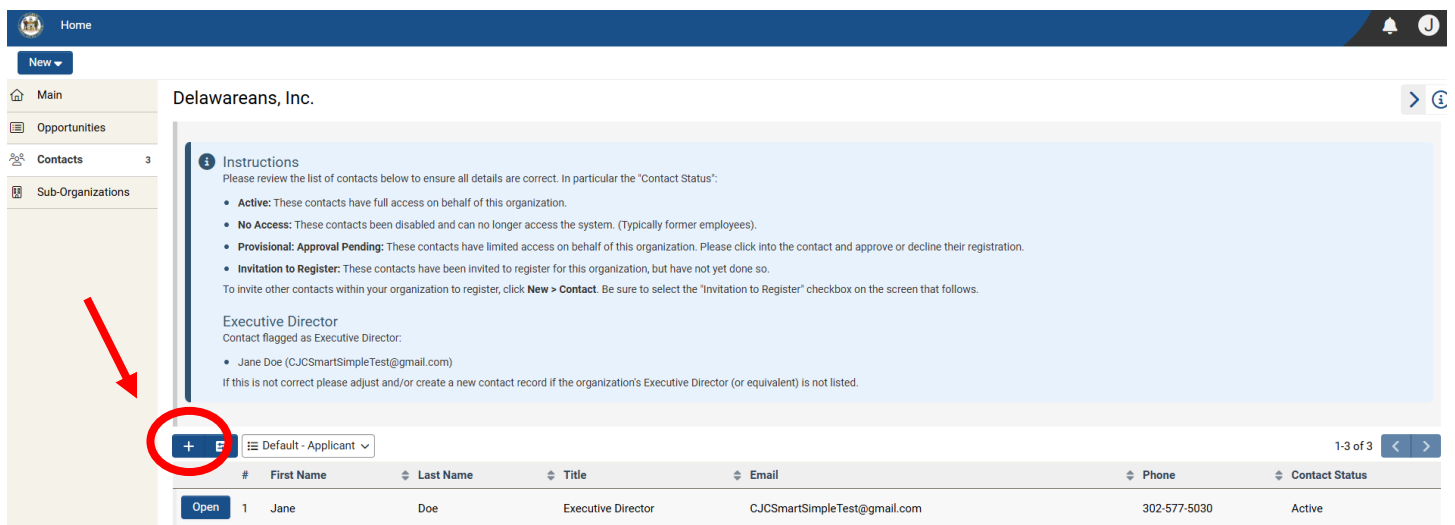
**Step 3: Navigate to the “My Organization Profile” menu clicking the “My Organization Profile” icon.**



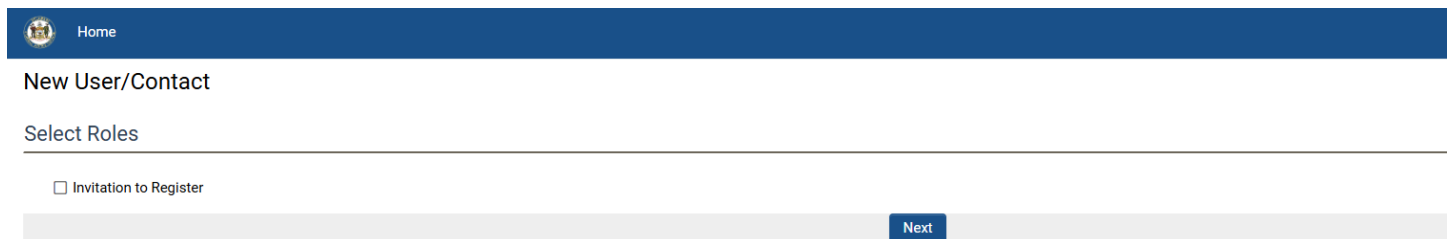
**Step 4: On the upper left-hand side of the screen, click the blue “Contacts” button, which will navigate to all Contacts associated with your organization.**



**Step 5: Follow the instructions on the Page. Click the + button to begin adding an individual.**



**Step 6: Select the “Invitation to Register” button.**



**Step 7: Complete the Registration Invitation.**

Complete the First Name, Last Name, and Email fields. The email address must match the one they will use to sign in to create a My Delaware account.

If you wish to cancel the registration invitation for this contact, you can click the “Home” button at the top of the page.

When completed, click the blue “Save” button.



## New Contact

Contact Status: No Access

### Instructions: Invitation to Register

- Please enter the details of the contact you would like to register, and select the Organization they belong to.
- Then click **Save**.

After saving you will be asked to confirm that the invitation should be sent.

\* First Name:

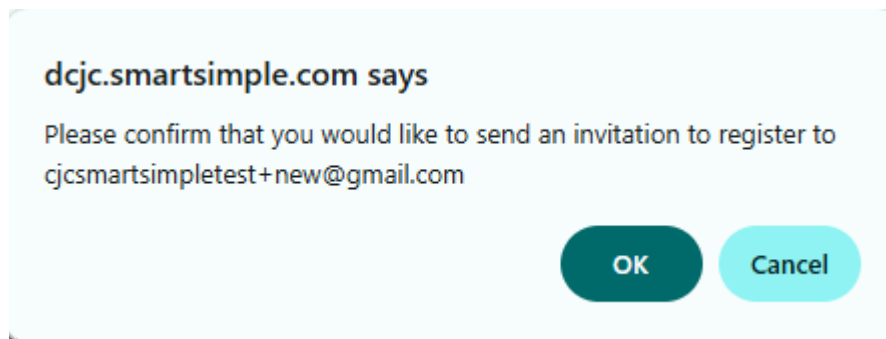
\* Last Name:

\* Organization: Delawareans, Inc.

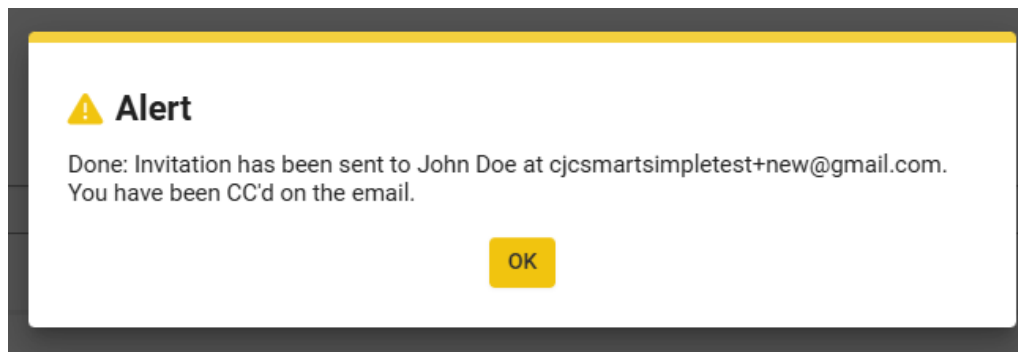
\* Email:

Save

A pop-up notification will appear confirming the email address you'd like to send an invitation to register. If it's correct, click "OK." If it's not correct, click "Cancel." Then, make your changes and click the blue "Save" button again to resubmit.



After clicking "OK," an alert will appear confirming that the invitation has been sent and to what email address. The person sending the invitation will also receive a copy of the invitation email.



Reviewing the "Contacts" tab will also confirm that the Invitation to Register has been sent.

Home

New

Main

Opportunities

Contacts 4

Sub-Organizations

### Delawareans, Inc.

**Instructions**  
Please review the list of contacts below to ensure all details are correct. In particular the "Contact Status":

- Active:** These contacts have full access on behalf of this organization.
- No Access:** These contacts been disabled and can no longer access the system. (Typically former employees).
- Provisional: Approval Pending:** These contacts have limited access on behalf of this organization. Please click into the contact and approve or decline their registration.
- Invitation to Register:** These contacts have been invited to register for this organization, but have not yet done so.

To invite other contacts within your organization to register, click **New > Contact**. Be sure to select the "Invitation to Register" checkbox on the screen that follows.

**Executive Director**  
Contact flagged as Executive Director:

- Jane Doe (C.JCSmartSimpleTest@gmail.com)

If this is not correct please adjust and/or create a new contact record if the organization's Executive Director (or equivalent) is not listed.

Default - Applicant

#	First Name	Last Name	Title	Email	Phone	Contact Status	
<a href="#">Open</a>	1	Jane	Doe	Executive Director	C.JCSmartSimpleTest@gmail.com	302-577-5030	Active
<a href="#">Open</a>	2	John	Doe	Financial Officer	cjcsmartssimpletest+Finance@gmail.com	3025775030	Active
<a href="#">Open</a>	3	John	Doe		cjcsmartssimpletest+new@gmail.com		Invitation to Register: Sent
<a href="#">Open</a>	4	Shirley	Doe	Project Director	cjcsmartssimpletest+Project@gmail.com		Active

If the individual who invited the user to register wishes to cancel their invitation at any time, you can click on the blue "Open" button next to the individual you wish to cancel.

John Doe

Contact Status: Invitation to Register: Sent

#### Invitation to Register Sent

An invitation to register via My.Delaware.gov has already been sent to this contact at "cjcsmartssimpletest+new@gmail.com".

- If they wish to register under a different email address, update the email address and click **Save**.
- You will then be asked to confirm that an updated invitation email should be sent.

To cancel the registration invitation for this contact, click the **Cancel Registration Invitation** button. No notification will be sent.

**Note:** This will not prevent them from registering for this system, but they will no longer be pre-approved to be automatically associated with this organization.

[Cancel Registration Invitation](#)

\* First Name:

\* Last Name:

\* Organization: Delawareans, Inc. [↗](#)

\* Email:

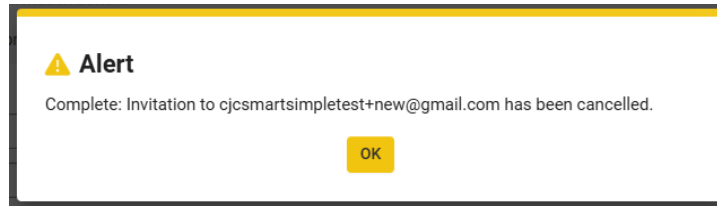
Then click the blue "Cancel Registration Invitation" button. The system will ask you to confirm that you wish to cancel the registration invitation.

**dcjc.smartsimple.com says**

Are you sure you want to cancel the registration invitation for John Doe (cjcsmartssimpletest+new@gmail.com)?

[OK](#) [Cancel](#)

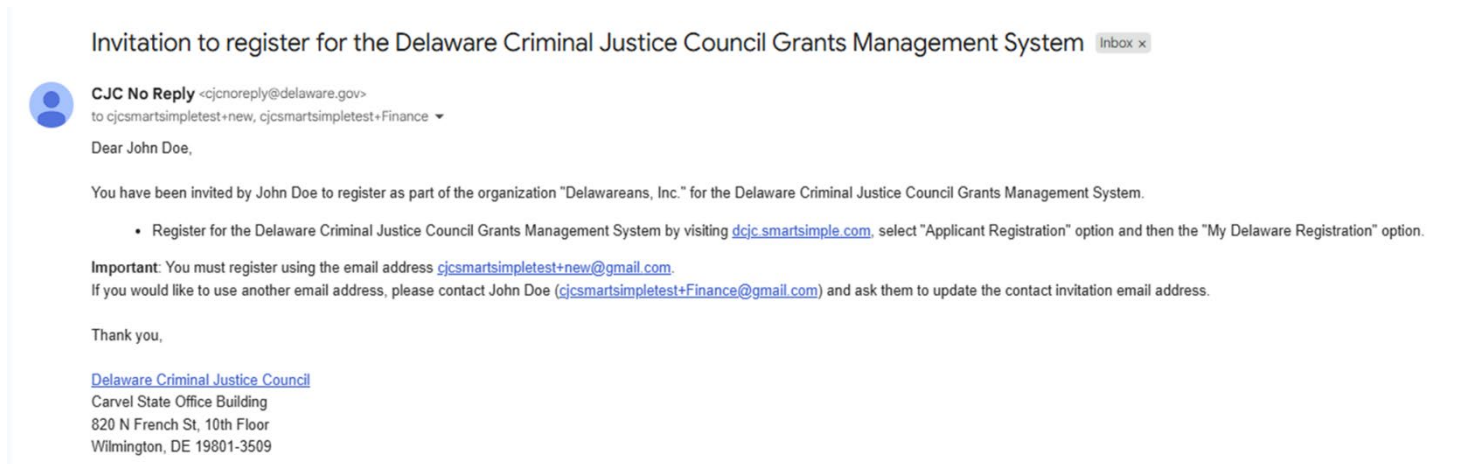
Clicking "OK" will confirm that the invitation has been cancelled.



The invited contact will no longer appear on the Contacts tab.

## Step 8: The individual invited by your organization or CGO Staff will receive an Invitation to Register by email like the one below.

Once they receive the email, they can register using the link in the email and review the **“Guide to Complete Invited New Contact Registration to an Organization”** available on our websites for help completing that process if necessary.



Once registration is completed, the contact should have access to the organization’s landing page. The contact should have full access to create applications on behalf of the organization. The contact can also be added as a collaborator on existing applications, including editing and submitting. Please see the **“Roles and Access Guide”** that outlines role types and permissions.

**Important:** Any invited contacts must be added as collaborators to applications if they wish to view or edit them. Contacts can only see all past or current applications if they are added by the contact who started the application or CJC Staff.

If you need assistance adding a contact, send your request to [CJC\\_grant\\_support@delaware.gov](\"mailto:CJC_grant_support@delaware.gov\")

**Prepared By:**  
**State of Delaware**  
**Criminal Justice Council**  
**820 N. French Street, 10<sup>th</sup> Floor**  
**Wilmington, DE 19801**  
**302-577-5030**  
**[CJC\\_grant\\_support@delaware.gov](mailto:CJC_grant_support@delaware.gov)**

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