



Guide to Complete Invited New Contact Registration to an Organization

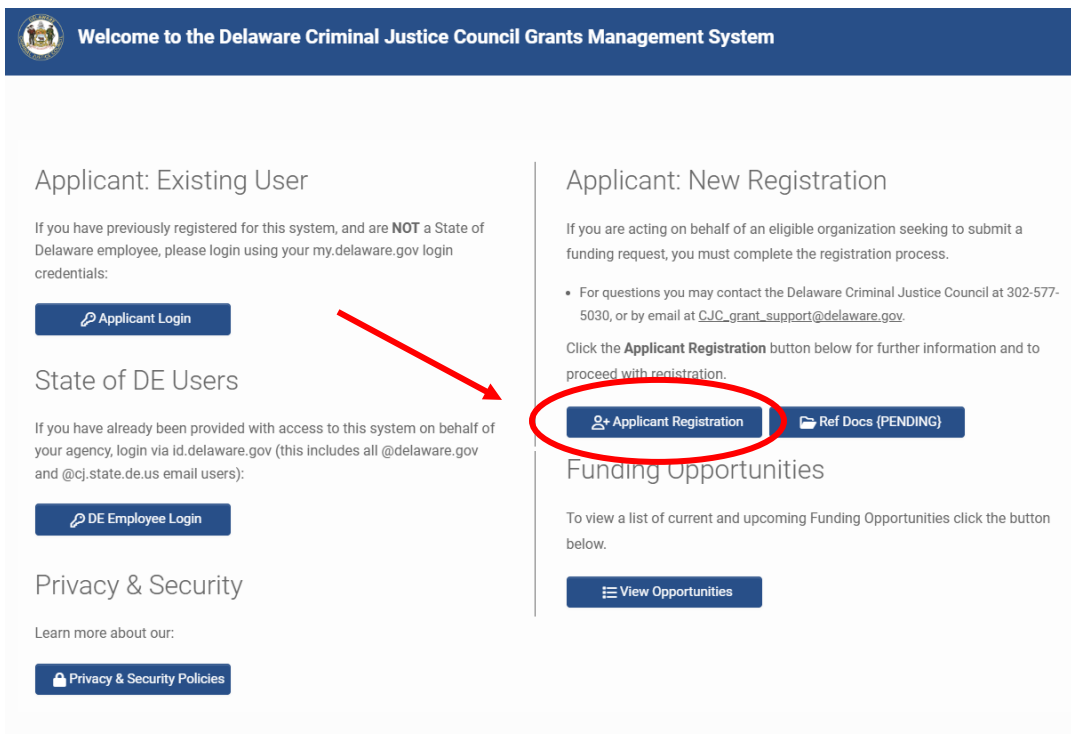
This user guide is for contacts who have received a system-generated invitation email to complete their registration for access to the CJC Grants Management System.

Are you waiting on your invitation? Any registered users associated with your organization may invite other key subgrant staff to register as a user with your organization.

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

Navigate to the Delaware Grants Management System landing page at <https://dcjc.smartsimple.com/> or click the link in your invitation email.

The Grants Management System requires a "My.Delaware.gov" or "ID.Delaware.gov" account for access. To begin registration, sign up with an account by clicking the blue "Applicant Registration" button.



Step 2: Clicking the "Applicant Registration" button will bring you to a page where the individual should select "My Delaware Registration" or "DE State Employee Registration".

Individuals should select the appropriate registration type by reading through their options. Non-state employees should select "My Delaware Registration". State of Delaware employees with a "@delaware.gov" domain name or law enforcement with a "@cj.state.de.us" domain name should select "DE State Employee Registration."

Registration: Delaware Criminal Justice Council

This page provides details for organizations to register for the CJC Grants Management System.

In general only Non-Profit / 501(c)(3) organizations, and State/Local Government Entities are eligible for CJC funding.

For further details on the types of funding available from CJC, and determine if your organization may be eligible, visit the CJC website:

[CJC Funding Types](#) (opens in a new window)

My Delaware Registration

Click here if you are NOT a State of Delaware employee, and wish to register your organization for this system.

- You will be redirected to log in via my.delaware.gov to initiate registration
- If you do not have a My Delaware account, you will be able to create one.

DE State Employee Registration

Click here if you are a State of Delaware employee, and wish to register your organization for this system.

- Use this option if your email address ends with @delaware.gov or @cj.state.de.us.
- You will be redirected to log in via id.delaware.gov to log in and initiate registration.
- You must already have an ID Delaware account.

If you have previously registered, please return to the [Main Login Page](#) and click on the "Applicant Login" or "DE Employee Login" button as appropriate.

[Return to Main Login Page](#)

Step 3: Sign In or Sign Up

If you have an existing My Delaware account or an ID.Delaware.gov account associated with your professional work email address, you may sign in with your email and password here. Then, you may continue to **Step 4**. The email address that you received your invitation through must be the email address you use. If this is incorrect, contact the individual within your agency who sent the invitation. They can amend the invitation with your correct email address.

The screenshot shows the login interface for the CJC Grants Management System. At the top, there is a dark blue header with the Delaware state logo, the text "Delaware Digital Identity", and a "Help Center" link. Below the header, the "myDelaware" logo is displayed with a right-pointing arrow and a grid icon. The main heading reads "Secure login to your CJC Grants Management System". A dark blue bar below the heading contains the text "One State | One Account | One Identity". There are two buttons: "Sign In" (highlighted with a blue border) and "Sign Up". Below these buttons is an "Email" label and a large, empty text input field. A dark blue "Next" button is positioned below the input field. At the bottom left, there are links for "Unlock account?" and "Help".

If you do not have an existing My Delaware account associated with your professional work email, you can create one by clicking the "Sign Up" button. Then, you may continue to **Step 3A**.

Delaware Digital Identity | Help Center

myDelaware →

Secure login to your **CJC Grants Management System**

One State | One Account | One Identity

Sign In **Sign Up**

Email

Next

[Unlock account?](#)
[Help](#)

Step 3A: Sign Up for a My Delaware Account

After clicking the "Sign Up" button, enter your work email address, password, and other information for your new account. Be sure to select "For Myself" in the Account Purpose field. When completed, click the blue "Sign Up" button towards the bottom of the screen to submit the form and register your My Delaware account.

Delaware Digital Identity | Help Center

myDelaware →

Secure login to your **Dashboard**

One State | One Account | One Identity

Sign In **Sign Up**

Email

Password

Password requirements:

- At least 8 characters
- A lowercase letter
- An uppercase letter
- A number
- No parts of your username
- Does not include your first name

Confirm Password

Primary Phone Optional

Legal First Name

Middle Name Optional

Legal Last Name

Street Address

City

Zip Code

State
Select an Option

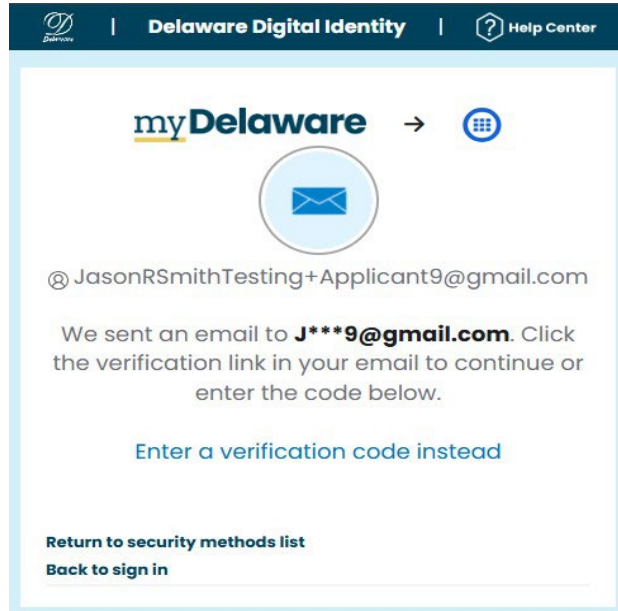
Country
Select an Option

Account Purpose
For Myself

Sign Up

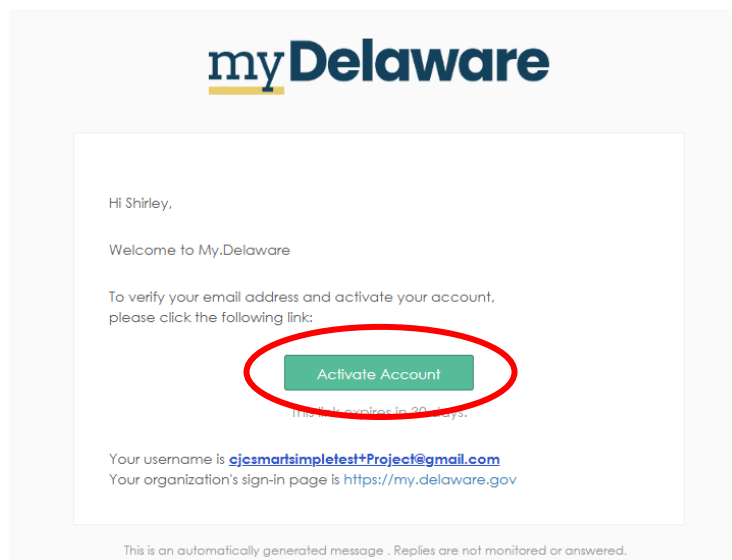
[Already have an account?](#)

Once you click the blue "Sign Up" button, an activation email will be sent to the email address associated with the My Delaware account information you provided.



Step 3B: Click the "Activate Account" Button.

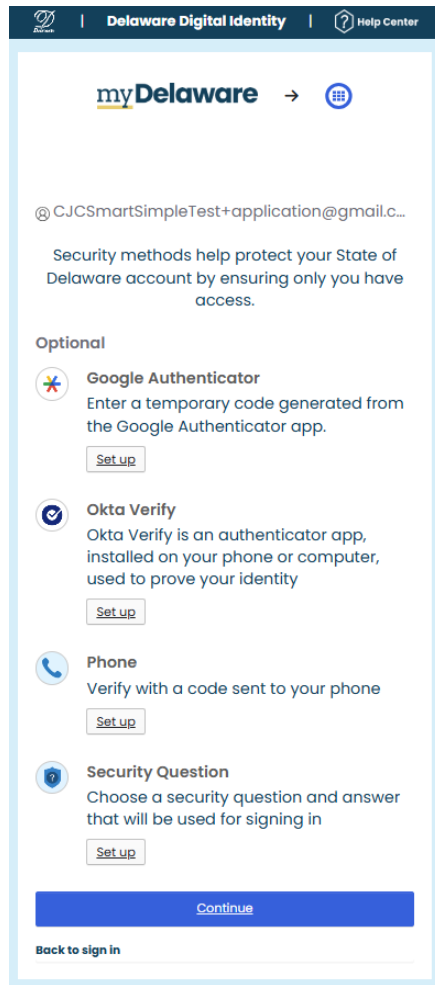
Navigate to your email account, open the My Delaware Account Activation email, and click the green "Activate Account" button in the automated email to activate your new My Delaware account.



Step 3C: Secure access and set multifactor authentication methods.

Clicking the green "Activate Account" button in the automated email will cause your computer to navigate to the My Delaware platform, asking you to set up at least one more authentication factor. My Delaware supports multiple authentication methods, including using an authenticator app (Okta Verify), sending a text message to your phone, or creating a security question. While you can set this up later, within several days after the initial registration, My Delaware will eventually require you to set up one of these methods upon sign-in.

You can click the gray "Set up" button under whichever option(s) you prefer or click the blue "Continue" button towards the bottom of the prompt to set this up during a future sign-in. Using the phone option is likely the most convenient option for most users. Follow the on-screen instructions if you click any of the gray "Set up" buttons.



Step 4: Arrive at the Home page for the CJC Grants Management System.

After signing in with your existing My Delaware account or through the My Delaware account that you may have just created by completing enrollment in a multifactor authentication method or choosing to set up later from Step 3C, you should be automatically navigated to the Grants Management System home screen.

If you did not arrive at the CGO Grants Management Screen Home page, try navigating again to the CJC Grants Management System landing page at <https://dcjc.smartsimple.com/> and clicking the blue "**Applicant Login**" button (non-state users) or "**DE Employee Login**" (state employee users) button and sign in with your newly established credentials to arrive at the Home page.



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:



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):



Privacy & Security

Learn more about our:



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.

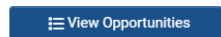
- For questions you may contact the Delaware Criminal Justice Council at 302-577-5030, or by email at CJC_grant_support@delaware.gov.

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



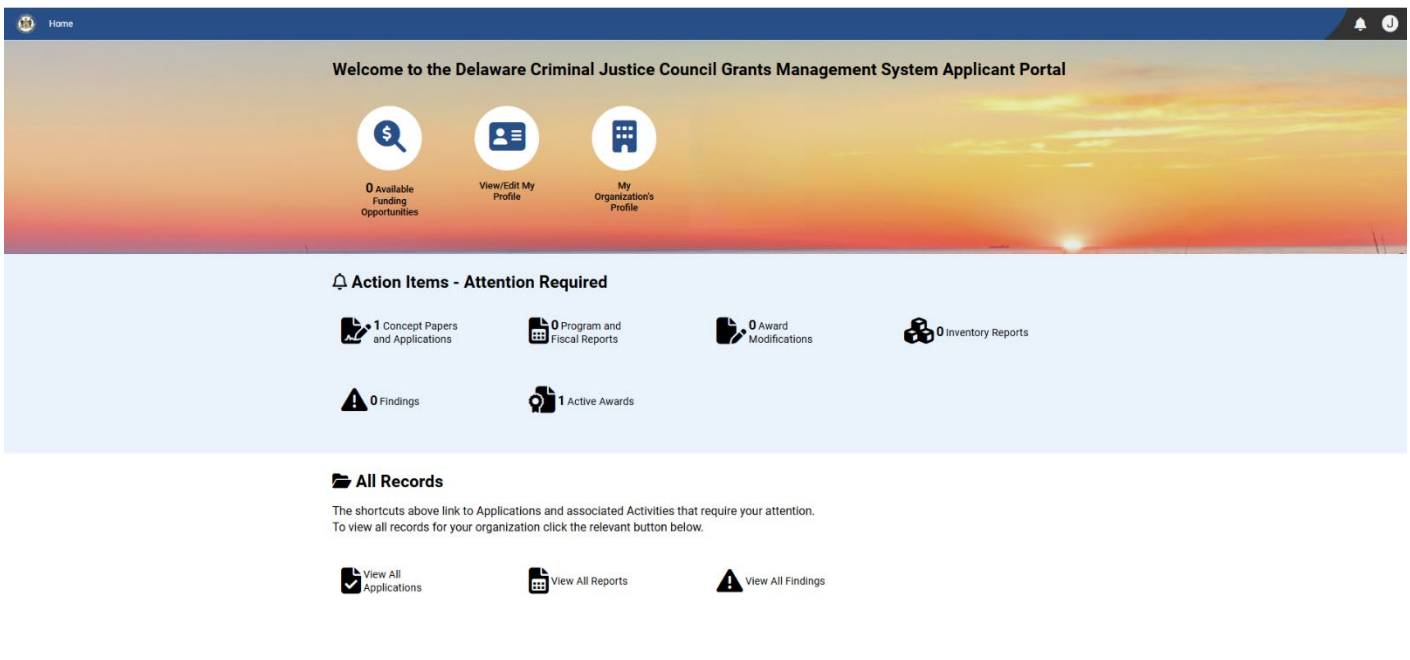
Funding Opportunities

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



After successfully logging in, you should now find yourself on the Home screen in the CJC Grants Management System.

Your account is now fully registered in the system, and you can now review any scheduled funding opportunities or begin applying for open funding opportunities on behalf of your organization. Please see the CJC website (<https://cjc.delaware.gov/>) tab "Grant Management" to open or print the relevant user guide(s) to help you through the application process for the funding opportunity that you wish to apply for.



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