

Access Request Quick Start Guide

After you have completed and saved your profile in the LCLE Egrants User Registration, the follow steps are necessary to connect you with the organization that you'll be working with in the Egrants system. It also defines the roles the user needs to perform delegated functions in Egrants. During the online registration process, a user may be automatically directed to the "Join Agency" process in the User Management module. Also, at any time the access needs for a user need to be updated, this process can be used to request removal or addition of roles and programs.

1. Click on **"User Management"** tab. (If you a returning user that was not automatically directed.)
2. Click on **"Join New Agency"** button. You will be directed to the **"Join Agencies Search"** page.
3. Enter some information about the organization that you will be registered to. Any combination of search criteria may be used. Note: You may use partial information in the text boxes. For example: To search on all organizations that begin with the letter "C", type a "C" in the **"Agency Name"** field.
4. Click on **"Search"**. Records that match the criteria entered will be displayed in the grid. If there are no records that match your criteria, the message **"No records found!"** will be displayed above the grid. In many cases this might happen if you spell the organization name differently than it is entered in the system.
5. Click on the organization name for that you wish to join. You will be re-directed back to the **"Join Agency"** page. The organization information will be populated automatically. If it's not the correct organization, click on **"Cancel"** to be returned to the previous page. Note: The address displayed is for the organization, not the user.
6. Provide a brief narrative for the reason user is requesting access.
7. For the **"GrantID-Project"** choose the project that user needs to access.
8. **"Roles Requested"** – Use the [Egrants Security Roles Access Request Quick Start Guide](#) for role definitions.

New Users and existing users who do not currently have the appropriate authorized permissions on file at LCLE must complete the [Egrants User Registration Request Form](#).

Mail the original form to:
LA Commission on Law Enforcement
Attn: Egrants Support
PO Box 3133
Baton Rouge, LA 70821-3133

This form must be signed **in BLUE** by **the head of the organization** in which you are requesting access to inquire, view, and/or submit on behalf of. A user **will not be granted access** to an organization's project(s) unless the head of the organization authorizes access.

You will be electronically notified by LCLE Egrants System Support via email and through the Work Manager of the Egrants system once credentials and Egrants roles are established.

If you have any questions, please contact Egrants support at egrants@lcle.la.gov, or call (225)342-1968.