User Registration & Access Request
Quick Start Guide

To register and obtain access to the Egrants System is a three-step process.

Step 1 – Registering Your Profile

1. Access the LCLE Egrants site by going to www.lcle.la.gov. Click on the link to Egrants.
2. Click on the "Register" button. You will be transferred to the "LCLE Egrants User Registration Screen". Fields that are marked with an asterisk (*) are required fields and must be completed. Be sure to include your organization's name.

   Use upper and lower case letters to complete this form. Refer to Appendix A – Standards for Data Entry at the end for data entry guidelines.

   User ID: Must include 8-14 characters, beginning with a letter as the first character, followed by alphanumeric characters.

   Password: Write down your User ID and Password and keep them in a secure place for later use.

   Must be 8-14 characters and include at a minimum:
   - 1 upper case letter
   - 1 lower case letter
   - 1 number
   - 1 special character
3. Click on the "***Submit***" button at the bottom of the screen when you have completed all the required fields.
   NOTE: If the "***Submit***" button is grayed out, you have not entered all the password criteria.
4. When you register, or login, read the LCLE "***Egrants Terms of Use***" and click on "**Agree**" to proceed.

   NOTE: You will not have access to the full Egrants system until Steps 2 and 3 are completed and security is established with LCLE. Until then, you will have limited access which includes the User Management Profile and Work Manager tabs.

Step 2 – Requesting User Access on Online

After you have completed Step 1 and saved your profile in the LCLE Egrants User Registration, the following 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"*** – Refer to the Appendix B – Egrants User Security Role at the end for role definitions.

IMPORTANT NOTE:

If your access is limited to a particular program and/or project, such as VOCA or BJAG-MJTF and not ALL programs, you will need to complete Step 2 to request access to the authorized roles outlined in your User Registration and Access Request Form when submitting a new application. Egrants will allow you to apply under a Funding Announcement and will assign a grant number. However, Egrants will not allow you to proceed in completing the application until the roles are approved by LCLE.

Step 3 – Completing & Submitting the User Registration & Access Form

1. Complete the Egrants User Registration Request Form located on our website.
2. Print or type your User Legal Name as identified when creating your Profile in Step 1.
3. Print or type the official applicant organization's name. If you are a department within an agency, you would list the official organization's name not the department. For example, if you are a police department, the city, town, village would be the authorized organization.
4. Print or type your User ID that was created in your Profile in Step 1.
5. Identify the Program(s) in which you will need access and mark an "X" under each role(s) authorized to you. If you are given a 'Creator' role, you do not need a 'Reader' role.
6. **Please read this information before completing Options.**

NOTE: This section is ONLY completed when agencies are authorizing their local planning district access to their projects. This is NOT to be completed when the agency's staff is requesting access to Egrants.

Agencies receive funding either through the Local Law Enforcement Planning Districts/Councils, Office of Criminal Justice Coordination, state coalitions, and/or LCLE. Funding received by the local law enforcement planning districts or the office of criminal justice coordination offices are considered district level projects. Agencies are encouraged to first contact their district manager for any assistance. Funding received through the state coalitions or LCLE are considered state level projects. Agencies are encouraged to first contact the LCLE Program Manager for any assistance.

If the organization wishes to give their local District Office access to their district level project the role(s) of program creator, financial creator, and/or submission, this will allow the district office the ability to create and submit applications, program reports, fiscal reports and any other required documents on behalf of the organization. This also allows the District Office to make changes to these documents that the organization's program creator and financial creator initiates. Or, you can authorize only reader roles where the District Office can only review the applications and other required reports. Please remember that the organization is responsible for all information that the District Office enters and submits on behalf of the organization.

If the organization wishes to allow their District Office access to their state level project with creator, reader, and/or submission roles, they may do so. However, the organization should first contact the LCLE Program Manager for assistance. Please remember that the organization is responsible for all information on their state level funded projects that the District Office enters and submits on behalf of the organization.

Note: Organizations are not required to give the District Offices any roles if it chooses.

If the organization chooses to give their local District Office and/or State Coalition Egrants roles, the organization must submit a User Registration & Access Form using the following information. This form needs to be completed by the organization and must be signed and authorized by the head of the organization (i.e., Sheriff, Mayor, District Attorney, Executive Director, etc.).

District Office	User Legal Name	User ID
District 1 – Northwest Law Enforcement Planning District	Northwest LEPD	nwlepd
District 2 – North Delta Law Enforcement Planning District	North Delta LEPD	ndlepd
District 3 – Red River Delta Law Enforcement Planning District	Red River Delta LEPD	rrdlepd
District 4 – Evangeline Law Enforcement Planning Council, Inc.	Evangeline LEPC	elepd
District 5 – Capital District Law Enforcement Planning Council	Capital District LEPC	cdlepc
District 6 – Southwest Law Enforcement Planning Council	Southwest LEPC	swdlepc
District 7 – Jefferson Parish / METLEC	Jefferson CJA	jeffcja
District 9 – New Orleans, City of, Office of Criminal Justice Coordination	Orleans OCJC	oocjc
State Coalition - Louisiana Coalition Against Domestic Violence	Coalition LCADV	lcadv
State Coalition – Louisiana Foundation Against Sexual Assault	Coalition LAFASA	LAFASA

7. 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.

8. **Mail the original form directly to:**

LA Commission on Law Enforcement
Attn: Egrants Support
PO Box 3133
Baton Rouge, LA 70821-3133

You will be notified electronically by LCLE Egrants Support via email and through the Egrants Work Manager 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.

APPENDIX A
Standards for Data Entry
External Users

These standards have been compiled to ensure that all users enter data in a uniform manner as well as avoid duplication.

To prevent multiple entries, it is imperative that a thorough search is made for the organization, or individual that is being added to Egrants to make sure the name does not already exist in Egrants.

Your search criteria should be as broad as possible to take other possible data entry variations into consideration. For example, if "Louisiana" is part of your organization's name. Before entering it into Egrants, perform a search for the variations of Louisiana, e.g. LA, L, or Louisiana. If the appropriate name is identified you may select that one. If a name or entry is in this system that does not conform to these standards, please assist by correcting it.

General

- No abbreviations unless it is part of the corporate/organization title
- Spell out Louisiana as opposed to entering LA
- Do not change the default font style, or size.

Titles

- The title "Honorable" should be used for elected and highest-ranking officials such as: Governor, Lieutenant Governor, District Attorneys and Judges
- The following titles should appear in the "Courtesy Title" field (rather than using Mr. or Mrs. and placing a title in the "Title" field): Sheriff, Mayor, Warden, and Chief
- You can use Mr., Ms., Mrs., or any other courtesy title and place information in the "Title" box if they are different.
  Correct: Mrs. in "Courtesy Title" field and Executive Director in the "Title" field
  Incorrect: Chief in the "Courtesy Title" and Chief of Police in the "Title" field

Organization Name

- Do not include "The" or "A" unless it is part of the organization's official name
- The name of the parish/city/town, etc. should come first
  Correct: Rapides Parish
  Incorrect: Parish of Rapides
- Add the parish name to offices within the parish,
  Correct: Jefferson Parish Department of Juvenile Services
  Incorrect: Jefferson Department of Juvenile Services, Department of Juvenile Services, etc.

Physical Location/ Address

- Courthouse (one word)
- When identifying room numbers in a building, use Room "[#]" then the building name:
  Correct: Room 25 Municipal Services Building
  Incorrect: 25 Municipal Services Building
  25 Municipal Services Building – Room 25

- Suite numbers should come after a building name.
  Correct: Galvez Building, Suite 140
  Incorrect: Suite 140 Galvez Building
  If there is no building name associated with the address, enter the suite, or room number on the same line after the street address.
- Post office boxes should be entered without periods:
  Correct: PO Box
  Incorrect: There is no need to spell out Post Office
- Zip Code +4 is required for the mailing address. The US Postal Service has a free zip code + 4 look-up on its website www.usps.gov.

Email Address

- Email addresses are required. Email helps us contact a user with information as fast as possible. If you do not have an email address there is a default address than can be used, **yourlastname@example.com** (Example: smith@example.com). If you use this address, correspondence will be sent via mail service, thereby delaying potential rapid notification of important information.

As emphasized earlier in this correspondence, if you notice a particular entry does not conform to these standards, in the interest of uniformity, please make changes accordingly.

Appendix B
Egrants Security Roles Definitions

To provide as much flexibility as possible to applicant organizations, security within the Egrants system is role-based. Roles are requested for each individual when the User Registration and Access Request Form is completed and submitted to LCLE.

This guide will provide a quick reference of definitions for the Egrants security roles to be assigned for each person who will need access to Egrants while conducting project management. These roles define the types of clearance an individual will need to be able to utilize Egrants beginning with the application process through the project finalization, including those who may need only access to view subgrants for their organization.

There are six security roles available to applicant organizations and individual users may have any combination (including all) of these roles. Organizations may choose to assign roles on a project-by-project basis, or they may assign roles to a user for all of the organization's projects.

NOTE: Users do not have to be employees of an organization to receive access. If an applicant organization is working on a project with another organization the applicant organization's head official can grant access to that project to a member of the other organization provided that person has registered in the Egrants system.

ROLE	DESCRIPTION
Program Reader	**Read-Only** access to: Programmatic Data within a project. Includes all summary project data (basic project and applicant information), narrative sections not specifically associated with the budget, all sections devoted to performance measurement. Examples include, but not limited to: Problem Description, Project Description and Performance Measurement.
Program Creator	**Read/Write** access to: Programmatic Data within a project. Includes all summary project data (basic project and applicant information), narrative sections not specifically associated with the budget, all sections devoted to performance measurement. Examples include, but not limited to: Problem Description, Project Description and Performance Measurements. Submits program reports.
Financial Reader	**Read-Only** access to: Financial Data within a project including all summary project data (basic project and applicant information), budget sections and line items and some contractual sections.
Financial Creator	**Read/Write** access to: Financial Data within a project including all summary project data (basic project and applicant information), budget sections and line items and some contractual sections. Submits fiscal reports.
Submission	**SUBMIT** applications, modifications, and continuations. A user without this role may work on a project, but will not be able to submit it to LCLE. Similarly, if a project were returned to the applicant for revisions, only users with this role could re-submit the revised project. This role can allow an organization, particularly a larger one, to enforce some level of review over the data to be submitted to LCLE.
User Manager	LCLE has not implemented this role.