

## User Registration Request Quick Start Guide

1. Access the LCLE Egrants site by going to [www.lcle.la.gov](http://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.

Use upper and lower case letters to complete this form. The [Standards for Data Entry Quick Start Guide](#) should be used for additional data entry tips.

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.
4. When you register, or login, read the LCLE "Egrants Terms of Use" and click on "Agree" to proceed. Follow the [Egrants User Access Request Quick Start Guide](#) to request access roles to LCLE programs.

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

5. Complete the [Egrants User Registration Request Form](#) located on our website.

**Mail the original form directly 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.

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](mailto:egrants@lcle.la.gov), or call (225) 342-1968.