

## User Registration & Access Request Form

**IMPORTANT - DO NOT SUBMIT THIS FORM TO LCLE UNTIL YOU HAVE COMPLETED STEPS 1 THROUGH 4 ON THE EGRANTS REGISTRATION QUICK START GUIDE.**

**Submission of this form is Step 5 of the LCLE EGRANTS ONLINE REGISTRATION QUICK START GUIDE.**

This form must be completed, signed **in BLUE** by the head of the organization authorizing this user and mailed directly to LCLE before appropriate permissions to the LCLE Egrants system can be assigned. A minimum of three roles need to be assigned within the organization before it can apply for funding online. Those roles include: Program Creator, Financial Creator, and Submission. Multiple roles may be assumed by one person or by three different individuals. If you request a creator role, you do not need to request the same reader role (i.e., program creator and program reader). **A separate request form must be completed and submitted for EACH PERSON in your agency who will be working in the Egrants system.**

Please type or print.

User Legal Name	
Applicant Organization <i>(appearing on the Grant)</i>	
User ID <i>(The one you chose during Online Registration)</i>	

Please refer to the [LCLE Egrants Security Roles Quick Start Guide](#) for roles and description when completing the table below.

Program	Program Reader	Program Creator	Financial Reader	Financial Creator	Submission

Identify the Program(s) in which this user needs access. Beside each program, mark an "X" under each role(s) authorized for this user.

Specify "ALL" under Program to request the same security role(s) for ALL programs belonging to the Applicant Organization.  
Program Examples: BJAG or BJAG/MJTF, DARE, JJDP, JABG, or ALL—see next page.

**Mail this original form directly to:**  
**Louisiana Commission on Law Enforcement**  
**ATTN: Egrants System**  
**PO Box 3133**  
**Baton Rouge, LA 70821-3133**

I hereby request the above named individual to be granted access permission as identified on this request for the organization listed hereon. I have also read and understand the conditions on assigning the **optional role(s)** to the District Office under options below.

\_\_\_\_\_  
Printed Name of Authorized Official

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Title of Authorized Official

\_\_\_\_\_  
Date

**Option: Check the appropriate box for District Law Enforcement Planning/Criminal Justice Coordination access.**

- |   |   |
|---|---|
| <input type="checkbox"/> District level projects Creator roles. | <input type="checkbox"/> District level projects Reader roles only. |
| <input type="checkbox"/> State level project Creator roles.     | <input type="checkbox"/> State level projects Reader roles only.    |

For LCLE use only:

Date Received	Date of User Online Request	Date LCLE Approved/Validated	User Cleared/Joined

## User Registration & Access Request Form Program Listing

<b>Program Name</b>	<b>Program Acronym</b>
Drug Abuse Education and Training	DAET
Drug Abuse Resistance Education	DARE
Edward Byrne Justice Assistance Grant	BJAG
Firearm Background Check Enhanced Data Sharing Implementation Program	FBCD
Juvenile Accountability Block Grant Program	JABG
Juvenile Justice and Delinquency Prevention Program	JJDP
National Criminal History Improvement Program	NCHIP
National Instant Criminal Background Check System	NICS
Paul Coverdell Forensic Sciences Improvement Program	CDEL
Peace Officer Standards Training	POST
Residential Substance Abuse Treatment Program	RSAT
Sexual Assault Services Program	SASP
State Automated Victim Notification System	SAVN
STOP Violence Against Women Program	STOP
Truancy Assessment Services Center	TASC
Victims Of Crime Act – Assistance Programs	VOCA
If you wish to include ALL programs	ALL

Some organizations have multiple projects under a program.

If a user is to be restricted to a certain program title under a program, please abbreviate the program title.

Example:

BJAG/ MJTF (Multi-Jurisdictional Task Force)  
BJAG/SSD (Street Sales Disruption)  
STOP/ SA Prog (Sexual Assault Program)  
VOCA/Child Abuse Counsl (Child Abuse Counseling)