

User Registration & Access Request Form

IMPORTANT - DO NOT SUBMIT THIS FORM TO LCLE UNTIL YOU HAVE COMPLETED STEPS 1 THROUGH 3 ON THE EGRANTS REGISTRATION QUICK START GUIDE.

Submission of this form is Step 3 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 emailed directly to LCLE (egrants@lcle.la.gov) 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 (Appearing on the Grant)	
User ID (The one you chose during Online Registration)	

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, or ALL—see next page.

This form must be signed in blue ink by the Authorized Official. Email this original form in color directly to egrants@lcle.la.gov. It is no longer necessary to mail the form to our office.

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.

- District level projects Creator roles.
 State level project Creator roles.

- District level projects Reader roles only.
 State level projects Reader roles only.

For LCLE use only:

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

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Program Listing

Program Name	Program Acronym
Edward Byrne Justice Assistance Grant	BJAG
Paul Coverdell Forensic Sciences Improvement Program	CDEL
DNA Capacity Enhancement for Backlog Reduction	CEBR
Drug Abuse Education and Training	DAET
Drug Abuse Resistance Education	DARE
Juvenile Justice and Delinquency Prevention Program	JJDP
Human Trafficking	HRTK
Justice Reinvestment initiative	LJRI
National Criminal History Improvement Program	NCHIP
National Instant Criminal Background Check System	NICS
Peace Officer Standards Training	POST
Residential Substance Abuse Treatment Program	RSAT
Sexual Assault Services Program	SASP
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