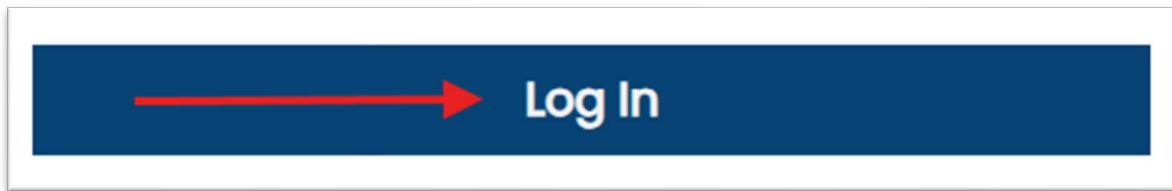


How to Add a New User in IntelliGrants as Agency Administrator

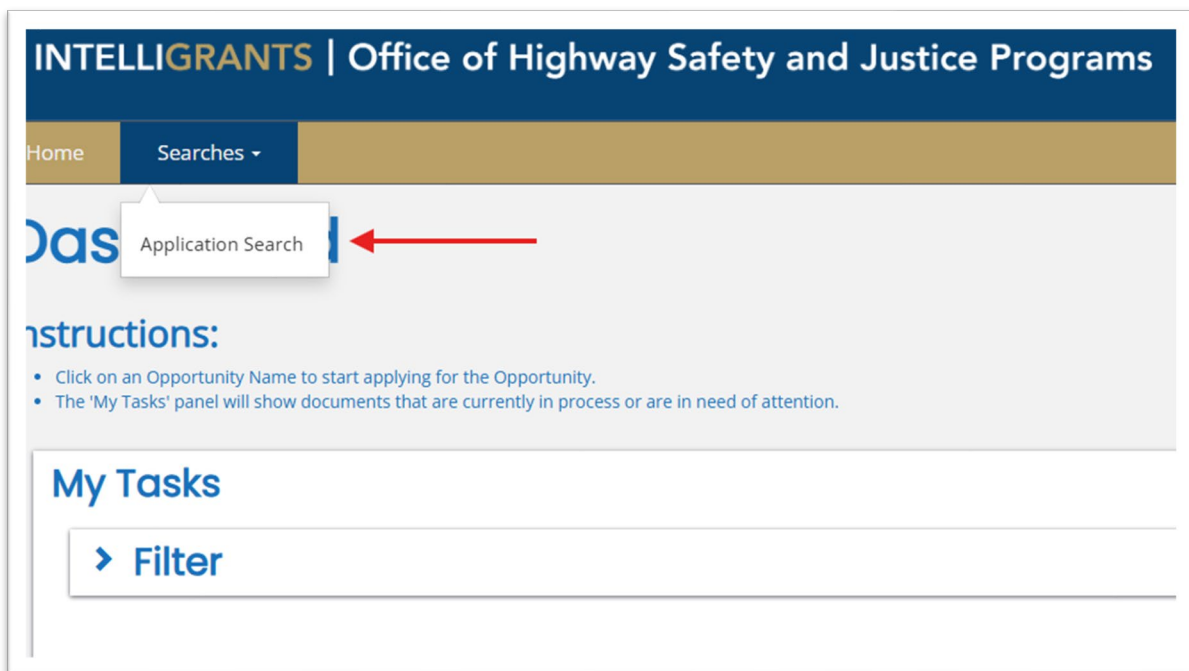
Step 1:

As the Agency Administrator, log into IntelliGrants at <https://scdps.intelligrants.com/>.



Step 2:

Using the Searches bar at the top left of the Dashboard page, click on Application Search.



Step 3:

Select the award for the current year and grant under Type. For example, the award for 2026 is SFY 26-27 School Resource Officer Program. Type in your organization under Organization. Click Search.

Document Search

Name

Type

SFY 26-27 School Resource Officer Program ▾

Organization

abbeville

Sub Code

Status

▾

Person

Clear

Search

Step 4:

Click on your award number which will populate under the search bar. This will take you to the Document Landing Page.

▼ Documents			
Name	Organization	Type	Status
SR-001-C0100-27	Abbeville County Sheriff's Office	SFY 26-27 School Resource Officer Program	Award Accepted
◀ 1 ▶ ⌕			

Step 5:

On the Document Landing Page, click on your organization's name. This will take you to the Organization Information page.

Document Landing Page

Instructions:

- View document details.

Template SFY 26-27 School Resource Officer Program	Instance SFY 26-27 School Resource Officer Program
Document Name SR-001-C0100-27	Document Status Award Accepted
Organization Abbeville County Sheriff's Office	Your Role Agency Administrator, Agency Project Director

Step 6:

On the Organization Information page, click on Organization Members on the left side panel. This will bring up the Members Search bar.

INTELLIGRANTS | Office of Highway Safety and Justice Program

Home Searches ▾

Organization Information

Abbeville County Sheriff's Office

Organization Information

Instructions:

- From this page, you can edit the organization's General Information, Contact Information, and Organization Members.
- To view current organization members or add a new organization member, click the Organization Members link.
- To edit an organization's currently designated category, click the option for "Organization Categories".

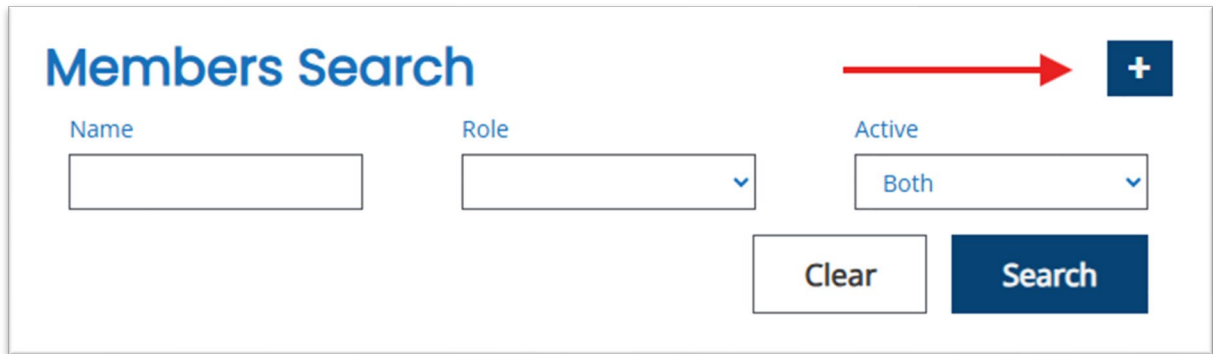
Organization Members

Organization Categories

Risk Assessment

Step 7:

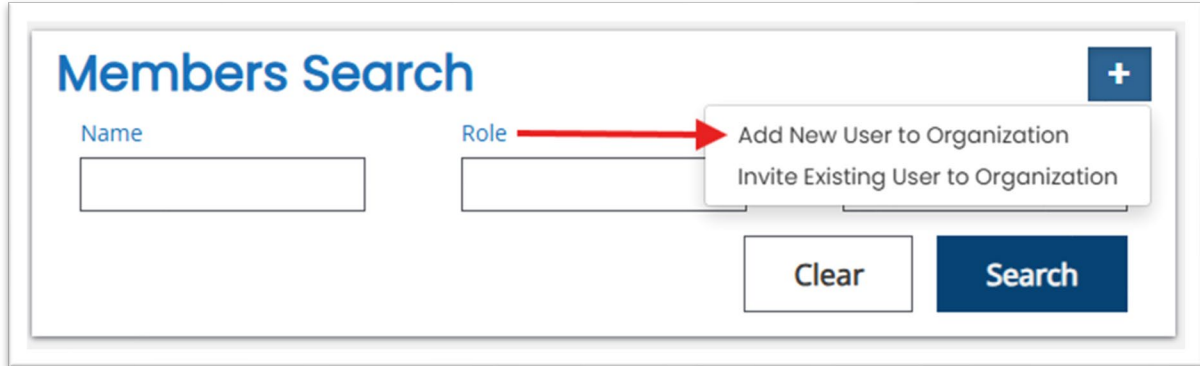
On the Members Search bar, click on the + sign on the far-right side of the search bar.



The image shows a 'Members Search' interface. It includes a title 'Members Search' in blue. Below the title are three input fields: 'Name' (a text box), 'Role' (a dropdown menu), and 'Active' (a dropdown menu with 'Both' selected). To the right of these fields is a blue square button with a white '+' sign. A red arrow points from the 'Active' dropdown towards this '+' button. Below the input fields are two buttons: 'Clear' and 'Search'.

Step 8:

Click on Add New User to Organization. This will take you to the Add Person page.



The image shows the 'Members Search' interface with a dropdown menu open. The dropdown menu has two options: 'Add New User to Organization' and 'Invite Existing User to Organization'. A red arrow points from the 'Role' dropdown menu to the 'Add New User to Organization' option. The 'Members Search' title, input fields, and 'Clear'/'Search' buttons are also visible.

Step 9:

On the Add Person page, fill in all fields on this page.



The image shows a blue header bar for the 'Add Person' page. The text 'Add Person' is written in white on the left. On the right side of the bar, there are two small white icons: a square with a plus sign and a square with an 'x'.

Step 10:

On the same page, assign the appropriate role to the new user. An inactive date is not required. See chart below for Agency User Role Permissions.

Assign Roles

Role

Active Date

Inactive Date

IntelliGrants Agency User Role Permissions				
Permission / Action	Agency View Only	Agency Contributor	Agency Certifying Official / Agency Administrator	Agency Project Director
View Agency Documents	✓	✓	✓	✓
Add to Document Before Submission		✓	✓	✓
Add / Edit User			✓	
Submit Application			✓	✓
Submit Revision Request			✓	✓
Submit Revision			✓	✓
Submit Extension Request			✓	✓
Submit Request to Purchase				✓
Submit Request for Payment				✓
Submit Training Request Form				✓
Update Personnel Assignment				✓

Step 11:

On the same page, assign a Username and Password to the new user and click Save. The new user has now been created in the IntelliGrants system.

Security Information

Username

Password

Confirm Password

Step 12:

The new user will now log into their IntelliGrants account. Click on the Username and then click on Profile.



Step 13:

On the Profile page, scroll to the bottom and find Edit Password under Login Information. The new user will now change their password.

