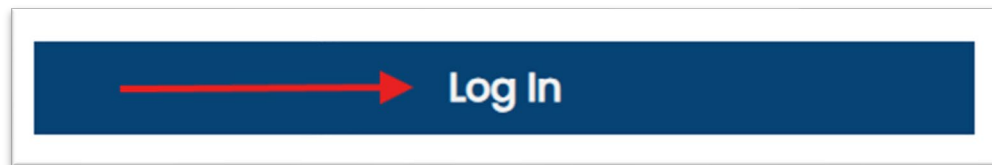


How to Add a User to an Existing Application

Note: Roles assigned on an existing application do not automatically carry over to all new applications. For example, assigning a user as a Project Director on an existing application will not designate that person as the Project Director for other programs (Highway Safety, SRO, Justice, etc.). If the agency uses a single Project Director for different programs, assign the role within the main user profile instead. For instructions, see the guide titled [How to Add and Edit Roles on Main User Profile](#);

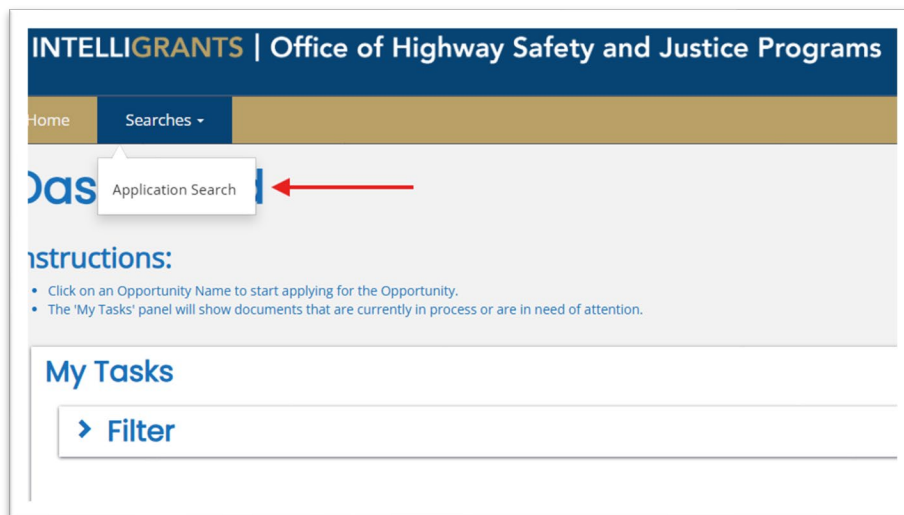
Step 1:

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

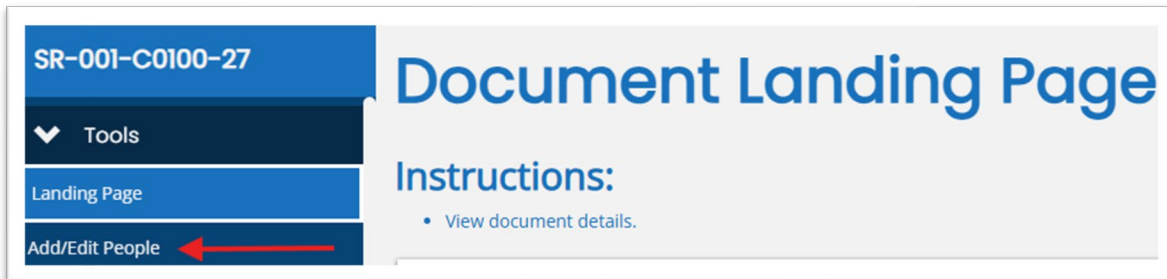
Step 4:

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 ▶ ⌂			

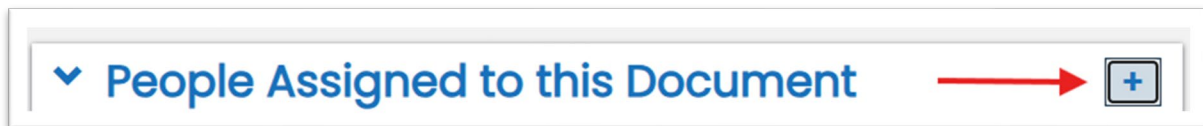
Step 5:

On the Document Landing Page, click Add/Edit People under Tools on the left-hand panel.



Step 6:

You will arrive at the Document Add/Edit People page. To add a person to the existing application, click the + button.



Step 7:

Type in the user's name that you wish to add to the application. Click Search.

A screenshot of a 'Document Person' search form. The form has a blue header with the title 'Document Person' and a close button. Below the header, the form is titled 'DocPersonList_Title Search'. It contains three input fields: 'Name' (with the text 'Adam Adamson' and a green border), 'Role' (a dropdown menu), and 'Organization Name' (an empty text box). Below these fields are two buttons: 'Clear' and 'Search' (with a green border). At the bottom right of the form is a 'Save' button.

Step 8:

The window below will appear. Assign the appropriate role to the user (see user role permissions below) and provide an Active Date. Click Save.

▼ DocPersonList_Title

Person Name	Organization(s)	Document Role	Active Date	Inactive Date
Adamson, Adam	Office of Highway Safety and Justice Programs (Agency Administrator) Office of Highway Safety and Justice Programs - GRANTEE (Agency Administrator, Agency Project Director)	Agency Administrator	07/31/2026	MM/DD/YYYY

→ Save

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				✓