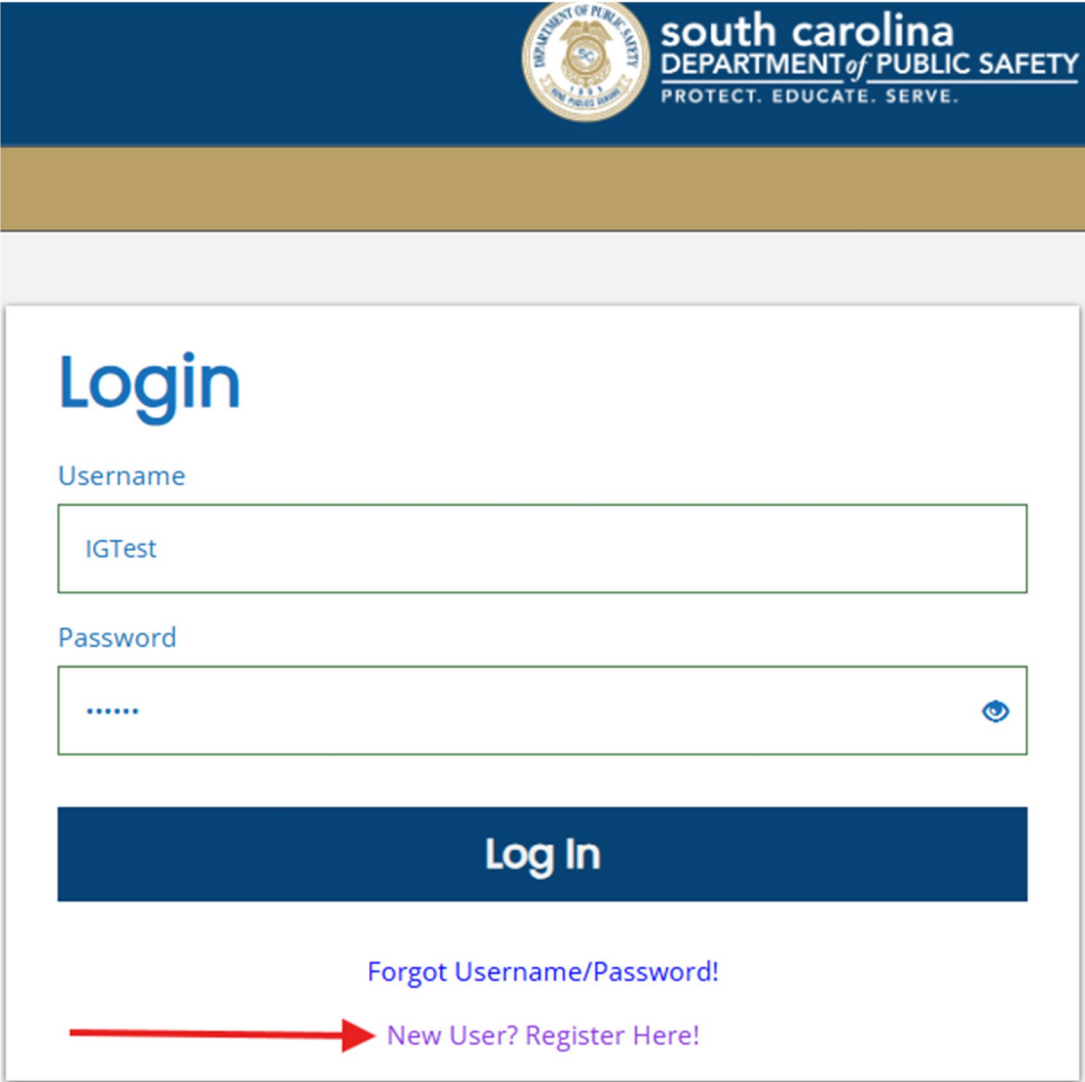


How to Register as an Agency Administrator in IntelliGrants

Step 1:

Navigate to the IntelliGrants website at <https://scdps.intelligrants.com/IGXLogin>. The new user will arrive at the Login page and click on New User? Register Here!



The screenshot shows the login interface for the South Carolina Department of Public Safety's IntelliGrants system. The header includes the department's seal and the text "south carolina DEPARTMENT of PUBLIC SAFETY" with the tagline "PROTECT. EDUCATE. SERVE.". The main content area is titled "Login" and contains two input fields: "Username" with the value "IGTest" and "Password" which is masked with six dots. A "Log In" button is located below the password field. At the bottom of the login section, there are two links: "Forgot Username/Password!" and "New User? Register Here!". A red arrow points to the "New User? Register Here!" link.

Step 2:

The new user will arrive at New User Registration and fill out all relevant information on this page.

New User Registration

Page instructions for the registration modal

First Name	Middle Name	
Last Name	Prefix	Suffix
Title	SAM	
	Search	
FEIN		
Organization	Address Not Validated ✖ Validate	
Address 2	City	
State	Zip Code	
South Carolina		
County	Email	
Phone	Phone 2	

Step 3:

Also on the New User Registration page, the new user will be prompted to create a unique Username and Password.

Website	Username
Password	Verify Password

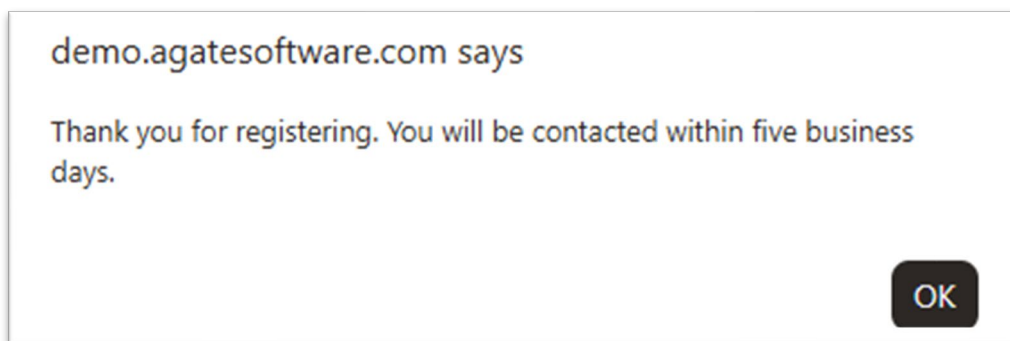
Step 4:

Once the new user has entered their information and created a new Username and Password, click Save at the bottom of the page.



Step 5:

After submitting the registration, the new user will see the confirmation message shown below. The Program Coordinator will review the request and either approve or deny it within five business days.



Step 6:

Once approved, the new user will receive the below email and can now log in to IntelliGrants using their new Username and Password.

