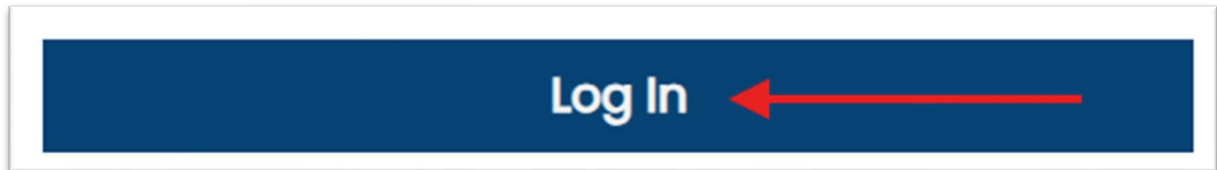


How to Update an SRO Personnel Assignment

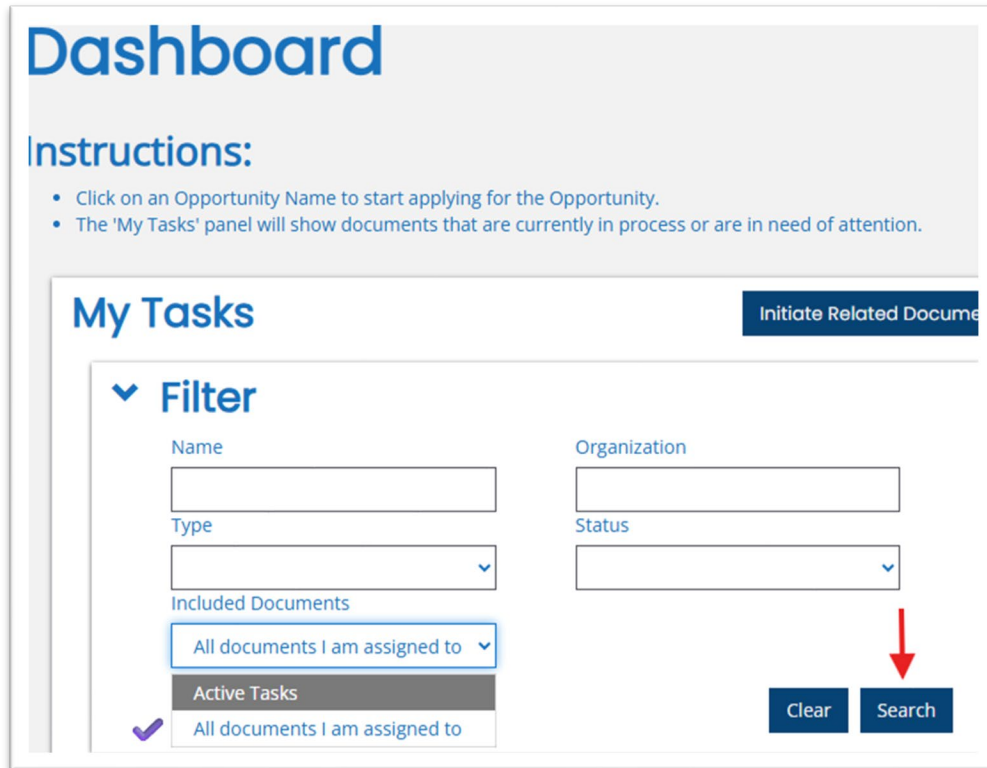
Step 1:

As the **Project Director**, log into IntelliGrants at <https://scdps.intelligrants.com/>



Step 2:

You will arrive at the **Dashboard** page. From the **My Tasks** panel on the **Dashboard** page, select **Filter** and change **Included Documents** from **Active Tasks** to **All Documents I Am Assigned To**. Click **Search**.



Dashboard

Instructions:

- Click on an Opportunity Name to start applying for the Opportunity.
- The 'My Tasks' panel will show documents that are currently in process or are in need of attention.

My Tasks Initiate Related Document

Filter

Name

Organization

Type

Status

Included Documents

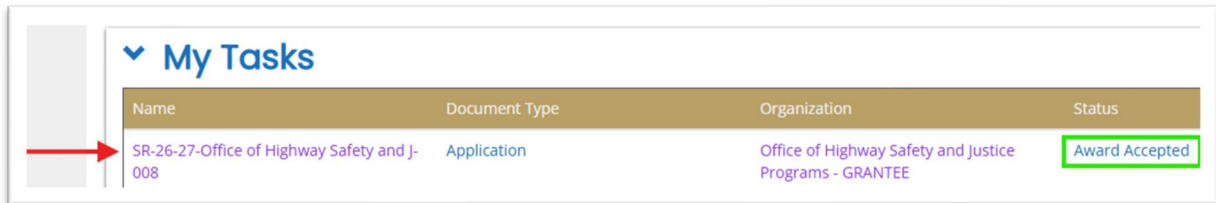
☒ All documents I am assigned to

☐ Active Tasks

☐ All documents I am assigned to

Step 3:

Collapse the **Filter** panel and find your **Award** under **My Tasks** in the **Award Accepted** Status. Click on your **Award** under **Name**.

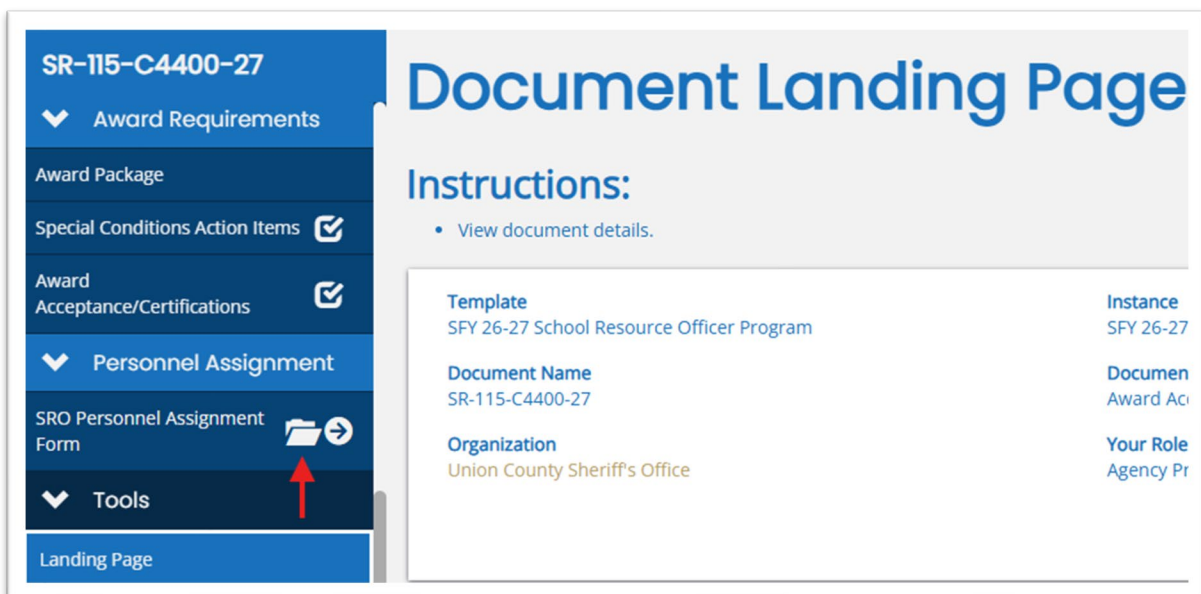


The screenshot shows a table titled "My Tasks" with a red arrow pointing to the first row. The table has four columns: Name, Document Type, Organization, and Status. The first row contains the following data:

Name	Document Type	Organization	Status
SR-26-27-Office of Highway Safety and J-008	Application	Office of Highway Safety and Justice Programs - GRANTEE	Award Accepted

Step 4:

You will arrive at the **Document Landing Page**. On this page, scroll down until you see **SRO Personnel Assignment Form** under **Personnel Assignment** in the left-hand panel. Click on the **Folder** icon.



The screenshot shows the "Document Landing Page" for document SR-115-C4400-27. The left-hand panel contains a navigation menu with the following items:

- Award Requirements
- Award Package
- Special Conditions Action Items
- Award Acceptance/Certifications
- Personnel Assignment
- SRO Personnel Assignment Form
- Tools
- Landing Page

The "SRO Personnel Assignment Form" item is highlighted with a red arrow. The main content area displays the following information:

Document Landing Page

Instructions:

- View document details.

Template: SFY 26-27 School Resource Officer Program

Document Name: SR-115-C4400-27

Organization: Union County Sheriff's Office

Instance: SFY 26-27

Document: Award Ac

Your Role: Agency Pr

Step 5:

When you click on the **Folder** icon, a list of schools will populate next to left-hand panel. Select the school that you wish to update the SRO personnel assignment for.

SR-115-C4400-27		SRO Personnel Assignment Form	
Award Requirements			
Award Package		Buffalo Elementary - Personnel Assignment Form	☒
Special Conditions Action Items	☒	Monarch Elementary (Union) - Personnel Assignment Form	☒
Award Acceptance/Certifications	☒	Union County Career and Technology Center - Personnel Assignment Form	☒
Personnel Assignment			
SRO Personnel Assignment Form	☒	Union County Schools Achievement Academy - Personnel Assignment Form	☒

Step 6:

You will arrive at the **SRO Personnel Assignment Form** for the school you selected.

IMPORTANT NOTE:

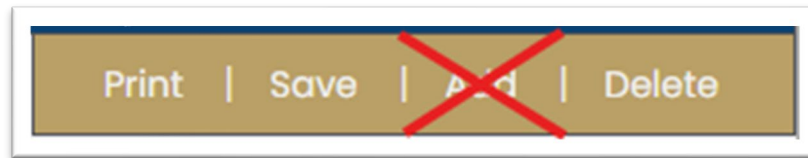
When updating an SRO Personnel Assignment, you must follow the directions provided in Steps 7- 11 verbatim.

DO NOT change the School Name when moving from one assignment to the next. To move from one assignment to the next, you must click the Folder icon next to SRO Personnel Assignment Form as shown in Step 5.

School Name

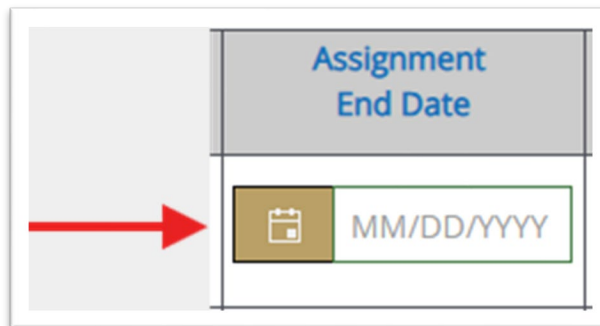
Buffalo Elementary

DO NOT click ADD at the top corner of the webpage to add a school. All schools should be provided by clicking the Folder icon next to SRO Personnel Assignment Form as shown in Step 5. If you need to add a new school, please contact your designated Program Coordinator.



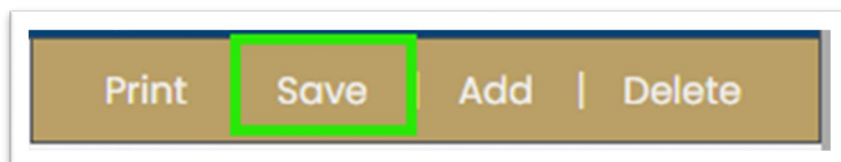
Step 7:

Select an **Assignment End Date** for the assignment that has ended.



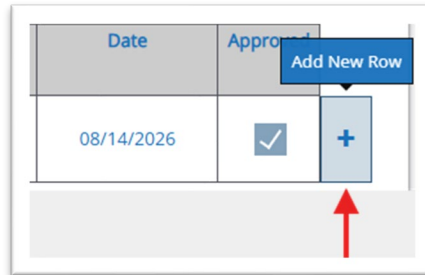
Step 8:

Click **Save** at the top right of the webpage.



Step 9:

Next to the assignment that is ending, click on the + symbol to add a new row.



Step 10:

Input all details for the new assignment in the new row including **Assigned SRO** (Last Name, First Name), **SCCJA ID Number**, **Assignment Start Date**, and **LEO Class Type**. Upload any **SRO Course Documentation** that the new assignment has completed.

Assignment Start Date is the day after previous Assignment End Date (see below if vacant).

Assigned SRO (Last Name, First)	SCCJA ID Number	Assignment Start Date	Assignment End Date	LEO Class Type	SRO Course Documentation
Doe, John	1234-5678	01/01/2026	MM/DD/YYYY	Class 1	Browse <input checked="" type="button" value="Done"/> Graduate Roster Sch... <input checked="" type="button" value="File(s) uploaded successfully"/>

If there is a vacancy:

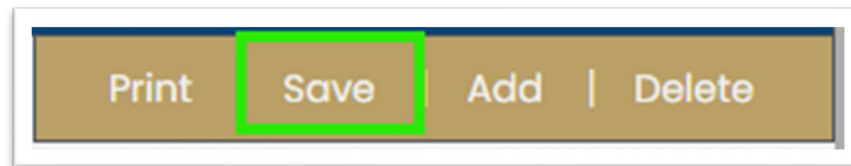
- Input **Vacant** in the **Assigned SRO** field.
- Input **0000-0000** in the **SCCJA ID Number** field.
- Input the **Start Date** of the vacancy in the **Assignment Start Date** field.
- Input **Class 1** in the **LEO Class Type** field.
- Leave **SRO Course Documentation** blank.

If a vacancy is ending, input the **End Date** of the vacancy in the **Assignment End Date** field and repeat Step 9 and Step 10 with the new SRO Personnel Assignment.

Vacant	0000-0000	08/14/2026	MM/DD/YYYY	Class 1	Browse	Drag Files Here
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Step 11:

Click **Save** at the top right of the webpage.



Step 12:

Once you have completed an SRO Personnel Assignment, email your Program Coordinator detailing any changes made. Your Program Coordinator will review the Personnel Assignment form and either approve the assignment or contact you if any changes need to be made.

