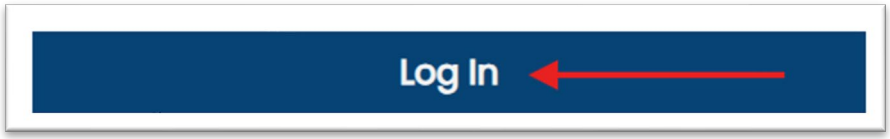
How to Update an SRO Personnel Assignment in IntelliGrants

Note: This process takes the place of Personnel Assignment Letter (PAL) submission. You will no longer need to submit a PAL when updating a personnel assignment through IntelliGrants.

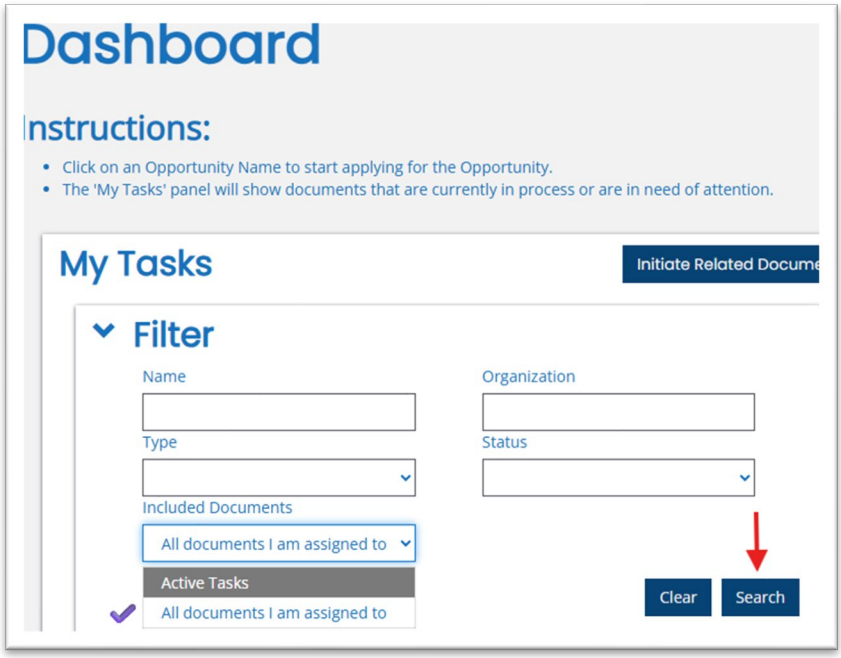
Step 1:

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



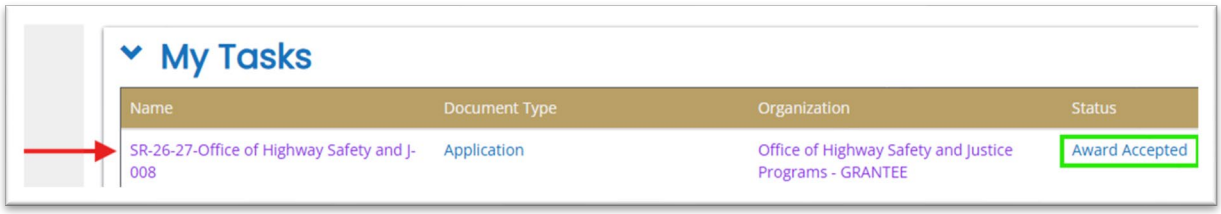
Step 2:

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.



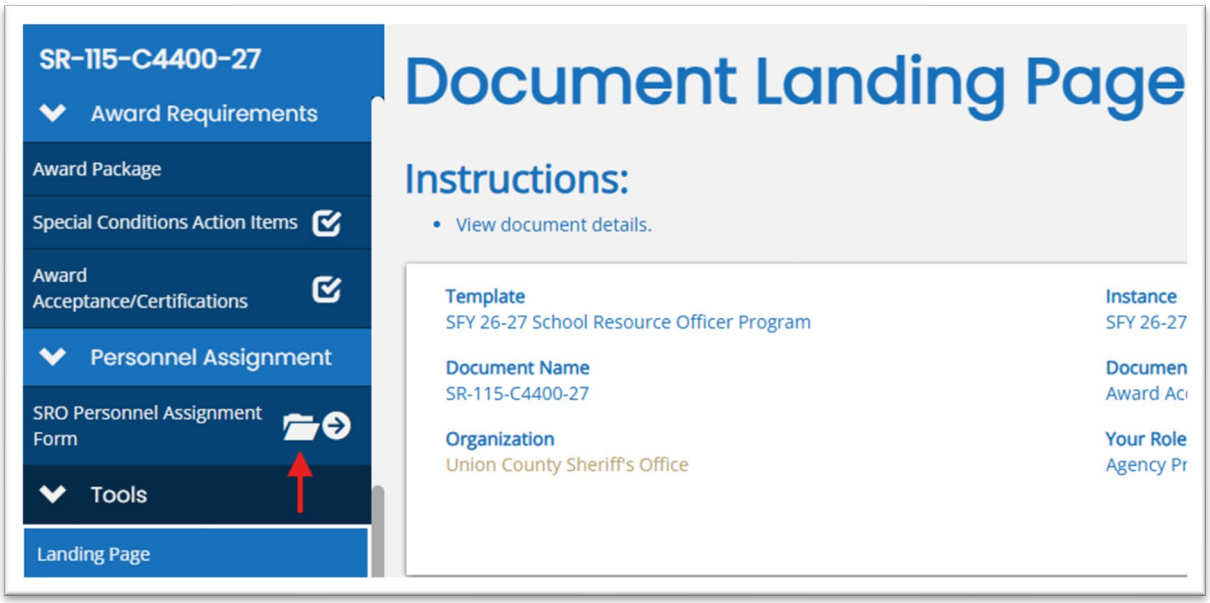
Step 3:

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



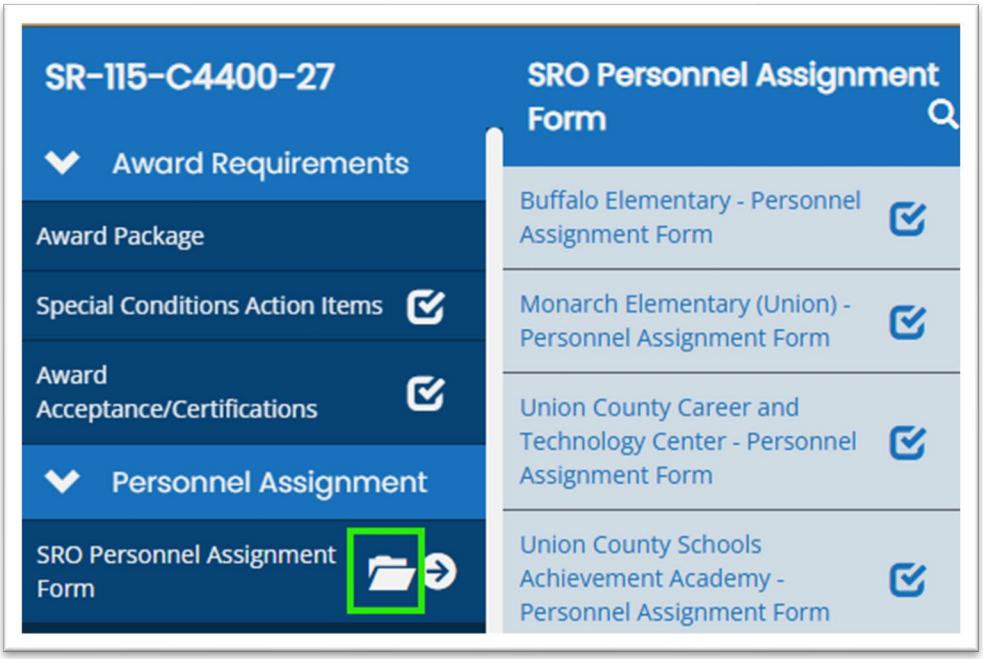
Step 4:

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.



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.



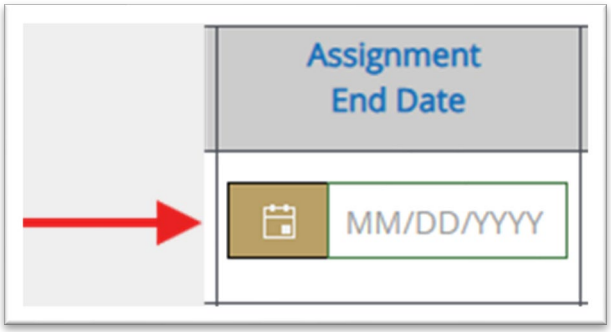
Step 6:

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



Step 7:

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



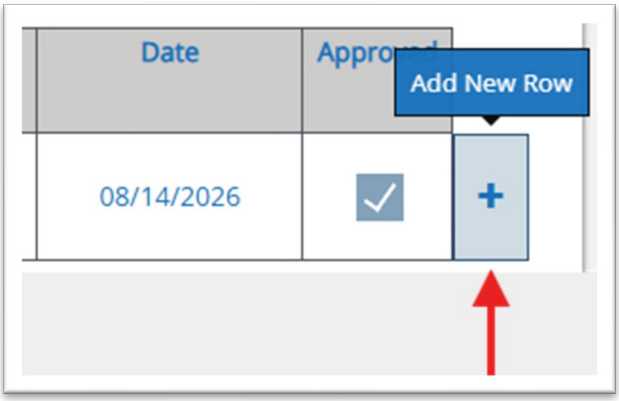
Step 8:

Click Save at the top right of the webpage.



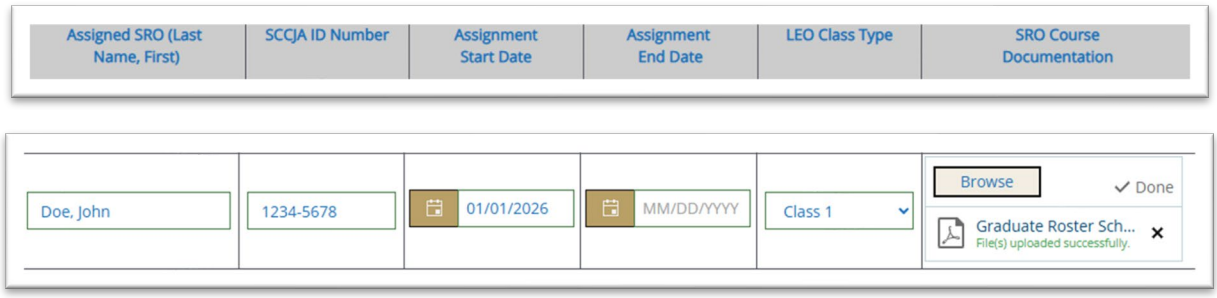
Step 9:

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



Step 10:

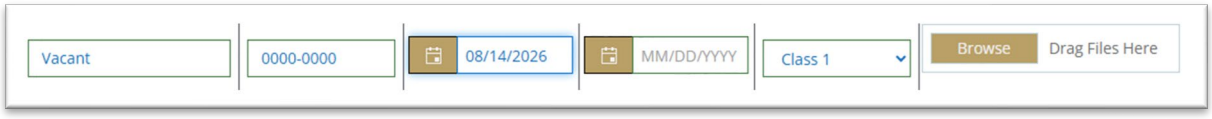
Input all details for the new assignment in the new row including Assigned SRO (Last Name, First Name), SCCJA ID Number, Assignment Start Date, and LEO Class Type. Upload any SRO Course Documentation that the new assignment has completed. **Assignment Start Date is the day after previous Assignment End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



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.



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.

