DELAWARE DEPARTMENT OF EDUCATION
eGrants User Roles

Component	Role	Description
User Access Administrator	User Access Administrator	Staff who add and edit eGrants user profiles.
Consolidated Funding Application	Chief School Officer	Superintendent or Head of School who has the authority to submit the application on behalf of the LEA. This role submits the application into workflow to DDOE. This role has the ability to complete all functions in eGrants.
	Chief Fiscal Officer	The Business Manager or staff who is authorized to submit the budget and financial information contained in the application. This role clicks on a link to approve, which then makes the application available for the CSO to approve.
	LEA Consolidated Director	Staff who review and approve the application content prior to the CFO and CSO.
	LEA Consolidated Update	Staff who enter, delete or modify information in the application while in draft status.
	LEA Data View	Staff who can only view information in the application and plan.

Instructions for creating a new user

1. Sign on
2. Go to the Administer tab and then the User Access tab
3. Click on the, Create User hyper link
4. At a minimum, enter the work email address, first name and last name of the person you are creating a role for
5. Click on the, Create button
6. Click on, Create Role
7. Select the LEA the user and role is assigned to
8. Select the role
9. Click on, Create
10. Click on, Return to User Access or click on, Create Role if the user will be assigned multiple roles

Instructions for searching for a specific user using their name to add or modify their role(s)

1. Sign on to the eGrants website
2. Go to the Administer tab and then the User Access tab
3. Enter the person's last name and first name
4. Click on the Search button
5. Click on the icon under the, Administer Roles column
6. To add a new role, click on, Create Role
     Use the drop down arrow to identify the new role
      Click on the Create button
7. To delete a role, click on the trash can icon under the Delete column
      Click on the Delete button