

Online Registration

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PCCD Online Registration Quick Start Guide

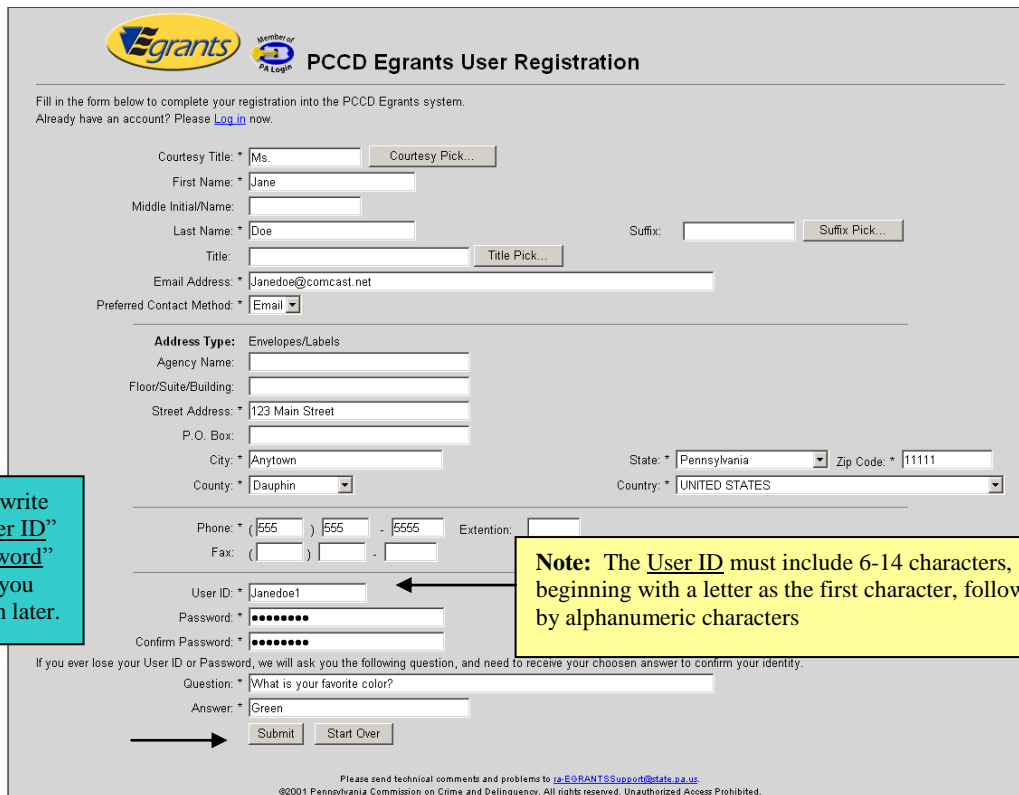
1. Access the **PCCD Egrants registration site** by going to www.pccdegmis.state.pa.us/pccd_egmis/Public/Register

The screenshot shows a web browser window displaying the 'PCCD Egrants User Registration' page. The page has a header with the 'Egrants' logo and a 'PCCD Egrants User Registration' title. Below the header, there is a message: 'Fill in the form below to complete your registration into the PCCD Egrants system. Already have an account? Please [Log in](#) now.' A red error message states: 'The following validation errors have been detected (indicated with a '!') and must be corrected before saving.' Below this, a red bullet point says: 'You will not be able to register a new user while you are already logged in as another user (Ms. Randi Lorah).' The form contains several fields: 'Courtesy Title' (with a 'Courtesy Pick...' button), 'First Name', 'Middle Initial/Name', 'Last Name', 'Title' (with a 'Title Pick...' button), 'Suffix' (with a 'Suffix Pick...' button), 'Email Address', 'Preferred Contact Method' (set to 'Email'), 'Address Type' (set to 'Envelopes/Labels'), 'Agency Name', 'Floor/Suite/Building', 'Street Address', 'P.O. Box', 'City', 'State' (set to 'Pennsylvania'), 'Zip Code', 'County' (set to 'UNITED STATES'), 'Phone' (with an 'Extension' field), 'Fax', 'User ID', 'Password', and 'Confirm Password'. The browser's address bar shows the URL 'https://www.pccdegmis.state.pa.us/pccd_egmis/Public/Register.aspx'.

2. If the page you go to does not look exactly like this, you are not at the right spot. Call Egrants Help Desk by phoning (717) 787-5887 or toll-free within Pennsylvania at (800) 692-7292, option 9 and then option 6, if you need assistance.

2. Asterisked fields are required fields and must be completed. Note: The “County” field only requires completion if the “State” is identified as Pennsylvania. Please use upper and lower case letters to complete this form. Review the [Standards for Data Entry Quick Start Guide](#)
3. for additional tips. Click on the Submit button at the bottom of the screen when you have completed all the required fields.





Egrants Member of PA Login **PCCD Egrants User Registration**

Fill in the form below to complete your registration into the PCCD Egrants system.
Already have an account? Please [Log in](#) now.

Courtesy Title: * Ms. [Courtesy Pick...](#)

First Name: * Jane

Middle Initial/Name:

Last Name: * Doe Suffix: [Suffix Pick...](#)

Title: [Title Pick...](#)

Email Address: * Janedoe@comcast.net

Preferred Contact Method: * [Email](#)

Address Type: Envelopes/Labels

Agency Name:

Floor/Suite/Building:

Street Address: * 123 Main Street

P.O. Box:

City: * Anytown State: * Pennsylvania Zip Code: * 11111

County: * Dauphin Country: * UNITED STATES

Phone: * (555) 555-5555 Extention:

Fax: () -

User ID: * Janedoe1 **Note: The User ID must include 6-14 characters, beginning with a letter as the first character, followed by alphanumeric characters**

Password: *

Confirm Password: *

If you ever lose your User ID or Password, we will ask you the following question, and need to receive your chosen answer to confirm your identity.

Question: * What is your favorite color?

Answer: * Green

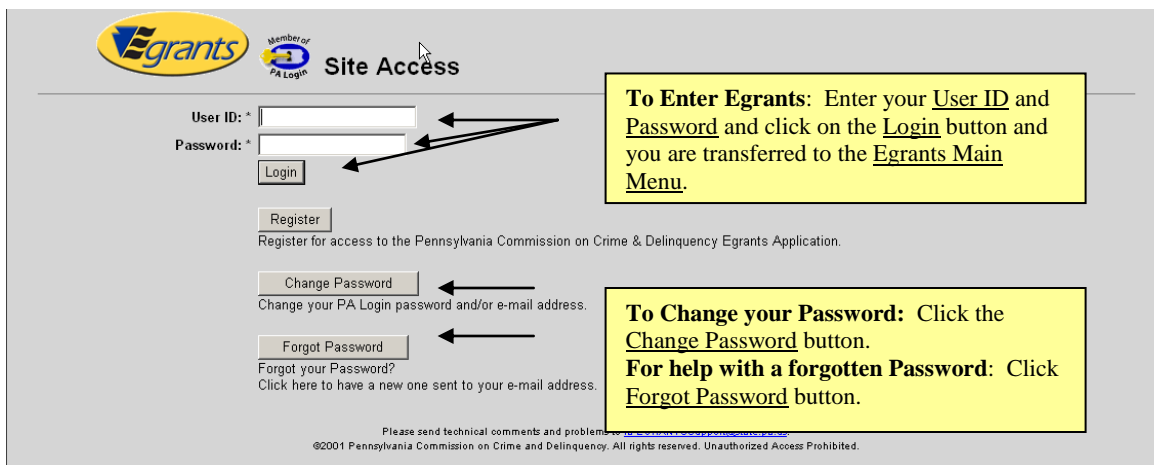
[Submit](#) [Start Over](#)

Please send technical comments and problems to PA.EGRANTS.Support@state.pa.us.
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Remember to write down the “User ID” and the “Password” you select, as you will need them later.

Note: The User ID must include 6-14 characters, beginning with a letter as the first character, followed by alphanumeric characters

Please note: If you are already a registered user within the Commonwealth, and you attempt to register in Egrants, you will instead will be transferred to the “Site Access” screen to login with your Commonwealth User ID and Password.



Egrants Member of PA Login **Site Access**

User ID: *

Password: *

[Login](#)

[Register](#)

Register for access to the Pennsylvania Commission on Crime & Delinquency Egrants Application.

[Change Password](#)

Change your PA Login password and/or e-mail address.

[Forgot Password](#)

Forgot your Password?
Click here to have a new one sent to your e-mail address.

To Enter Egrants: Enter your User ID and Password and click on the [Login](#) button and you are transferred to the [Egrants Main Menu](#).

To Change your Password: Click the [Change Password](#) button.

For help with a forgotten Password: Click [Forgot Password](#) button.

Please send technical comments and problems to PA.EGRANTS.Support@state.pa.us.
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Please also Note: When you register or login, and if you have not already read and agreed to the PCCD “Egrants Terms of Use,” the following screen appears. You will need to read the agreement and click on the [Agree](#) button in order to proceed further.

PCCD Egrants

System will time out at: 10:59:00 AM
Remaining time: 19:46

Log Off

**PENNSYLVANIA COMMISSION ON CRIME AND DELINQUENCY
EGRANTS TERMS OF USE**

You have been allowed access to certain grant information through your individual User ID and password. You should not divulge your password to anyone. The Pennsylvania Commission on Crime and Delinquency (PCCD) or any other Commonwealth agency will never ask you for your password in an unsolicited phone call or email. Sharing of User ID's and/or passwords is not permitted. Each individual who wishes to use this site must properly register and obtain a unique User ID and password.

PCCD requires individual User ID's in order to provide appropriate communications to users and for information security purposes. You have accessed a site that is password protected. Only individuals who have obtained a

☒ Agree
☐ Disagree

Continue Cancel

Please send technical comments and problems to ra-EGRANTSSupport@state.pa.us.
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You will not have access to the full Egrants system until security is established with PCCD. Until then, you will only be able to access User Management Profiles and the Work Manager tab.

5. Following the completion of the steps 1-4 above, you will need to review the [User Management Access Request Quick Start Guide](#) to determine whether or not your agency has a User Manager.

- **If your agency has a User Manager, follow the steps in the Quick Start Guide to:**
 - Make your User Manager aware of which grants for your agency that you would like access to.
 - Select the role(s) that you are requesting within the agency.
 - When you are finished selecting roles, submit the request to your User Manager.
 - Egrants will notify your User Manager via Work Manager in Egrants to review your request.
 - You will receive an Alert via Egrants Work Manager when you are provided with security. You may then proceed to assess Egrants fully. Your User Manager may also contact you.

If your agency does not have a User Manager, you must complete the [Egrants User Registration Request Form](#)

- **and return it online or via fax to PCCD Egrants Support at (717) 783-7165.** PCCD will process your security request.
- Egrants Support Staff will contact you either by email or phone once your roles are established. Once those roles are established, you will have full access to the Egrants system.