

Lesson #1 Getting Into MAGIC+ (In 4 Easy Steps...)

The website for MAGIC+ (be sure to bookmark it!) is: <https://msp.intelligrants.com>

If you have ever used “old” MAGIC for Byrne JAG applications, your username and contact information, though not your password, should already be migrated to the new MAGIC+. Use the instructions starting on **this page**.

If you have **never** used any version of MAGIC for Byrne JAG applications, please skip ahead to **page 4**.

STEP 1: DETERMINE YOUR USERNAME

Those that have used “old” MAGIC for Byrne JAG applications at any point in the past will use the same username to log into the new MAGIC+ (but not the same password). **If your username was a 4-digit number, add a zero in front of that number; that is your username for MAGIC+.** If you do not like your old username, you will be able to change it in Step 4.

If you know you have used old MAGIC for Byrne JAG applications in the past, but you cannot remember your username, please call the Agate Help Desk at 1-800-820-1890 to retrieve your username. Then follow the instructions in Step 2 to generate a password.

If you need to change your agency affiliation and/or system role, because it is different than it was in the past, please contact a Grant Advisor for assistance (see the contact information after Step 4.)

STEP 2: GENERATE YOUR PASSWORD

If you know your old username, click the “Forgot Password?” link on the Home Screen to generate a new password that will be automatically emailed to you (your old one won’t work!):

Michigan State Police

System Login

Welcome to MAGIC+

The Michigan Automated Grant Information Connection (MAGIC+) system is used to apply for and manage grant applications and reporting requirements for the Michigan State Police (MSP) Byrne Justice Assistance (JAG) Grants and the Office of Highway Safety Planning (OHSP) Traffic Safety Grants. For more information about these grant programs, please click on the corresponding program information links below.

Each grant application must be initiated and managed by a Project Director who will be directly responsible for all grant activities and reporting. New Authorized Officials, Financial Officers and Project Directors must first register by clicking the ["New User Registration"](#) link in the login box to the right. Once an email notification of registration approval is received, new users will then be able to log in, add additional staff and initiate applications.

Passwords may be reset by clicking the ["Forgot Password?"](#) link in the login box to the right. There is a 15-minute lockout period if the number of allowed password attempts is exceeded, so users must wait the full 15 minutes before attempting to use the temporary password that will be provided via email. *Note that the account profile email address must be current in order to receive the temporary password.*

For technical assistance, including username and password issues, please contact the Agate Software Help Desk.
Help Desk Availability
Hours: Monday thru Friday 8am to 8pm EST
Phone: 1-800-820-1890
Email: helpdesk@agatesoftware.com

Login

Username

Password

LOGIN

[New User Registration](#)

[Forgot Password?](#)

STEP 3: LOGGING IN

Your password should have been immediately emailed to you. If you did not receive an email, please call the Agate Help Desk at 1-800-820-1890 for assistance.

Once you have obtained your username and password, type them into the corresponding boxes and click the "Login" button:

Michigan State Police
System Login

Welcome to MAGIC+

The Michigan Automated Grant Information Connection (MAGIC+) system is used to apply for and manage grant applications and reporting requirements for the Michigan State Police (MSP) **Byrne Justice Assistance (JAG) Grants** and the **Office of Highway Safety Planning (OHSP) Traffic Safety Grants**. For more information about these grant programs, please click on the corresponding program information links below.

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Hours: Monday thru Friday 8am to 8pm EST
Phone: 1-800-820-1890
Email: helpdesk@agatesoftware.com

Login
Username:
Password:
LOGIN
[New User Registration](#)
[Forgot Password](#)

You should now be at the Welcome Page:

[Training Materials](#) | [Organization\(s\)](#) | [Profile](#) | [Logout](#)
SHOW HELP

Welcome Project
Project Director
[Change Picture](#)

Instructions:
Select the **SHOW HELP** button above for detailed instructions on the following.

- > Applying for an Opportunity
- > Using System Messages
- > Understanding your Tasks
- > Managing your awarded grant

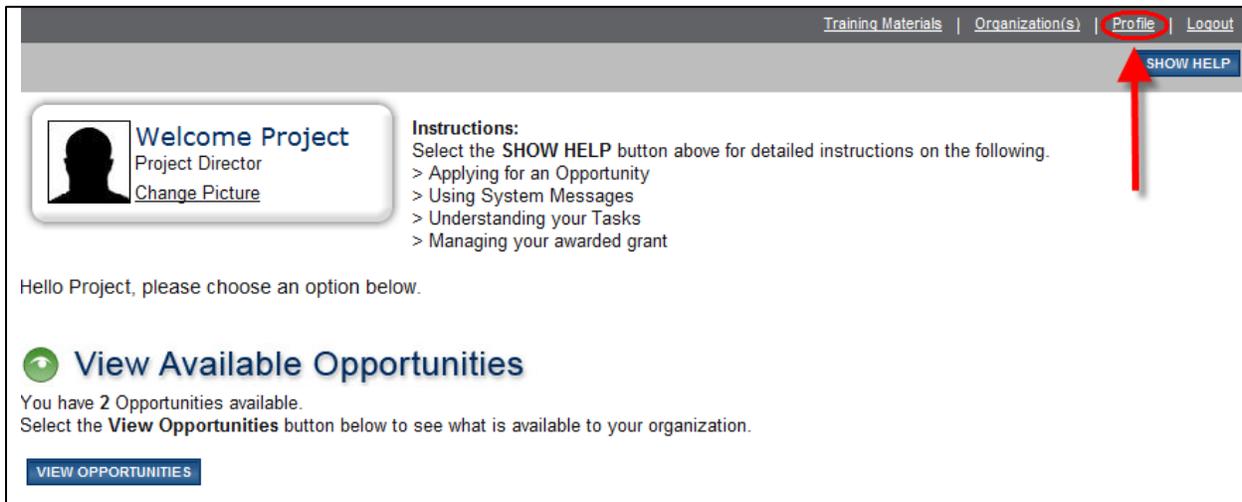
Hello Project, please choose an option below.

View Available Opportunities
You have 2 Opportunities available.
Select the **View Opportunities** button below to see what is available to your organization.

VIEW OPPORTUNITIES

STEP 4: CHANGE YOUR USERNAME AND/OR PASSWORD

If you don't like your username, or you want to change your password, you can click the "Profile" link to change it:



Training Materials | Organization(s) | **Profile** | Logout

[SHOW HELP](#)

Welcome Project
Project Director
[Change Picture](#)

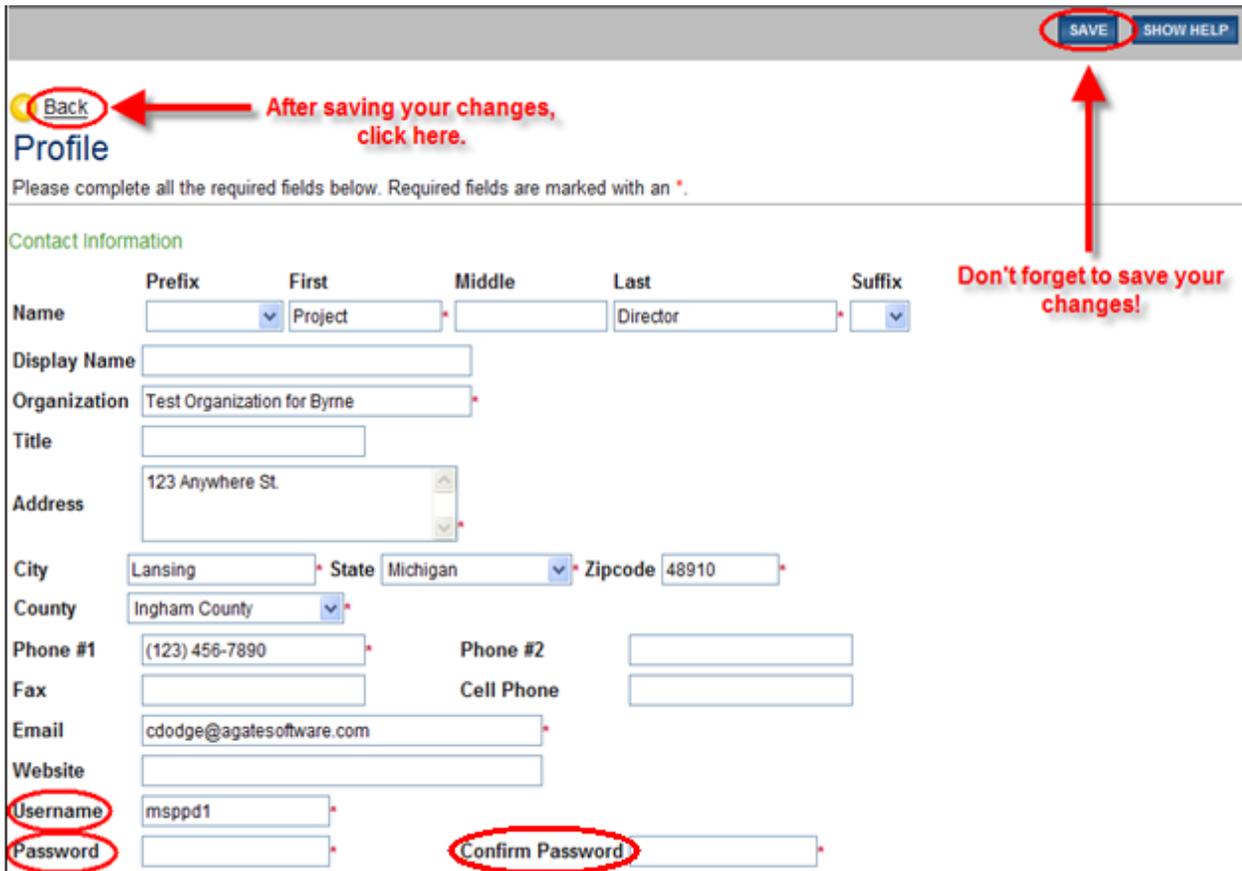
Instructions:
Select the **SHOW HELP** button above for detailed instructions on the following.
> Applying for an Opportunity
> Using System Messages
> Understanding your Tasks
> Managing your awarded grant

Hello Project, please choose an option below.

View Available Opportunities
You have 2 Opportunities available.
Select the **View Opportunities** button below to see what is available to your organization.

[VIEW OPPORTUNITIES](#)

Enter your new username/password in the corresponding boxes, and click "Save".



[Back](#) ← After saving your changes, click here.

Profile

Please complete all the required fields below. Required fields are marked with an *.

Contact Information

Name: Prefix [v], First [Project], Middle [], Last [Director], Suffix [v]

Display Name: []

Organization: [Test Organization for Byrne]

Title: []

Address: [123 Anywhere St.]

City: [Lansing], State: [Michigan], Zipcode: [48910]

County: [Ingham County]

Phone #1: [(123) 456-7890], Phone #2: []

Fax: [], Cell Phone: []

Email: [cdodge@agatesoftware.com]

Website: []

Username: [msppd1]

Password: [] Confirm Password: []

SAVE [SHOW HELP](#)

Don't forget to save your changes!

Congratulations if you have successfully gotten into MAGIC+! If you're having trouble, and the Agate Help Desk is unable to assist you, please call (517) 373-2960 and ask for a Grant Advisor (Jill Byelich, Sean Brady, or Jim Rapp). We will be glad to help.

The following instructions are only for those who have never used any version of MAGIC for Byrne JAG applications.

STEP 1: DETERMINE YOUR GRANT ROLE

Each Byrne JAG application must have several people, with specific roles, associated with it before it can be submitted. You will need to determine which role is appropriate for you before you request access to MAGIC+.

Project Director (required-only one is allowed): This person is designated by an agency to be directly responsible for all grant activities, including reporting, and is the main contact.

Authorized Official (required--only one is allowed): This person is authorized to enter into binding contracts for the entity receiving funds. This is normally a person that works in the Executive or Legislative Branch of the entity (e.g., Mayor, City Manager, Council President, Board Chairperson, etc.). The Authorized Official will be responsible for submitting the application and all amendments.

Financial Officer (required--only one is allowed): This person has detailed knowledge of the grant budget and accounting practices of the agency/entity. The Financial Officer will be responsible for submitting the monthly Financial Status Reports (FSRs) for the reimbursement of funds.

Program Staff (not required—unlimited allowed): This role allows others to be added that may assist the Project Director with grant activities and/or monitor the grant without assigned grant duties.

STEP 2: GENERATE YOUR USERNAME AND PASSWORD

Click the “New User Registration” link and follow the instructions on that page to request a username and password (but you will not be able to log in until you have been added to the system by a Grant Advisor!):

Michigan State Police

System Login

Welcome to MAGIC+

The Michigan Automated Grant Information Connection (MAGIC+) system is used to apply for and manage grant applications and reporting requirements for the Michigan State Police (MSP) **Byrne Justice Assistance (JAG) Grants** and the **Office of Highway Safety Planning (OHSP) Traffic Safety Grants**. For more information about these grant programs, please click on the corresponding program information links below.

Each grant application must be initiated and managed by a Project Director who will be directly responsible for all grant activities and reporting. **New Authorized Officials**, Financial Officers and Project Directors must first register by clicking the **New User Registration** link in the login box to the right. Once an email notification of registration approval is received, new users will then be able to log in, add additional staff and initiate applications.

Passwords may be reset by clicking the **Forgot Password?** link in the login box to the right. There is a 15-minute lockout period if the number of allowed password attempts is exceeded, so users must wait the full 15 minutes before attempting to use the temporary password that will be provided via email. *Note that the account profile email address must be current in order to receive the temporary password.*

For technical assistance, including username and password issues, please contact the Agate Software Help Desk.
Help Desk Availability
Hours: Monday thru Friday 8am to 8pm EST
Phone: 1-800-820-1890
Email: helpdesk@agatesoftware.com

Login

Username

Password

[New User Registration](#)

[Forgot Password?](#)

STEP 3: LOGGING IN

After you generated your username and password using the “New User Registration” link, you should receive an email from a Grant Advisor within two business days to let you know that you have been successfully added to MAGIC+. If you are in a big hurry, or you have not heard from us, please contact a Grant Advisor for assistance (see the contact information after Step 4.)

Once you have obtained your username and password, type them into the corresponding boxes and click the “Login” button:

Michigan State Police

System Login

Welcome to MAGIC+

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Login
Username
Password
LOGIN
[New User Registration](#)
[Forgot Password?](#)

You should now be at the Welcome Page:

Training Materials | Organization(s) | Profile | Logout

SHOW HELP

Welcome Project
Project Director
[Change Picture](#)

Instructions:
Select the **SHOW HELP** button above for detailed instructions on the following.
> Applying for an Opportunity
> Using System Messages
> Understanding your Tasks
> Managing your awarded grant

Hello Project, please choose an option below.

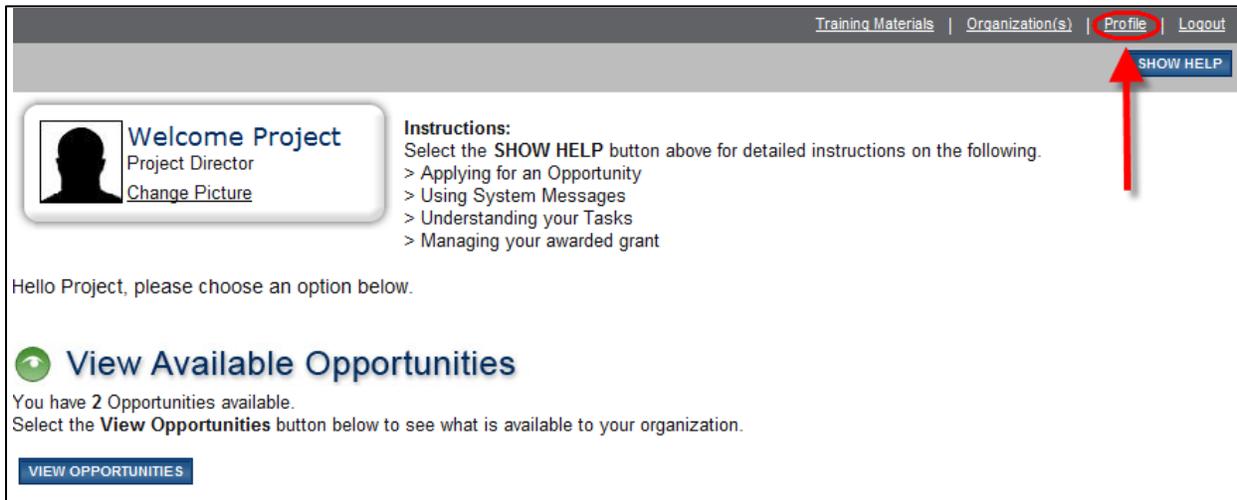
View Available Opportunities

You have 2 Opportunities available.
Select the **View Opportunities** button below to see what is available to your organization.

VIEW OPPORTUNITIES

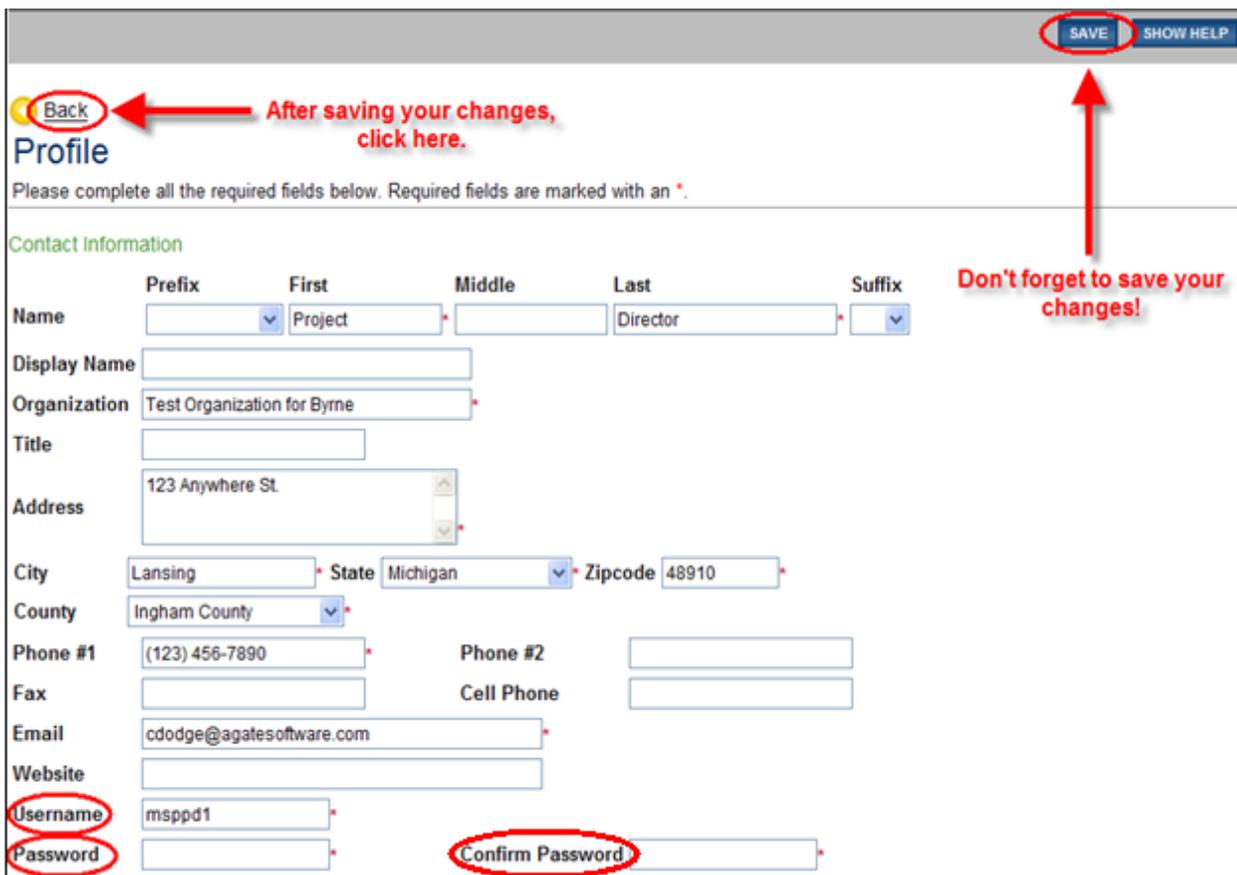
STEP 4: CHANGE YOUR USERNAME AND/OR PASSWORD

If you want to change your username and/or password, can click the “Profile” link to change it:



The screenshot shows the top navigation bar with links for Training Materials, Organization(s), Profile, and Logout. The Profile link is circled in red. Below the navigation bar is a 'SHOW HELP' button, also circled in red with an arrow pointing to it. The main content area includes a 'Welcome Project' message, a list of instructions, and a 'View Available Opportunities' section with a 'VIEW OPPORTUNITIES' button.

Enter your new username/password in the corresponding boxes, and click “Save”.



The screenshot shows the 'Profile' page with a 'SAVE' button circled in red in the top right corner. A red arrow points from the 'SAVE' button to the 'Back' button, which is also circled in red. A red arrow points from the 'SAVE' button to the 'SHOW HELP' button. The form contains fields for Name (Prefix, First, Middle, Last, Suffix), Display Name, Organization, Title, Address, City, State, Zipcode, County, Phone #1, Phone #2, Fax, Cell Phone, Email, Website, Username, Password, and Confirm Password. The Username, Password, and Confirm Password fields are circled in red. A red arrow points from the 'SAVE' button to the 'Back' button with the text 'After saving your changes, click here.' and another red arrow points from the 'SAVE' button to the 'SHOW HELP' button with the text 'Don't forget to save your changes!'.

Congratulations if you have successfully gotten into MAGIC+! If you're having trouble, and the Agate Help Desk is unable to assist you, please call (517) 373-2960 and ask for a Grant Advisor (Jill Byelich, Jim Rapp, or Sean Brady). We will be glad to help.

Additional instructions will be provided to assist you with initiating and completing an application. Next up – Lesson #2: Initiating an Application in MAGIC+.

Lesson #2 Initiating an Application in MAGIC+ (In 3 Easy Steps...)

You must be a Byrne JAG Project Director to use these instructions! Only Project Directors can initiate applications.

STEP 1: LOG INTO MAGIC+

The website for MAGIC+ (be sure to bookmark it!) is: <https://msp.intelligrants.com>

Type your Username and Password into the corresponding boxes on the Home Page, and then click the “Login” button:

Michigan State Police

System Login

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Email: helpdesk@agatesoftware.com

Login

Username

Password

[LOGIN](#)

[New User Registration](#)

[Forgot Password?](#)

If you can't remember your password, click the “Forgot Password?” link to generate a new password that will be automatically emailed to you right away:

Michigan State Police

System Login

Welcome to MAGIC+

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Passwords may be reset by clicking the [Forgot Password?](#) link in the login box to the right. There is a 15-minute lockout period if the number of allowed password attempts is exceeded, so users must wait the full 15 minutes before attempting to use the temporary password that will be provided via email. *Note that the account profile email address must be current in order to receive the temporary password.*

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Login

Username

Password

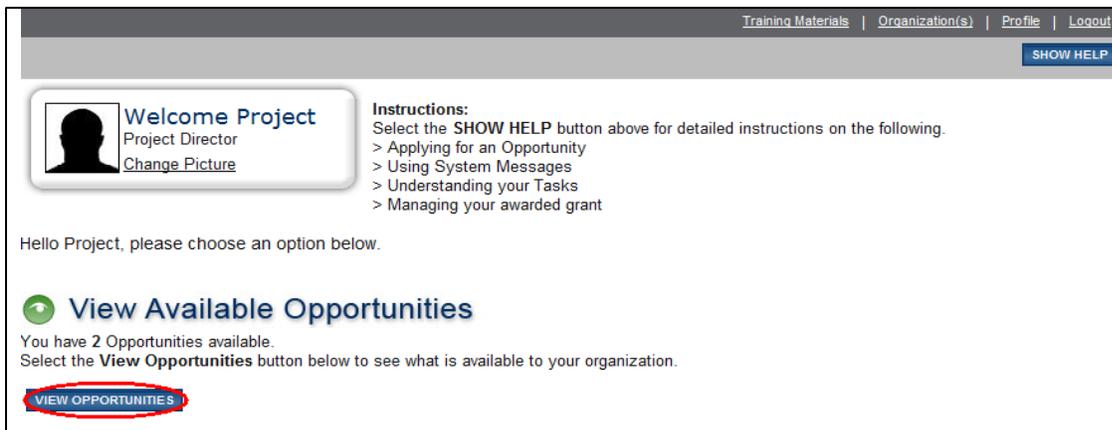
[LOGIN](#)

[New User Registration](#)

[Forgot Password?](#)

STEP 2: SELECT THE APPROPRIATE GRANT OPPORTUNITY

From the Welcome Page, click the “View Opportunities” button:



Training Materials | Organization(s) | Profile | Logout

SHOW HELP

Welcome Project
Project Director
Change Picture

Instructions:
Select the **SHOW HELP** button above for detailed instructions on the following.
> Applying for an Opportunity
> Using System Messages
> Understanding your Tasks
> Managing your awarded grant

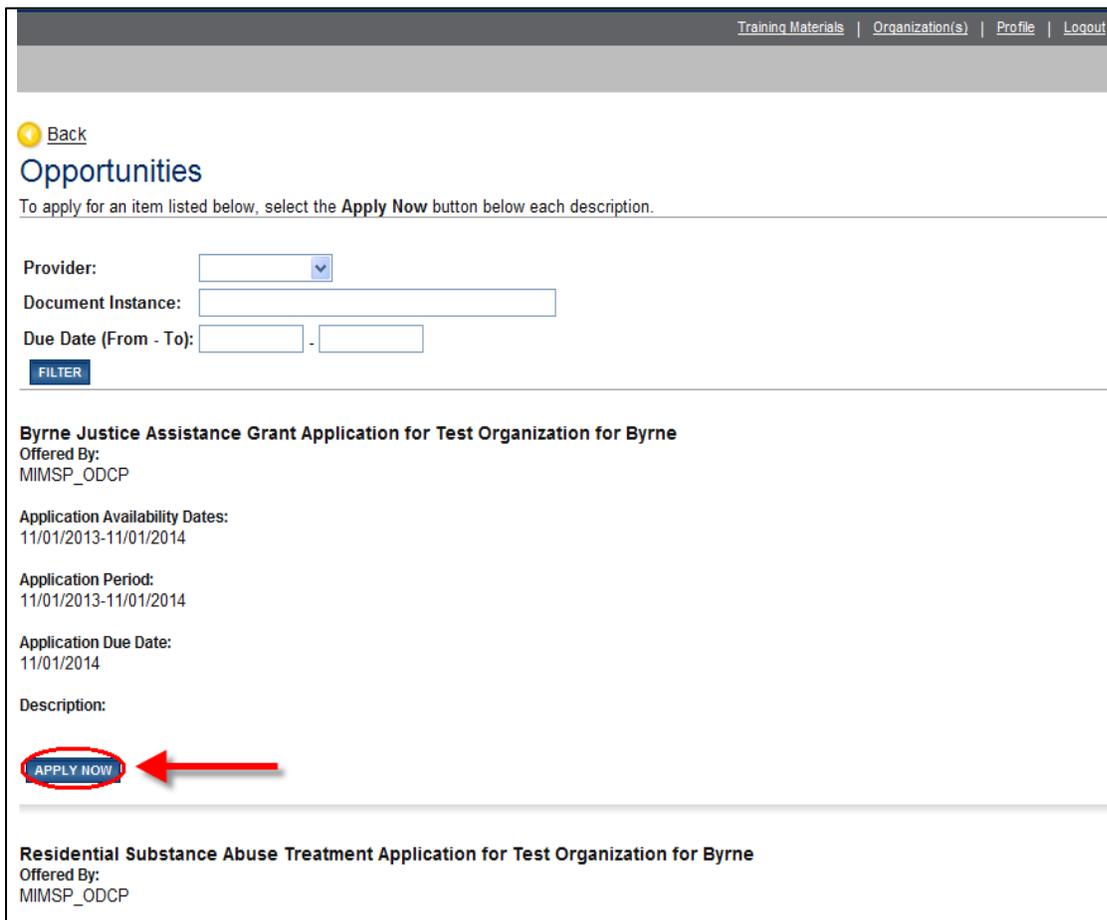
Hello Project, please choose an option below.

View Available Opportunities

You have 2 Opportunities available.
Select the **View Opportunities** button below to see what is available to your organization.

VIEW OPPORTUNITIES

Then click the “Apply Now” button under the grant opportunity for which you would like to apply:



Training Materials | Organization(s) | Profile | Logout

Back

Opportunities

To apply for an item listed below, select the **Apply Now** button below each description.

Provider:

Document Instance:

Due Date (From - To): -

FILTER

Byrne Justice Assistance Grant Application for Test Organization for Byrne
Offered By:
MIMSP_ODCP

Application Availability Dates:
11/01/2013-11/01/2014

Application Period:
11/01/2013-11/01/2014

Application Due Date:
11/01/2014

Description:

APPLY NOW

Residential Substance Abuse Treatment Application for Test Organization for Byrne
Offered By:
MIMSP_ODCP

STEP 3: INITIATE THE APPLICATION

Click the “I AGREE” button in the Agreement Page:

Training Materials | Organization(s) | Profile | Logout

SHOW HELP

Agreement

Please make a selection below to continue.

Please confirm that you wish to initiate a new Byrne JAG application.

I AGREE I DO NOT AGREE

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STEP 4: VIEW THE APPLICATION

From the Application Menu, click the “View Forms” button under the View, Edit and Complete Forms heading:

Training Materials | Organization(s) | Profile | Logout

SHOW HELP

Back

Application Menu

Document Information: [JAG-00036-Test Org-2015](#)

Details

Info	Document Type	Organization	Role	Current Status	Period Date / Date Due
	Application	Test Organization for Byrne	Project Director	Application in Progress	11/01/2013 - 11/01/2014 11/01/2014 12:00PM EST

View, Edit and Complete Forms

Select the **View Forms** button below to view, edit, and complete forms.

VIEW FORMS

Congratulations if you have successfully initiated an application in MAGIC+! If you’re having trouble, please call (517) 373-2960 and ask for a Grant Advisor (Jill Byelich, Sean Brady, or Jim Rapp). We will be glad to help.

Additional instructions will be provided to assist you with completing and submitting the application. But first, you will need to add other roles to your initiated application. Next up – Lesson #3: Adding Other Users to MAGIC+.

Lesson #3 Adding Other Users to Your Byrne JAG Application in MAGIC+ (In 4 Easy Steps...)

You must be a Byrne JAG Project Director to use these instructions! Only Project Directors can add others to an application.

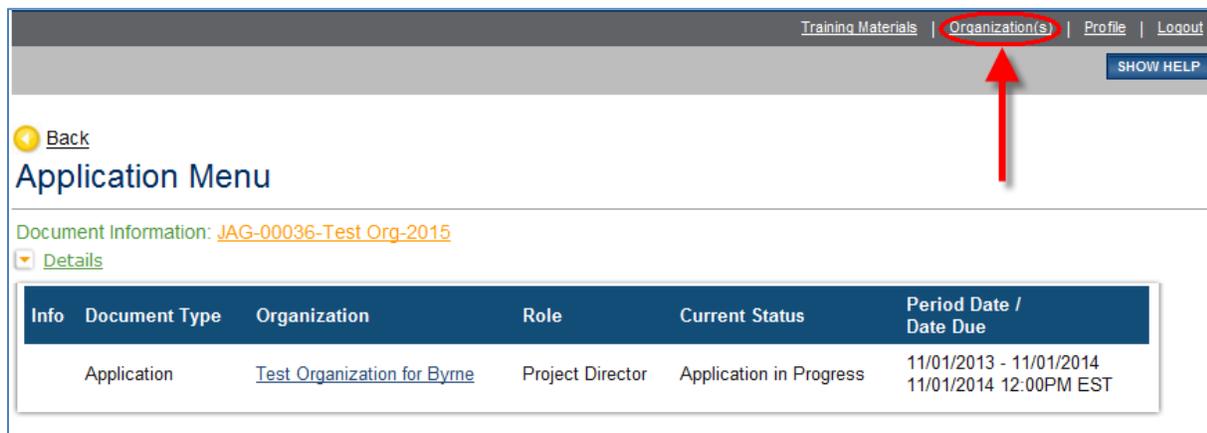
STEP 1: LOG INTO MAGIC+

The website for MAGIC+ is: <https://msp.intelligrants.com>

STEP 2: DETERMINE IF THE PERSON IS REGISTERED

If you are adding a person your application, s/he needs to already be registered in MAGIC+ (which is likely if s/he has ever used “old” MAGIC for Byrne JAG applications before, or if s/he has completed the steps in Lesson #1—Getting Into MAGIC+).

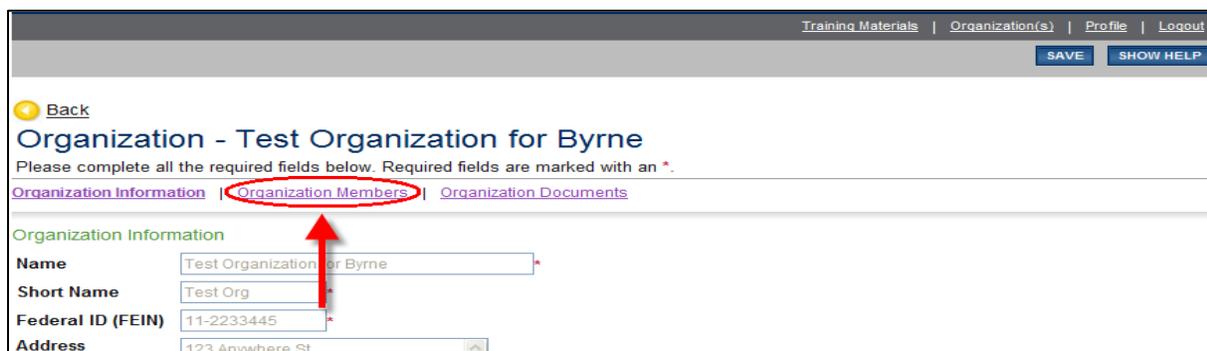
To determine if the person is registered in MAGIC+, click the “Organization(s)” link on the Welcome Page:



The screenshot shows the MAGIC+ Application Menu. At the top right, there are navigation links: Training Materials, Organization(s) (circled in red), Profile, and Logout. A red arrow points to the Organization(s) link. Below the navigation bar is a 'Back' button and the title 'Application Menu'. Underneath, there is a 'Document Information' section with the text 'JAG-00036-Test Org-2015' and a 'Details' link. A table below displays application information:

Info	Document Type	Organization	Role	Current Status	Period Date / Date Due
	Application	Test Organization for Byrne	Project Director	Application in Progress	11/01/2013 - 11/01/2014 11/01/2014 12:00PM EST

Then click the “Organization Members” link:

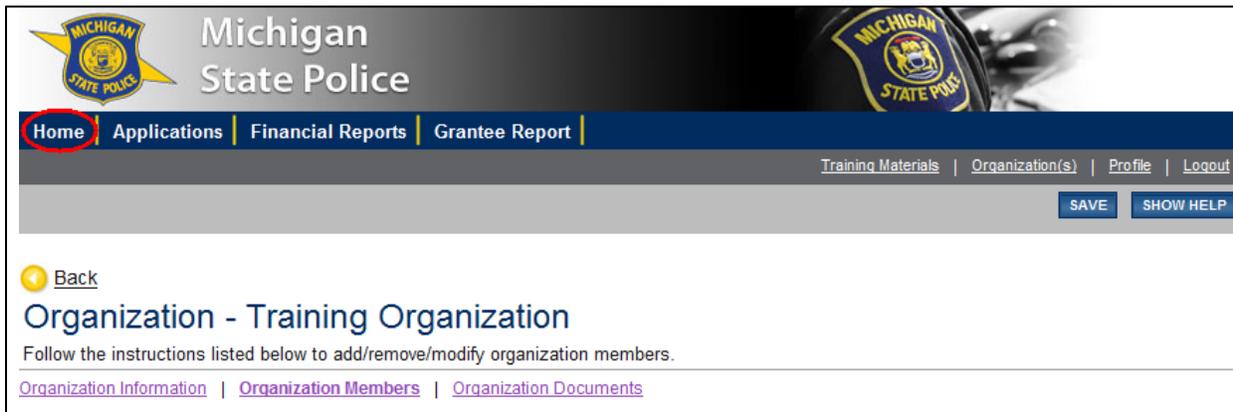


The screenshot shows the 'Organization - Test Organization for Byrne' page. At the top right, there are navigation links: Training Materials, Organization(s), Profile, and Logout. Below these are 'SAVE' and 'SHOW HELP' buttons. A 'Back' button is on the left. The main title is 'Organization - Test Organization for Byrne'. Below the title is a note: 'Please complete all the required fields below. Required fields are marked with an *.' There are three tabs: Organization Information, Organization Members (circled in red), and Organization Documents. A red arrow points to the Organization Members link. Below the tabs is the 'Organization Information' section with form fields for Name, Short Name, Federal ID (FEIN), and Address.

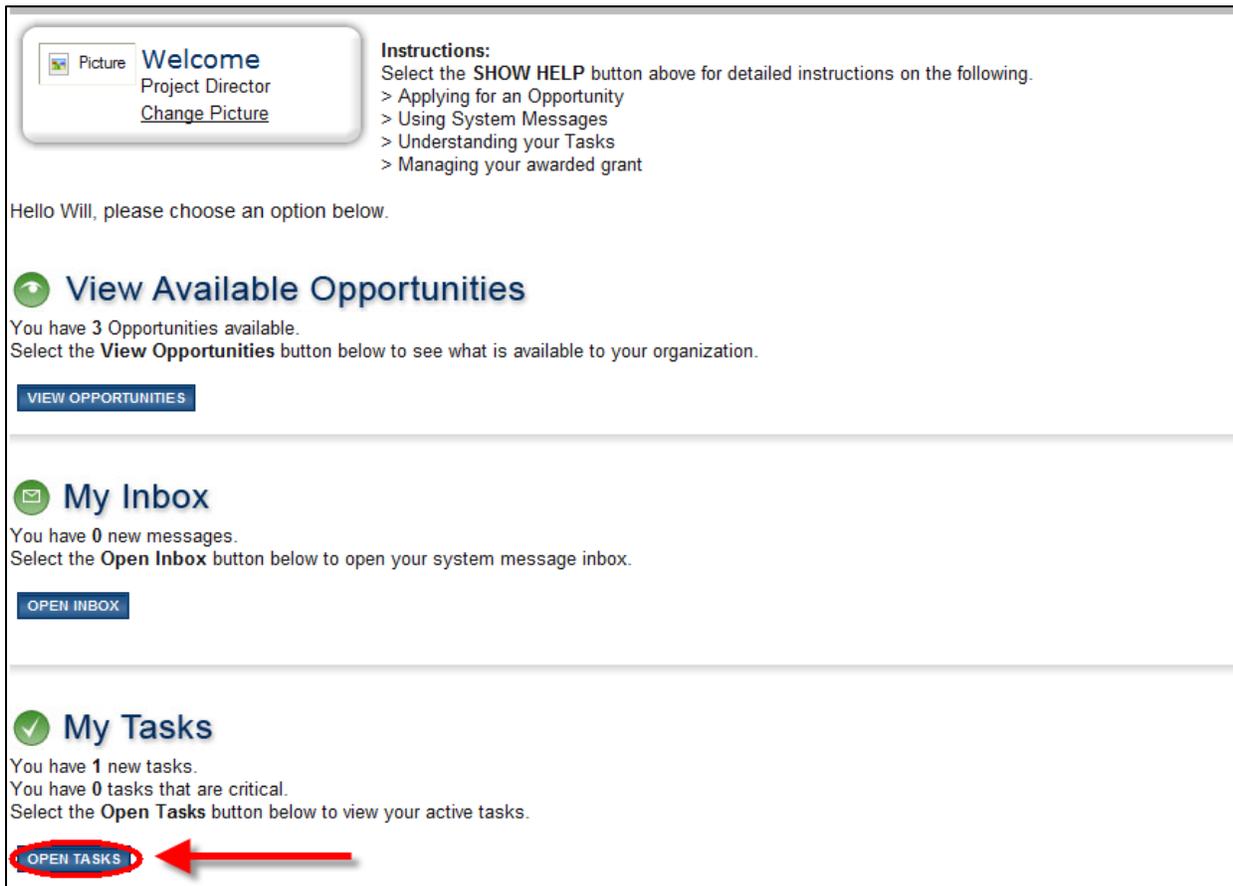
If the person’s name does not appear, provide her/him with Lesson #1 (Getting into MAGIC+). S/he will need to follow the directions starting on **page 4** of that lesson. Once s/he has confirmed access to MAGIC+, continue with Step 3 of this document.

STEP 3: FIND YOUR INITIATED APPLICATION

Click the “Home” link to navigate back to the Welcome Page:



And then click the “Open Tasks” button under “My Tasks”:



Then click on the application name:

My Tasks

Export Results to Sort by:

Info	Document Type	Organization	Name	Current Status	Date Received	Date Due
	Application	Training Organization	<u>JAG-00031-Train Org-2015</u>	Application in Progress	5/7/2014	11/1/2014

STEP 4: ADD THE USER TO THE APPLICATION

Click the “View Management Tools” button under the “Access Management Tools” section:

Application Menu

Document Information: [JAG-00031-Train Org-2015](#)

Info	Document Type	Organization	Role	Current Status	Period Date / Date Due
	Application	Training Organization	Project Director	Application in Progress	11/01/2013 - 11/01/2014 11/01/2014 12:00PM EST

View, Edit and Complete Forms

Select the **View Forms** button below to view, edit, and complete forms.

Change the Status

Select the **View Status Options** button below to perform actions such as submitting applications or request modifications.

Access Management Tools

Select the **View Management Tools** button below to perform actions such as adding people to this document or viewing the document history.

Examine Related Items

Select the **View Related Items** button below to view related items such as claims, messages, etc.

Click the "Add/Edit People" link:

Management Tools

 [CREATE FULL PRINT VERSION](#)
Select the link above to create a printable version of the document.

 [CREATE FULL BLANK PRINT VERSION](#)
Select the link above to create a blank printable version of the document.

 [ADD/EDIT PEOPLE](#) 
Select the link above to perform actions such as adding people, changing a security role, or altering people's active dates on this document.

 [STATUS HISTORY](#)
Select the link above to view the status history of this document.

 [CHECK FOR ERRORS](#)
Select the link above to check the entire document for errors.

 [PROCESS FLOW SNAPSHOT](#)
Select the link above to view the details of the current and next possible status for this document.

 [VIEW MODIFICATION HISTORY](#)
Select the link above to view various modifications that people have made to specific pages in the document.

Enter the name or partial name in the box, and click the "Search" button:

[SAVE](#) [SHOW HELP](#)

 [Back](#)

Application Menu - People

The functionality on this page will allow you add, delete or edit people on this document.
Use the keyword search function to locate a person you would like to add. Select the check box next to the name in the search results.
Or, you can uncheck the box next to the person(s) name under the Current People Assigned area to remove people.
After you perform your modifications, remember to select the **SAVE** button to save your changes.

Document Information: [JAG-00031-Train Org-2015](#)
[Details](#)

Person Search

Enter a name or partial name [SEARCH](#) 

Current People Assigned

<input type="checkbox"/>	Person	Organization(s)	Role	Active Dates	Assigned By
<input checked="" type="checkbox"/>	Will Hubbard Email	Training Organization (Project Director)	Project Director	<input type="text" value="5/7/2014"/> - <input type="text"/>	Grant System
<input type="checkbox"/>	Training Staff Email	Training Organization (Agency Contact/Program Staff), OHSP Test Organization (Agency Contact/Program Staff)	<input type="text" value="Agency Contact/Program Staff"/> 	<input type="text"/> - <input type="text"/>	

Click the box to the left of the person's name, then click the "Save" button:

Back

Application Menu - People

The functionality on this page will allow you add, delete or edit people on this document.
Use the keyword search function to locate a person you would like to add. Select the check box next to the name in the search results.
Or, you can uncheck the box next to the person(s) name under the Current People Assigned area to remove people.
After you perform your modifications, remember to select the **SAVE** button to save your changes.

Document Information: [JAG-00031-Test Org-2015](#)
[Details](#)

Person Search
Enter a name or partial name:

People Found

<input type="checkbox"/>	Person	Organization(s)	Role	Active Dates	Assigned By
<input type="checkbox"/>	Ms. jill byelich Email	MIMSP_ODCP (Grant Advisor)	-- Select --	6/11/2014 -	

Congratulations if you have successfully added users to MAGIC+! If you're having trouble, please call (517) 373-2960 and ask for a Grant Advisor (Jill Byelich, Jim Rapp, or Sean Brady). We will be glad to help. Thank you!

Next up – Lesson #4: Completing and Submitting an Application in MAGIC+.

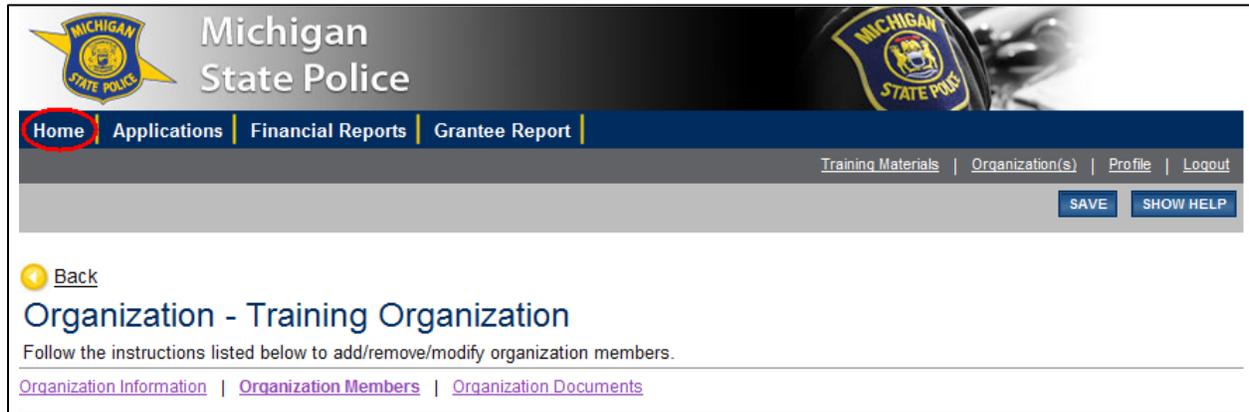
Lesson #4 Completing an Application in MAGIC+ (In 3 Easy Steps...)

STEP 1: FIND YOUR INITIATED APPLICATION

Log into MAGIC+: <https://msp.intelligrants.com>

OR

If you are already logged in, click the “Home” link to navigate to the Welcome Page (if you are not there already):



Michigan State Police

Home Applications Financial Reports Grantee Report

Training Materials Organization(s) Profile Logout

SAVE SHOW HELP

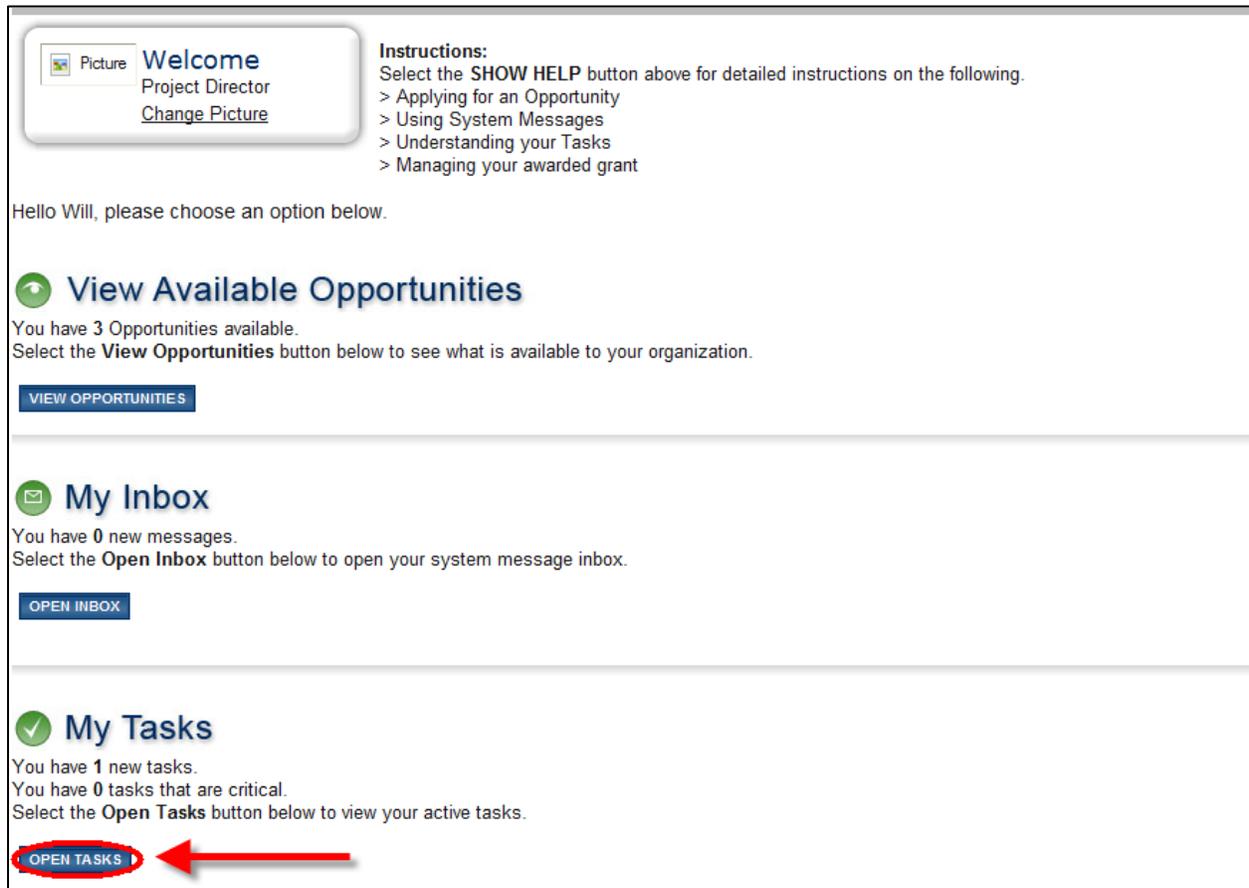
Back

Organization - Training Organization

Follow the instructions listed below to add/remove/modify organization members.

[Organization Information](#) | [Organization Members](#) | [Organization Documents](#)

And then click the “Open Tasks” button under “My Tasks”:



Picture Welcome
Project Director
Change Picture

Instructions:
Select the **SHOW HELP** button above for detailed instructions on the following.
> Applying for an Opportunity
> Using System Messages
> Understanding your Tasks
> Managing your awarded grant

Hello Will, please choose an option below.

View Available Opportunities

You have 3 Opportunities available.
Select the **View Opportunities** button below to see what is available to your organization.

VIEW OPPORTUNITIES

My Inbox

You have 0 new messages.
Select the **Open Inbox** button below to open your system message inbox.

OPEN INBOX

My Tasks

You have 1 new tasks.
You have 0 tasks that are critical.
Select the **Open Tasks** button below to view your active tasks.

OPEN TASKS

Then click on the application name:

My Tasks

Export Results to Screen Sort by: -- Select -- GO

Info	Document Type	Organization	Name	Current Status	Date Received	Date Due
	Application	Training Organization	<u>JAG-00031-Train Org-2015</u>	Application in Progress	5/7/2014	11/1/2014

STEP 2: VIEW AND COMPLETE THE APPLICATION LINKS

Click the "View Forms" link under "View, Edit and Complete Forms":

Training Materials | Organization(s) | Profile | Logout

SHOW HELP

Back

Application Menu

Document Information: [JAG-00036-Test Org-2015](#)

Details

Info	Document Type	Organization	Role	Current Status	Period Date / Date Due
	Application	Test Organization for Byrne	Project Director	Application in Progress	11/01/2013 - 11/01/2014 11/01/2014 12:00PM EST

View, Edit and Complete Forms

Select the **View Forms** button below to view, edit, and complete forms.

VIEW FORMS

You should be in the Application Menu. This section contains links to all of the forms that are necessary to complete prior to the application being submitted. Click on each link, complete the pages, and don't forget to save:

Status	Page Name	Note	Created By	Last Modified By
Application				
	Certifications and Assurances			
	Applicant and Project Information		John Smith 1/31/2014 9:16:58 AM	John Smith 1/31/2014 1:21:02 PM
	Federal Funding Disclosure			
	Political Districts			
	Grant Summary			
	Problem Statement		John Smith 1/31/2014 10:27:31 AM	Mr. Bill Holderman 2/6/2014 10:37:11 AM
	Project Description		Mr. Frank Serpico Jr. 2/4/2014 8:22:38 AM	
	Project Timeline			
	Anticipated Outcomes and Performance Measures			
Budget				
	Budget Summary		Mr. Frank Serpico Jr. 1/30/2014 5:13:54 PM	
	Budget Details			
	Salaries, Wages and Fringe Benefits			
	Travel Expenses			
	Supplies and Materials			
	Equipment Expenses			
	Contractual (Subcontracts)			
	Other Expenses			
Attachments				
	Applicant Attachments			

STEP 3: CHECK FOR ERRORS

Once you have completed all of the links, you should check for errors that may prevent the Authorized Official from submitting the application.

The red stop sign with the hand () means that there is an error in that link. Click on that link to view the error and correct it (don't forget to save!)

 **Page Error(s)**
Please include both the attachment description and the attachment.

Once all of the forms are completed, you can also run a Global Errors check to ensure that there are no errors.

Click the application number at the top of the Application Menu:

Michigan State Police

My Home | My Applications | My Financial Reports | My Grantee Report | My Legal Entity Applications

My Reports | My Administration | My Training Materials | My Organization(s) | My Profile | Logout

SHOW HELP

Back

Application Menu - Forms

Please complete all required forms below.

Document Information: **RSAT-00005-Test Org-2015**

Details

Then click the “View Management Tools” button under “Access Management Tools”:

View, Edit and Complete Forms

Select the **View Forms** button below to view, edit, and complete forms.

VIEW FORMS

Change the Status

Select the **View Status Options** button below to perform actions such as submitting applications or request modifications.

VIEW STATUS OPTIONS

Access Management Tools

Select the **View Management Tools** button below to perform actions such as adding people to this document or viewing the document history.

VIEW MANAGEMENT TOOLS

Examine Related Items

Select the **View Related Items** button below to view related items such as claims, messages, etc.

VIEW RELATED ITEMS

Click the “Check For Errors” button:

Application Menu - Management Tools

The menu below contains links to the tools that can be used to manage this document. See the description below each link for more detail.

Document Information: **RSAT-00005-Test Org-2015**

Details

Management Tools

CREATE FULL PRINT VERSION
Select the link above to create a printable version of the document.

CREATE FULL BLANK PRINT VERSION
Select the link above to create a blank printable version of the document.

ADD/EDIT PEOPLE
Select the link above to perform actions such as adding people, changing a security role, or altering people's active dates on this document.

STATUS HISTORY
Select the link above to view the status history of this document.

CHECK FOR ERRORS
Select the link above to check the entire document for errors.

PROCESS FLOW SNAPSHOT
Select the link above to view the details of the current and next possible status for this document.

DATE MODIFICATION
Select the link above to change the dates associated with this document such as its due date.

VIEW MODIFICATION HISTORY
Select the link above to view various modifications that people have made to specific pages in the document.

ATTACHMENT REPOSITORY
Select the link above to view all attachments in this document.

 [Back](#)

Global Errors

Document Information: [RSAT-00005-Test Org-2015](#)

 [Details](#)

 No errors have been found. 

[Return to the Forms Menu by clicking here.](#)

If there are no errors, you can notify your Authorized Official to log in and submit the application.

Note: The Authorized Official must view the Certifications and Assurances link in the Application Menu before s/he can submit the application. Therefore, the Global Errors may contain a page error until the Authorized Official views that link in the Application Menu.

Congratulations if you have successfully completed an application in MAGIC+! If you're having trouble, please call (517) 373-2960 and ask for a Grant Advisor (Jill Byelich, Jim Rapp, or Sean Brady). We will be glad to help. Thank you!

Next up – Lesson #5--Submitting an Application in MAGIC+.

Lesson #5 Submitting an Application in MAGIC+ (In 4 Easy Steps...)

You must be a Byrne JAG Authorized Official to use these instructions! Only Authorized Officials can submit applications.

STEP 1: LOG INTO MAGIC+

The website for MAGIC+ (be sure to bookmark it!) is: <https://msp.intelligrants.com>

Type your Username and Password into the corresponding boxes on the Home Page, and then click the “Login” button:

Michigan State Police
System Login

Welcome to MAGIC+

The Michigan Automated Grant Information Connection (MAGIC+) system is used to apply for and manage grant applications and reporting requirements for the Michigan State Police (MSP) **Byrne Justice Assistance (JAG) Grants** and the **Office of Highway Safety Planning (OHSP) Traffic Safety Grants**. For more information about these grant programs, please click on the corresponding program information links below.

Each grant application must be initiated and managed by a Project Director who will be directly responsible for all grant activities and reporting. New Authorized Officials, Financial Officers and Project Directors must first register by clicking the [“New User Registration”](#) link in the login box to the right. Once an email notification of registration approval is received, new users will then be able to log in, add additional staff and initiate applications.

Passwords may be reset by clicking the [“Forgot Password?”](#) link in the login box to the right. There is a 15-minute lockout period if the number of allowed password attempts is exceeded, so users must wait the full 15 minutes before attempting to use the temporary password that will be provided via email. *Note that the account profile email address must be current in order to receive the temporary password.*

For technical assistance, including username and password issues, please contact the Agate Software Help Desk.
Help Desk Availability
Hours: Monday thru Friday 8am to 8pm EST
Phone: 1-800-820-1890
Email: helpdesk@agatesoftware.com

Login
Username
Password
LOGIN
[New User Registration](#)
[Forgot Password?](#)

If you can't remember your password, click the “Forgot Password?” link to generate a new password that will be automatically emailed to you right away:

Michigan State Police
System Login

Welcome to MAGIC+

The Michigan Automated Grant Information Connection (MAGIC+) system is used to apply for and manage grant applications and reporting requirements for the Michigan State Police (MSP) **Byrne Justice Assistance (JAG) Grants** and the **Office of Highway Safety Planning (OHSP) Traffic Safety Grants**. For more information about these grant programs, please click on the corresponding program information links below.

Each grant application must be initiated and managed by a Project Director who will be directly responsible for all grant activities and reporting. New Authorized Officials, Financial Officers and Project Directors must first register by clicking the [“New User Registration”](#) link in the login box to the right. Once an email notification of registration approval is received, new users will then be able to log in, add additional staff and initiate applications.

Passwords may be reset by clicking the [“Forgot Password?”](#) link in the login box to the right. There is a 15-minute lockout period if the number of allowed password attempts is exceeded, so users must wait the full 15 minutes before attempting to use the temporary password that will be provided via email. *Note that the account profile email address must be current in order to receive the temporary password.*

For technical assistance, including username and password issues, please contact the Agate Software Help Desk.
Help Desk Availability
Hours: Monday thru Friday 8am to 8pm EST
Phone: 1-800-820-1890
Email: helpdesk@agatesoftware.com

Login
Username
Password
LOGIN
[New User Registration](#)
[Forgot Password?](#)

STEP 2: FIND YOUR COMPLETED APPLICATION

And then click the “Open Tasks” button under “My Tasks”:

 **Welcome**
Project Director
[Change Picture](#)

Instructions:
Select the **SHOW HELP** button above for detailed instructions on the following.

- > Applying for an Opportunity
- > Using System Messages
- > Understanding your Tasks
- > Managing your awarded grant

Hello Will, please choose an option below.

 **View Available Opportunities**
You have 3 Opportunities available.
Select the **View Opportunities** button below to see what is available to your organization.

 **My Inbox**
You have 0 new messages.
Select the **Open Inbox** button below to open your system message inbox.

 **My Tasks**
You have 1 new tasks.
You have 0 tasks that are critical.
Select the **Open Tasks** button below to view your active tasks.

 **OPEN TASKS** 

Then click on the application name:

 **My Tasks**

Export Results to Sort by:

Info	Document Type	Organization	Name	Current Status	Date Received	Date Due
	Application	Training Organization	<u>JAG-00031-Train Org: 2015</u>	Application in Progress	5/7/2014	11/1/2014

STEP 3: VIEW THE APPLICATION:

Click the “View Forms” link under “View, Edit and Complete Forms”:

Training Materials | Organization(s) | Profile | Logout

SHOW HELP

Back

Application Menu

Document Information: [JAG-00036-Test Org-2015](#)

Details

Info	Document Type	Organization	Role	Current Status	Period Date / Date Due
	Application	Test Organization for Byrne	Project Director	Application in Progress	11/01/2013 - 11/01/2014 11/01/2014 12:00PM EST

View, Edit and Complete Forms

Select the **View Forms** button below to view, edit, and complete forms.

VIEW FORMS

You should be in the Application Menu. This section contains all of the forms that were completed prior to the application being submitted. You must click the “Certifications and Assurances” link, or an error will prevent you from submitting the application:

Application Menu - Forms

Please complete all required forms below.

Document Information: [RSAT-00005-Test Org-2015](#)

[Details](#)

Forms

Status	Page Name	Note	Created By	Last Modified By
Application				
	Certifications and Assurances		Mr. Project Director Jr.	4/10/2014 2:08:23 PM
	Applicant and Project Information			
	Federal Funding Disclosure			
	Political Districts			
	Grant Summary			
	Problem Statement			
	Project Description			
	Project Timeline			
	Anticipated Outcomes and Performance Measures			
Budget				
	Salaries, Wages and Fringe Benefits			
	Travel Expenses			
	Supplies and Materials			
	Equipment Expenses			
	Contractual (Subcontracts)			
	Other Expenses			

STEP 4: SUBMIT THE APPLICATION

Click the application number at the top of the Application Menu:



Michigan State Police

[My Home](#) | [My Applications](#) | [My Financial Reports](#) | [My Grantee Report](#) | [My Legal Entity Applications](#)

[My Reports](#) | [My Administration](#) | [My Training Materials](#) | [My Organization\(s\)](#) | [My Profile](#) | [Logout](#)

[SHOW HELP](#)

[Back](#)

Application Menu - Forms

Please complete all required forms below.

Document Information: [RSAT-00005-Test Org-2015](#)

[Details](#)

Click the “View Status Options” under “Change the Status”:

View, Edit and Complete Forms
Select the **View Forms** button below to view, edit, and complete forms.
[VIEW FORMS](#)

Change the Status
Select the **View Status Options** button below to perform actions such as submitting applications or request modifications.
[VIEW STATUS OPTIONS](#)

Access Management Tools
Select the **View Management Tools** button below to perform actions such as adding people to this document or viewing the document history.
[VIEW MANAGEMENT TOOLS](#)

Examine Related Items
Select the **View Related Items** button below to view related items such as claims, messages, etc.
[VIEW RELATED ITEMS](#)

Click the “Apply Status” button under “Application Submitted” if you are ready to submit your application, and then follow the prompts. If you wish to cancel your application, click the “Apply Status” button under “Application Cancelled”, and then follow the prompts.

Possible Statuses

APPLICATION SUBMITTED
[APPLY STATUS](#)

APPLICATION CANCELLED
[APPLY STATUS](#)

Once the application has been submitted, it cannot be modified.

Congratulations if you have successfully submitted a Byrne JAG application! If you’re having trouble, please call (517) 373-2960 and ask for a Grant Advisor (Jill Byelich, Jim Rapp, or Sean Brady). We will be glad to help. Thank you!