MEGS+: ADDING SOMEONE TO AN AGENCY

Adding Someone to the Agency – MEGS+ Level 5 must do the following:

If the person being added is brand new to the agency, they must be added to the agency BEFORE they can be added to an application.

- 1. Log into <u>MEGS+</u>.
- Use *Quick Search* at the top of the page to find the program application you are wanting to add the person to. <u>Note:</u> The new person will need to be added to each specific program application they need access to.

Michigan Electronic Grant System Ple	us - MEGS+
<u>Michigan.gov</u>	<u>Reports</u> <u>Administration</u> <u>Training Materials</u> <u>Agencies</u>
Home Quick Search Detailed Application Search	Welcome, Logout
	SHOW HE LP

- 3. Click on the specific application the person is being adding to.
- 4. Click on **Agencies** in the top right corner.

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<u>Michigan.gov</u>		<u>Reports</u> <u>Administration</u>	<u>Training Materials</u>	Agencies
Home Quick Search		Wel	come, <u>Brian Fridd</u>	Logout
				SHOW HELP
Main Menu				
Picture Welcome Change Picture	Instructions: Select the SHOW HELP button above > Initiating an Application/Task > Using System Messages > Understanding your Tasks > Managing your awarded grant	ove for detailed instructions o	ו the following.	

5. Click on the agency name. Most will have only one agency available, but some may have multiple agencies.

<u>Main Menu</u> > My Agencies				
Agencies Select an Agency to view the information for that Agency.				
Agency Information				
Agency	Role	Active Dates	Assigned By	
Agency Name	MEGS: Level 5 Authorized Official	03/31/2011 - open ended	_	



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6. Click on Agency Contacts.

<u>Main Menu</u> > <u>Administration</u> > Agency Administration		
Agency Name		
Agency Information Agency Contacts Agency Application/Tasks Agency Details		

7. Click on Add Contacts.

<u>Main Menu > Administration</u> > Agency Administration		
Agency Name		
Agency Information Agency Contacts Agency Application/Tasks Agency Details		
Administrators with the authority to add contacts to your agency can follow these steps: All required fields are marked with an * To add a contact to your agency, select the Add Contacts link below. If a contact has already added his/her information in the system, you can search for the contact. If you need to add a contact's information into the system, select New Contact . For more detailed instructions, select the Show Help button above.		
Current Contacts Add Contacts Search Active Status: Active V		
Partial Name:		

8. Enter last name and click New Contact.





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9. Type in the **MEIS number** of the person you are adding and click **Search MEIS**.

Main Menu > Administration > Agency Administration		
Agency Name		
Agency Information Agency Contacts Agency Application/Tasks Agency Details		
Administrators with the authority to add contacts to your agency can follow these steps: Please complete the information below. All required fields are marked with an *. MEIS Number* SEARCH MEIS		

10.Double check to make sure this is the correct person and click the **SAVE** button at the top of the page.

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Home Quick Search	Welcome, Your Name Logout
	SAVE SHOW HELP

