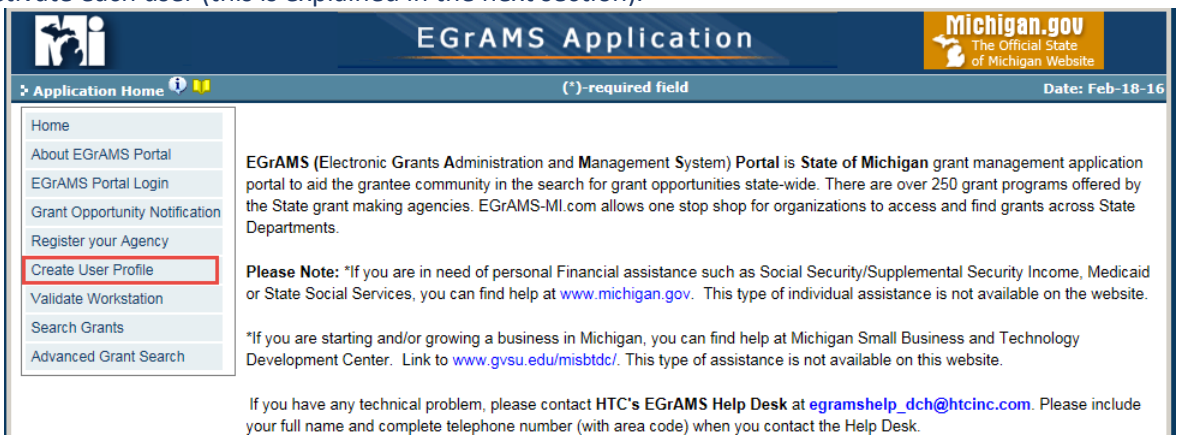
For technical assistance with the EGrAMS system, please contact 517-335-3359 or MDHHS-EGrAMS-Help@michigan.gov. – before you do that make sure your new Finanical Officer and Project Director have followed the steps below:

How do I change the Project Director in MI EGrAMS?

1. The new Project Director will need to create a user account in EGrAMS.
2. The current Project Director must then assign the new user to your agency and designate them as the Project Director. Also, the User Profile for the current Project Director will need to be deactivated after the new user has been activated.

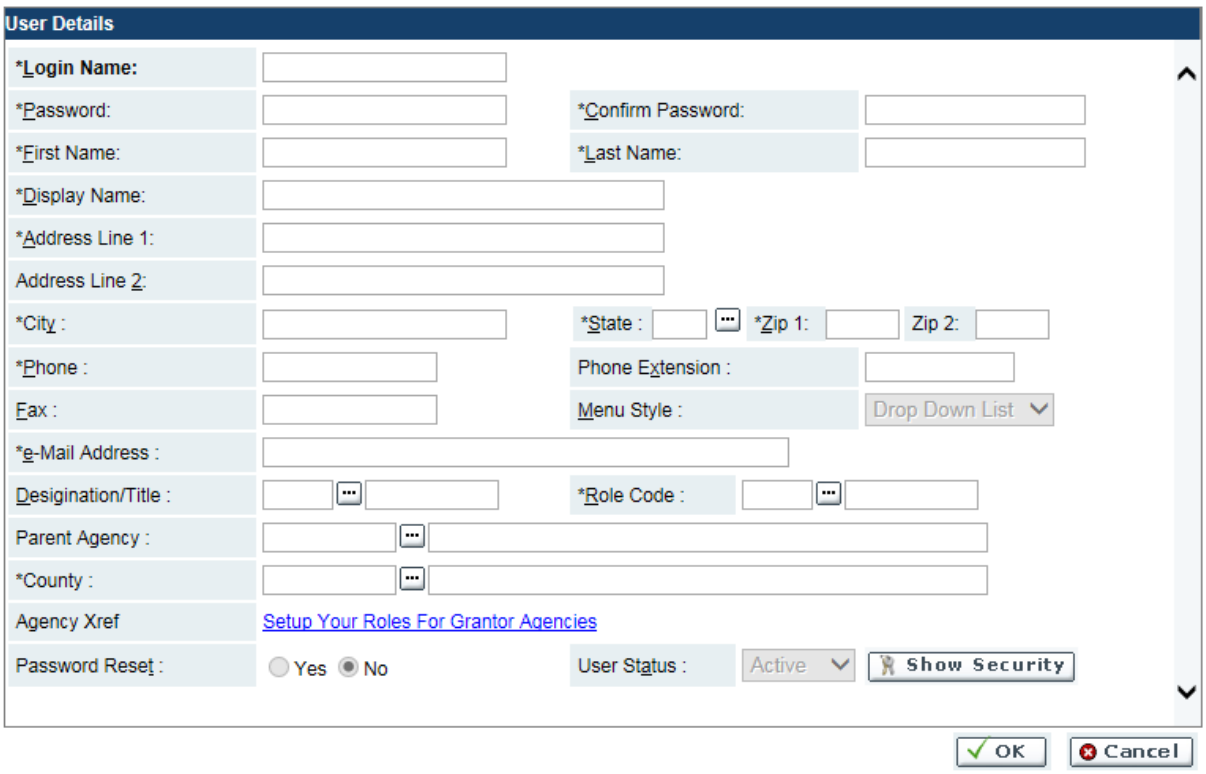
1. Creating a User Profile

Go to the EGrams Portal website: https://egrams-mi.com/portal/user/home.aspx
Click on Create User Profile. Each user will need to set up their own profiles. Profiles cannot be shared between users. Once the profile has been submitted your agencies Project Director will need to activate each user (this is explained in the next section).



Fill out the profile and click ok to submit.

- Select Grantee for Role Code.
- Under Agency Xref click Setup Your Roles for Grantor Agencies. Using the "Look Up" menu (shown above in in Red) select Michigan Department of Health and Human Services. Select Grantee Agency as your Agency Class. Click OK to save.
- When searching for your Agency name put a % in front and behind your agency's name when you search. This will shorten the list. For instance %flower inc%



2. Assigning Users through the Project Director

Go to the EGrams website: https://egrams-mi.com/mdhhs/User/home.aspx

- Log in and select Grantee, Project Director, and Assign Agency Users for the search boxes and click GO.
- Select the grant program that you would like to make changes to.
- Agency should be prepopulated.
- Click the Find button then the Assign button.
- User Listing: All registered Users of the system for your agency will appear in this list.
    - If the User is not shown, verify with the user that he/she has created profile.
    - If the User has created a profile and you're still unable to view them in the list contact the MI E-Grants MDCH System Administrator
- User Status: Check box next to the name of the user to activate user to selected program.
- Role: System has pre-populated information.
- Perm Code: Your agency will need an Authorized Official, Finance Officer, and Project Director. These have to be three separate people.
    - *Authorized Official* – individual authorized to sign binding agreements on behalf of the agency. This permission can accept/revise allocations, submit a grant application, electronically execute an agreement/amendment and submit nonfinancial progress reports, if funding is awarded.
    - *Finance Officer* – individual that oversees financial operations and submits financial reports for the agency. This permission can accept/revise allocations, enter information into the application, review an agreement/amendment and submit financial reports, if funding is awarded.
    - *Project Director* – individual that oversees the day-to-day program operations for the agency or a project/program for the agency. This permission can review allocations, enter information into the application, review an agreement/amendment and submit

nonfinancial reports, if funding is awarded. This permission also assigns permissions to other users in the agency.

- *Reports Administrator* – individual that completes grant monitoring activities for the agency. This permission can enter information into a progress report after funding is awarded.
- *Grant Writer* – individual that writes grant applications for the agency. This permission can enter information into the grant application.
- *Reviewer* – individual that reads application to assure accuracy and completeness. This permission has read access only and can review the application and agreement/amendment language.

- Perm Status: Check this box to give them access to the system.
- Click OK to save changes.