



Housing Readiness Incentive Grant IGX System Guide



Table of Contents

System Access	2
Creating a New Agency/Authorized Official.....	2
Adding/Changing User Profiles	5
New Users, Modify User Profiles, or Delete User Access Rights	7
Authorized Official Change	7
Transfer User from One Organization to Another	8
Modify Organization Information	8
Other Changes	9

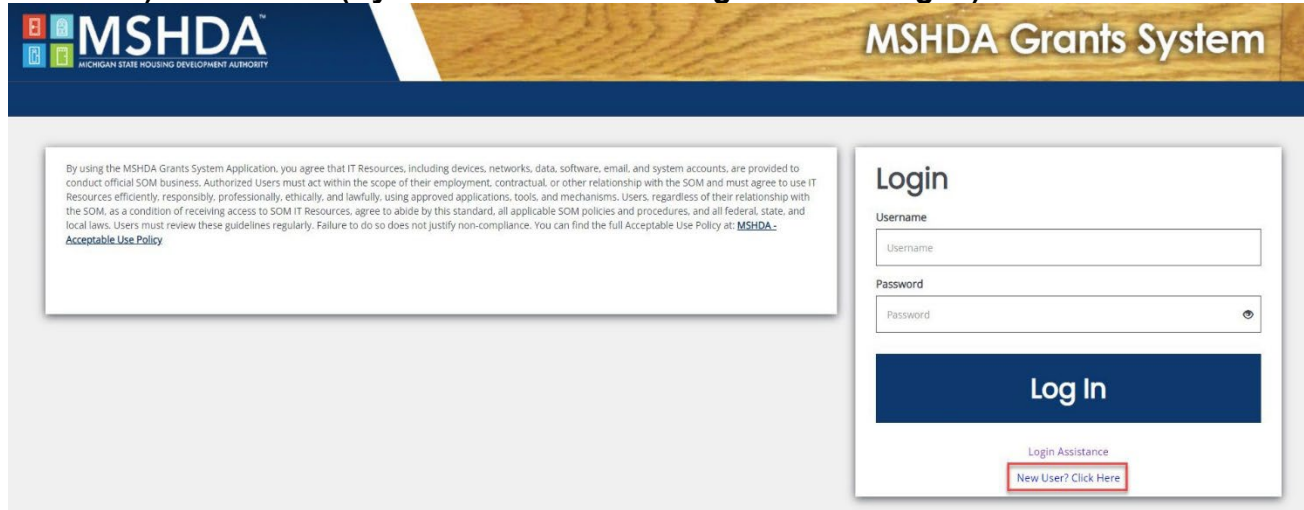
MSHDA grants are managed using the [MSHDA Grants System](#) in IGX.

System Access

Creating a New Agency/Authorized Official

To create a User Profile for an Authorized Official or to register a new agency, click **New User? Click Here** at the bottom of the login screen, outlined here in red. This should only be filled out by **Authorized Officials**. An Authorized Official is the designated person with the authority to make commitments and enter into contracts on behalf of the organization and will sign the grant agreement. It can take up to 48 hours excluding weekends for a profile to be approved in the IGX system. Other Users are created using the Grantee System Access Form under My Opportunities.

To register, you must have your organization’s FEIN (Federal Tax Identification Number) and SAM’S (System for Award Management SAM.gov) number.



Complete the New User Registration Form.

The fields shown in red are required. The organization should be the name of the organization the user wants to register under.

New agencies will need to create a New Agency and an Authorized Official. To do that, Select New Agency and New Agency Authorized Official from the Request Type Drop Down box.

The **Authorized Official** will need to select New Agency Authorized Official from the Request Type drop down box. The **System type** links back to the type of grants you will apply for. **Select OHS as the System type.**

New User Registration

Page instructions for the registration modal

First Name <input type="text"/> <small>The First Name field is required.</small>	Middle Name <input type="text"/>
Last Name <input type="text"/> <small>The Last Name field is required.</small>	Prefix <input type="text"/>
FEIN <input type="text"/>	Suffix <input type="text"/>
Organization <input type="text"/> <small>This field is required.</small>	Title <input type="text"/>
Address <input type="text"/> <small>The Address field is required.</small>	Address 2 <input type="text"/>
State <input type="text" value="Michigan"/>	County <input type="text"/> <small>The County field is required.</small>
City <input type="text"/> <small>The City field is required.</small>	Zip Code <input type="text"/> <small>The Zip Code field is required.</small>
Email <input type="text"/>	Phone <input type="text"/>

Phone 2

Fax

Cell Phone

Website

Username

The Username field is required.

Password

The Password field is required.

Verify Password

The Verify Password field is required.

Description of user/access being requested

This field is required.

Request Type

System Type

This field is required.

Existing Org Number

Agency Type

This field is required.

Faith Based

Beginning Month of FY

Are you the Authorized Official?

By selecting yes, I affirm that I am authorized to represent the organization and enter into a grant agreement with MSHDA.

This field is required.

Effective Date

This field is required.

Who is your contact person at MSHDA?

This field is required.

Agency Type is the type of local unit of government you represent.

The UEI is the Unique Entity Identifier obtained by agencies from SAM.gov. The effective date is the date the profile should start. When the New User Registration Form is complete, click Register.

Your contact person at MSHDA will be Office of Housing Strategies staff for the Housing Readiness Incentive grant program.

Adding/Changing User Profiles

To request a User Profile for another employee the **Authorized Official** will submit a Grantee System Access form, this will normally take 1-2 days to process. To get to the System Access Form, the **Authorized Official** will log into the system and select Grantee System Access under **My Opportunities**. Select Proceed on the pop up to go to the System Access Form.

Dashboard

Instructions:

- Click on an Opportunity Name to start applying for the Opportunity.
- The 'My Tasks' panel will show documents that are currently in process or are in need of attention.

My Tasks Initiate Related Document

> Filter

v My Tasks ⌵

Name	Document Type	Organization	Status	Status Date	Due Date
DPA-4550-789 Test	DPA Activity	Loryn's Testing Organization	Activity Approved/Closed but Required	7/18/2022 11:16:34 AM	
HDF-2022-4550-HHS	Habitat For Humanity Grant 2022	Loryn's Testing Organization	Grant Executed	7/8/2022 11:48:31 AM	

My Opportunities

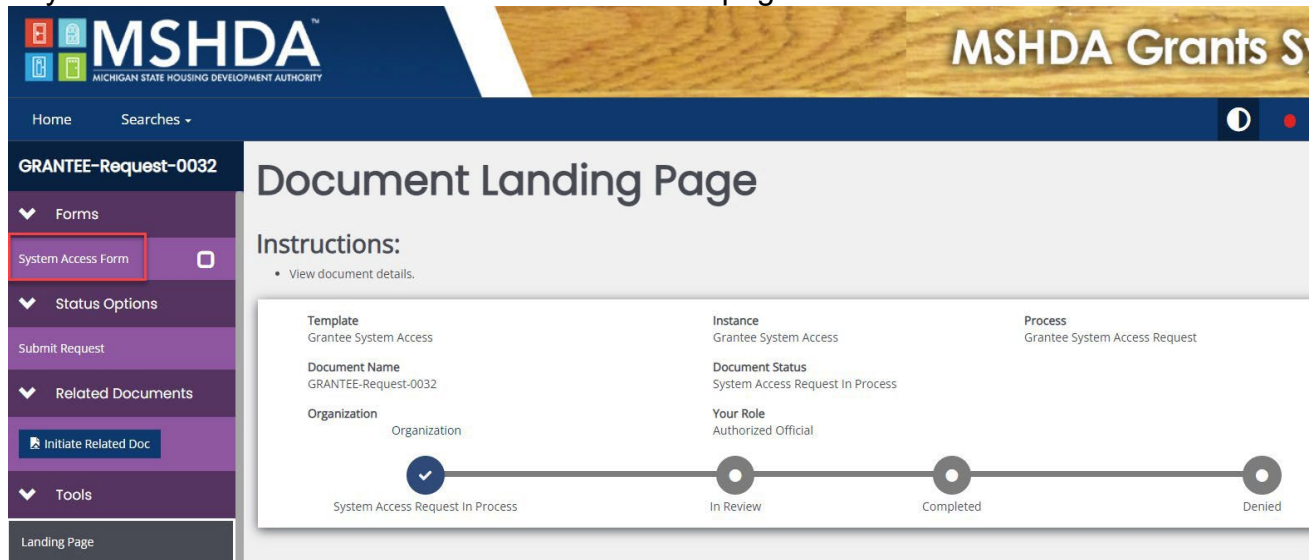
> Filter

v My Opportunities

Name	Provider	Availability	Description
Annual Profile Review 2022	MSHDA	12/6/2021 12:00:00 AM - Open Ended	
Grantee System Access	MSHDA	8/29/2022 12:00:00 AM - 8/31/2030 11:59:00 PM	
HEP Application 2022	MSHDA	1/5/2022 12:00:00 AM - Open Ended	

Announcements

That will take you to the Grantee System Access Form Landing Page. Click on the System Access Form on the left-hand side of the page.



This will take you to the System Access Form where you will need to select the type of request. You have 7 options for the Request type drop down which will change the rest of the form.

New User: submits a request to add a new user to the system.

Modify User Profile or System Role: submits a request to make changes to a current user.

Change Authorized Official: submits a request to deactivate the current Authorized Official or add an additional one.

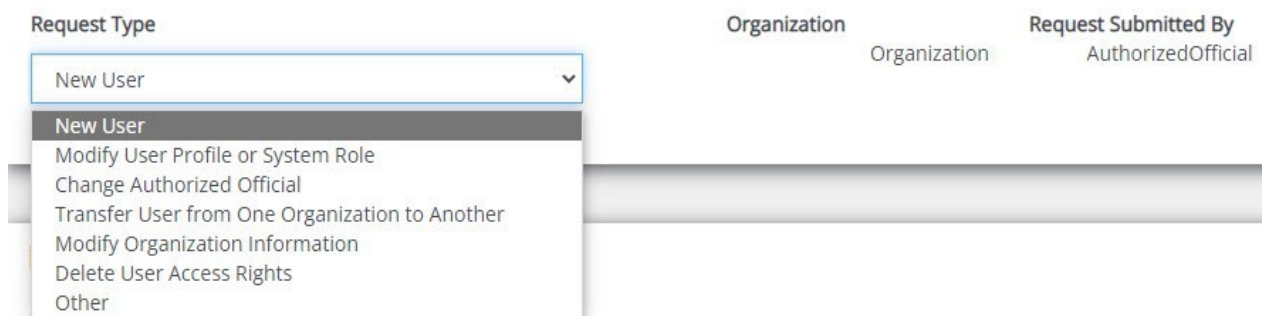
Transfer User from One Organization to Another: this will request to move a user to a new organization.

Modify Organization Information: submits a request to update or change the Organization Information.

Delete User Access Rights: submits a request to make a user inactive.

Other: if the other options do not apply for your request, submit a request describing in detail what you are trying to accomplish.

System Access Form



New Users, Modify User Profiles, or Delete User Access Rights

If you select New User, Modify User Profile or System Role, or Delete User Access Rights in the Request Type drop-down you will see the User Information section. For the User Access Level drop box, you will need to choose from Agency Administrator and Agency Viewer. An agency can have more than one of either role. The Agency Administrator can complete many of the forms within the IGX system though they may not be able to submit them. The Agency Viewer can see many of the forms, but they will not have the ability to save changes or submit. The User Inactive date is only required if you selected Delete User Access Rights. Give the reason you need to make the change in the User Description of Request.

User Information

User First Name	User Last Name	
<input type="text"/>	<input type="text"/>	
User Email	User Phone	User Fax
<input type="text"/>	<input type="text"/>	<input type="text"/>
User Access Level		
<input type="text"/>		
User Active Date	User Inactive Date	
<input type="text"/>	<input type="text"/>	
User Description of request		
<input type="text"/>		

Authorized Official Change

If you select Change Authorized Official in the Request Type drop-down you will see the Authorized Official Change section. Choose whether the prior Authorized Official should be deactivated. If the user has left the agency they should be deactivated. If the prior Authorized Official will not be deactivated choose a new role to put them in. They can be either an Agency Administrator or an Agency Viewer.

Choose who should be listed as the new Authorized Official from the drop-down list of your agency's current users. Give the reason you need to make the change under Describe Request.

Authorized Official Change

For Authorized Official Change, should prior AO be deactivated?

Role to change existing Authorized Official to

Who is the new Authorized Official?

Describe Request

Transfer User from One Organization to Another

If you select Transfer User from One Organization to Another in the Request Type drop-down you will see the Transfer User from One Organization to Another section. Fill out the User information for the user you want to transfer. Select the Access level you want the user to have at your agency. They can be either an Agency Administrator or an Agency Viewer. Choose an active date and whether the user should be deactivated from the old organization. If they should be deactivated, you will need to choose the deactivation date. Give the reason you need to make the change under Transfer Description of Request.

Transfer User from One Organization to Another

Transfer First Name	Transfer Last Name	
<input type="text"/>	<input type="text"/>	
Transfer Email	Transfer Phone	Transfer Fax
<input type="text"/>	<input type="text"/>	<input type="text"/>
Transfer Access Level		
<input type="text"/>		
Active Date		
<input type="text"/>		
Deactivate user from old organization?	Deactivate Date	
<input type="text"/>	<input type="text"/>	
Transfer Description of request		
<input type="text"/>		

Modify Organization Information

If you select Modify Organization Information in the Request Type drop-down you will see the Organization Information section. For this section you will only enter information into the fields that need to be changed. For instance, if the Agency's name changed but everything else is the same, you only need to enter the agency's new name under Agency Name. You will need to give the reason you need to make the change under Please include a description in writing of the change.

Organization Information

ONLY FILL IN THE FIELDS THAT YOU NEED MODIFIED FOR THE ORGANIZATION

Agency Type

Agency Name

Agency Address

Agency City

Agency Zip

Agency County

Agency Phone

Agency Fax

Federal ID Number

Faith Based

Beginning Month of FY

UEI Number

Please include a description in writing of the change

Other Changes

If you select Other in the Request Type drop-down you will see the Other section. Please describe the request in the narrative box.

Other

Please Describe the request

Once the System Access Form has been completed with no errors, the **Authorized Official** can submit. Select Submit Request under Status Options on the left-hand side of the screen.

MSHDA MICHIGAN STATE HOUSING DEVELOPMENT AUTHORITY

MSHDA Grants System

Home Searches AuthorizedOfficial

GRANTEE-Request-0029

System Access Form

System Access Form

Request Type: New User Organization: Organization Request Submitted By: AuthorizedOfficial

Click here to submit System Access Form

User Information

User First Name: [] User Last Name: []

User Email: [] User Phone: [] User Fax: []