MGX New User Registration WALKTHROUGH OF GETTING ACCESS TO MGX

MGX Webpage

Click on "New User? Register Here!" under the Login box on the righthand side of the page.



Welcome to the online Michigan Grants Management System - MGX!

Because this is a new online grants management system, all organizations will need to register with the system.

Steps to Get Started:

- The initial registration for your organization must be completed by the Agency Project Director (PD) for the organization.
- Once the PD registers the organization, they will receive an email Notification of Access Approval from the online systems administrator.
- The PD can then designate access to other organizational accounts for additional staff members as they deem appropriate.

For technical assistance, contact the Agate Help Desk at (800) 820-1890 or by email at HelpDesk@AgateSoftware.com

Username		
Username		
Password		
Password		۲
	Login	

https://mgx.intelligrants.com/IGXLogin

New User Registration

- The New User Registration popup window will display
- Use the grey scroll bar on the right to complete all the required fields

New User Registration		
 Instructions All items marked with a red asterisk (*) are required and m The Organization field refers to the agency you are represented in the The Username entered must be unique of any other usern characters containing the following: Both uppercase and lowercase letters At least one (1) number The Password entered must contain at least 8 and up to 20 Both uppercase and lowercase letters At least one (1) number The Password entered must contain at least 8 and up to 20 Both uppercase and lowercase letters At least one (1) number At least one (1) special character (e.g. ! @ # \$ % ^ &) IMPORTANTI You must use the Notes field to enter the role you are registering Agency Authorized Official Agency Financial Officer Agency Program Staff (Agency Contact) 	ust be completed. Inting (e.g. Lansing Police Departme n your agency. ames approved in the system and co (8-20) characters containing the fol	nt). ontain at least 5 and up to 20 (5-20) lowing:
First Name *	Middle Name	
Last Name *	Prefix	Suffix
FEIN		
Organization *	Title	
Address *	Address 2	

Special Note – Prefix Field

- Be sure to select a prefix here to represent your salutation when correspondence is sent from the system
- Examples: Ms., Mr., Dr., Lt., Deputy, Sheriff

New User Registration

First Name *	Middle Name	
Last Name *	Prefix	Suffix
		~ ~
CEIN .		<u>^</u>
FEIN	Mr.	
	Ms.	
	Mrs.	
Organization *	Dr.	
	Sr.	
	Acting Chief	
	Asst. Chief	
Address *	Capt.	
	Criter	
	Con.	
State *	D/E/Lt	
Michigan	✓ D/Et. D/Sat	×
L	D/Tpr	
City *	Deputy	
	Deputy Chief	
	Dependy enter	
Fmail *	Director	-
Email *	Detective Director	-

Special Note – Title Field

- Be sure to write your job title here to represent the role you serve within your agency.
- Examples: Executive Director, Lieutenant, Research Specialist

New User Registration		≅ ×
First Name *	Middle Name	
Last Name *	Prefix	Suffix
FEIN		
Organization *	Title	

Special Note – Division Field

- Be sure to select "Office of Highway Safety Planning"
- If another field is selected the registration will be denied

Phone 2	Fax
Cell Phone	Website
Username *	
Password *	Verify Password *
Notes (Requested Role) *	
Division	

Pop-up & Email Notice

- Once you click "Register" you should immediately receive an automated message pop-up on your internet browser
- You will also receive an email confirming submission of your user registration

shared.agatesoftware.com says

Thank you for completing the registration process for the MGX system. Your request will be screened within three (3) business days.

ОК

MGX Registration Request Submitted



websites@agatesoftware.com To ● Shinevar, Emily (MSP)

CAUTION: This is an External email. Please send suspicious emails to abuse@michigan.gov

Hello Ms. EJ Davis,

Your registration request for Michigan IntelliGrants System (MGX) has been successfully submitted for review. You will be notified once the review has been processed.

User Approval or Denial Email Notice

Once the OHSP reviews the registration request, you will receive an email notice

MGX Registration Approved



← Reply ← Reply All → Forward 10/5/2022 4:51 PM

CAUTION: This is an External email. Please send suspicious emails to abuse@michigan.gov

Hello Ms. EJ Davis,

You have been successfully registered to the Michigan IntelliGrants System (MGX) for Flex Resources. You may now visit mgx.intelligrants.com and log in using the username and password requested during your registration. If you have further questions or believe this to be in error, please contact your Grant Advisor (GCSD) or Program Coordinator (OHSP).

For assistance with GCSD Byrne Justice Assistance Grants (JAG) and Residential Substance Abuse Treatment (RSAT) Grants, please contact MSP-CJgrants@michigan.gov.

For assistance with OHSP Highway and/or Traffic Safety Grants, please call (517) 284-3059.

Login

Enter the username and password as input on your new user registration.



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	Login		
	Username		
	Username		
	Password		
- 11	Password		۲
_			
		Log In	
		Forgot Username/Password!	
		New User? Register Here!	

Set-up Dashboard

- Click under your name and click EDIT DASHBOARD.
- Add the following panels:
 - My Tasks
 - Opportunities
 - > Announcements
- Click Save

Home Administration + Searches + Reports +

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.



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Profile Messages

Log Out

Edit Dashboar