

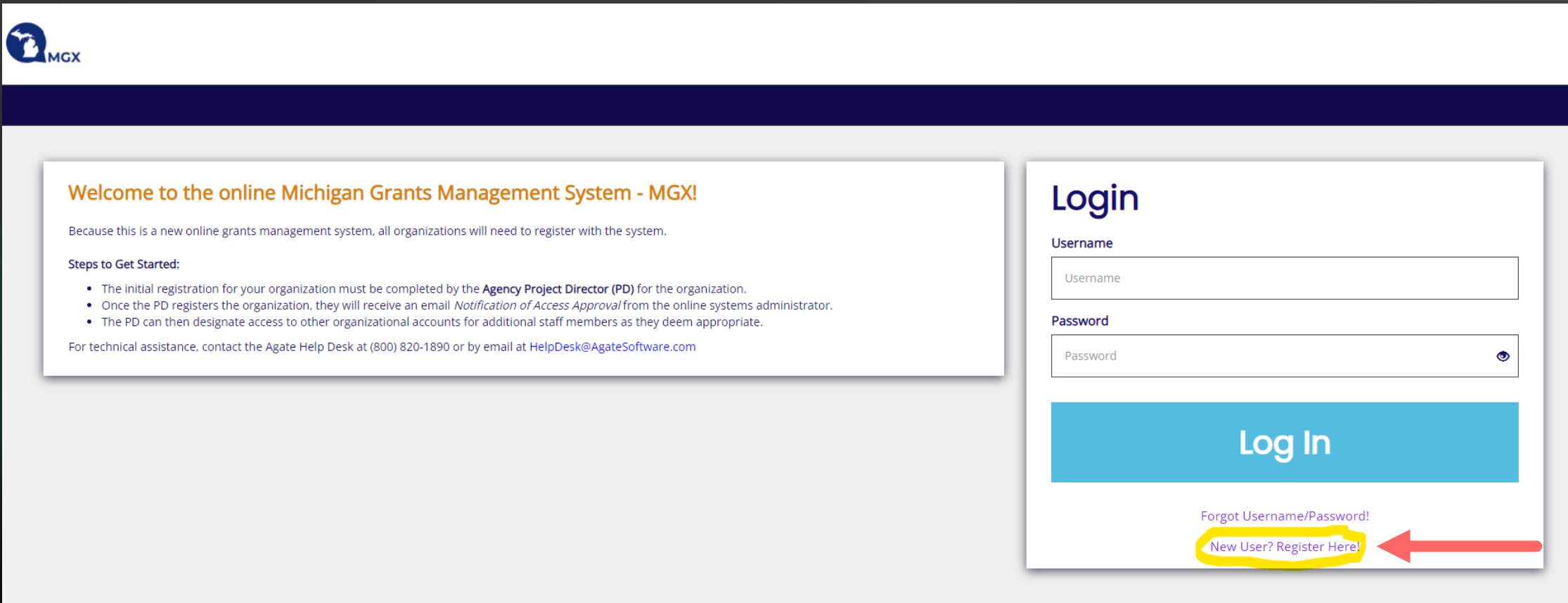


MGX New User Registration

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.



The screenshot shows the MGX website interface. On the left, there is a white box with a blue header containing the MGX logo. Below the header, the text reads "Welcome to the online Michigan Grants Management System - MGX!". Underneath, it states "Because this is a new online grants management system, all organizations will need to register with the system." and "Steps to Get Started:" followed by a bulleted list of instructions. At the bottom of this box, it provides contact information for technical assistance. On the right, there is a white box titled "Login" with input fields for "Username" and "Password", a "Log In" button, and links for "Forgot Username/Password!" and "New User? Register Here!". A red arrow points to the "New User? Register Here!" link, which is highlighted with a yellow circle.

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

Login

Username

Password

Log In

[Forgot Username/Password!](#)

[New User? Register Here!](#)

- ▶ <https://mgx.intelligrants.com/IGXLogin>

New User Registration

- ▶ The New User Registration pop-up 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 must be completed.
- The **Organization** field refers to the agency you are representing (e.g. Lansing Police Department).
- The **Title** entered should represent the role you serve within your agency.
- The **Username** entered must be unique of any other usernames approved in the system and contain at least 5 and up to 20 (5-20) 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 (8-20) characters containing the following:
 - Both uppercase and lowercase letters
 - At least one (1) number
 - At least one (1) special character (e.g. ! @ # \$ % ^ &)

IMPORTANT!
You must use the **Notes** field to enter the role you are registering for.

- Agency Authorized Official
- Agency Project Director
- Agency Financial Officer
- Agency Program Staff (Agency Contact)

First Name *

Middle Name

Last Name *

Prefix *

Suffix

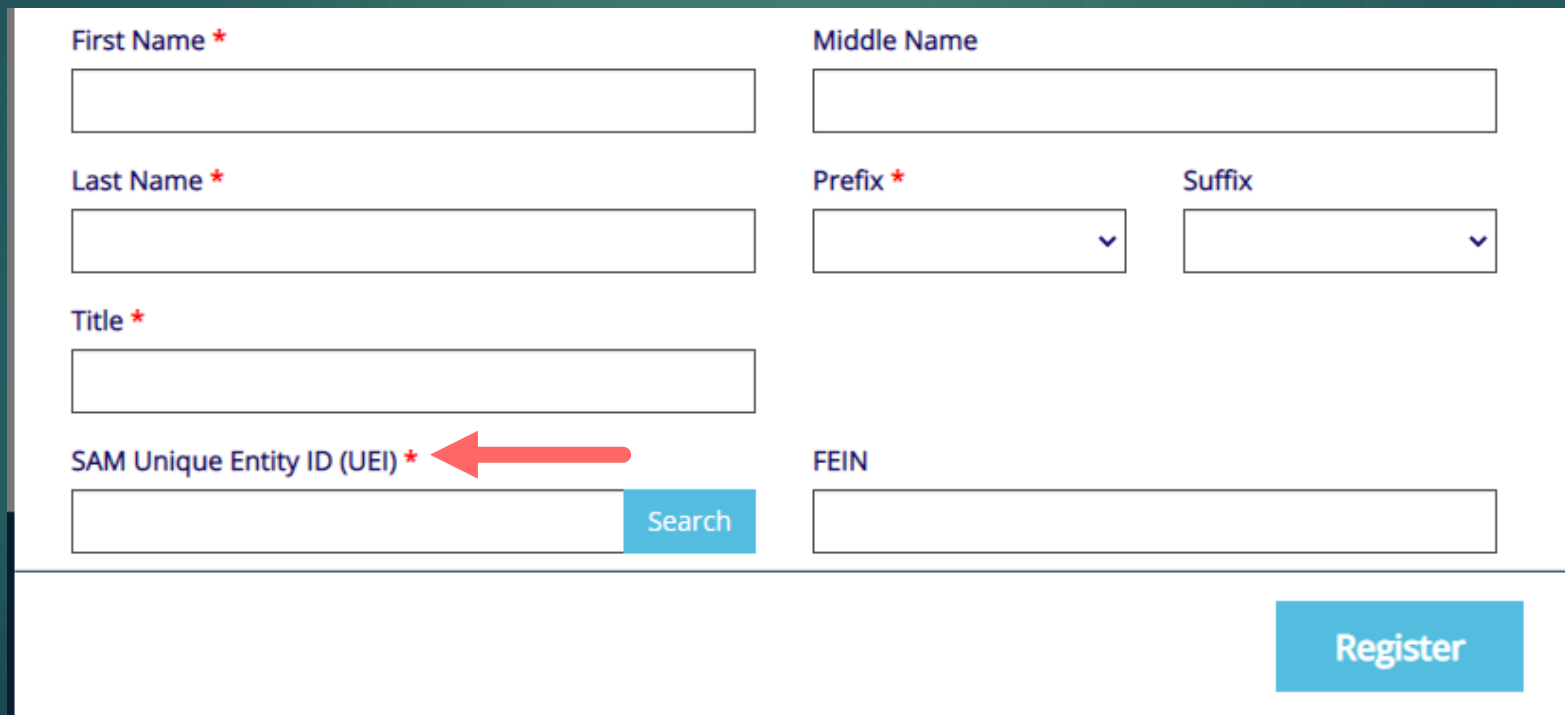
Title *

SAM Unique Entity ID (UEI) *

FEIN

Special Note – SAM UEI

- ▶ Your organization's SAM UEI is required for all Federal grants.
- ▶ See the link below to register or for further questions
 - ▶ <https://sam.gov/content/home>
- ▶ When registering for SRP or Truck grants, please enter a twelve-digit placeholder in the SAM UEI field, (ex. 000000000000).

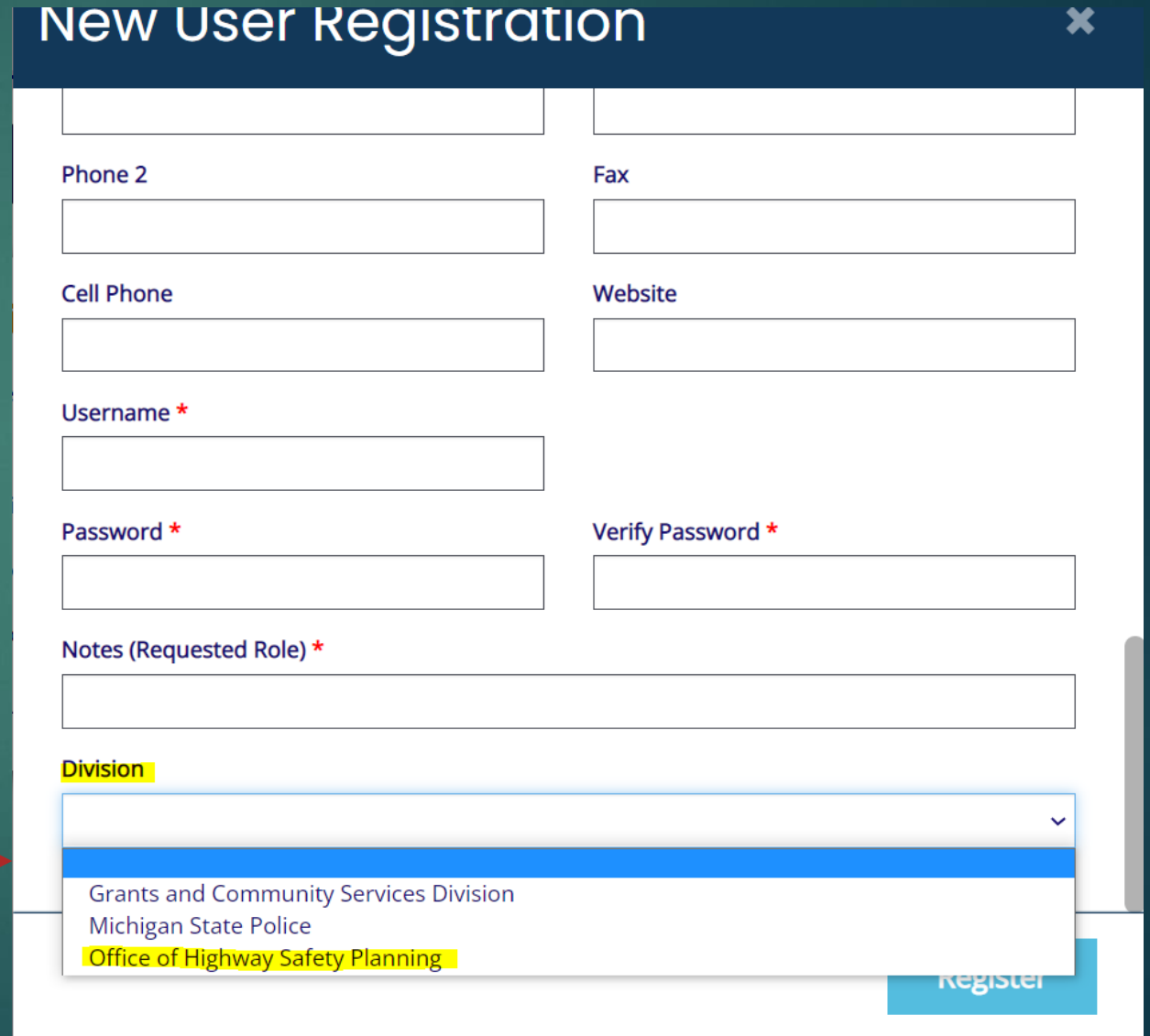


The image shows a registration form with the following fields and labels:

- First Name ***: Text input field.
- Middle Name**: Text input field.
- Last Name ***: Text input field.
- Prefix ***: Dropdown menu.
- Suffix**: Dropdown menu.
- Title ***: Text input field.
- SAM Unique Entity ID (UEI) ***: Text input field, highlighted with a red arrow.
- FEIN**: Text input field.
- Search**: Button next to the UEI field.
- Register**: Button at the bottom right.

Special Note – Division Field

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



The screenshot shows a 'New User Registration' form with the following fields:

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

The dropdown menu for the Division field is open, showing three options:

- Grants and Community Services Division
- Michigan State Police
- Office of Highway Safety Planning

A red arrow points to the 'Office of Highway Safety Planning' option. A 'Register' button is visible at the bottom right of the form.

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.

OK

MGX Registration Request Submitted

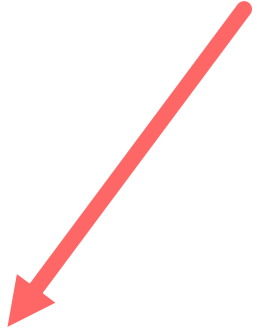
 websites@agatesoftware.com
To  Shinevar, Emily (MSP)

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

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

 Reply  Reply All  Forward  

Wed 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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[New User? Register Here!](#)