

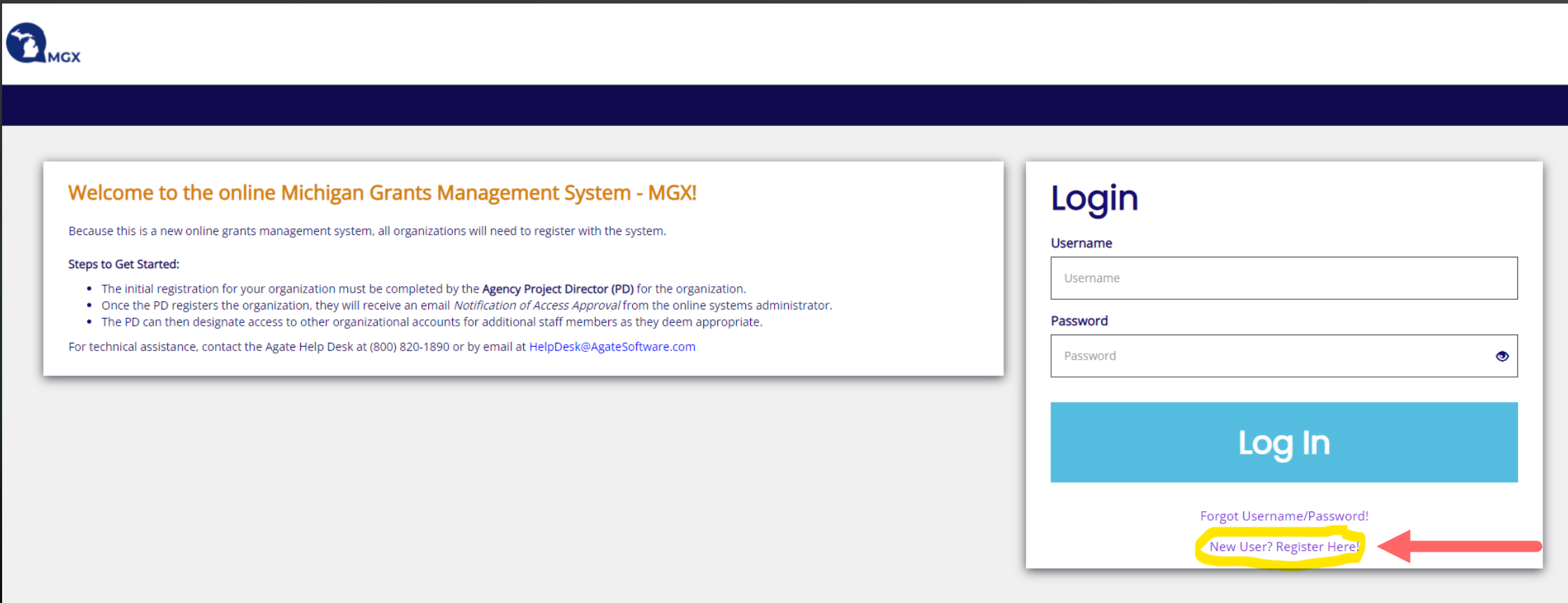


# MGX New User Registration

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 displays the MGX website interface. On the left, a white box contains a welcome message and instructions. On the right, a login form is visible with 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](mailto: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

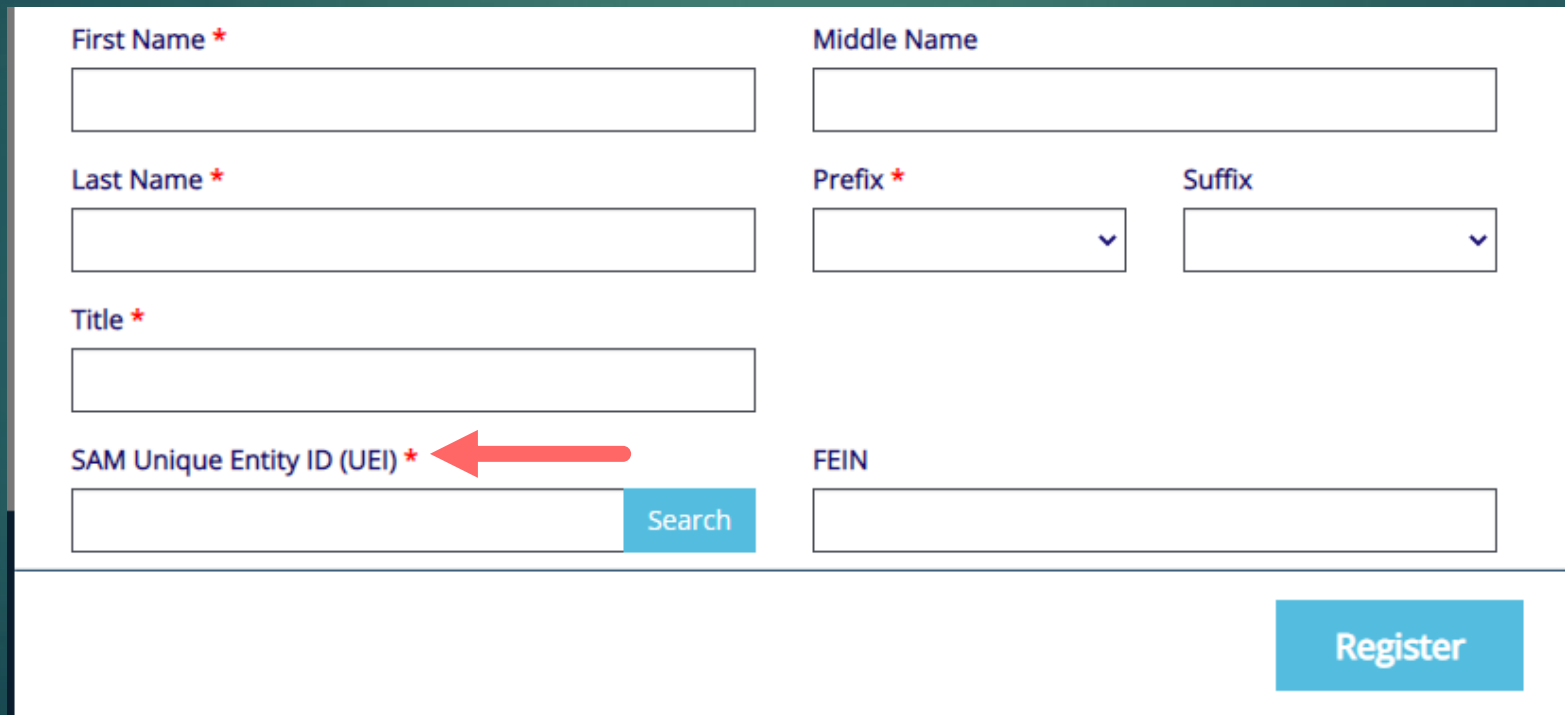
Title \*

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 controls:

- 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 pointing to it from the left.
- FEIN**: Text input field.
- Search**: A blue button located below the UEI field.
- Register**: A large blue button at the bottom right of the form.

# Special Note – SRP ONLY

- ▶ In the Organization field, please specify your county and that you are registering for SRP, e.g. “Ingham County SRP”
- ▶ In the Requested Role field, please enter your desired role based on the descriptions below.

**SAM Unique Entity ID (UEI) \***

**Organization \*** 


**Address \***

**SRP User Roles in MGX Defined**

MGX Role	Description	Notes
Agency Project Director	A required role needed to authorize project activity	This role must always be filled by the County Sheriff
Agency Authorized Official	A required role needed to authorize project activity	This role must always be filled by the County Chairperson
Agency Financial Officer	The primary financial contact	
Agency Primary Contact	The primary project activities contact	
Agency Program Staff	A role for misc. staff who may assist with required reporting	This role may be used multiple times if several staff members require access

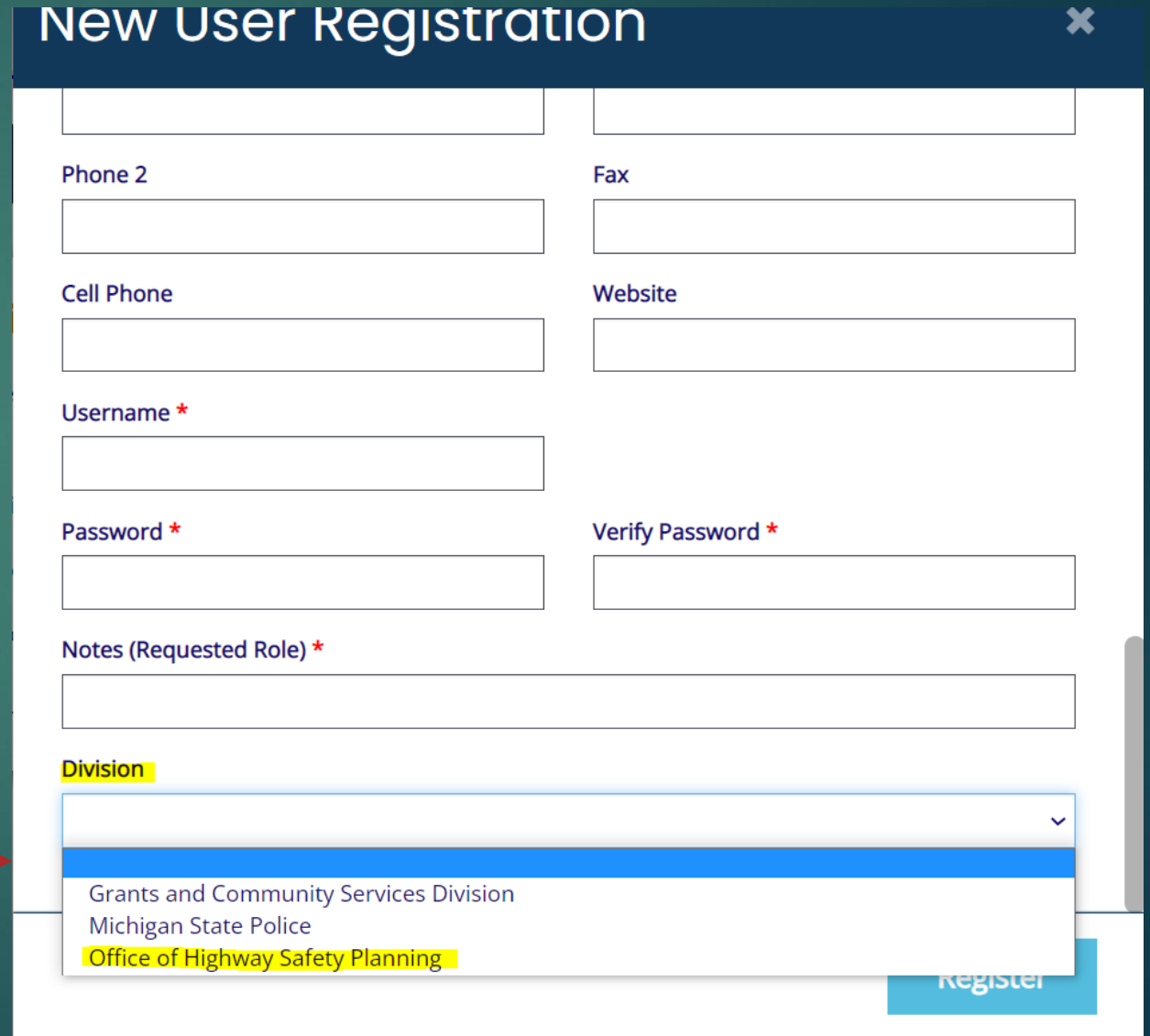
**Password \***

**Verify Password \***

**Notes (Requested Role) \*** 

# Special Note – Division Field

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



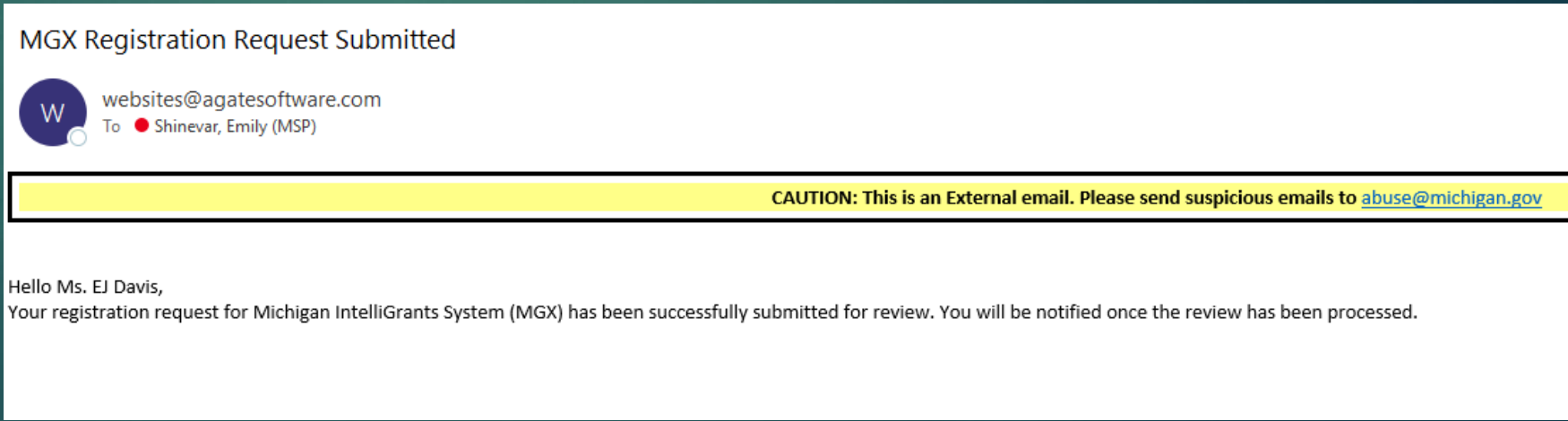
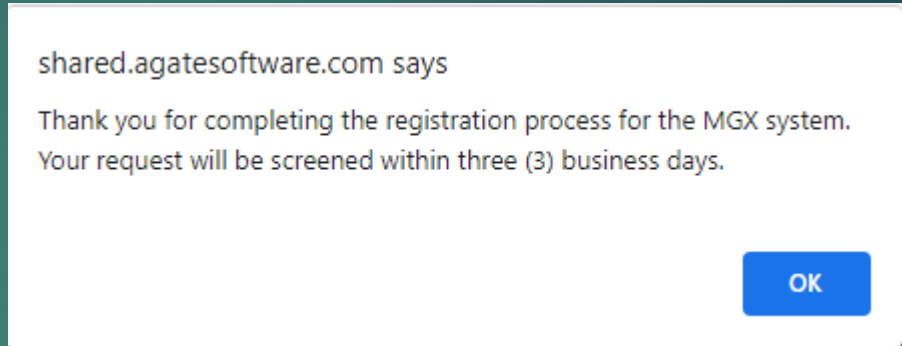
The image shows a 'New User Registration' form with the following fields:

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

The 'Division' dropdown menu is open, showing three options: 'Grants and Community Services Division', 'Michigan State Police', and '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.

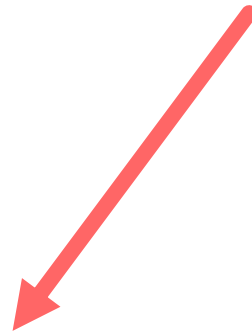
# Pop-up & Email Notice

- ▶ 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



# 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)



Wed 10/5/2022 4:51 PM

**CAUTION: This is an External email. Please send suspicious emails to [abuse@michigan.gov](mailto: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](https://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](mailto: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

Password



Log In

[Forgot Username/Password!](#)

[New User? Register Here!](#)