Online Application and Reporting System Guide

For use with Cuyahoga Arts & Culture's General Operating Support and Project Support grant programs

What is the Online Application & Reporting System?

Cuyahoga Arts & Culture's Online Application & Reporting System allows all applicants and current grant recipients to complete eligibility checks, applications and reports. The system serves as a repository for support materials and as an archive for past applications dating back to 2011. CAC staff uses the online system as a paperless hub for submitted materials, and panelists use it to review and score applications.

Choose Your Browser

To ensure the best functionality of the site, **DO NOT use Internet Explorer**. Please install and use one of the following browsers for an optimized user experience:

	Mozilla Firefox	http://www.mozilla.com/en-US/firefox/personal.html
	Google Chrome	http://www.google.com/chrome
	Safari (Apple Users)	http://www.apple.com/safari/

> ## To access the system, logon to: **http://cuyahoga.culturegrants.org**

New User?

- Refer to **HOW TO CREATE A MASTER ACCOUNT FOR YOUR ORGANIZATION** on page 2.

Current User?

- Access Your Account
  - **NEW: You can now reset your password by clicking "Forgot your password?" on the login page. You will receive an automated email with further instructions.**
  - To inquire whether you have an existing account or obtain login information, contact Roshi Ahmadian at rahmadian@cacgrants.org or 216.515.8303 x109.
- Create a Secondary User for your Organization
  - Refer to **HOW TO ADD ADDITIONAL USERS** on page 3.

Need Assistance?

The staff at Cuyahoga Arts & Culture is here to help. For assistance with the system, including navigation help and technical assistance, contact Roshi Ahmadian, associate – communications & grant programs at rahmadian@cacgrants.org or 216.515.8303 x109.

HOW TO CREATE A MASTER ACCOUNT FOR YOUR ORGANIZATION

IMPORTANT: Each organization may only have one Master Account in the Online Application & Reporting System. If your organization has applied to a CAC grant in the past, please skip this page and refer to HOW TO ADD ADDITIONAL USERS on page 3. If you're unsure whether your organization has an existing account in the system, please contact CAC staff.

Organizations may create multiple Secondary Users so that more than one staff member may work on applications and reports, each with a unique user ID and password. However, Secondary Users cannot submit applications and reports unless specifically authorized to do so by the Master User (see page 3).

Step 1: Create a Master Account for New Organizations

1. Designate one individual from your organization to create the Master Account—we recommend your organization's primary grant contact, the person CAC contacts with grant-related information. This person will be the Master User.
2. Go to http://cuyahoga.culturegrants.org/registration/register and complete the required fields.
   - **Note:** The Username for the Master Account should be **generic for the organization**, not specific to the user. For example, a recommended Username for Cuyahoga Arts & Culture's Master Account could be CAC or CuyArts.
   - **Note:** To create an acceptable password you must follow these four rules:
     o Minimum 8 characters (case sensitive)
     o Minimum 1 uppercase letter
     o Minimum 1 numeric character
     o Minimum 1 symbol; the password may not start or end with the symbol.
     o For example: Arts@1501
3. Select "Yes" from the drop-down question "Would you like to associate this user account with an organization?" at the bottom of the page. This will allow the system to associate your Username with a specific organization.
4. Drag the slider to the right and click "Submit." This will bring you to the organization page.

Step 2: Enter the Organizational Contact Information

1. Complete each of the required fields marked with an asterisk. Ensure the organization's EIN number and legal name are correct. **Once completed, these fields cannot be changed**.
   - **Note:** When entering dates, you can either use the calendar function or type in the date.
2. Click "Validate & Submit" to save and complete the Organizational Contact Information. The State Senate District, State House District and Congressional District fields will auto-populate. This will bring you to the End User Terms and Conditions page.
3. Review the agreement and click "I Agree" to the terms.
4. You now have access to the system. Follow the link to the appropriate grant application or report to begin entering data.

HOW TO ADD ADDITIONAL USERS

Secondary Users
Multiple members of an organization can be registered as Secondary Users. This allows various staff or volunteer members to complete different sections of the application or reports without the need to share User IDs and passwords. **Secondary Users cannot register for an account on their own; the Master User will need to start this process.**

The **Master User will need to add Secondary Users** to have access to the organization's applications and reports. **Secondary Users cannot submit applications and reports unless specifically authorized** to do so by the Master User.

Add a Secondary User

1. The Master User should log into the system at http://cuyahoga.culturegrants.org.
2. Click on the **user icon** in the upper right corner next to Logout, then click on the "Manage Users" tab.
3. To the right of Non-Primary Accounts, click on "Add User."
4. Fill in the required contact information and Username for the Secondary User.
5. Click "Save"
6. On the far right side, click on the "Assign Permissions" action icon.
7. Select the desired permissions (defined below) for the Secondary User:
   - Portfolio allows Secondary User to upload attachments such as documents and audio/visual materials.
   - Read/Write formset(s) allows Secondary User to read and write in the application or reporting sections of the system.
   - Receive notification allows Secondary User to receive status notifications related to the application or reports filed by the organization.
   - Submit formset(s) allows Secondary User to submit applications or reports to CAC.
8. Click "Assign Permissions."
9. The Secondary User will receive an email soon from update@culturegrants.org with instructions on setting their password and activating their account.