



# 2012

# Online Grants Tutorial

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*Module II*  
*Returning Users;*  
*Logging into your profile*



# Returning Users - (Module II)

Welcome to the North Carolina Community Foundation Online Grant Application System!



If you've already created a profile, please click here to begin.

**Please note:** All agencies, even those who have previously received funding from NCCF, must establish a login for the online grant application system by selecting "Create New Agency Profile." Only agencies who have set up a profile in the system in 2011 will be able to use the "Returning Agencies/Applicants" function.

Before applying, be certain to review grants information available on our [website](#).

Need some help getting started?



[Staff & Board Member Login](#)



## Returning Users - (Module II)

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You'll now enter the name of your organization (*the one you entered when you set up your profile*). When you click "Ok", our system will search the database for your agency. For that reason, you must enter the agency name **exactly** as you entered it when your profile was created.

*If you don't remember exactly how it was entered, try searching with less restrictive criteria (i.e. search for "NC Com" instead of "NC Community Foundation").*

**Agencies** | **Applicant Search Form**

Applicant Search Form

Show agencies for which:

Confirmed Agency Legal Name contains

OK CANCEL





## Returning Users - (Module II)

This screen shows all the profiles that match the search criteria entered on the previous screen. You might also see other results with similar names. Find your agency in the list, and click on the small icon that looks like a pencil and paper (in the "Login" column).

**Agencies** |

**Applicant Search Form**

Confirmed Agency Legal Name contains 'test agency'				
GRID EDIT	EMAIL ▼	PRINT	OTHER ▼	Results 1 to 1 (out of 1)
	Confirmed EIN	Confirmed Agency Legal Name	Login	Search Again...
<a href="#">EDIT</a> <a href="#">VIEW</a>	123456789	Test Agency		



## Returning Users - (Module II)

You are now at the login screen, and the name of your organization should be displayed at the top of the screen beneath “Welcome Back”. Enter the email and password that you specified when you created your profile.

*There will be a “Login” button, which will not be displayed until you have entered the correct email address that is associated with your organization’s profile. Once you have entered the correct email address and you click in the password field, the “Login” button will be displayed. If you enter the wrong email address, when you click in the password field, the system will give you a message that says “Incorrect Email”*

SAVE CANCEL

Welcome back!  
Test Agency

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Please Sign In

Email

Password

Forgot Login?

LOGIN

SAVE CANCEL

If you forgot your password, click “Forgot Login” and then click “Save”. Your password will be emailed to the address saved in your profile.

If you are having problems with your email address being accepted, please contact:

**Patrick Callahan**

[pcallahan@nccommunityfoundation.org](mailto:pcallahan@nccommunityfoundation.org)

**919-256-6917**



## Returning Users - (Module II)

You are now logged into your profile! From this screen you can click the checkbox to update your information, or you can click the “Add Application” link at the bottom of the window.

*For more information on how to add an application, please check out training module entitled “Adding an Application”, available at [www.nccommunityfoundation.org/?????](http://www.nccommunityfoundation.org/?????)*

SAVE CANCEL

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### Agency

**Test Agency**

EIN: 123456789  
IRS Subsection: 501(c)0  
123 Test Street  
Test, North Carolina 12345

Operating Budget: 100  
Executive Director: Tester  
Main Phone Number: (123) 456-7890  
Grant Contact: Tester 2  
Contact Phone: (123) 456-7890  
Agency Website:

Click below to update Agency information:  
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### Applications

You can either begin a new application by clicking "Add Application", or edit any applications you have already started.

Add Application:

SAVE CANCEL



## Returning Users - (Module II)

If you clicked the checkbox to update your information, the following fields will appear. When you are finished making changes, confirm the changes by clicking the checkbox, and click “Save” at the bottom of the form. *You will be required to log back in to have changes take effect.*

### Update

<b>Agency Legal Name</b>	<input type="text" value="Test Agency"/>
<b>Agency EIN</b>	<input type="text" value="123456789"/>
<b>Agency Street</b>	<input type="text" value="123 Test Street"/>
<b>Agency City</b>	<input type="text" value="Test"/>
<b>Agency State</b>	<input type="text" value="North Carolina"/>
<b>Agency Zipcode</b>	<input type="text" value="12345"/>
<b>Agency County</b>	<input type="text"/>
<b>Current Operating Budget</b>	<input type="text" value="100"/>
<b>Executive Director</b>	<input type="text" value="Tester"/>
<b>Agency Phone</b>	<input type="text" value="(123) 456-7890"/> ext. <input type="text"/>
<b>Grant Contact</b>	<input type="text" value="Tester 2"/>
<b>Contact Phone</b>	<input type="text" value="(123) 456-7890"/> ext. <input type="text"/>
<b>Fax Number</b>	<input type="text"/> ext. <input type="text"/>
<b>Agency Website</b>	<input type="text"/>

When you are done making changes, confirm the changes by checking the checkbox, and click Save at the bottom of the form. You will be required to log back in to have changes take effect.

\* Confirm Updates



## Returning Users - (Module II)

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**Thanks for using NCCF's Online Grant System!**

You have just completed "Returning Users; logging in to our System," Module II of III.

If you need additional assistance or review, Module I covers "Creating a profile," and Module III covers "Adding a Grant Application."

Additional training materials can be found at [www.nccommunityfoundation.org](http://www.nccommunityfoundation.org).

If you have questions or need additional help, please feel free to contact the NCCF Regional Associate serving your area. To find your Regional Associate's name and contact info, please visit the following link: [Meet our Staff](#)