

# SmartSimple User Management Instructions

<https://macc.smartsimple.com>

The first person to login and register an organization (K-12 school or Municipality) becomes the “owner” of the organization registered in SmartSimple. This person will be notified via email when another user tries registering with the same organization. The “owner” will have the ability to activate new users. Once the “owner” activates the new user then they will have access to update the organization profile and apply for grants.

## Welcome to the Michigan Arts & Culture Council

Please take a moment to familiarize yourself with the application process noting the deadlines for submissions, meeting dates and the status of your application. Please make a note of your username and password as you will need it to access the system in the future.

To access your invitations or applications in progress, click the **"Applications and Grants"** tab in the upper right corner.

To access your Final Reports, click the **"Reports"** tab in the upper right corner.

If you are not seeing a grant opportunity, check your selections in the Organization Profile for: **Organization Status and Applicant Status**. If you are an individual not seeing the MG POD, please check your Personal Profile to insure you've selected a **County and Region**.

### My Profile

Please fill out your profile by clicking on the icon(s) below. Once you have completed your profile, you may begin your application. You may need to refresh your browser or login again to see all available opportunities.



Organization Profile



Personal Profile



User Management

### My Opportunities

Listed below are the program(s) for which you may be eligible. Click on an icon below to begin your application.



Capital Improvement



New Leaders



Operational Support



Minigrants Arts Project



Minigrants POD



Community Partners

Click on “User Management”. This screen will show you the users associated with the organization.

## User Management

 x  1-10 of 10  

#	Name	Title	Email	Roles	Status	Created Date	
1	Arial Mermaid		jamie.neel+005@the-inet.com	Grantee	Pending	04/13/2020 11:29AM	<a href="#">Open</a>
2	Clark Kent (test)	Superman	kim.wheater@gmail.com	Grantee, Organization Owner, Reviewer	Completed	01/20/2020 12:49PM	<a href="#">Open</a>
3	Flounder Fish		wheater_adam_03@yahoo.com	Grantee	Edit	04/13/2020 11:35AM	<a href="#">Open</a>
4	Jan Brady (test)		jamie.neel+77666@the-inet.com	Authorizing Official	New	02/03/2020 10:52AM	<a href="#">Open</a>
5	Lois Lane (test)	Reporter	jamie.neel+0000022222@the-inet.com	Authorizing Official, Grantee, Organization Owner	New	02/10/2020 05:30PM	<a href="#">Open</a>
6	Reviewer One		jamie.neel+3@the-inet.com	Grantee, Reviewer	Edit	04/10/2020 11:45AM	<a href="#">Open</a>
7	Reviewer Three		jamie.neel+5@the-inet.com	Grantee, Reviewer	Edit	04/12/2020 08:52PM	<a href="#">Open</a>
8	Reviewer Two		jamie.neel+6@the-inet.com	Grantee, Reviewer	Edit	04/10/2020 11:49AM	<a href="#">Open</a>
9	Scuttle Bird		jamie.neel+1@the-inet.com	Grantee	Edit	04/13/2020 11:32AM	<a href="#">Open</a>
10	Veruca Salt (test)		jamie.neel+00002@the-inet.com	Grantee, Reviewer	Edit	12/05/2019 10:11AM	<a href="#">Open</a>

## Arial Mermaid

Organization Name: Test Organization 1 (non-county and Test Regrantor) 

Status: Pending

### User Management

In this status you can:

- Activate a new grantee user
- Activate a new organization owner
- Deactivate a user

### CONTACT INFORMATION

Prefix:	<input type="text"/>
* First Name:	<input type="text" value="Arial"/>
* Last Name:	<input type="text" value="Mermaid"/>
* Title:	<input type="text"/>
* Phone:	<input type="text" value="(333) 333-3333"/>
Extension:	<input type="text"/>
* Email:	<input type="text" value="jamie.neel+005@the-net.com"/>
* Address:	<input type="text" value="1645 TRAP RD"/>
Address 2:	<input type="text"/>
* City:	<input type="text" value="VIENNA"/>
Country:	<input type="text" value="United States"/>
* State:	<input type="text" value="Virginia"/>
* Zip Code:	<input type="text" value="22182-2064"/>

Save Draft

Activate User Access

Activate Org Owner Access

Deactivate

Any individual with the “Pending” needs the owner to activate them. The owner can activate them by clicking “Open”.

The owner has three options. “Activate User Access” the user will be able to update the Organization Profile and apply for grants. “Activate Org Owner Access” the user will be able to activate or deactivate users, update the Organization Profile, and apply for grants. “Deactivate” the user will be deactivated from the organization. This will be used when an employee is no longer with the organization. An organization can have multiple “owners”.

Once the “owner” activates a user the user will receive an email with login instructions for SmartSimple.