
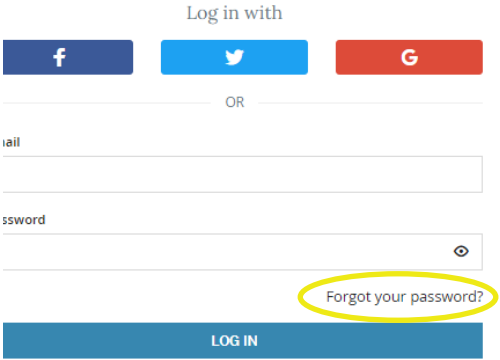
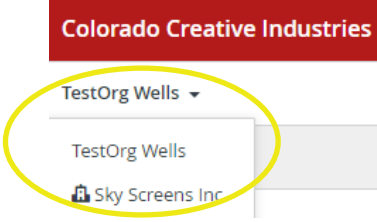
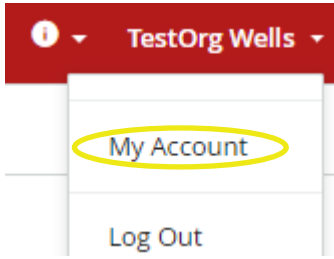


Navigating the CCI Grant Portal



<p>https://co-cci.smapply.org</p> <p>New to this site: Register</p> <p>Returning to this site: Log In</p>	
<p>LOGIN</p> <p>There are multiple ways to log in: Facebook, Twitter, Gmail, or any email</p> <p>PASSWORD</p> <p>Click on the <i>Forgot your password?</i> link. You will receive an email with assistance on resetting your password.</p> <p>HELPDESK</p> <p>If the password reset link doesn't work, contact SurveyMonkey Apply Helpdesk at: https://co-cci.smapply.org/helpdesk</p>	
<p>ACCOUNT SWITCHING</p> <p>To switch between person accounts and organization accounts, click on your name in the upper LEFT corner and select the appropriate account for the grant in which you would like to apply.</p>	
<p>MY ACCOUNT</p> <p>To access your account settings, click on your name in the upper RIGHT corner.</p> <p>Actions in account settings: Change eligibility, add a profile image, set up an organization, and change your password</p>	

TIPS

Different grants have different eligibility criteria. You may need to complete the eligibility quiz again.

If no grant programs show, try switching the account from person to organization.

If you do not see your name in the upper LEFT corner, you are not connected to an organization.

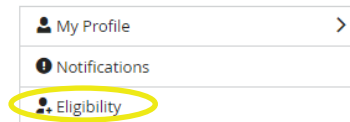
There is an FAQ page under the Pages link at the top of the landing page.

Contact CCI staff for help:
sami.wells@state.co.us

ELIGIBILITY

To change your eligibility answers, click on Eligibility under My Account and follow the prompts.

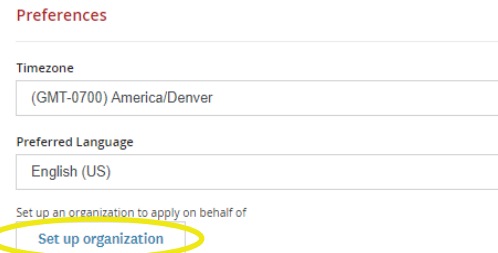
Account Settings



SET UP ORGANIZATION

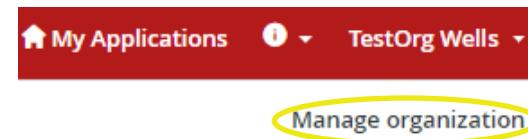
If you didn't set up your organization when you registered, you can do that here. Click on the Set up organization link and follow the prompts.

You will only need to do this **once**.



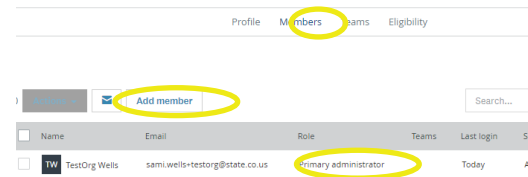
MANAGE ORGANIZATION

To add members to your organization to help with your grant application, click the Manage organization from the organization account.



ADD MEMBERS

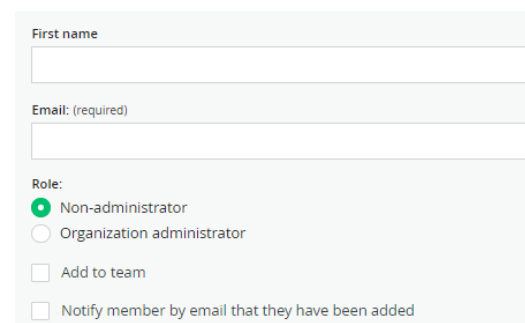
To add members to your organization, click on the Manage organization link on the landing page. Next click on Members, then Add member and follow the prompts.



MEMBER PERMISSIONS

When adding members, select their permissions. You have the option to make the new member to your organization an administrator, but there can be only one **Primary administrator**.

It's best practice to notify the new member when you add them to your organization.



TIPS

CCI staff does not have the ability to manage your organization.

There can only be one primary administrator for an organization's account.

Only the primary administrator can add members to the organization account.

It is best practice to notify the new member when you add them to your organization.

To add a member to an application, they must first be a member of your organization.

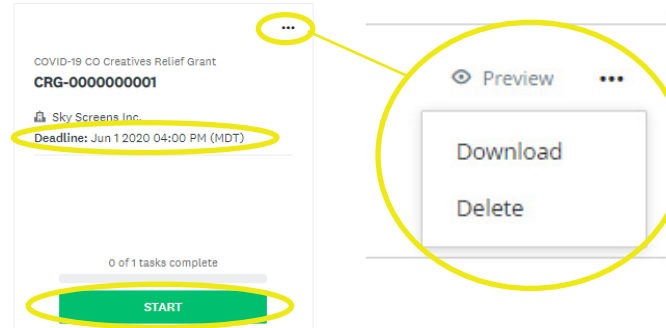
APPLICATION TASKS

To continue working on an application or to complete a report, from the landing page on the organization account, click on the green START button.

The application shows the deadline and the number of tasks that need completing.

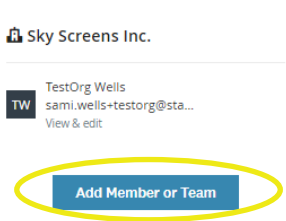
MENU

When you see three dots together, that's an additional menu. Click them to save a copy of your application/report.



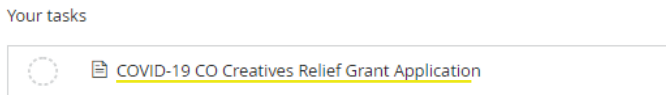
ADD MEMBERS TO APPLICATIONS

If you want members of your organization to collaborate on an application/report, click the Add Member or Team button. This button is on the left side of the screen after you click into the application. Follow the prompts.



YOUR TASKS

On the right side of the open application page you will find Your tasks. Click on the link to start the task.



COMPLETED APPLICATION

When you get to the end of the application, click the Mark as Complete button.



SUBMIT

Don't forget to hit the SUBMIT button! Your application is not finished until you click the Submit button.

