## How to add a new user to your Organization Profile within the Education Grants Management System (EGMS)

This guide shows organization administrators how to add a new user to their profile. If you are trying to associate an existing user with a record, please follow the How to Associate Users guide.

1. Once you have logged in as the Organization Admin, click "Organization Profile" on the left navigation panel.

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2. Scroll down to the All Contacts table and click the blue "New" button on the right.



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4. Under "Role," select the roly type. Please note, only Primary users can submit records to OSPI.

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5. Use the horizontal scrolling bar to reach the right side of the All Contacts table.

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6. Click the purple paper airplane icon next to the new user you just added to send the invitation.

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7. You can customize the invitation email text if you would like.

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8. When you're ready to send the invitation, click the blue "Send" button at the bottom left of the pop-up box.



9. You will receive a confirmation message. Click "Ok."



Select the user you would like to associate with this application.

10. Select the user you would like to associate with this application.

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11. Click the "Associate" button.

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- 12. Click the "X" to close the pop-up window.
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14. Select the Project Role from the drop dow menu and click save.

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*Tip! If you see an orange dot next to a tab, it means there are required fields in that section which have not been addressed.* 

15. Click through each tab to make sure you have completed all required fields. Be sure to click save!

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Technical Support –     Organizational Administrator     Contact Us				
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16. Once you are done adding content, click the "Complete Form" button on the top right.

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17. Once you're ready, click the blue "Submit Application button."

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18. The system will ask you to confirm your application submission with a pop-up window.

Once you've submitted your application, the page will refresh and the status bar will update to "Submitted."