



SmartSimple User Management Instructions

<https://mcaca.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 Council for Arts and Cultural Affairs Portal

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.

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
- Minigrants Arts Project
- Minigrants POD
- Minigrants POD
- Operational Support
- New Leaders


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

User Management

#	Name	Title	Email	Roles	Status	Created Date	
1	George Jettson (Test)		kim.wheater+008@gmail.com	Grantee	Pending	03/13/2020 08:18AM	Open
2	Liesl Von Trapp (test)		tracie.mooneyham+03@the-inet.com	Grantee	Edit	12/25/2019 09:08AM	Open
3	Marcia Brady (test)		jamie.neel+012@the-inet.com	Grantee, Organization Owner	New	12/05/2019 08:21AM	Open

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

George Jettson (Test)

Organization Name: APPLE MOUNTAIN DULCIMER CLUB 

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:

* First Name:

* Last Name:

Title:

* Phone:

Extension:

* Email:

* Address:

Address 2:

* City:

* State:

* Zip Code:

Activate User Access

Activate Org Owner Access

Deactivate

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.