

Online Grants Management System

# Password Tutorial

# Password Tutorial

## Applicant Dashboard


 Public Profile

**Applicant:**

Cathy Lee  
info@cleearts.org



[Contact Email History](#)

 If your organization information does not appear correct, please click the edit (pencil) icon.

▼ Need money for art supplies.

**Process:** FY18 TSI (Teacher Standards Implementation) Grant

Application	Submitted	07/10/2017
Decision	Undecided	

▼ FY17 Operating Support Demo Account

**Process:** FY17 Statewide Operating Support

Application	Submitted	07/03/2017
Decision	Approved	07/03/2017

**Follow Up Forms**

FORM NAME	ASSIGNED TO
Final Report - FY17 Statewide Operating Support	Cathy Lee

On the Applicant Dashboard, click on the pencil to the right of the applicant information.

# Password Tutorial

Scroll to the bottom of the form and click on Change Password.

Cathy Lee

Cathy Lee

[View User Email History](#)

Organization

[View Organization](#)

CLee Arts Organization - Demo Account

User Information

Prefix (Mr, Mrs, Ms, etc.)

First Name\*

Cathy

Middle Name

Last Name\*

Lee

Suffix (Sr, Jr, III, etc.)

Business Title

Email / Username\*

info@cleearts.org

Daytime Phone (###-###-####)\*

Mobile Number (###-###-####)

Address 1\*

Address 2

City\*

State\*

Postal Code\*

Cancel

Change Password

Save

# Password Tutorial

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### Change Password ✕

Passwords must be at least six characters long and may contain capital or lowercase letters, numbers, or any of the following special characters: !@#\$%&\*()\_

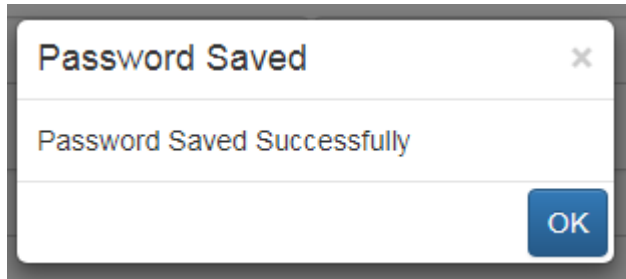
**Password\***

  
**Confirm Password\***

Enter your new password based in the password requirements and click Save Password.

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Click OK.

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You will be returned to the Update User form. From here you can cancel to return to your dashboard.

Cathy Lee

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City\*

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Cancel

[Change Password](#)

[Save](#)

# Password Tutorial

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Thanks for using the S.C. Arts Commission Online Grants Management System!

You have just completed “Changing Your Password.”

If you need further assistance, contact [grantsoffice@arts.sc.gov](mailto:grantsoffice@arts.sc.gov).