City of Chicago CyberGrants

Registration Manual

Registration

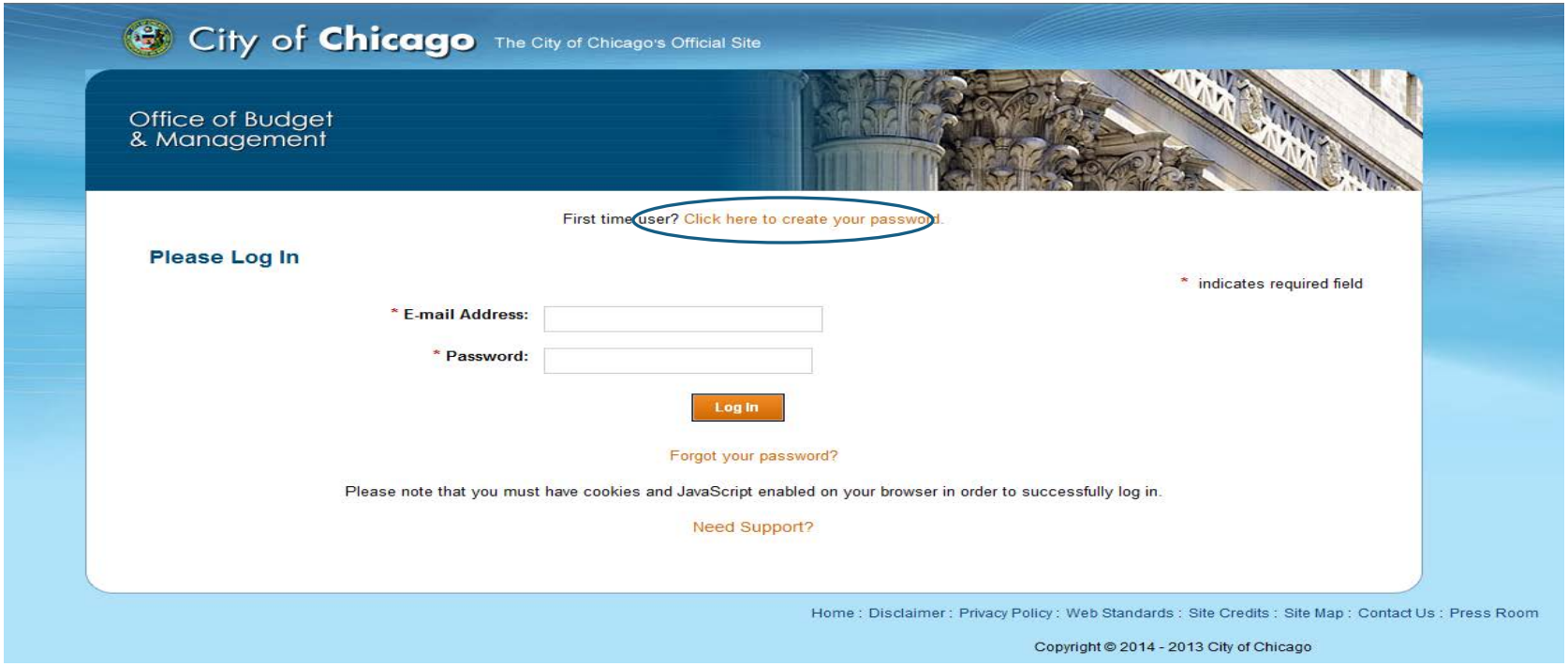
CyberGrants Registration

Using Internet Explorer or Google Chrome, navigate to:

http://www.cybergrants.com/CoC/Registration

Cyber Grants Registration

As a first time user, you'll first want to create your user name and password by clicking, on the top of the screen, "Click here to create your password".



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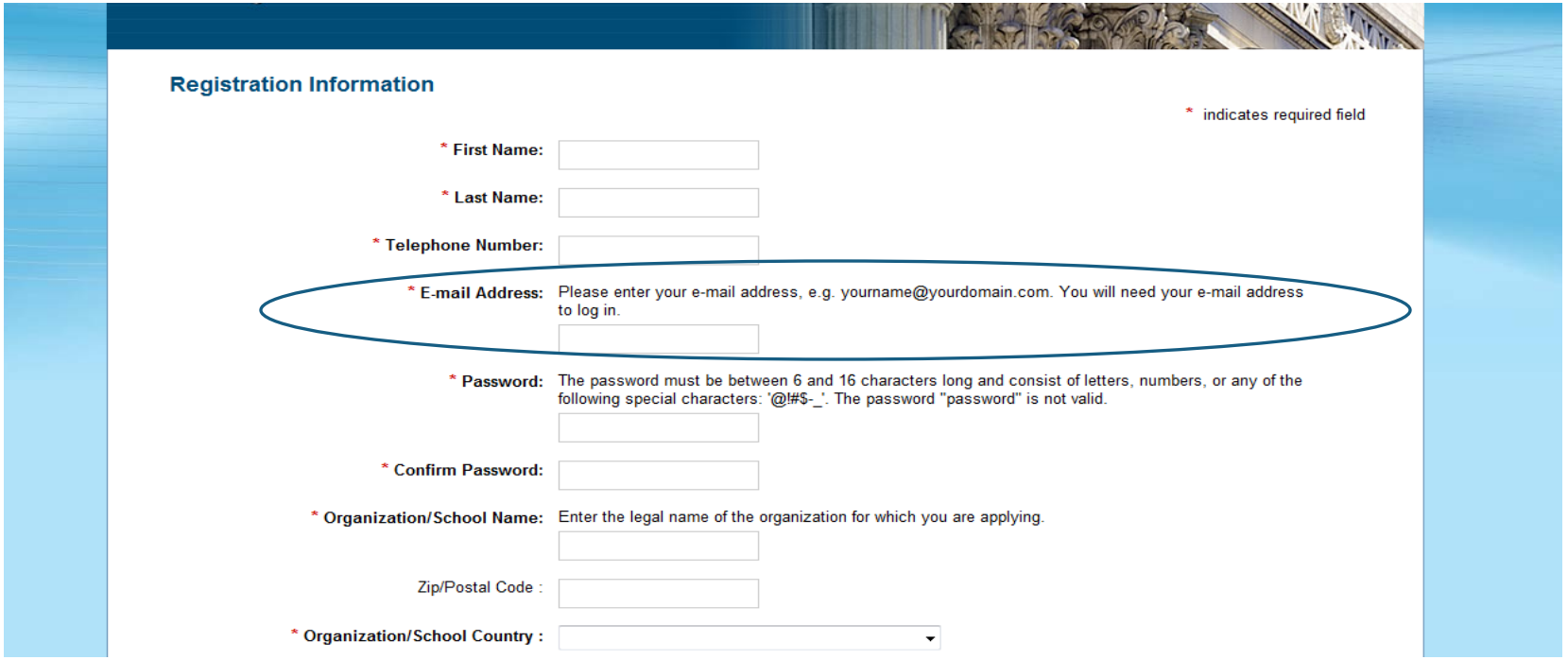
Next, complete each question as you are prompted. Click “Continue” to move to the next section.

CyberGrants Registration

Note that the e-mail address requested on this screen serves two purposes; 1) it will serve as your user name when you login, and 2) it will be where all notifications are sent, including application approvals and rejections.



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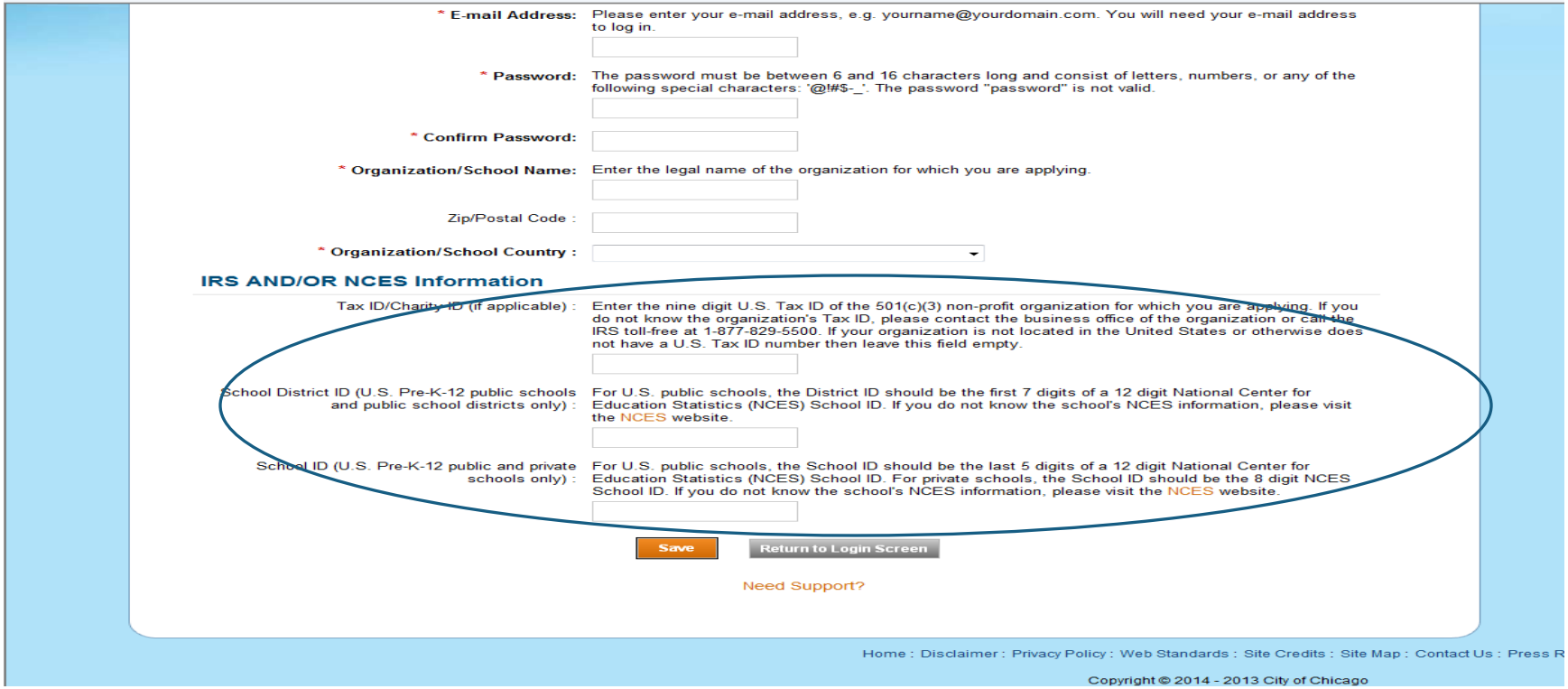
Next, you'll be asked to provide a unique identification number for your organization. Which fields you complete are based on what type of organization you represent.



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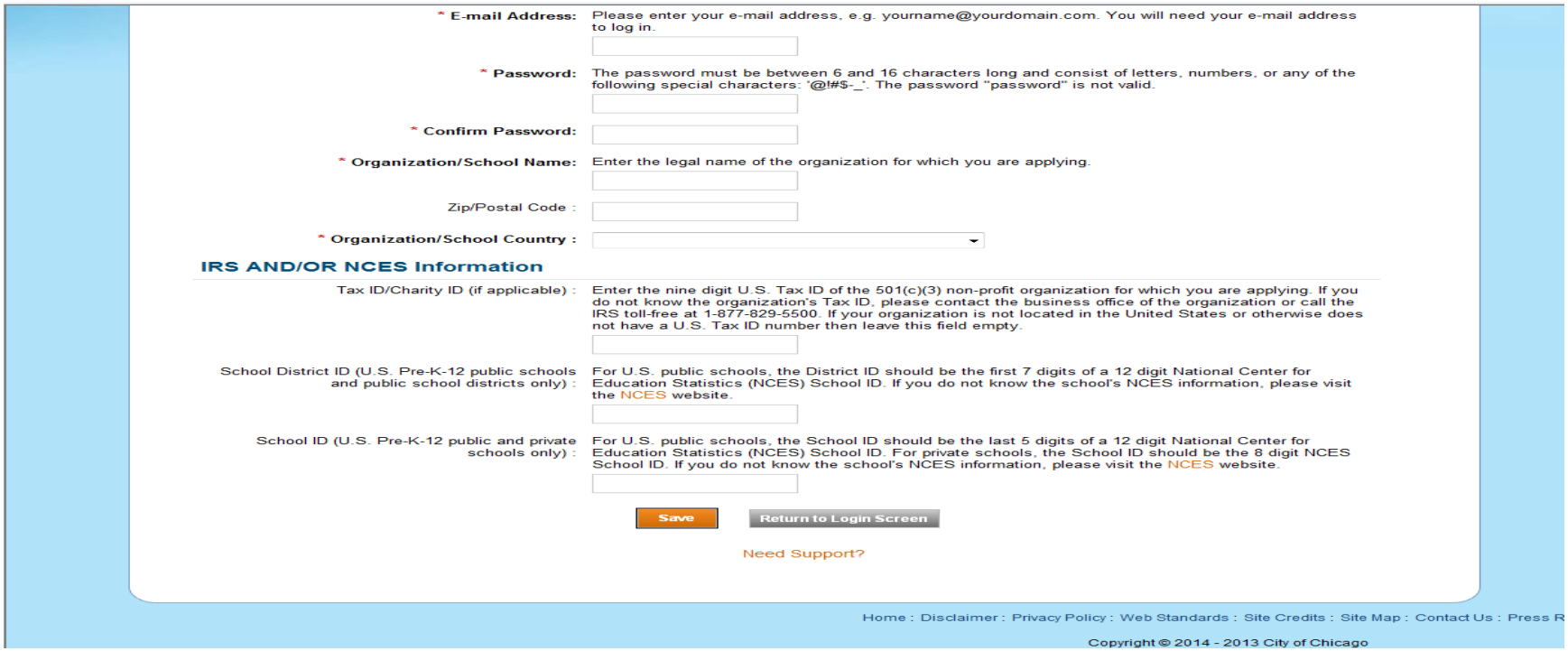
If your organization is a school or school district, complete the bottom two fields (School district ID and School ID). If your organization is not a school or a school district, complete the top field.(Tax/Charity ID)



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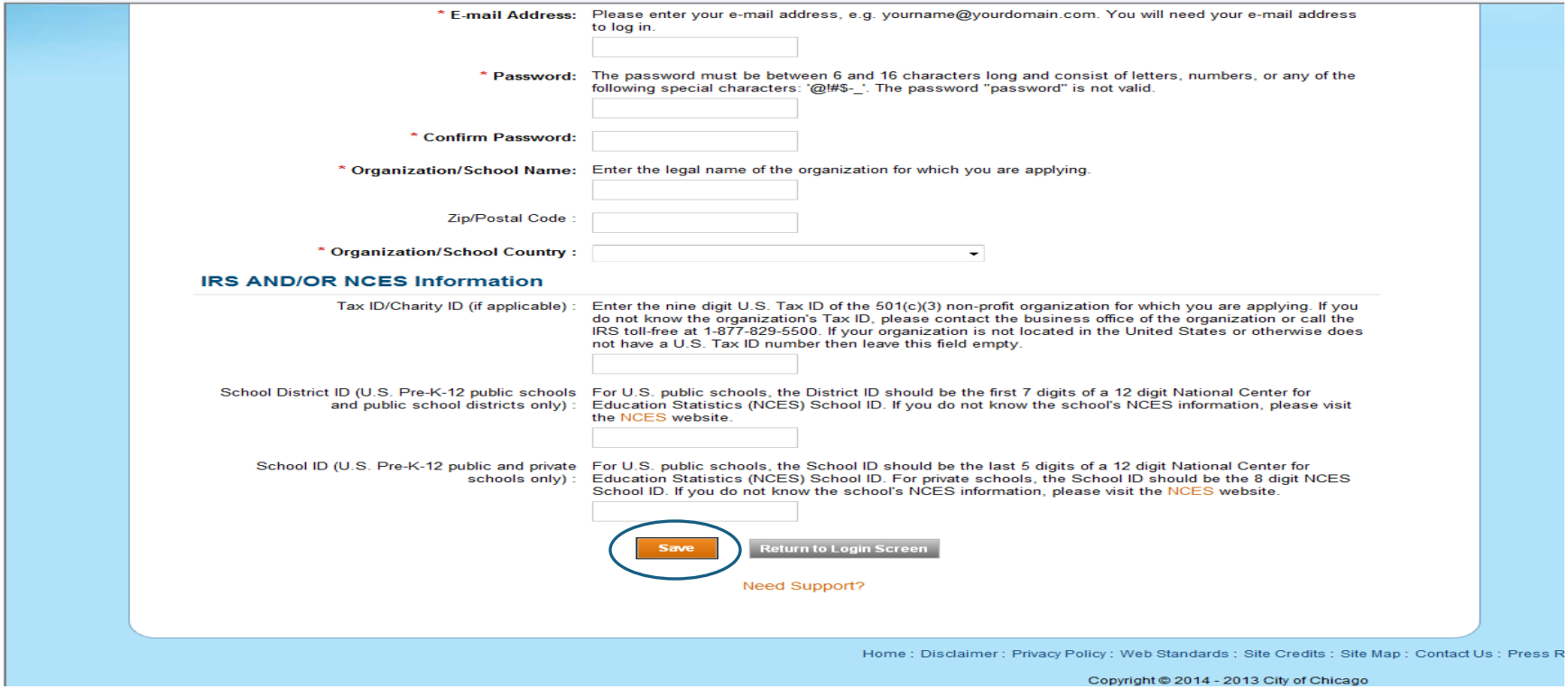
Once you've entered in the appropriate identification number(s), hit **save.**



Congratulations!

Congratulations! After completing these steps, your registration in CyberGrants is complete and you're able to begin creating and submitting applications!