

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".

 **City of Chicago** The City of Chicago's Official Site

Office of Budget
& Management

Please Log In

First time user? [Click here to create your password.](#)

* indicates required field

* E-mail Address:

* Password:

[Log In](#)

[Forgot your password?](#)

Please note that you must have cookies and JavaScript enabled on your browser in order to successfully log in.


[Need Support?](#)

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CyberGrants Registration

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



The screenshot shows the City of Chicago's official website header with the logo and tagline "The City of Chicago's Official Site". Below this is the "Office of Budget & Management" section. The main content area is titled "Registration Information" and features a dropdown menu for "Please select the region in which you are located :". The dropdown is currently set to "United States". A red asterisk indicates a required field. Below the dropdown are two buttons: "Continue" (highlighted with a red circle) and "Cancel". A link for "Need Support?" is also present. The footer contains links for "Home", "Disclaimer", "Privacy Policy", "Web Standards", "Site Credits", "Site Map", "Contact Us", and "Press Room", along with the copyright notice "Copyright © 2014 - 2013 City of Chicago".

City of **Chicago** The City of Chicago's Official Site

Office of Budget
& Management

Registration Information

* indicates required field

* Please select the region in which you are located : United States

Continue **Cancel**

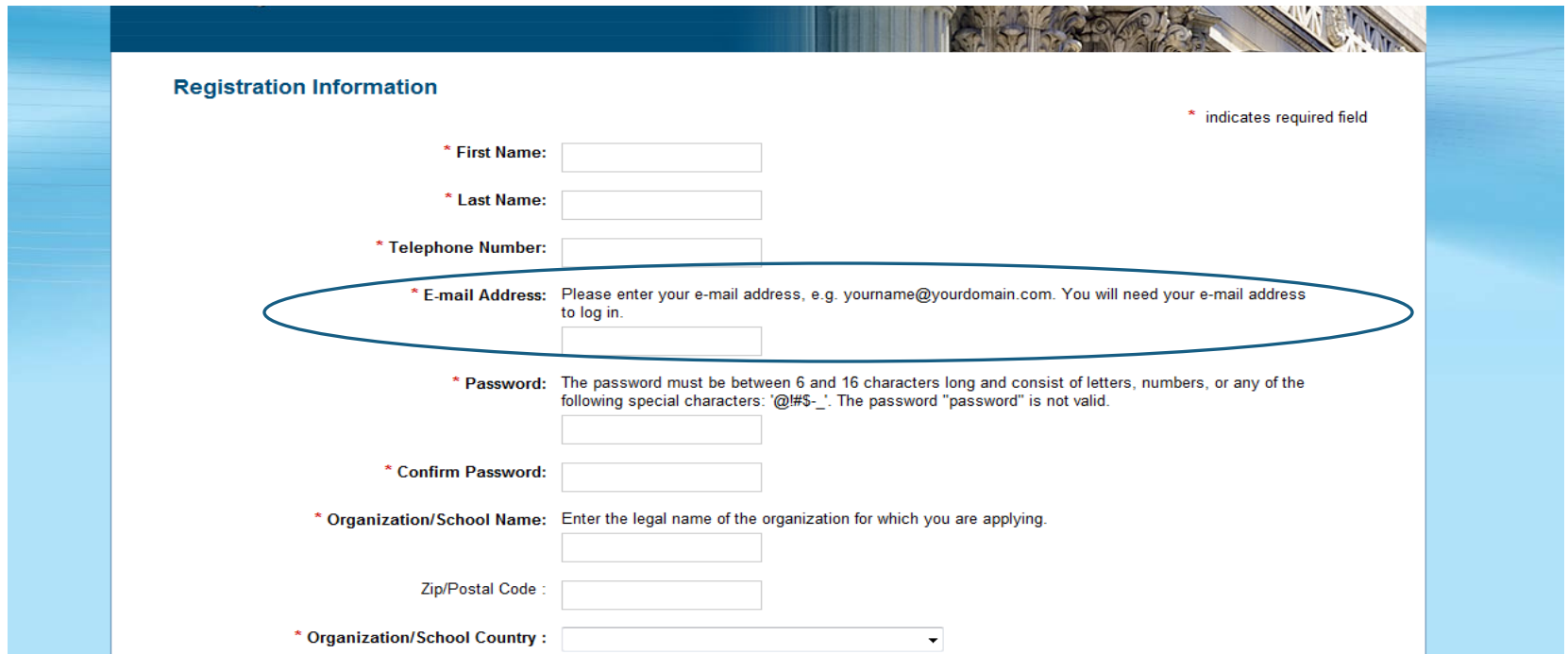
[Need Support?](#)

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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.



Registration Information

* indicates required field

* First Name:

* Last Name:

* Telephone Number:

* E-mail Address: Please enter your e-mail address, e.g. yourname@yourdomain.com. You will need your e-mail address to log in.

* Password: The password must be between 6 and 16 characters long and consist of letters, numbers, or any of the following special characters: '@!#\$%&'. The password "password" is not valid.

* Confirm Password:

* Organization/School Name: Enter the legal name of the organization for which you are applying.

Zip/Postal Code :

* Organization/School Country :

CyberGrants Registration

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.

*** E-mail Address:** Please enter your e-mail address, e.g. yourname@yourdomain.com. You will need your e-mail address to log in.

*** Password:** The password must be between 6 and 16 characters long and consist of letters, numbers, or any of the following special characters: '@#\$_-'. The password "password" is not valid.

*** Confirm Password:**

*** Organization/School Name:** Enter the legal name of the organization for which you are applying.

Zip/Postal Code :

*** Organization/School Country :**

IRS AND/OR NCES Information

Tax ID/Charity ID (if applicable) : Enter the nine digit U.S. Tax ID of the 501(c)(3) non-profit organization for which you are applying. If you do not know the organization's Tax ID, please contact the business office of the organization or call the IRS toll-free at 1-877-829-5500. If your organization is not located in the United States or otherwise does not have a U.S. Tax ID number then leave this field empty.

School District ID (U.S. Pre-K-12 public schools and public school districts only) : For U.S. public schools, the District ID should be the first 7 digits of a 12 digit National Center for Education Statistics (NCES) School ID. If you do not know the school's NCES information, please visit the [NCES](#) website.

School ID (U.S. Pre-K-12 public and private schools only) : For U.S. public schools, the School ID should be the last 5 digits of a 12 digit National Center for Education Statistics (NCES) School ID. For private schools, the School ID should be the 8 digit NCES School ID. If you do not know the school's NCES information, please visit the [NCES](#) website.

[Need Support?](#)

CyberGrants Registration

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)

| | |
|--|---|
| * E-mail Address: | Please enter your e-mail address, e.g. yourname@yourdomain.com. You will need your e-mail address to log in. |
| | <input type="text"/> |
| * Password: | The password must be between 6 and 16 characters long and consist of letters, numbers, or any of the following special characters: '@!#\$%&'. The password "password" is not valid. |
| | <input type="text"/> |
| * Confirm Password: | <input type="text"/> |
| * Organization/School Name: | Enter the legal name of the organization for which you are applying. |
| | <input type="text"/> |
| Zip/Postal Code : | <input type="text"/> |
| * Organization/School Country : | <input type="text"/> |
| IRS AND/OR NCES Information | |
| Tax ID/Charity ID (if applicable) : | Enter the nine digit U.S. Tax ID of the 501(c)(3) non-profit organization for which you are applying. If you do not know the organization's Tax ID, please contact the business office of the organization or call the IRS toll-free at 1-877-829-5500. If your organization is not located in the United States or otherwise does not have a U.S. Tax ID number then leave this field empty. |
| | <input type="text"/> |
| School District ID (U.S. Pre-K-12 public schools and public school districts only) : | For U.S. public schools, the District ID should be the first 7 digits of a 12 digit National Center for Education Statistics (NCES) School ID. If you do not know the school's NCES information, please visit the NCES website. |
| | <input type="text"/> |
| School ID (U.S. Pre-K-12 public and private schools only) : | For U.S. public schools, the School ID should be the last 5 digits of a 12 digit National Center for Education Statistics (NCES) School ID. For private schools, the School ID should be the 8 digit NCES School ID. If you do not know the school's NCES information, please visit the NCES website. |
| | <input type="text"/> |
| | <input type="button" value="Save"/> <input type="button" value="Return to Login Screen"/> |
| | Need Support? |

CyberGrants Registration

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

| | |
|--|---|
| * E-mail Address: | Please enter your e-mail address, e.g. yourname@yourdomain.com. You will need your e-mail address to log in. |
| | <input type="text"/> |
| * Password: | The password must be between 6 and 16 characters long and consist of letters, numbers, or any of the following special characters: '@#\$_-'. The password "password" is not valid. |
| | <input type="text"/> |
| * Confirm Password: | <input type="text"/> |
| * Organization/School Name: | Enter the legal name of the organization for which you are applying. |
| | <input type="text"/> |
| Zip/Postal Code : | <input type="text"/> |
| * Organization/School Country : | <input type="text"/> |
| IRS AND/OR NCES Information | |
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| | <input type="text"/> |
| <div><input type="button" value="Save"/> <input type="button" value="Return to Login Screen"/></div> | |

[Need Support?](#)

Congratulations!

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