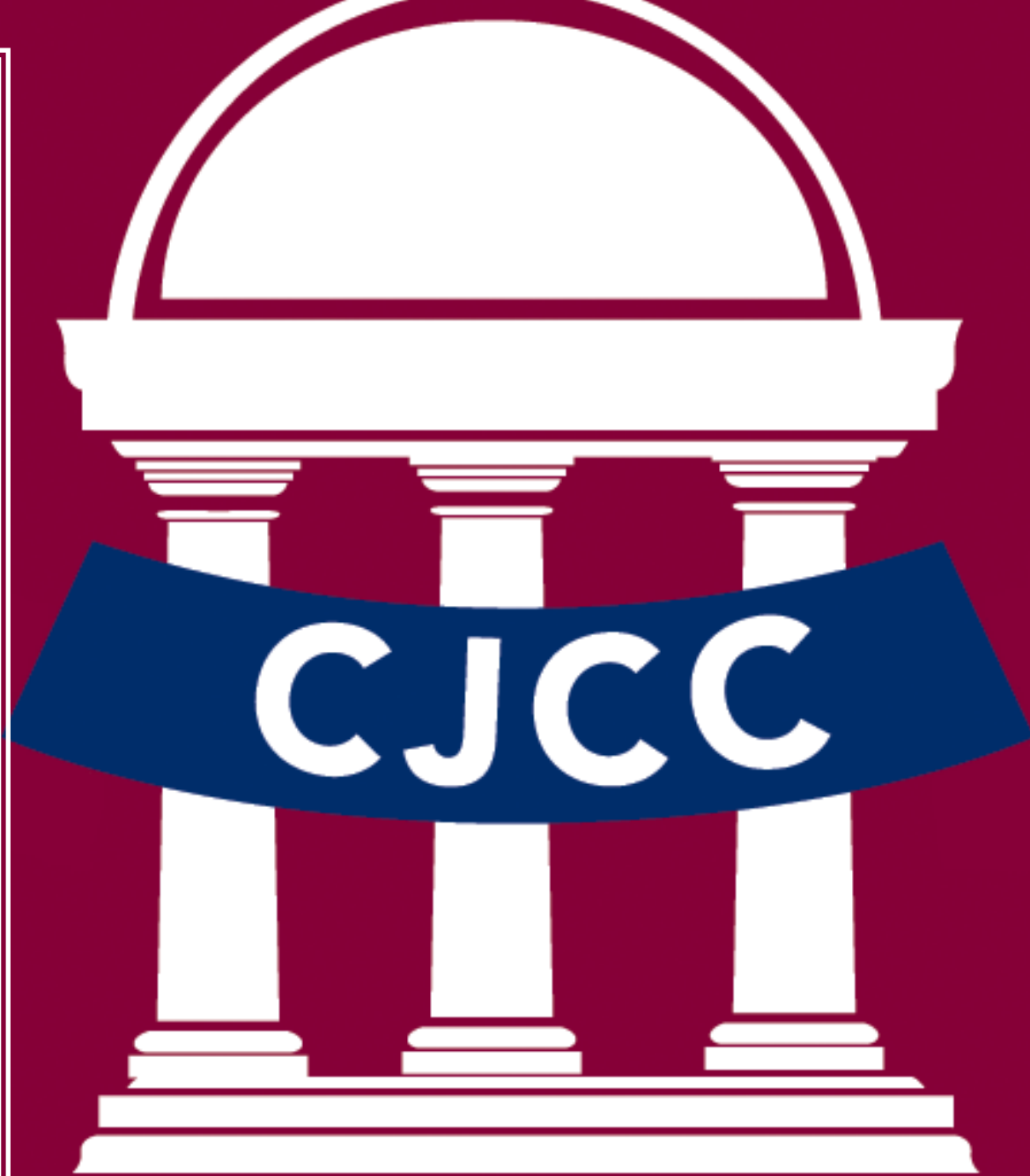




New Grant Application Submission Process

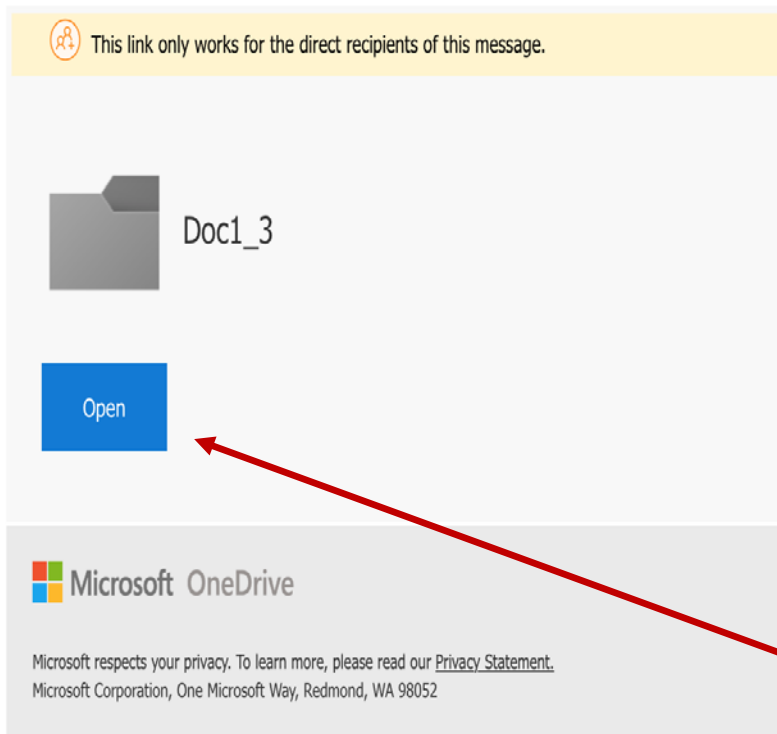
FAQ & Other Information

This FAQ will attempt to cover questions regarding the New Grant Application Submission Process



Step 1

Here's the folder that Prabhakar Dawadi shared with you.



- You will be receiving an email containing a SharePoint link from aimee.ouellet@cjcc.ga.gov
- When you open the email, you should see this:
- Instead of Doc1_3, it will read your court's name.
- Click on the blue “open” box.




Step 2

- This windows box will pop up asking you to verify your identity.
- Please enter the email address at which you received the initial link.
- Click “Next”.

Verify Your Identity

You've received a secure link to:

 Doc1_1

To open this secure link, we'll need you to enter the email that this item was shared to.

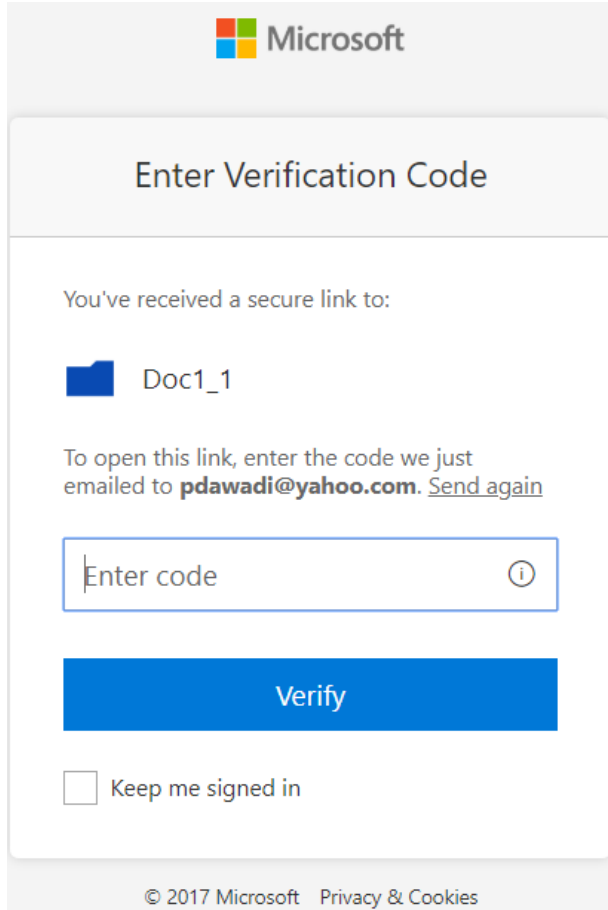
[Next](#)

By clicking Next you allow GA Criminal Justice Coordinating Council to use your email address in accordance with their privacy statement. GA Criminal Justice Coordinating Council has not provided links to their terms for you to review.

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Step 3



The screenshot shows a Microsoft verification interface. At the top is the Microsoft logo. Below it is a header "Enter Verification Code". The main content area starts with the text "You've received a secure link to:" followed by a folder icon and the text "Doc1_1". Below this, it says "To open this link, enter the code we just emailed to pdawadi@yahoo.com. [Send again](#)". There is a text input field with the placeholder "Enter code" and an information icon. Below the input field is a blue "Verify" button. At the bottom of the form is a checkbox labeled "Keep me signed in". The footer contains the text "© 2017 Microsoft Privacy & Cookies".

- Another windows box will appear asking you to enter a verification code.
- You will receive an email containing the verification code immediately after entering your email in the previous step.
- The verification code will be sent to the email entered in the previous step, not the one listed in this example.
- Please go back to your inbox and check for the email.
- **NOTE:** You will receive a new verification code *each time* you come back to this folder. So, if you go to the folder the first day you receive the email, you will receive an email with a verification code.
 - **If you exit the folder and return to it after your initial visit,** you will receive a *new* email with a different verification code when you go back to the folder.



Step 4

- To the left is an example of what the email will look like.
- The verification code is marked in the yellow box.
- Copy and paste the verification code you received into this box.

SharePoint

Hello,

For security purposes, you must enter the code below to verify your account to access Doc1_1. The code will only work for 15 minutes and if you request a new code, this code will stop working.

Account verification code:
34647813


Having problems with the code?

View the error and make sure that the email identifier is "80PCWWB". If it's not, look for an updated email or try requesting a new code.

Microsoft

Enter Verification Code

You've received a secure link to:

 Doc1_1

To open this link, enter the code we just emailed to **pdawadi@yahoo.com**. [Send again](#)

Keep me signed in

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Step 5

- This picture is an example of what your screen will look like
- Simply click upload, choose an attachment, and select ok
- Please upload the following attachments:
 1. Grant Funding Application (as an **EXCEL** file)
 2. Certification for Accountability Court Funding
 3. MOUs between the Accountability Court and the Treatment Provider
 4. Organizational Chart
 5. Waiver if applicable
- Where it says Doc1_3, yours will have your specific Court Name



Name	Modified	Modified By
Application Submission Steps.d...	3 days ago	aimée.ouellet14@gmail.cc
Test_Document_3.pdf	4 days ago	Prabhakar Dawadi

Feedback

Additional Questions?

- If you have any additional technical questions, please reach out to Aimee Ouellet: aimee.ouellet@cjcc.ga.gov



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