



FAQ FOR COUNTY/MUNICIPALITY USERS

Created: January 2022

Frequently Asked Questions

- Q1. I am my organization's Authorized Official. How do I add other users to our organization in SAGE?
- Q2. I am a current SAGE user. What do I do if I forgot my username?
- Q3. I am a current SAGE user. What do I do if I forgot my password?
- Q4. How do I update my organization's profile in SAGE?
- Q5. How do I update my user profile in SAGE?

**Q1: I am my organization's
Authorized Official. How do I add
other users to our organization in
SAGE?**

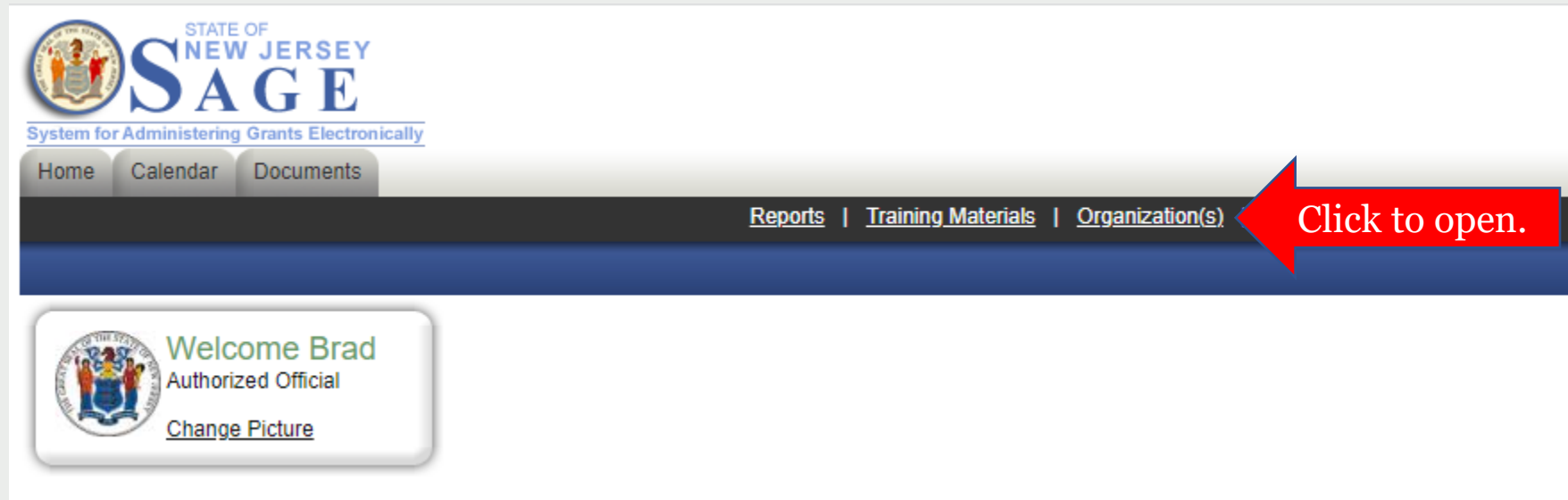
Q1: I am my organization's Authorized Official. How do I add other users to our organization in SAGE?

Note: New users must be assigned a “Role” in the system. (“Agency Staff” have limited permissions.)

	Agency Administrator	Agency Staff
Auto-assigned to new applications; adds other users.	X	
Initiates new grant applications.	X	
Completes grant application forms.	X	X
Submits grant applications to the Department.	X	

Q1: I am my organization's Authorized Official. How do I add other users to our organization in SAGE?

Step 1: Login to SAGE and click the “Organization(s)” link.




Q1: I am my organization's Authorized Official. How do I add other users to our organization in SAGE?

Step 2: Click the “Organization Members” link.

The screenshot displays the SAGE web application interface. At the top left is the State of New Jersey logo and the text 'STATE OF NEW JERSEY SAGE System for Administering Grants Electronically'. Below this are navigation tabs for 'Home', 'Calendar', and 'Documents'. A dark blue navigation bar contains links for 'Reports', 'Training Materials', 'Organization(s)', 'Profile: [redacted]', and 'Logout'. On the right side of this bar are 'SAVE' and 'SHOW HELP' buttons. Below the navigation bar, there is a 'Back' button with a left-pointing arrow. The main heading is 'Organization - NJSAGE Test Org 1'. A message states: 'Please complete all the required fields below. Required fields are marked with an *.' Below this message are two links: 'Organization Information' and 'Organization Members'. A red arrow points from a red callout box containing the text 'Click to access current members list.' to the 'Organization Members' link. Below the links is the 'Organization Information' section, which includes a 'Name' field with the value 'NJSAGE Test Org 1' and a red asterisk indicating a required field.

Q1: I am my organization's Authorized Official. How do I add other users to our organization in SAGE?

Step 3: Click the “Add Members” link.

Organization -  NJSAGE Test Org 1

Follow the instructions listed below to add/remove/modify organization members.

[Organization Information](#) | [Organization Members](#) | [Organization Documents](#) | [Organization Details](#)

Organization Members

Administrators with the authority to add members to your organization can follow these steps:

- To add a member to your organization, select the **Add Members** link below.
- If a member has already added his/her information in the system, you can search for the member.
- If you need to add a member's information into the system, select **New Member**.
- For more detailed instructions, select the **Show Help** button above.

[Current Members](#) | [Add Members](#)


Click to add new member.

Sort By: Results Per Page

<input type="checkbox"/>	Person	Role	Active Dates	Active Documents	Assigned By	Modified By	Assignment Categories
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Q1: I am my organization's Authorized Official. How do I add other users to our organization in SAGE?

Step 4: Search for an existing user or create a new user account.

Organization -  NJSAGE Test Org 1

Follow the instructions listed below to add/remove/modify organization members.

[Organization Information](#) | [Organization Members](#) | [Organization Documents](#) | [Organization Details](#)

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- If a member has already added his/her information in the system, you can search for the member.
- If you need to add a member's information into the system, select **New Member**.
- For more detailed instructions, select the **Show Help** button above.

[Current Members](#) | [Add Members](#)

Person Search

Option 1:
Enter name and click to search.

Option 2:
Click to create new account.

Q1: I am my organization's Authorized Official. How do I add other users to our organization in SAGE?

Step 5 – Option 1: Assign an existing user to your organization.

SAVE b. Save to assign.

[Back](#)

Organization - NJSAGE Test Org 1

Follow the instructions listed below to add/remove/modify organization members.

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Administrators with the authority to add members to your organization can follow these steps:

- To add a member to your organization, select the **Add Members** link below.
- If a member has already added his/her information in the system, you can search for the member.
- If you need to add a member's information into the system, select **New Member**.
- For more detailed instructions, select the **Show Help** button above.

[Current Members](#) | [Add Members](#)

Person Search **SEARCH** **NEW MEMBER**

<input type="checkbox"/>	Person	Role	Active Dates	Active Documents	Assigned By	Modified By	Assignment Categories
<input checked="" type="checkbox"/>	Jersey, Kelly	Agency Administrator	1/31/2022				

a. Check and complete row.

Q1: I am my organization's Authorized Official. How do I add other users to our organization in SAGE?

Step 5 – Option 2: Assign a new user to your organization.

Organization - NJSAGE Test Org 1

Follow the instructions listed below to add/remove/modify organization members.

[Organization Information](#) | [Organization Members](#) | [Organization Documents](#) | [Organization Details](#)

Add/Edit Members

Administrators with the authority to add members to your organization can follow these steps:
Please complete the information below. All required fields are marked with an *.

Name	Prefix	First	Middle	Last	Suffix
	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
Email	<input type="text"/>				
Username	<input type="text"/>				
Password	<input type="text"/>		Confirm Password	<input type="text"/>	
Date Active	<input type="text"/>		Date Inactive	<input type="text"/>	
Role	<input type="text"/>				

a. Complete required fields.

b. Save to assign.

**Q2: I am a current SAGE user.
What do I do if I forgot my
username?**

Q2: I am a current SAGE user. What do I do if I forgot my username?

Step 1: Visit www.sage.nj.gov and click the “Forgot Username/Password” link.



The screenshot shows the SAGE website interface. At the top left is the State of New Jersey logo and the text "STATE OF NEW JERSEY SAGE System for Administering Grants Electronically". Below this are two buttons: "System Login" and "Portal Home". The main content area features a "Welcome to the State of New Jersey System for Administering Grants Electronically (SAGE)" heading, followed by a paragraph explaining that the system requires authorization and that users without credentials should click the "New User" link. On the right side, there is a "Login" form with fields for "Username" and "Password", a "LOGIN" button, and two links: "New User" and "Forgot Username/Password?". A red arrow points from the right edge of the image to the "Forgot Username/Password?" link.

Welcome to the State of New Jersey System for Administering Grants Electronically (SAGE)

This is the State of New Jersey's grant management system. This system requires authorization for access. If you do not have a username and password please click the **New User** link to request access to the site.

Login

Username

Password

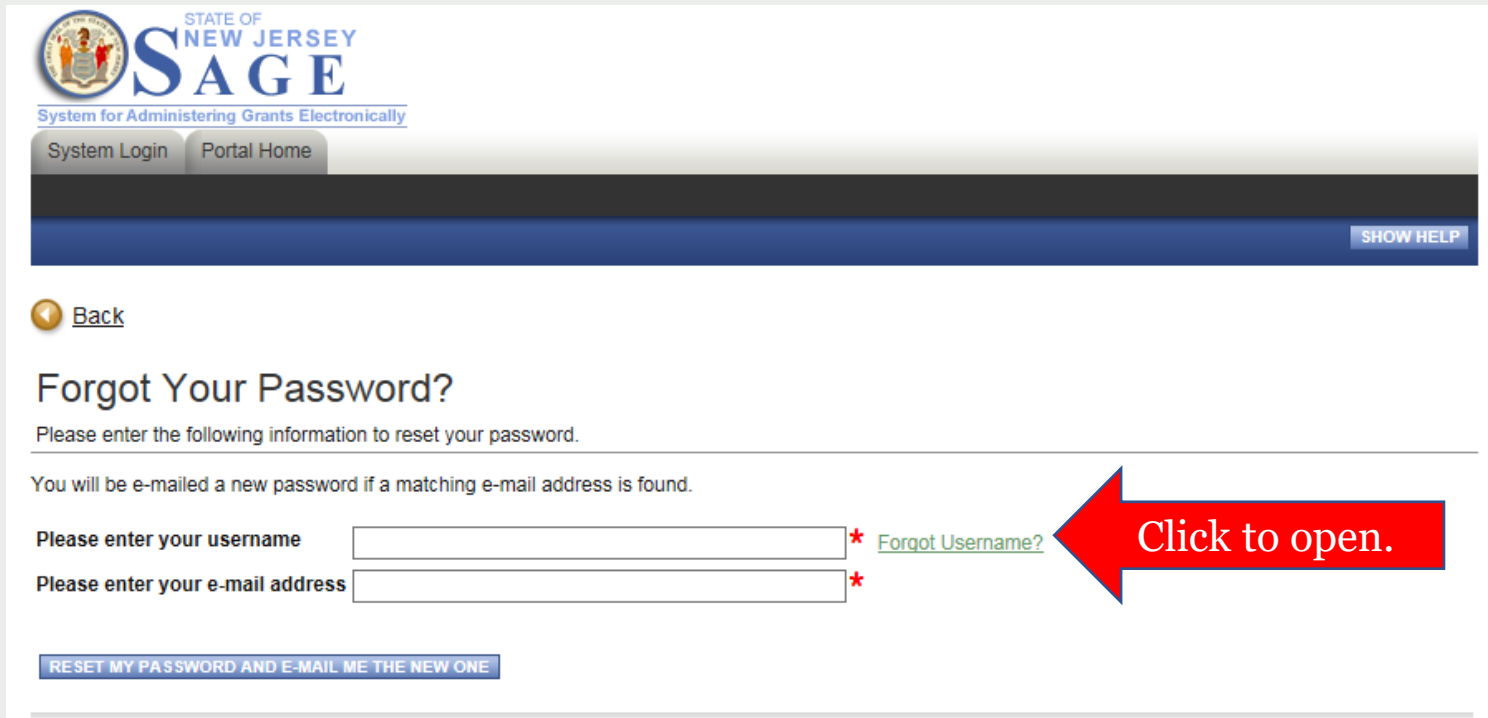
LOGIN

[New User](#)
[Forgot Username/Password?](#)

Click to open.

Q2: I am a current SAGE user. What do I do if I forgot my username?

Step 2: Click the “Forgot Username?” link.



STATE OF NEW JERSEY
SAGE
System for Administering Grants Electronically

System Login Portal Home

SHOW HELP

Back

Forgot Your Password?

Please enter the following information to reset your password.

You will be e-mailed a new password if a matching e-mail address is found.

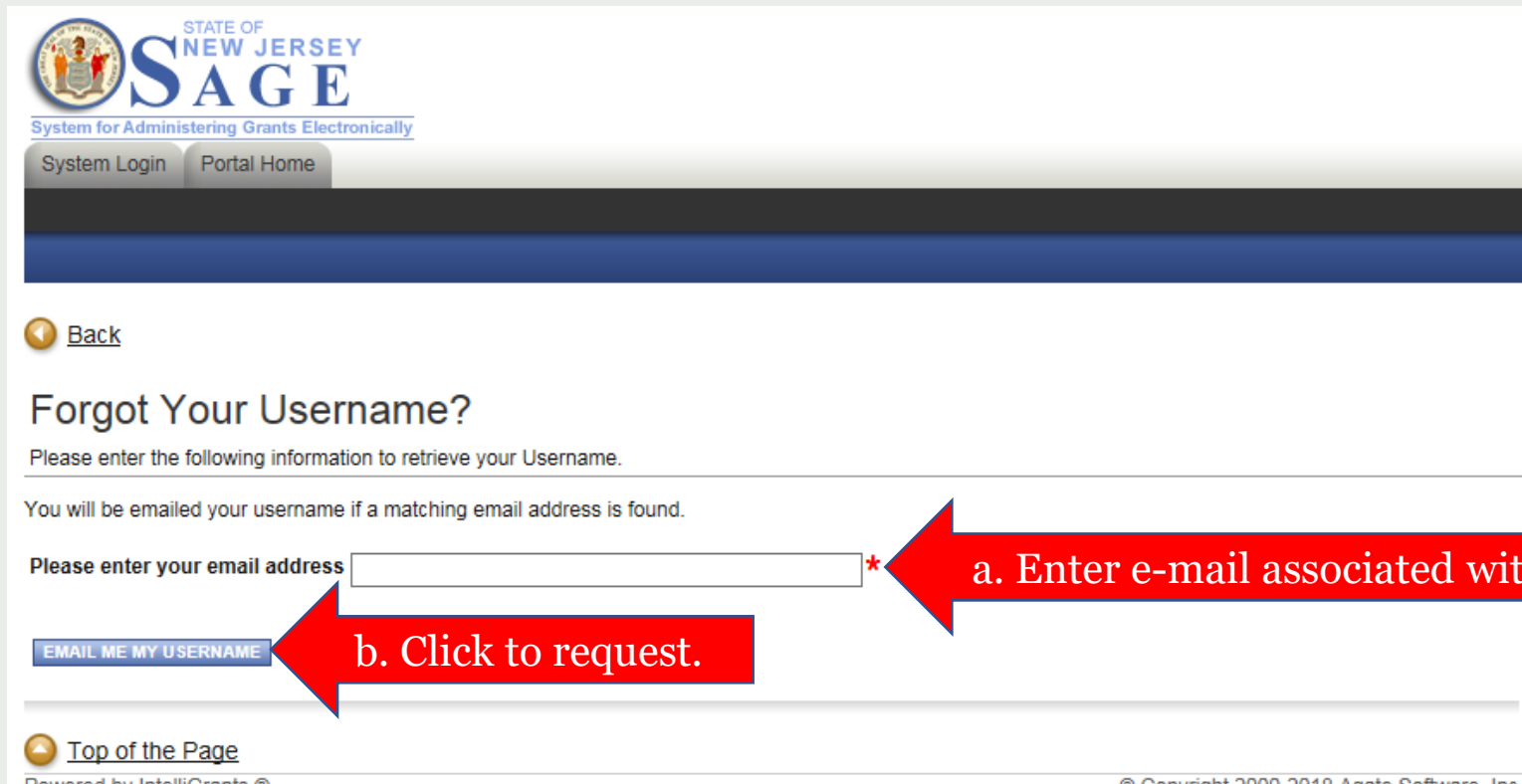
Please enter your username * [Forgot Username?](#)

Please enter your e-mail address *

RESET MY PASSWORD AND E-MAIL ME THE NEW ONE

Q2: I am a current SAGE user. What do I do if I forgot my username?

Step 3: Request your username.



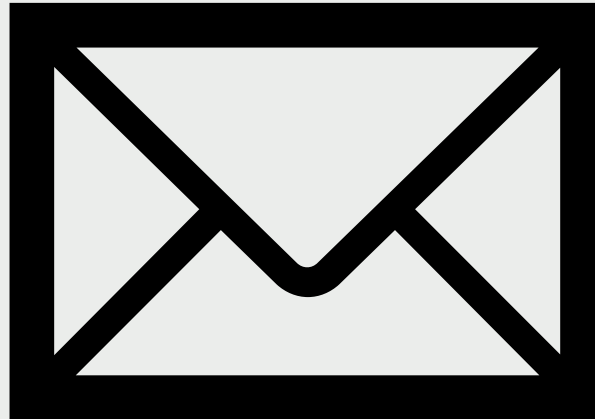
The screenshot shows the SAGE (System for Administering Grants Electronically) website interface. At the top left is the State of New Jersey logo and the SAGE logo. Below the logo are two buttons: 'System Login' and 'Portal Home'. A 'Back' button is located below the navigation bar. The main heading is 'Forgot Your Username?'. Below the heading is a sub-heading: 'Please enter the following information to retrieve your Username.' A line of text states: 'You will be emailed your username if a matching email address is found.' There is an input field for 'Please enter your email address' with an asterisk to its right. A red arrow points from the text 'a. Enter e-mail associated with your SAGE account.' to this input field. Below the input field is a button labeled 'EMAIL ME MY USERNAME'. A red arrow points from the text 'b. Click to request.' to this button. At the bottom left is a 'Top of the Page' button. At the bottom right, there is a small copyright notice: '© Copyright 2000-2010 Acate Software, Inc.'

a. Enter e-mail associated with your SAGE account.

b. Click to request.

Q2: I am a current SAGE user. What do I do if I forgot my username?

Step 4: You will receive the requested information immediately via e-mail.



**Q3: I am a current SAGE user.
What do I do if I forgot my
password?**

Q3: I am a current SAGE user. What do I do if I forgot my password?

Step 1: Visit www.sage.nj.gov and click the “Forgot Username/Password” link.



The screenshot shows the SAGE system login page. At the top left is the State of New Jersey logo and the text "STATE OF NEW JERSEY SAGE System for Administering Grants Electronically". Below this are two buttons: "System Login" and "Portal Home". The main heading reads "Welcome to the State of New Jersey System for Administering Grants Electronically (SAGE)". Below the heading is a paragraph: "This is the State of New Jersey's grant management system. This system requires authorization for access. If you do not have a username and password please click the **New User** link to request access to the site." On the right side, there is a "Login" form with fields for "Username" and "Password", a "LOGIN" button, and two links: "New User" and "Forgot Username/Password?". A red arrow points from the right edge of the image to the "Forgot Username/Password?" link, with the text "Click to open." written inside the arrow.

Q3: I am a current SAGE user. What do I do if I forgot my password?

Step 2: Click the “Forgot Username?” link.

STATE OF NEW JERSEY
SAGE
System for Administering Grants Electronically

System Login Portal Home

SHOW HELP

Back

Forgot Your Password?

Please enter the following information to reset your password.

You will be e-mailed a new password if a matching e-mail address is found.

Please enter your username *

Please enter your e-mail address *

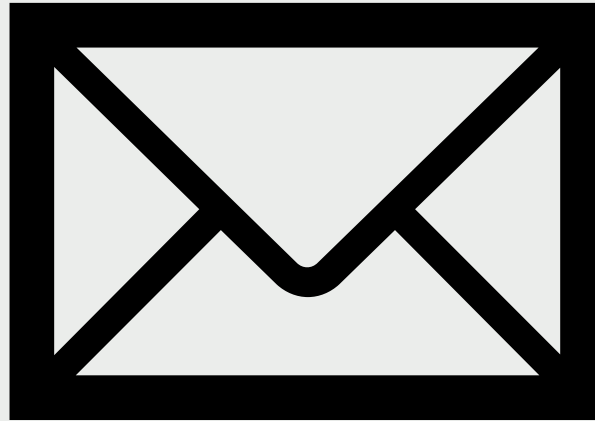
RESET MY PASSWORD AND E-MAIL ME THE [blacked out]

a. Enter username and e-mail address associated with your SAGE account.

b. Click to request.

Q3: I am a current SAGE user. What do I do if I forgot my password?

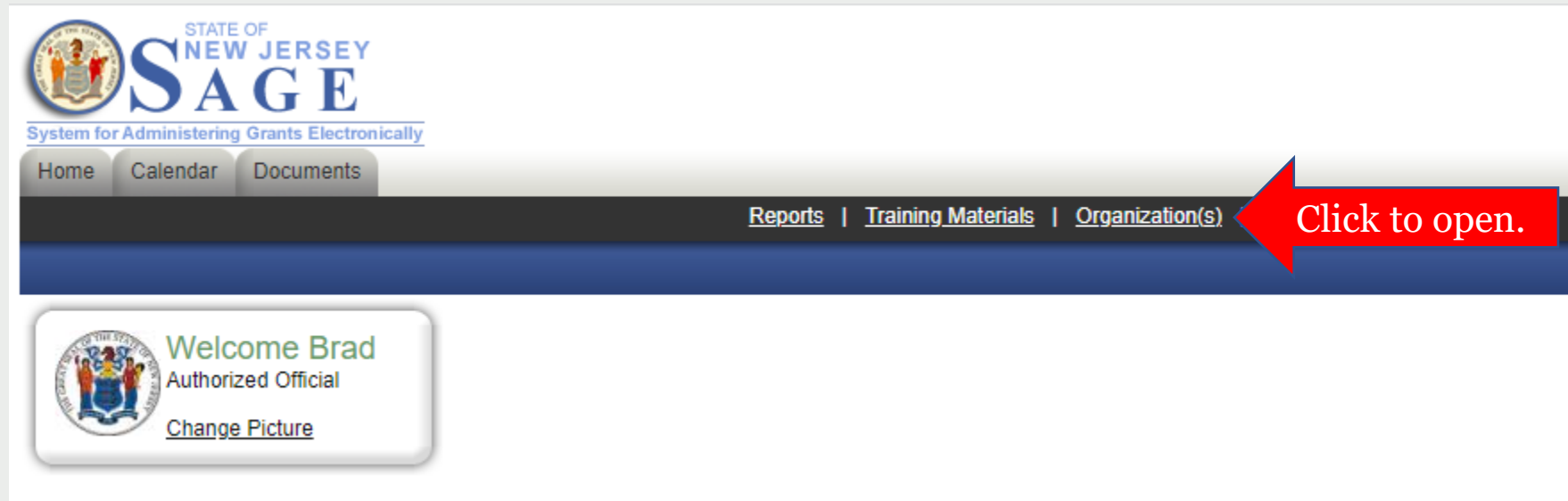
Step 3: You will receive the requested information immediately via e-mail.



**Q4: How do I update my
organization's profile in SAGE?**

Q4: How do I update my organization's profile in SAGE?

Step 1: Login to SAGE and click the “Organization(s)” link.



Q4: How do I update my organization's profile in SAGE?

Step 2: Update open fields. Phone, fax, email, & website. Contact your granting NJSAGE department for any other updates to the organization.

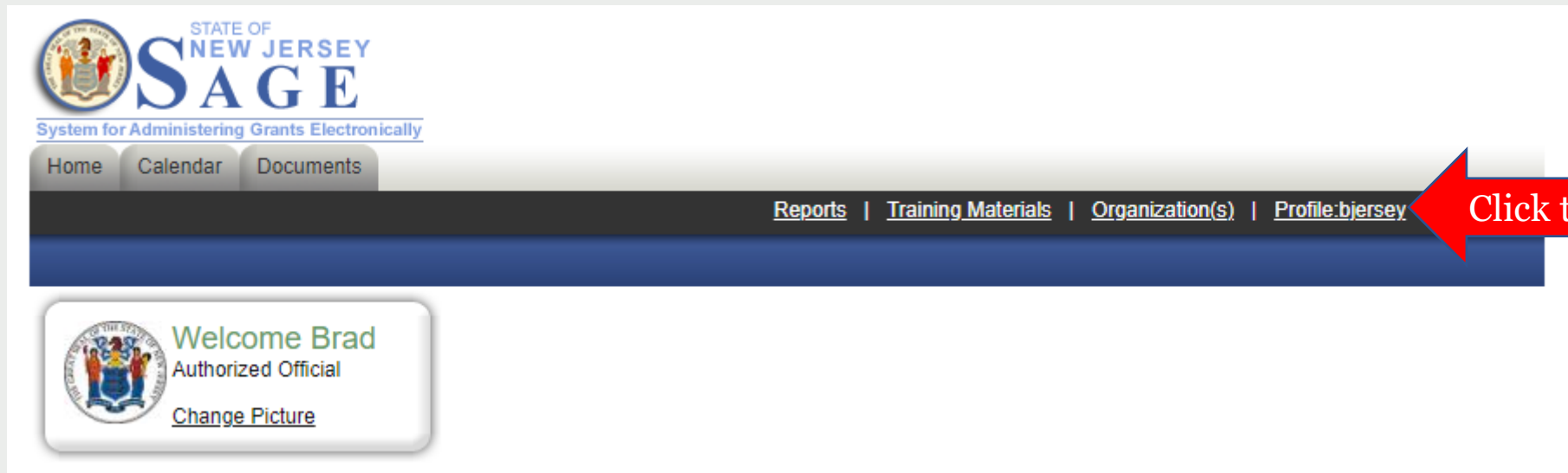
The screenshot shows a web form for updating an organization's profile. At the top right, a blue bar contains a 'SAVE' button, which is highlighted by a red arrow labeled 'b. Click to save.'. Below this, the form title is 'Organization - NJSAGE Test Org 1'. A note states: 'Please complete all the required fields below. Required fields are marked with an *'. There are four navigation links: 'Organization Information', 'Organization Members', 'Organization Documents', and 'Organization Details'. The 'Organization Information' section contains several fields: 'Name' (NJSAGE Test Org 1), 'Federal Tax I.D. Number', 'DUNS Number', 'SAM CAGE Code', 'Unique Entity ID', 'Address', 'City', 'State' (dropdown), 'ZIP Code', 'County' (dropdown), 'Phone' (9985552038), 'Fax' (9985562038), 'Email' (testemail@noreply.com), and 'Website' (test.com). A red arrow labeled 'a. Enter data.' points to the 'Phone' and 'Fax' fields.

Organization Information	
Name	NJSAGE Test Org 1 *
Federal Tax I.D. Number	[Field] *
DUNS Number	[Field]
SAM CAGE Code	[Field]
Unique Entity ID	[Field]
Address	[Field] *
City	[Field] *
State	[Dropdown] *
ZIP Code	[Field] *
County	[Dropdown] *
Phone	9985552038 *
Fax	9985562038
Email	testemail@noreply.com
Website	test.com

**Q5: How do I update my user
profile in SAGE?**

Q5: How do I update my user profile in SAGE?

Step 1: Login to SAGE and click the “Profile” link.



The screenshot displays the SAGE system interface. At the top left is the State of New Jersey logo and the text "STATE OF NEW JERSEY SAGE System for Administering Grants Electronically". Below this is a navigation menu with buttons for "Home", "Calendar", and "Documents". A dark blue horizontal bar contains links for "Reports", "Training Materials", "Organization(s)", and "Profile:bjersey". A red arrow points to the "Profile:bjersey" link with the text "Click to open.". Below the navigation bar is a user profile box containing the text "Welcome Brad Authorized Official" and a "Change Picture" link.

Q5: How do I update my user profile in SAGE?

Step 2: Update information and click to “Save” the data.

Reports | Training Materials | Organization(s) | Profile: bjersey | Logout

Back

Profile

Please complete all the required fields below. Required fields are marked with an *.

Contact Information

Name	Prefix	First	Middle	Last	Suffix
	Dr. ▾	Brad *		Jersey *	Sr. ▾
Display Name	<input type="text"/>				
Organization	NJSAGE Test Org 1 *				
Title	<input type="text" value="CFO"/>				
Address	<input type="text" value="125 W. State St."/> *				
City	Trenton *	State	New Jersey ▾ *	ZIP Code	08608 *
County	Mercer County ▾ *				
Phone #1	555-555-5555 *	Phone #2	(123) 555-2121		
Fax	123-456-7890	Cell Phone	<input type="text"/>		
Email	fakeemail@noreply.com *				
Website	testwebsite.com				
Username	bjersey *				
Password	<input type="password"/> *	Confirm Password	<input type="password"/> *		

b. Click to save.

a. Enter data.