

# **SAGE General Orientation: New Jersey Historical Commission**

## **1. Introduction**

This user guide is intended to provide new users of the New Jersey Historical Commission (NJHC) with a general orientation to the System for Administering Grants Electronically (SAGE).

For information on the Commission's funding programs, including funding areas, program priorities, criteria and eligibility requirements, please consult the program guidelines for which you wish to receive support at <http://history.nj.gov> or [http://nj.gov/state/historical/dos\\_his\\_grants.html](http://nj.gov/state/historical/dos_his_grants.html).

For instructions regarding specific application or report forms in SAGE, please consult the appropriate documents located on the Commission's website at [http://nj.gov/state/historical/dos\\_his\\_grants.html](http://nj.gov/state/historical/dos_his_grants.html).

For additional assistance, please contact the New Jersey Historical Commission

Telephone: 609-292-6062  
Fax: 609-633-8168  
Web site: <http://history.nj.gov>

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New Jersey Historical Commission  
NJ Department of State  
PO Box 305  
Trenton, NJ 08625

*Street Address: (For delivery by Fedex, UPS, etc.)*  
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## **2. System Requirements**

The four requirements for using SAGE (listed below) are common computer elements that are already present on most computers.

### *Operating System*

NJDOS SAGE was designed to work with the two most common computer operating systems - Windows and Macintosh. It has not been tested and is not supported on other operating systems such as Linux and Unix. Users accessing the system from a Macintosh environment are required to have MacOS 7.5 or higher running on a PowerPC processor. Windows users are required to have an operating system that is Windows 95 or higher.

### *World Wide Web Connection*

NJDOS SAGE is accessed via the Internet and was specifically designed for Internet usage. For the purpose of accessing NJDOS SAGE, the standard Internet connection is via a modem connection. A modem is a piece of hardware that connects to the computer to send data through a phone line to and from the computer. Internet connections that are "faster" than a modem connection, such as cable and DSL, will improve the speed at which the system operates, but are not necessary in order to use the system. For those using a dial-up connection over a modem, it is highly recommended that you have a modem connection speed of at least 33.6 kbps (kilobits per second).

### *Web Browser*

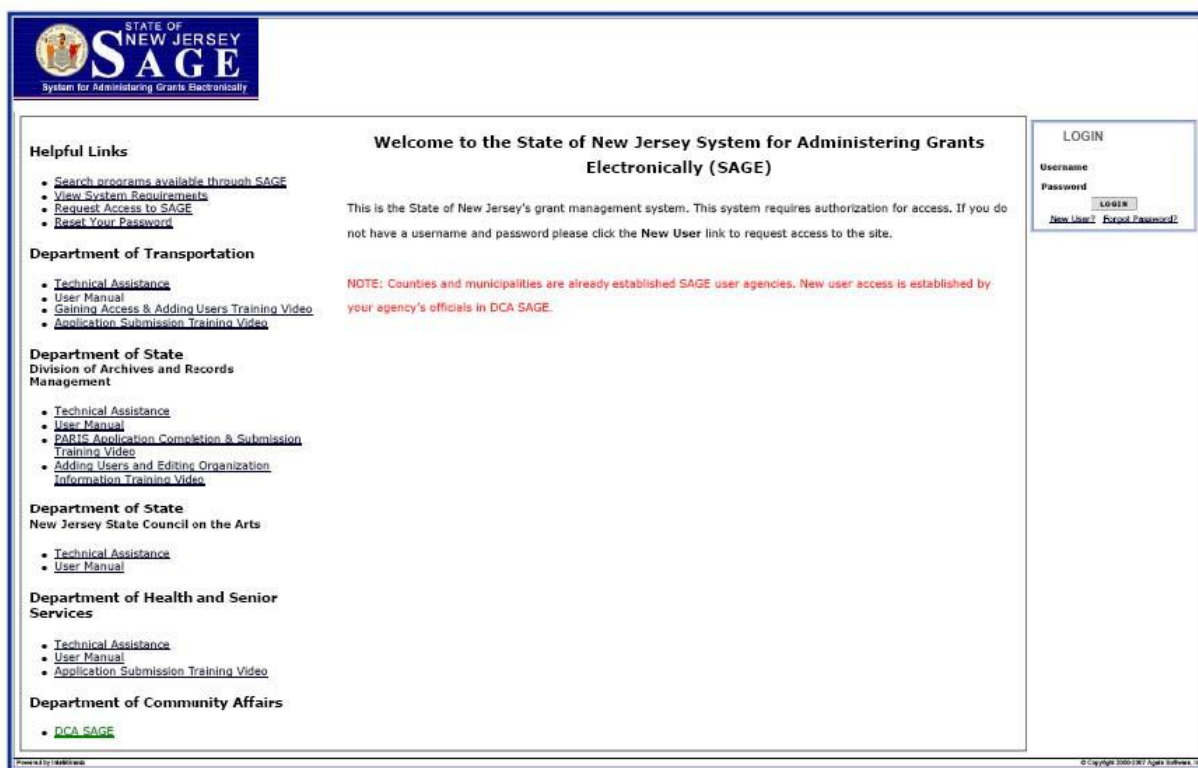
This system was designed to be compatible with common web browsers, including current versions of Internet Explorer, Firefox, Safari, and Opera.

### *Adobe Acrobat Reader*

Adobe Acrobat Reader is used to view PDF (Portable Document Format) documents. The system will generate grant documents in PDF format using information that has been saved into the various narrative and budget pages. Using Adobe Acrobat Reader you may choose to view, print, or save these documents. If you do not have a copy of Adobe Acrobat Reader, you can go to [www.Adobe.com](http://www.Adobe.com) and download one for free.

## **3. SAGE Homepage**

To access SAGE, type [www.sage.nj.gov](http://www.sage.nj.gov) into the address bar of your web browser and hit "Enter". The page you see should look like the image shown below.



### *Browser Configuration*

If you are using Internet Explorer, it is recommended that you add the NJDOS SAGE homepage to your list of trusted sites. To do this, please complete the following steps:

- 1) Click "Tools"
- 2) Click "Internet Options"
- 3) Click the "Security" tab
- 4) Click "Trusted Sites"
- 5) Click the "Sites" button
- 6) In the "Add this Web site to the zone:" textbox type [www.sage.nj.gov](http://www.sage.nj.gov)
- 7) Click the "Add" button
- 8) Click the "OK" button, and then click the "OK" button again

#### **4. Getting Access to SAGE**

In order to use the system you must first be granted access to it.

For individuals and members of private organizations that do not already have a SAGE account.

1. From the homepage (<http://www.sage.nj.gov/>) click the "New User?" link located in the "Login" section.
2. Complete the Contact Information form. All items marked with an '\*' are required.
  - a. The 'Username' field must consist of all letters and numbers.
  - b. The 'Password' field must consist of all letters and numbers and must be at least 7 characters long. The fields 'Password' and 'Confirm Password' must be the same.
  - c. If you are registering as an individual applicant, please ensure that the 'Organization field' uses the following template: "Individual - [last name, first name] (NJHC)" Example: Individual - Smith, Jane (NJHC). This will help to ensure that your account is validated as quickly as possible.
  - d. If you are registering on behalf of an organization, please add "(NJHC)" at the end of your organization's name and be sure to include the title of the staff member or volunteer that will be administering to the grant. This will help to ensure that your account is validated as quickly as possible.
  - e. Click "SAVE" to save the data.
3. Once your information has been saved, your account must then be approved by a Department of State administrator before you can access the system.
4. When access has been granted you will receive an email message confirming that your account has been validated. You may log in using the username and password you created. Until you receive this confirmation email, you will not be able to log into SAGE.
5. If your account is not validated within one week, DO NOT create a new account. Please contact the New Jersey Historical Commission for assistance.

For organizations that are part of a county or municipality, and who do not already have a SAGE account

1. To create a new user account you must submit your request to the New Jersey Department of Community Affairs (NJDCA) SAGE (sometimes known as the Green SAGE Page) at <https://njdcasage.state.nj.us/portal.asp>. You will use this site only to register and to edit your contact information. For all other grant activities, you will use <http://www.sage.nj.gov>. When you access the NJDCA webpage, you should see the page shown below:

Welcome to

# NJDCA SAGE

SYSTEM FOR ADMINISTERING GRANTS ELECTRONICALLY

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Welcome to the State of New Jersey Department of Community Affairs grant management system. Please choose from the list of options below:

- [View available grant opportunities](#)
- [Go to the DCA home page](#)
- [View Training Videos](#)
- [Download The DCA SAGE User Manual \(PDF\)](#)

**Downloads**

- [Internet Explorer](#)
- [Adobe Acrobat Reader](#)

**Login**

Username:

Password:

[Forgot Your Password?](#)

[Request SAGE Access](#)

**If you have installed a pop up blocker, it MUST BE DISABLED before entering the SAGE system.**

This is the DCA's grant management system. It is a system that requires authorization for access. If you do not have a username and password and would like to use DCA SAGE, please contact your Agency Authorized Official who can give you access. If your agency is not registered with DCA SAGE, please have your Agency Authorized Official [Request SAGE Access](#). For DCA SAGE site technical assistance, please contact the DCA SAGE help desk at [helpdesk@dca.state.nj.us](mailto:helpdesk@dca.state.nj.us) or (609) 292-8134. Thank you.

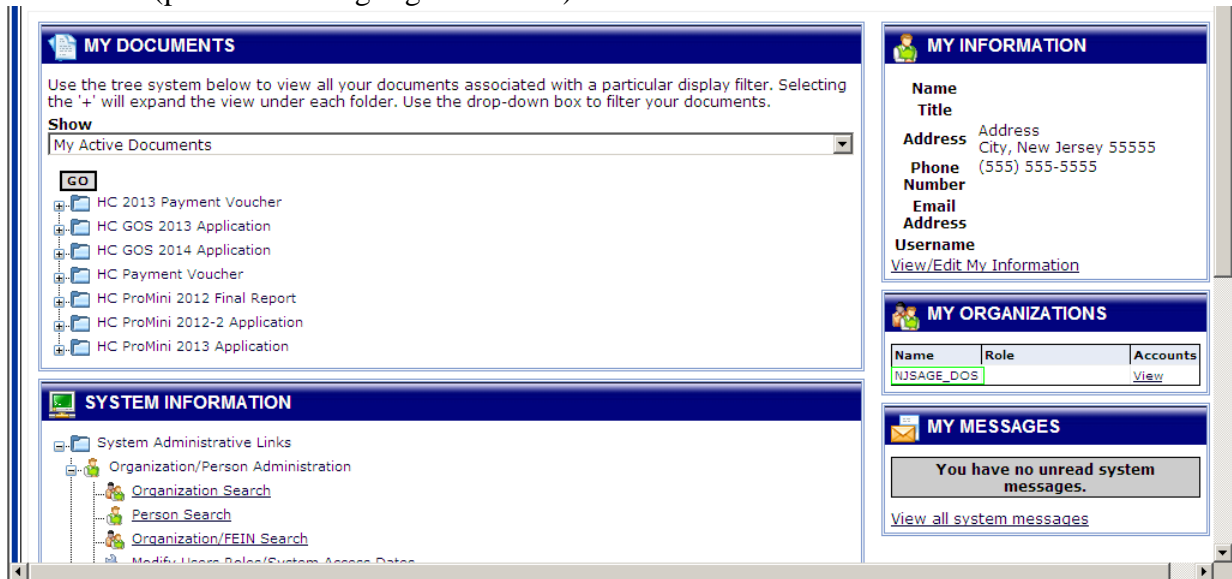
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2. From the page shown above, click the 'Request SAGE Access' link.
3. Complete the Registration Information page in its entirety. All items marked with an '\*' are required.
4. Click "SAVE" to save the data.
5. Having saved your contact information, your account must then be approved by a Department of State administrator before you can access the system.
6. When access has been granted you will receive an email message confirming that your account has been validated. You may log in using the username and password you created. Until you receive this confirmation email, you will not be able to log into SAGE.
7. If your account is not validated within one week, DO NOT create a new account. Please contact the New Jersey Historical Commission for assistance.

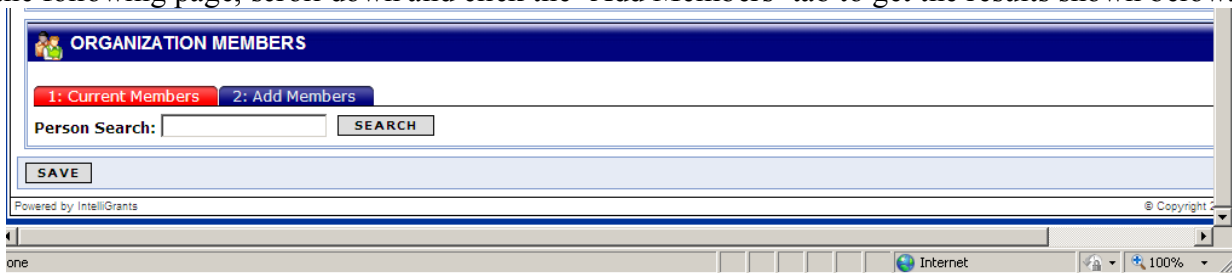
For private organizations already have a SAGE account, and want to add new members

1. From the homepage (<http://www.sage.nj.gov/>), the new member should click the "New User?" link located in the "Login" section.
2. Complete the Contact Information form. All items marked with an '\*' are required.
  - a. The 'Username' field must consist of all letters and numbers.
  - b. The 'Password' field must consist of all letters and numbers and must be at least 7 characters long. The fields 'Password' and 'Confirm Password' must be the same.
  - c. Click "SAVE" to save the data.

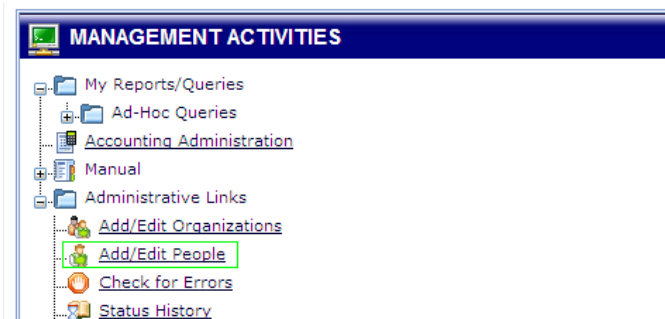
- Once your information has been saved, your account must then be approved by an Authorized Official or Agency Administrator within your organization.
- The Authorized Official or Agency Administrator must login and click the name of their organization on the Main Menu (pictured and highlighted below).



- On the following page, scroll down and click the 'Add Members' tab to get the results shown below.



- Type all or a portion of the new user's name, then click search.
- Locate the new user in the list of results, check the box next to the user you want to add, select a role for that user, and enter a date in the first date box. To ensure that you select an appropriate role, please consult the 'Applicant User Types' section of this user guide.
- Click "SAVE" to save the data.
- To grant new users access to applications, reports, and other forms created before the new user was added, the Authorized Official or Agency Administrator must navigate to the management page for that form and click the link in the Management Activities box highlighted below.



For organizations that are part of a county or municipality that already has a SAGE account

1. An Authorized Official or Agency Administrator from your county or municipality must log into NJDCA SAGE (<https://njdcasage.state.nj.us/portal.asp>) and click on the 'Agency Information' link at the top of the page.
2. The Authorized Official or Agency Administrator will then need to scroll down the page until they see the 'Agency Contacts' section of the Agency Information page, which contains a list of people that are currently added to NJDCA SAGE for the county or municipality.
3. To add a new user to the county or municipality, the Authorized Official or Agency Administrator must click the "Add" button and enter the new user's information. Once the required fields are complete, the Authorized Official or Agency Administrator must click the "Save" button.

## 5. Applicant User Types

There are three security roles defined for NJDOS SAGE users: 1) Authorized Officials, 2) Agency (i.e. organization) Administrator, and 3) Agency (i.e. organization) Staff. These roles have different security access to work on the applications.

Once Authorized Officials are identified for each organization and their new user accounts created, the Authorized Officials may select and enter their own organization's staff into the system and assign them the roles of Agency Administrator or Agency Staff.

Authorized Officials and Agency Administrators will be able to:

1. Edit and delete user account information for themselves and for Agency Staff
2. Initiate and submit declarations of intent; initiate and submit applications
3. Enter, update and delete information on applications
4. Upload and attach files to applications
5. Cancel applications before submission
6. Access agreements to terms and conditions, contracts and payment vouchers
7. Modify applications and forms when in the status of Modifications Required
8. Check on the status of each application
9. Assign and grant permissions to Agency Staff

Agency Staff will be able to:

1. Edit their own user account information
2. Enter, update and delete information on applications when permission is granted
3. Upload and attach files to the applications when permission is granted
4. Modify applications with status of Modifications Required when permission is granted
5. Check on the status of applications when permission is granted

Security Roles	Control Access to Organization	Control Access to Application or Report	Read	Write	Submit Application or Report	Delete Application or Report
Authorized Official	X	X	X	X	X	X
Agency Administrator	X	X	X	X	X	X
Agency Staff			X	X		