

smARTDE

Login Instructions

Who needs to log in?

- Anyone who intends to apply for a grant, or who has applied for a grant from the Division.
- Anyone who serves as an on-site evaluator or review panelist for the Division.
- Anyone who needs to register for Poetry Out Loud.

General Information

- Unlike eGrant, this system allows multiple users from a single organization to login, view, and edit contact information for themselves and their organization. Individual Artists also may view and edit their contact information.
- Individual Artists and Organization Contacts should be able to view all of their applications, grants, and final reports.
- Keep in mind that for historical grants, much of the submitted information was not entered into our database and therefore was not imported into the application fields themselves. The attachments on previous applications can be found on the Award Info tab, inside each application, along with on-site evaluations for those grants.
- For all imported grant final reports (not submitted in smARTDE), the final report PDF documents will be available within each grant, on the Award Info tab at the bottom of the page with the other grant attachments. In future, your reports submitted through smARTDE will be available through the Reports menu on your home page.

Your Login Credentials:

- If you serve in multiple roles – Individual Artist, Organization Contact, On-site Evaluator - you may need more than one login. Each login must use a different email address.
 - If you are both an Individual Artist and an Organization Contact, you will need two unique login emails, one for each account.
 - If you are an Organization Contact for more than one organization, you will need two unique login emails, one for each account.
 - If you are both an On-site Evaluator and an Individual Artist, or an On-site Evaluator and an Organization Contact, you may use the same login email for both roles.
 - If you need an additional email address but do not have one, you can easily create one for free with Gmail, Outlook, Yahoo, or possibly your internet provider.

- If you are an Organization Contact ONLY or an Individual Artist ONLY, then you may use either a work or personal email to log in (choose one).

To log in for the first time:

- If you or your organization has ever applied to the Division for support (or registered for Poetry Out Loud in the past), go to: <https://smartde.smartsimple.com> and click on “Forgot Password” and then enter your email address (which will serve as your unique login).
 - If you are unsure whether your organization has applied or registered, please try this option first.
 - If your email address is in our database, an email will be sent to you with a link that will direct you to set a password (be patient, sometimes there are delays in the delivery of emails due to internet or server traffic). If you do not see the email, check your junk or spam folder. If it is still not there, please contact us.
 - If you do not get an email, contact the Division. You may not be in our database with an email. We can help sort that out. Contact Katie.west@state.de.us or 302-577-8287
- If you or your organization have NEVER applied, click on the Register button and follow the directions to complete a new registration. Please do this only if you are absolutely sure the applicant individual or organization has never applied/registered as it may create a duplicate in our system.
- Be sure to whitelist this domain (<https://smartde.smartsimple.com>) with your email provider (so that emails sent from the system do not go into your junk mail folder).
- Save the link (<https://smartde.smartsimple.com>) to your favorites or bookmarks in your browser so that you can easily return to the site.

Once logged in - your home page:

- You will see a home page with information and opportunities.
- Depending upon your role(s), you may see buttons including “Home,” “On-site Evaluations,” and/or “Events” in the upper right corner of your home page.
- If you click on your name or organization name in the upper right you can view and edit your contact and organization information, change your password, or log out.
- If you are an On-site Evaluator, any newly assigned evaluation forms will be available under the On-site Evaluations menu option in the upper right corner of your home page. Past evaluation forms are not available at this time.
- Feel free to explore, and if you have questions or if something looks wrong, do not hesitate to contact us.
 - We hope that our records are as accurate as possible, but sometimes there can be errors with data import.
 - Please help us to fix any errors you see by letting us know or making changes yourself.
- You are now able to begin any pending Final Reports. Find them under Reports Pending.
- You may also be able to apply for Grants or Register for Poetry Out Loud (Opportunities)