THE NEW “Blue SAGE”

NJ’s System for Administering Grants Electronically
THE OVERVIEW

Section 1: What is happening with SAGE?

Section 2: Creating and submitting your usernames, applications, reports, vouchers, etc.

Section 3: Tips, Tricks and Things to Remember!
SECTION 1

What is happening on the System for Administering Grants Electronically (SAGE)?
The Department of State is **upgrading to a new version** of the System for Administering Grants Electronically (SAGE).

The upgrade will impact the following Programs / Divisions found within the Department of State:

- AmeriCorps - NJ Commission on National and Community Service
- Center for Hispanic Policy, Research and Development (CHPRD)
- Cultural Trust
- Historical Commission
- New Jersey State Council on the Arts
- Office of Faith Based Initiatives
- Travel and Tourism

**All profiles and information found in the current SAGE system will carry forward into the new version.** The upgrade will change the way a user navigates through the system while the forms and applications remain the same.
Department of State (DOS) Dates to Remember!

January/February – Trainings on the new look of SAGE!

Week of February 13th – Final transition activities taking place.

* February 20, 2017 – Scheduled Date for transition! NEW DATE – February 21, 2017
SAGE Website
will remain the same!

www.sage.nj.gov
SAGE System Requirements

Operating System

- NJDOS SAGE was designed to work with both of the two most common computer operating systems - Windows and Macintosh.

World Wide Web Connection

- NJDOS SAGE is an Internet application. It is accessed via the Internet and was specifically designed for Internet usage.

Web Browser

- This system was designed to be compatible with common up-to-date web browsers including Internet Explorer, Firefox, Safari, and Opera.

**DO NOT USE GOOGLE CHROME!**

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.
SECTION 2

Creating and submitting your usernames, messages, notes, applications, reports, vouchers, etc.
To access BLUE 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.

If you are a new user - click on **New User**. If you have forgotten your password or username – click on **Forgot Password/Username**.
Forgot Password / Forgot Username (Old look SAGE)
Forgot Password / Forgot Username (New look SAGE)
New User (Old look SAGE)

Select Your Department/Division: Department of State
New User (New SAGE)

Select: Department of State and your Program/Division
Registration – Still the Same

• Enter your organization’s (F)ederal (E)mployer (I)dentification (N)umber
• Select the Department of State – Your Division - Example Travel and Tourism as the Granting Department
• Complete the user form in its entirety.
• The 'Username' field must consist of all letters and numbers.
• 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.
• Make a note of your username and password.
• The Person who is to be the Authorized Official for the Organization completes the page, including Organization and title. PLEASE CREATE AN ACCOUNT FOR EACH USER
• If Organization and Title are not included your validation will be delayed.
• Click “Save” to save the data.
Registration (cont.)

• NOTE: Once you create a user account and gain access to the system, you will never have to request access again. There is no need for multiple accounts within NJDOS SAGE. Having saved your contact information, your account must then be approved by a Department of State administrator before you can access the system.

• Note: Access and approval of registration is NOT automatic!!

• If you attempt to log in to the system prior to getting approved/validated by a system administrator you will receive the following message: Your account has not been validated yet.

• When access has been granted you will receive an email message confirming that your account has been validated.
Your Main Menu (Old look SAGE)

1 – My Documents
2 – System Information
3 – My Information
4 – My Organizations
5 – My Messages
6 – Log Out

HERE COMES THE NEW LOOK....
Your New Main Menu - HOME

Welcome DOS
Authorized Official
Change Picture

Hello DOS, please choose an option below.

View Available Opportunities
You have 21 opportunities available.
Select the View Opportunities button below to see what is available to your organization.

My Inbox
You have 8 new messages.
Select the Open Inbox button below to open your system message inbox.

My Tasks
Export Results to: Screen ✔ Sort by: Select ✔

<table>
<thead>
<tr>
<th>Info</th>
<th>Document Type</th>
<th>Organization</th>
<th>Name</th>
<th>Current Status</th>
<th>Date Received</th>
<th>Date Due</th>
</tr>
</thead>
<tbody>
<tr>
<td>OFBI Direct Service 2015</td>
<td>DOS Quality Control Inc</td>
<td>OFBI15DSP-089</td>
<td>Application in Process</td>
<td>3/5/2015</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>
Your New Main Menu - HOME

OLD SAGE
1 – My Documents
2 – System Information
3 – My Information
4 – My Organizations
5 – My Messages
6 – Log Out

NEW SAGE
1 – Documents Tab, My Tasks AND View Available Opportunities
2 – Organization(s) AND Training Materials
3 – Profile
4 – Organization(s)
5 – My Inbox
6 – Log Out
Your Main Menu
Profile Information Edits

Click on the View/Edit My Information Link
Your Main Menu – Items to Edit

Click on Profile
Make sure all information is correct and current.
Your Main Menu – Items to Edit

Click on the link with the name of your organization.
Your Main Menu – Items to Edit

Click on the Organization(s) link.
Items to Edit – Organization Information

Make sure all information is correct.

Then click on LONG link.
Items to Edit – Organization Information and Additional Profile Information

Make sure all information is correct for your organization.

Then click on Organization Details for the Additional Profile Information page.
Items to Edit – Organization Information

Click on the DOS link for the Additional Profile Information page.

NOTE: NJ Council on the Arts grantees have two separate links of information to input.
Items to Edit – Organization Information and Additional Profile Information

Make sure to click the SAVE button.

DO NOT PUT A ZERO (Unless you are exempt)

Complete ALL information including information in blue box.
Items to Edit – Organization Information and NJ Council on the Arts Board Chart

Make sure all information is correct for your organization.
HOME- My Inbox

If you click on Open Inbox, your new messages will appear and options to retrieve your old messages as well.
My Tasks are items that need your attention. They may be an application/report in process or even a payment voucher requiring a signature. This is a list of your TO DOs!
HOME- Creating an Application

You would click on the APPLY NOW button to create a new application.
REMINDER: SAGE (the application)

SAGE APPLICATION FORMAT

Please make sure to complete all forms in their entirety!

If you see this 🚫

You have errors in that certain section.

All applications **MUST** consist of and include **ALL** of the following items in order to be considered complete.
HOME - Finding your already created document.

Click the dropdowns to select then click search. A list of your documents should appear.
HOME - Finding your already created document. Way #2

Click the Organization(s) link. Then click Organization Documents. A list of your documents should appear.
Are you still with me??
SAGE (Your Document and Hovering!)
In new sage you HOVER! - FORMS
SAGE (Your Document and Hovering!)

In new sage you HOVER! – Change Status
SAGE (Your Document and Hovering!)

In new sage you hover AND can also click!
Management Tools
SAGE (Your Document and Hovering!)

In new sage you HOVER! – Related Documents
Would you like to see the new look in action?

Let’s “Go Live!”
SECTION 3

Tips, Tricks and Things to Remember!
SAGE THINGS TO REMEMBER!!

• **DO NOT USE CHROME**, Internet Explorer works best, but you can also use: Firefox, OPERA, SAFARI.

• Copy pasting has issues because of formatting. Paste in notepad first, then into SAGE.

• Do not use any type of formatting - tabs, bold, italics, bullet points NOTHING!!

• 13 MB upload. Try not to use the “x” (docx, xlsx)

• Adding people: When someone leaves, you need to register a new person- **you cannot assume the identity of the person that left**. It ruins the integrity of the previous application documents.
SAGE THINGS TO REMEMBER!!!

• If you see a red * that means the field is required! Fill it out!

• If you lock yourself out, there is no administrator – wait 15 minutes to attempt to log in again.

• There is not a 24 hour help desk...so when working late at night- we cannot help you.

• DO NOT WAIT until last minute to register, or to start your application process. We are not here 24 hours and it is not an automated registration process.

• There is a new Calendar Tab on the top left of your screen where you can see events coming up in SAGE.
SAGE THINGS TO REMEMBER!!!

• View all documents – you CAN view full PDF or page PDF depending on the application.

• Add/edit people – If a person cannot see a document, they may have been added to your organization after document was created – you need to ADD/EDIT people to the individual document for them to view and access it!

• People within SAGE that have the most “power” to SAVE, EDIT, CREATE, AND DELETE are: the Authorized Official and the Agency Administrator. The Agency Staff primarily has the authority to view and edit but not create or submit.

• A person can be attached to multiple organizations with the same username and password.
SAGE THINGS TO REMEMBER!!!

• Whether or not you can see an application depends on the department and how they release it – if it’s open to all applicants, you will be able to see and create an application, if it is specific to a type of applicant, you may not be able to see or have access to the application.

• If you can’t see a previous document, click on the DOCUMENTS tab to initiate a search.

• Due dates will appear in the DETAILS section of the application, report, etc.

• If you do not have full permissions for a page and you are checking for errors, they may not pop up because you do not have permission to edit or save the page that has an error on it.
SAGE THINGS TO REMEMBER!!!

• AGAIN - DO NOT WAIT until last minute to register, or to start your application process. We are not here 24 hours and it is not an automated registration process.

• SAGE’s time clock may be different than yours!

• Friday’s are still upload days – be wary when working in SAGE.
SAGE THINGS TO REMEMBER!!!

• ALWAYS CLICK ON THE SAVE BUTTON!!

• DO NOT FEAR THE CHANGE/APPLY STATUS BUTTON!!
ANY QUESTIONS
GOOD LUCK TO ALL OF YOU!!!
NJ Department of State
http://www.nj.gov/state/dos_sage.html
SAGEHELP@sos.nj.gov

Presented by: Linda V. Rivera
Program Officer, Governor’s Office on Volunteerism
linda.rivera@sos.nj.gov