The first person to login and register an organization (K-12 school or Municipality) becomes the “owner” of the organization registered in SmartSimple. This person will be notified via email when another user tries registering with the same organization. The “owner” will have the ability to activate new users. Once the “owner” activates the new user then they will have access to update the organization profile and apply for grants.

Click on “User Management”. This screen will show you the users associated with the organization.
Any individual with the “Pending” needs the owner to activate them. The owner can activate them by clicking “Open”.

George Jetson (Test)

Organization Name: APPLE MOUNTAIN DISCUMER CLUB
Status: Pending

User Management
In this status you can:
- Activate a new grantee user
- Activate a new organization owner
- Deactivate a user

CONTACT INFORMATION

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The owner has three options. “Activate User Access” the user will be able to update the Organization Profile and apply for grants. “Activate Org Owner Access” the user will be able to activate or deactivate users, update the Organization Profile, and apply for grants. “Deactivate” the user will be deactivated from the organization. This will be used when an employee is no longer with the organization. An organization can have multiple “owners”.

Once the “owner” activates a user the user will receive an email with login instructions for SmartSimple.