



Guide to Register for a New Grant-In-Aid Account

Follow the steps in this guide to create a State of Delaware Single Sign-On (SSO) account to be able to complete and submit an online Grant-In-Aid (GIA) application. If you encounter technical issues and require assistance during this process, please contact the Legislative Information Services Helpdesk at (302) 744-4260, or by email at LIS.Helpdesk@Delaware.gov.

Step 1: Navigate to <https://gia.delaware.gov>.

Step 2: Click the blue “Register” button.



Step 3: Once on the Delaware.gov page, select the Public Services “Click Here” link.



Step 4: Complete the User Registration information.

Delaware.gov
The Official Website of the First State

Display Settings

User Registration

All field for registration are required.

Cancel Register

After completing the available fields select "Register" to complete the account registration.

Basic Information

- * First Name
- Middle Name
- * Last Name
- * E-mail
- * Confirm E-mail

Contact Information

- * Street
- PO Box
- * City
- * State
- * Postal Code
- Country

Enter User Id and Password

- * User Login User Login is a unique identifier - Once created it cannot be changed
- * Password
- * Confirm Password

Select your challenge questions and answers

Enter your challenge questions for password resets. You may use a delivered question, modify a delivered question, or key your own question(s).

- * Question 1
- * Answer 1
- * Question 2
- * Answer 2

Step 5: Once you have completed the required fields, click the **“Register”** button in the top-right to complete the account registration. You will be directed to a User Registration Confirmation screen.

User Registration

Confirmation

Your Registration tracking Request Number is

You can use this tracking number to check the status of your registration in the Track Request section.

User Login

First Name

Last Name

E-mail

Finish

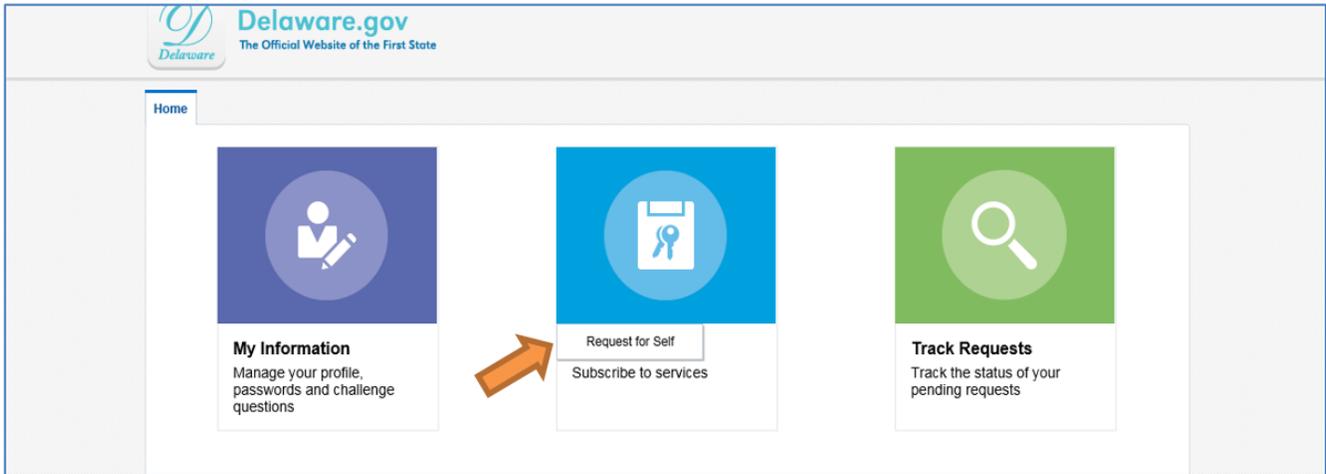
After clicking finish you will log in with your newly created credentials and you will need to subscribe to the service(s) by clicking on the Request Access tile then clicking on Request for Self located on the DE-SSO Account Management page.

Click the "Finish" button to complete the user registration.

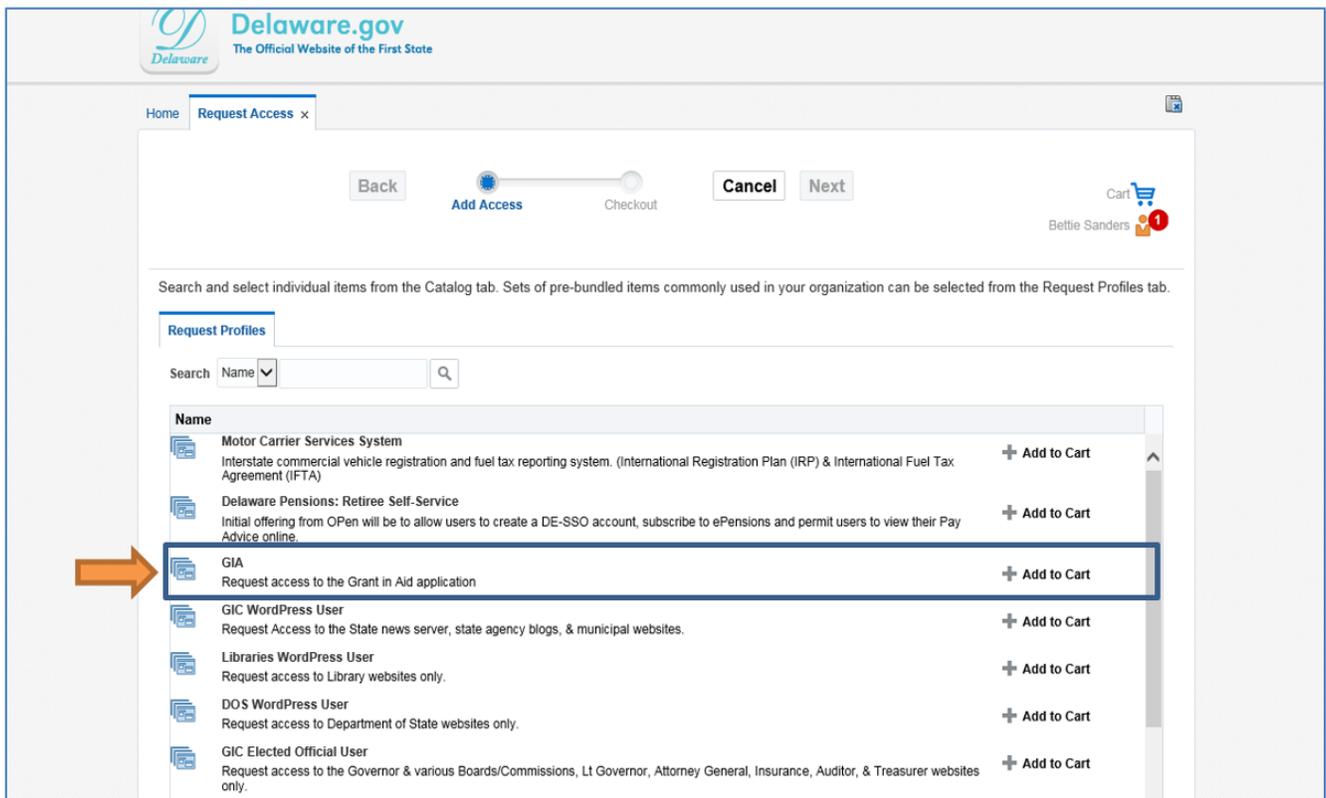
Step 6: After clicking the **“Finish”** button in the top-right on the confirmation page, you will be automatically navigated to a blank page with a link in the top-left corner of the screen that says, **“Operation completed successfully. Click here to login.”** By clicking the link, you’ll automatically be redirected back to the SSO page.

Step 7: Enter your newly created credentials and click the **“Sign In”** button.

Step 8: From the “Home” tab, click the “Request Access” square in the middle of the page, then click the “Request for Self” link that will appear below it.

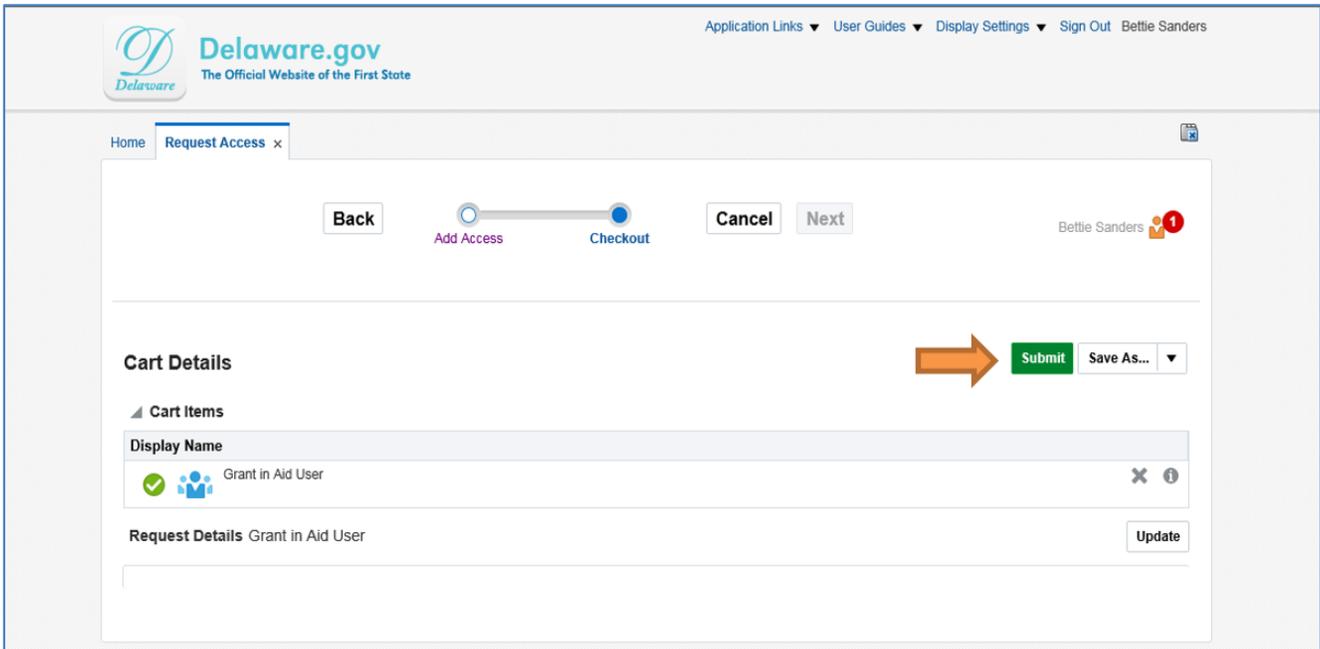


Step 9: On the “Request Access” tab, click “Add to Cart” to the left of the GIA service (should be the third option).

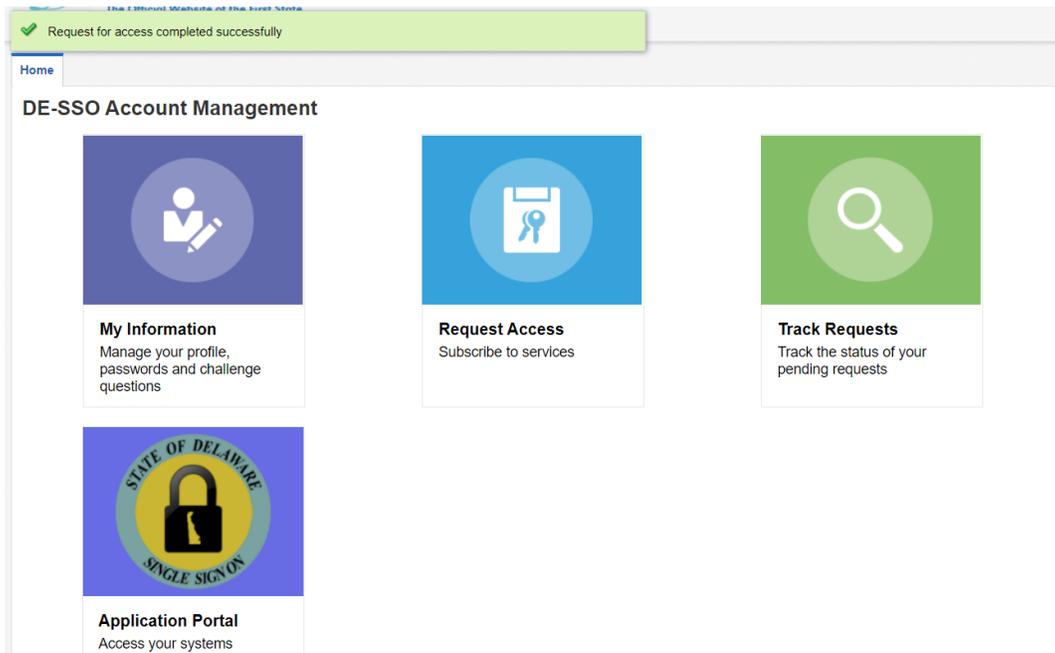


Step 10: Once GIA service has been added to your cart , click the “Next” button at the top of the screen.

Step 11: Review the details of your cart to ensure the GIA service has been added. Then click the green “Submit” button to complete the GIA service subscription process.

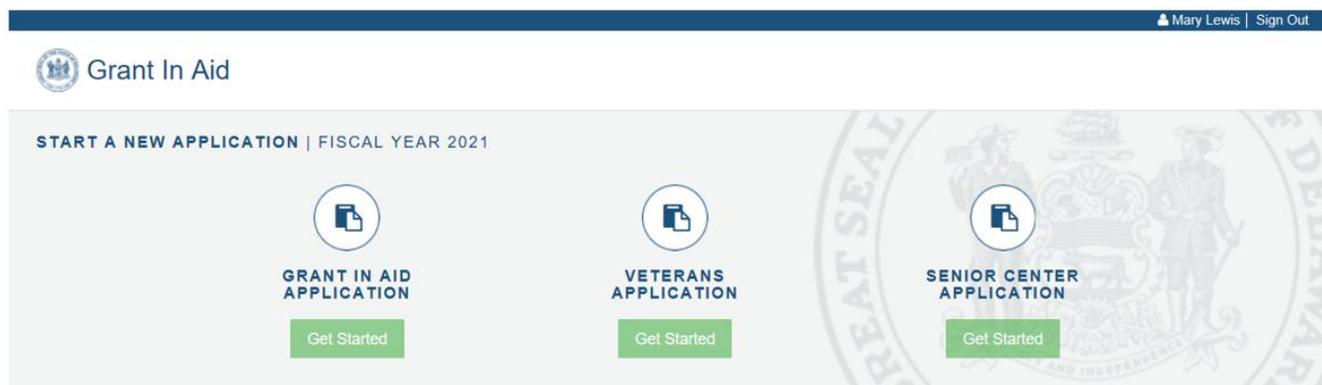


Step 12: You will then be automatically directed back to the “Home” tab. On this same page, you will momentarily see a green notification bar towards the top (pictured below) that the “request for access was completed successfully.”



Step 13: Navigate back to the GIA Login page (<https://gia.delaware.gov>), and click the green “Login” button. You may be prompted to review your account information. If everything is current, which it should be since it was just created, click the “Close” button. If there is information that is not correct, click the “Update Information” button and that will log you out of the GIA system and redirect you back to the SSO to update your information. Once you click the “Close” button, you should now be viewing your GIA dashboard. From here, you can start creating GIA applications. Please refer to the GIA Application Instructions found on the Application Information [page](#) for any additional assistance.

Please note, the green “Get Started” buttons will only be active while applications are currently being accepted for the particular application type. Information regarding the opening and closing dates for all GIA application types can be found on the [GIA website](#). Also, after successfully registering your SSO account, you will receive two emails sent to the email address used to register. The first confirming that your account has been created, and the second will contain a link asking you to verify your email address.



Previous GIA Applicants:

If you have been instructed by the Office of the Controller General or the Legislative Information Services Helpdesk to create a new account in anticipation of connecting the new account to a former SSO account that is now inaccessible, you **must** complete Step 13. Navigating to the GIA portal is necessary so that the IT Department will be able to locate your new account.

If you’d like to continue with having your agency’s prior year applications linked to the newly created account, then please email your new User Id, along with the first and last name, and email address used to create the new account to GIA_Support@Delaware.gov. Please note connecting a new username to a previous username may take several days and may not be feasible if the deadline for application submissions is approaching.

Prepared By:
[Office of the Controller General](#)
[Delaware General Assembly](#)
411 Legislative Avenue
Dover, Delaware 19901
(302) 744-4200
GIA_Support@Delaware.gov
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