Grant-In-Aid (GIA) is an appropriation made by the General Assembly to support the activities of non-profit organizations that provide services to the citizens of Delaware. The purpose of this funding is to provide supplemental funding to service agencies and should not be construed as a sole source of funding. For additional information, visit https://gia.delaware.gov.

Table of Contents
My.Delaware - Overview ........................................................................................................................................... 3
New Users – Register/Login Steps ............................................................................................................................ 3
  Step 1: Navigate to the GIA website ......................................................................................................................... 3
  Step 2: Click the blue “Register” Button .................................................................................................................... 3
  Step 3: Enter Your My.Delaware Credentials and Personal Information ................................................................. 4
  Step 4: Click the blue “Register” Button .................................................................................................................... 4
  Step 5: Receive Auto-Email and Activate Your My.Delaware Account ..................................................................... 5
  Step 6: Click the “Activate Account” Button ............................................................................................................ 5
  Step 7: Land on Your My.Delaware Dashboard ......................................................................................................... 6
  Step 8: Add the GIA App to Your My.Delaware Dashboard ....................................................................................... 6
  Step 9: Navigate to the GIA Website ........................................................................................................................ 7
  Step 10: Click the green “Login” Button .................................................................................................................. 7
  Step 11: Enter Your My.Delaware Credentials and Land on Your GIA Dashboard ..................................................... 8
Self Service ....................................................................................................................................................................... 9
  Forgot Password .......................................................................................................................................................... 9
    Step 1: Navigate to the My.Delaware Website .......................................................................................................... 9
    Step 2: Click the “Need help signing in?” Link ....................................................................................................... 9
    Step 3: Click the “Forgot password?” Link .............................................................................................................. 9
    Step 4: Reset Your Password .................................................................................................................................. 10
Unlock Account ................................................................................................................................................................ 10
Legislative Information Systems (LIS) Helpdesk – Technical Assistance .................................................................. 10
My.Delaware - Overview

To better provide quality services for the citizens of Delaware and to increase the efficiency of the Delaware GIA application, the State of Delaware has moved to a more streamlined identity provider – My.Delaware (https://my.delaware.gov). With My.Delaware, your identity is secured with one trusted platform, allowing you to access all your State of Delaware applications with one login. Once logged in, you will be directly navigated to your GIA dashboard, where you can create and submit GIA applications.

New Users - Register/Login Steps

For new users using your web browser, navigate to the GIA website URL (https://gia.delaware.gov). Click the blue “Register” button to enter your new My.Delaware account information, including your My.Delaware login credentials. This will be your user account information to access all State of Delaware applications currently using the My.Delaware identity provider.

Step 1: Navigate to the GIA website
https://gia.delaware.gov

Step 2: Click the blue “Register” Button
Click the blue “Register” button on the Grant-In-Aid landing page.

![Grant In Aid Page](image-url)
Step 3: Enter Your My.Delaware Credentials and Personal Information
Enter your email address, password, and other personal information for your new account – **some fields are required**, denoted by an asterisk (*).

Step 4: Click the blue “Register” Button
Click the blue “Register” button to submit the form and register your My.Delaware account.
Step 5: Receive Auto-Email and Activate Your My.Delaware Account
You will receive an activation email sent to the email address associated with the My.Delaware account information you just provided.

Step 6: Click the “Activate Account” Button
Click the “Activate Account” button in the automated email to activate your new My.Delaware account.
Step 7: Land on Your My.Delaware Dashboard
After your My.Delaware account has been created by clicking the “Activate Account” button in Step 6, you will automatically be navigated to your My.Delaware dashboard. This dashboard allows you to see State of Delaware applications that you currently have access to, as well as give you the ability to add other State of Delaware applications for quick and easy access from your My.Delaware dashboard.

Step 8: Add the GIA App to Your My.Delaware Dashboard
Once at your My.Delaware Dashboard, on the left-hand side, click the “Add apps” button.

This will change your screen to bring up the App Catalog. Type GIA in the “Search the app catalog” in the text box.
Once the green GIA box appears in the App Catalog, click the “Add” button.

Once clicked, you should see the word “Added” along with a green checkmark.

**Step 9: Navigate to the GIA Website**
Navigate to the GIA website URL ([https://gia.delaware.gov](https://gia.delaware.gov)).

**Step 10: Click the green “Login” Button**
Click the green “Login” button on the Grant-In-Aid landing page. Enter your newly created My.Delaware credentials.
Step 11: Enter Your My.Delaware Credentials and Land on Your GIA Dashboard
Enter your My.Delaware username, password, and submit the form to log into your My.Delaware account. After successfully logging into My.Delaware, you will be automatically navigated to your GIA dashboard page. An Account Information screen (like the one below) may appear asking you to confirm your information the first time you log in. Click the “Close” button.

Once you click the “Close” button, the Grant-In-Aid Dashboard should now appear.
Self Service

Forgot Password

Step 1: Navigate to the My.Delaware Website
https://my.delaware.gov

Step 2: Click the “Need help signing in?” Link

Step 3: Click the “Forgot password?” Link
Step 4: Reset Your Password

- To reset your password using your primary email (or secondary email if you set it up on your profile), type your email in the “Email” field and click on the “Reset via Email” button.
- To reset via text message (if you have already set it up), click the “Reset via SMS” button
  - After clicking the button, enter the verification code sent to the phone number associated with your SMS account settings. Click the “Verify” button after entering the code provided.
- To reset using a phone call (if you set it up when setting up your account or after using your profile, click the “Reset via Voice Call” button.
- **Note: The “Email” field is required for all three password reset options.

Unlock Account

If you need to unlock your account, you can follow the same steps mentioned above in Steps 1-4 under “Forgot Password.” You have the same options available to you for “Unlock Account” as you do for “Forgot Password.”

Legislative Information Systems (LIS) Helpdesk – Technical Assistance

If you require additional technical assistance after following the steps in this User Guide, you will need to contact the LIS Helpdesk at (302) 744-4260 or by email at LIS.Helpdesk@Delaware.gov.

Last Updated: July 28, 2022