



Oklahoma State Department of Education  
 Grants Management Credentials Request  
 for Community-Based Organizations

Complete this form to obtain access to the OSDE Single Sign On site. This secured website hosts the Grants Management System for 21<sup>st</sup> Century Community Learning Centers (CCLC) application. It is not necessary to complete the form if an organization already has access to the Single Sign On site.

Name of Organization: \_\_\_\_\_ EIN: \_\_\_\_\_

Authorized Official of Organization Contact Information:

Name	Position	
Address #1	Address #2	
City	County	Zip Code
Phone	Email Address	

The following signature certifies that the above individual is authorized to bind the organization to the terms of the application and any subsequent requests for expenditure reimbursements.

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Signature of Authorized Official	Date
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In addition to the account that will be issued for the authorized official, please issue accounts for the following person within the organization to allow data entry only.

Name \_\_\_\_\_

Position in the Organization \_\_\_\_\_

Phone \_\_\_\_\_ Email Address \_\_\_\_\_

Name \_\_\_\_\_

Position in the Organization \_\_\_\_\_

Phone \_\_\_\_\_ Email Address \_\_\_\_\_

**Please scan and email this completed form to [Jasmine.Vasilev@sde.ok.gov](mailto:Jasmine.Vasilev@sde.ok.gov) in the 21<sup>st</sup> CCLC office at the Oklahoma State Department of Education. OSDE will contact the authorized official with an assigned login and instructions.**

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FOR OFFICE USE ONLY:

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Credentials approved	Username	Profile <input type="checkbox"/>	Date Contacted
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