

How to Update the Mayor or Authorized Officer

Launch TDA-GO and Login

Launch <https://tda-go.intelligrants.com/IGXLogin>. Login with your username and password.

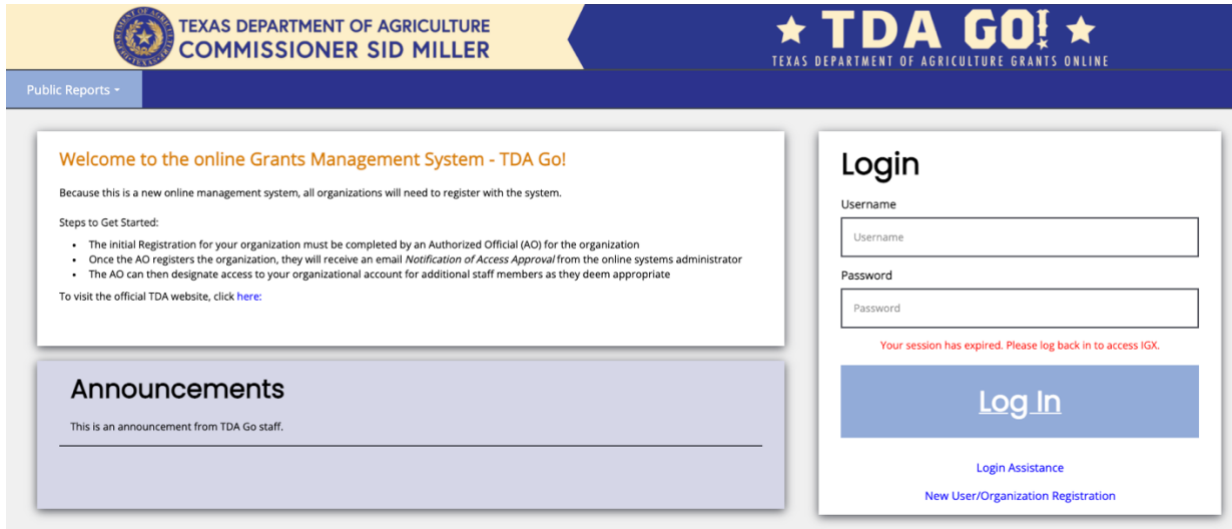


Figure 1. Launch TDA-GO and login

Create New Person Account

Navigate to the **Profile** option located below your name.

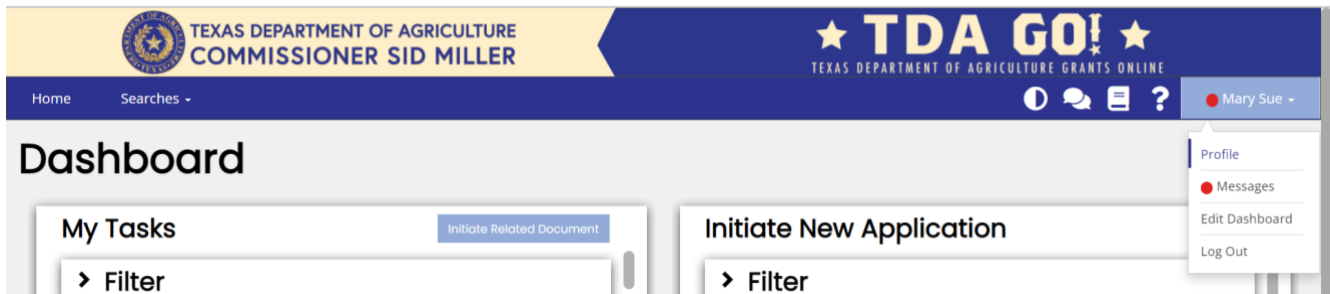


Figure 2. Select Profile

Select the **Organization Members** tab in the navigation menu on the left side of the page, then find the **+** button to the right.

Home Searches - Mary Sue

Person Information
Mary Sue

Organization Information

Test Grantee Organization

Organization Information

Organization Members

Organization Details

Organization Members

Instructions:

- Use the available search criteria to filter the members table.
- To add a new member, click the Add New button and follow the instructions.
- You can limit system access by setting the Active/Inactive dates.

Members Search +

Name Role Active

Members

Person Name	Role Name	Active Date	Inactive Date	Last Modified By	Last Modified By Date
AO, Second	Authorized Official Project Director	02/09/21	12/14/21	TDA, Support Staff PD, Jane	02/09/21 12/14/21

Figure 3. Select the + button on Organization Members page

Complete the form with the new user's name and contact information.

- Assign a unique username, such as the person's business email address.
- Set a password that you will provide to the person.
- Assign an appropriate role.
- **Save** the form.

Add Person

Instructions:

- Enter new Person Information and Save.
- New Person will be added to Organization currently being viewed.

General Information

First Name: Prefix:

Middle Name:

Last Name: Suffix:

Title:

Contact Information

Address: Address 2:

City: State:

Zip Code: County:

Primary Phone: Email:

Fax: WebSite:

Cell:

Assign Roles

Role: Active Date: Inactive Date: +

Security Information

Username:

Password: Confirm Password:

Save

Name	Role	Active Date	Inactive Date	Last Modified By	Last Modified By Date
Consultant		02/17/21		Sue, Mary	02/17/21
Project Director		02/17/21	02/18/21	Sue, Mary	02/17/21

Figure 4. Complete the Add Person form and Save

To assign a second role to the same user, click the pencil icon for the user, then select the +. Select the additional role and **Save** the form.

Edit Person

Name: AO, Second

Role: Authorized Official

Active Date: Inactive Date:

Project Director

Agency Viewer

+

Save

Person Name	Role	Active Date	Inactive Date	Last Modified By	Last Modified By Date
AO, Second	Authorized Official	02/09/21	12/14/21	TDA, Support Staff	02/09/21
	Project Director	02/09/21		PD, Jane	12/14/21

Figure 5. The new user can have more than one role

NOTE: You may only create a new Authorized Official account or assign an existing user to the Authorized Official role if you currently hold the Authorized Official role. A Project Director (local staff member) may create new users and assign the roles of Project Director, Payment Processor, or Viewer.

Assign Person to Application / Grant

Once the user profile has been created, either an Authorized Official or Project Director may assign the user to specific documents. This allows the user to view the document and/or take appropriate actions.

Use the **Search** function to open the relevant Application / Grant and select **Add / Edit People** in the navigation menu at the left of the page.

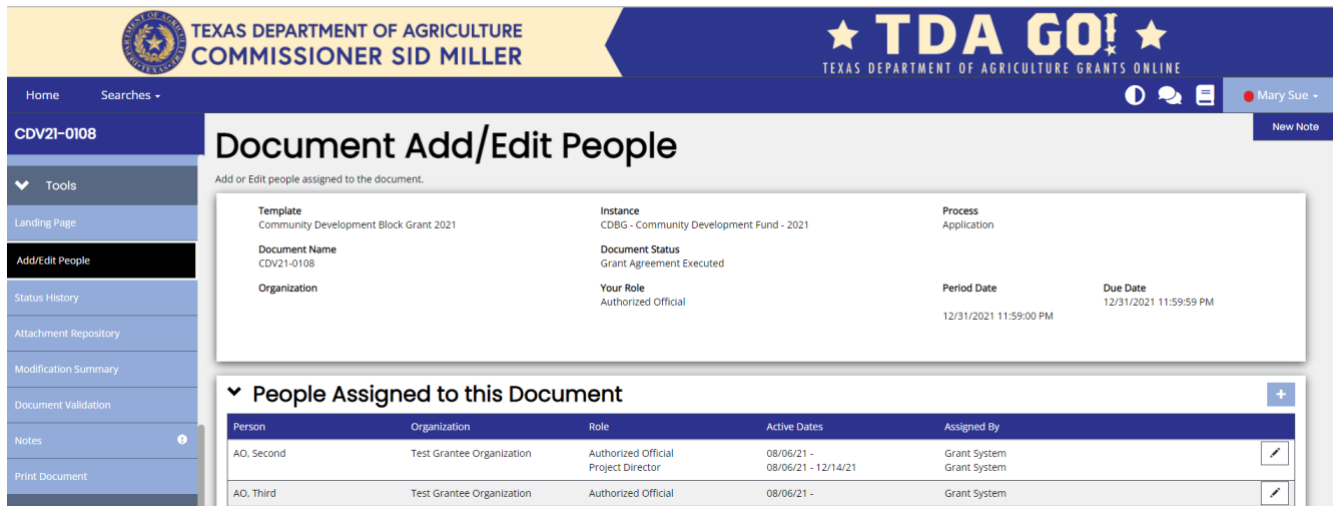


Figure 6. The Authorized Official or Project Director may assign users to specific documents

Click the **+** sign, enter any search criteria, and click **Search** to bring up members of your organization that meet those criteria. Select the appropriate role for each user to be added to the document and **Save** the form.

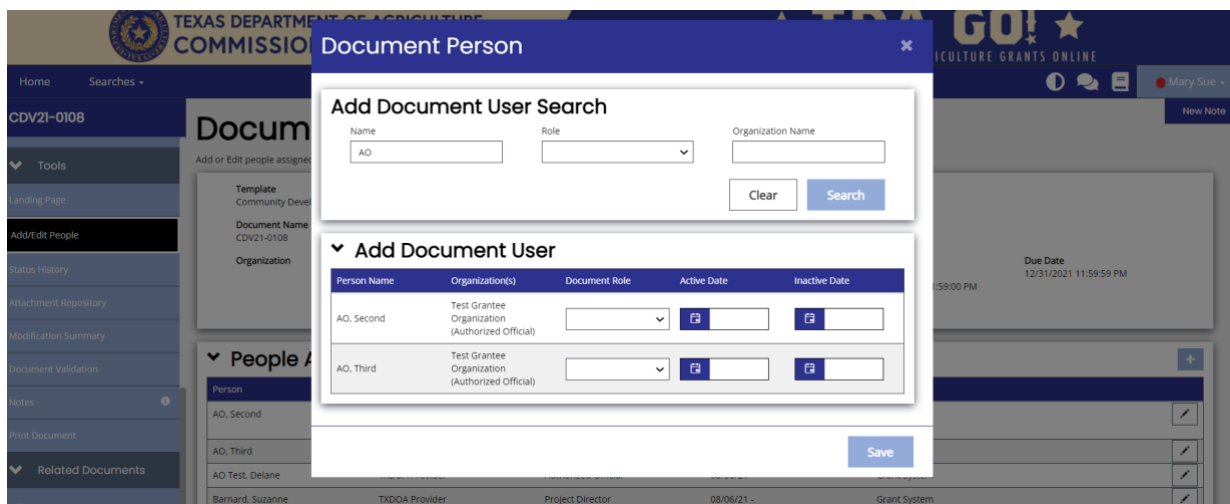


Figure 7. Save the new user assignments

Update the Application Contact Information

Each TDA-GO Application / Grant includes a page titled **Applicant Contact Information**. The **Applicant Contact Information** page can be updated at any time during the grant process. This page does not enable any user roles or responsibilities, and rather identifies key personnel for reports and communication related to a specific application or grant.

The screenshot shows the TDA GO! website interface. The header includes the Texas Department of Agriculture logo and Commissioner Sid Miller's name, along with the 'TDA GO!' logo and 'TEXAS DEPARTMENT OF AGRICULTURE GRANTS ONLINE'. The navigation bar shows 'Home' and 'Searches'. The left sidebar contains a menu with items like 'Forms', 'Application', 'Applicant Contact Information' (highlighted with a red box), 'General Information', 'Project Feasibility Information', 'Community Needs Assessment', 'Project Beneficiaries and Locations', 'Budget Details', 'Required Uploads', 'Pre-Agreement Strategy', 'Certification', 'CDV - Community Development Fund', and 'Award'. The main content area is titled 'Applicant Contact Information' and includes instructions: 'Please complete this page and press the save button. Required fields are marked with an *'. The form fields include: 'Name of Authorized Official' (with a note that this person is authorized to enter into legal agreements), a drop-down menu for selecting the Authorized Official (with 'Mary Sue' selected and a red arrow pointing to the 'New Mayor' option in the open menu), 'Prefix' (Mrs.), 'First Name' (Mary), 'Last Name' (Sue), 'Suffix' (Jr.), 'Job Title' (Authorized Official), 'Telephone' (512) 463-7476, 'Email' (Suzanne.Barnard@TexasAgriculture.gov), and 'Mailing Address' (checked 'Same as Organization').

Figure 8. Select Applicant Contact Information; next select New Mayor from the drop-down menu

Continue down the page and fill in each field.

Select **Next Form** to save your changes.

Tools

- Landing Page
- Add/Edit People
- Status History
- Attachment Repository
- Modification Summary
- Document Validation
- Notes
- Print Document

Related Documents

- Initiate Related Doc
- Performance Report

Name of Secondary Program Contact

(This person can answer day-to-day questions about the grant project if the main contact cannot be reached.)

Prefix:

First Name:

Last Name:

Suffix:

Position or Title:

Telephone:

Email:

Mailing Address Same as Organization

Street Address:

City:

State:

Zip Code:

Congressional Districts
Provide the congressional districts of the entity applying for funding, as well as for the proposed project site(s). This information is available [here](#). Press the plus button next to each option to add multiple selections. *

Representative: Senate: Congress:

Next Form >

Figure 9. Select Next Form to save your new entries and move ahead