

CAHF SmartSimple GMS for Applicants

Chapter 2: Access to SmartSimple

What You'll Need: Browser Compatibility

- For Windows, MacOS or Linux, two most recent versions of:
 - Chrome
 - Firefox
 - Safari
 - Microsoft Edge
- For mobile devices:
 - iOS: Safari
 - Android: Chrome

Optimizing Your Browser

- Update and keep it updated
- Clear your cache
- Disable content blockers or permission
<https://conalmahealth.smartsimple.com/>
- Clear your cache
- Add <https://conalmahealth.smartsimple.com/>
as a “trusted” site on your browser
- Clear your cache

What You'll Need: Email

- Email addresses in the SmartSimple system must be unique
- SmartSimple sends 'automated' emails that are perceived as spam by some email clients
- Create a 'pass through' filter for "@smartsimple.com"

Finding CAHF SmartSimple

- URL: <https://conalmahealth.smartsimple.com/>
- Grants information email updates will include
- Link from the Con Alma Health Foundation website

Account vs Profile

An “account” in the SmartSimple system is:

- Created by registering “credentials” that allow you to log in and use the system
- Based on your unique email and a password you define

A “profile” in the SmartSimple system is:

- A record that includes information about a person (“contact”)
- A record that includes information about an organization

Creating Your Account

Did you use CAHF's old system?

- You may already have a profile
- Send your name and the email address you used with the old system to sysadmin@conalma.org and request an access check
- If your profile exists, you'll receive an account activation link

First time user?

- Use the "Register" button on the login page to create a new account
- Check carefully for all possible versions of your name and your organization name – avoid duplicates!

The User Home Portal

The screenshot displays the user home portal for Terry Newuser at the Con Alma Health Foundation. The page features a header with the organization's logo and navigation links. The main content is organized into several sections: a welcome message, a row of four action buttons, a 'My Applications' section with four summary cards, and a 'Requires Attention' section with seven summary cards.

CON ALMA HEALTH FOUNDATION Home [grid icon] [bell icon] [user icon]

Welcome Terry Newuser - Con Alma Health Foundation

- Register New Organization
- My Profile
- Organization Profile
- Change Password

My Applications
Click below to view all of your applications.

- 9 Funding Opportunities
- 0 In Progress
- 0 Submitted
- 0 Approved/Declined

Requires Attention
Click below to view pending activities and submitted activities.

- 0 Pending Grant Agreement
- 0 Pending Reports
- 0 Pending Grant Modification
- 0 Pending Check Receipt
- 0 Pending Multi-Year Renewal
- 0 Report - Pending Grant Modification
- 0 Submitted Activities

Getting Help

- Your System Administration Team:
 - Cecile LaBore, CAHF Information Manager
 - Nelsy Dominguez, CAHF Program Director
 - Dennis McCutcheon, CAHF Communications & Outreach Coordinator
- Reach us at: sysadmin@conalma.org