MBCC
ONLINE NARRATIVE REPORTING

MONTANA BOARD OF CRIME CONTROL

STEP-BY-STEP INSTRUCTIONS

MBCC Online Narrative Reporting

Step-By-Step Instructions
Revised 10/07/2019

Start at: **www.mbcc.mt.gov**

Click   **Funding**

Click   **Reporting**

Click   **MBCC Quarterly: Narrative Report**

Important – *Please refrain from using the Browser's "Back" and "Forward" arrows / buttons for navigation. Only use the "Continue" and "Back" buttons provided on each page of the report to navigate.*

Login

Enter the **User ID** *and* **Password** *you received from MBCC with your grant award documents.*

Click   **Login**   *to continue*

If you forgot your **User ID** *and* **Password:**   *Click* **Forgot your Password?**

Enter your **User ID**

Click   Email Password to Me

****Note - The User Id *will always be the last part of your Subgrant # after the first hyphen.*
*Example: Subgrant # 18-W02-81806 will be W02-81806.***

You will receive your password via email within 24 hours. If not, call MBCC at 406-444-3604.

Initial Login

The first time you login to the system, you'll be asked to enter a new password.

Enter your primary and secondary email. Enter a new password.

Click [Confirm and Continue with Login] *or* [Cancel] *to return.*

Main Menu

The **Main Menu** *has the following options:*

Enter Narrative Information: *Takes you to the screen to respond to the narrative questions*

Upload Documents: *Allows you to upload attachments to your report such as data sheets or documents created with your grant funds, articles about your program, etc.*

Submit Report: *Submits your report to MBCC – you will no longer be able to edit the report once it has been submitted*
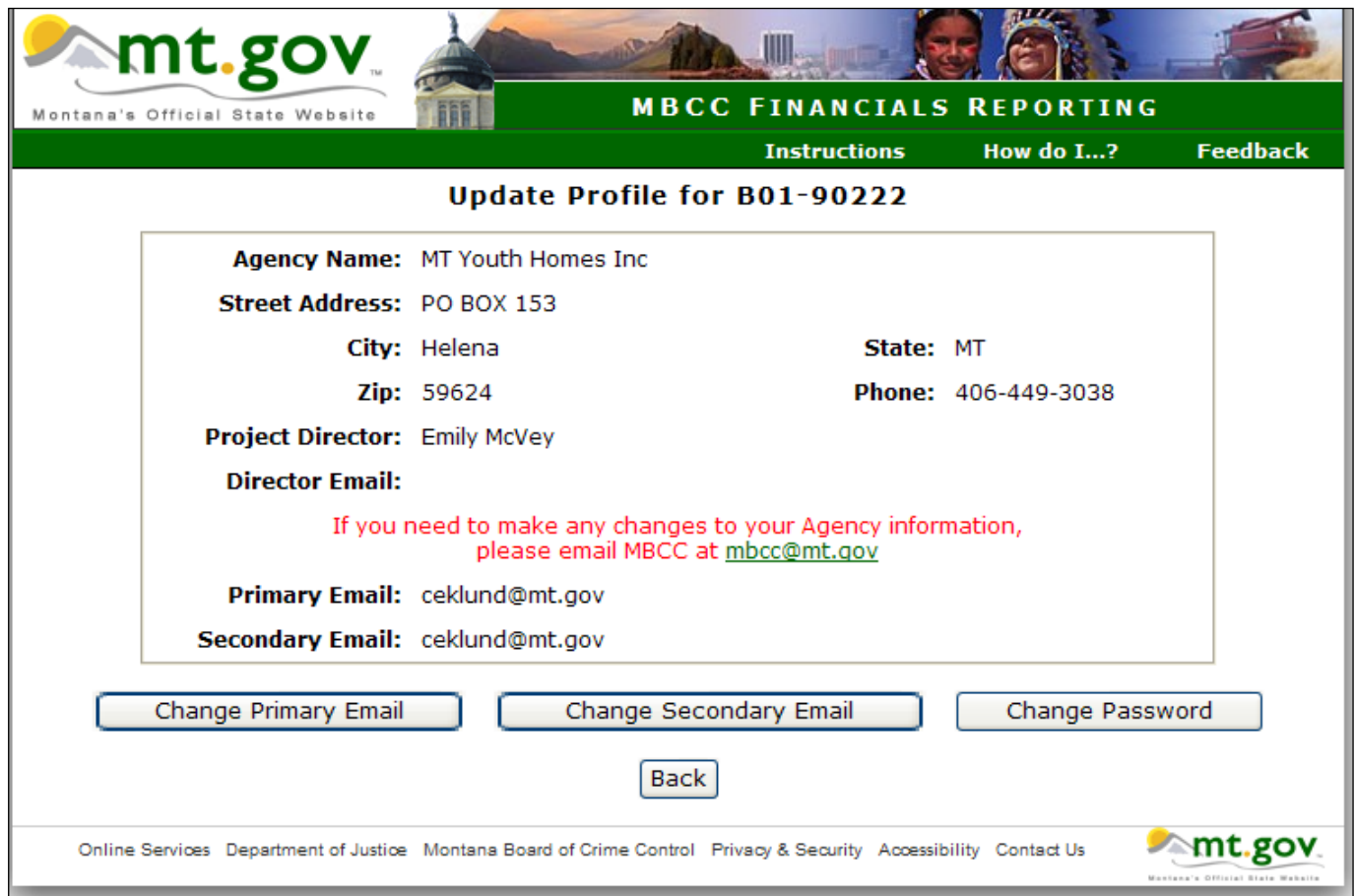
View Current Draft: *Allows you to view the report before submitting to MBCC*

View Previous Reports: *Allows you to view prior reports of current grant year*

Update Profile: *Allows you to update primary and secondary email addresses and change the password*

Log Off: *Exits the narratives reporting system*

Update Profile

Update Profile *allows changes to the primary and secondary email addresses and the password. Any changes to your Agency (project director, phone number, etc.) need to be emailed to MBCC.*

Responding to Narrative Questions

Up to five objectives from your online grant application have been transferred to the online narrative report. Beneath each objective are two questions. There is one general question at the end. Responses to each question must be very brief, 350 characters or less. Begin by clicking in a response window and typing. A counter at the end of the window will let you know how many characters you have used. The program will stop accepting information when you have reached 350 characters. You must enter a response in each window, even if you just type *nothing to report*. Save progress at any time by clicking the "Save Status" button located at the bottom of the page. If you need assistance, contact your program director shown at the top of the Narrative Report.

Save progress at any time by clicking the "Save Status" button located at the bottom of the page. If you need assistance, contact your program director shown at the top of the Narrative Report.

If you get a phone call or interruption you need to save your work. The program times out if left inactive for 30 minutes or more. You certainly don't want to be the recipient of this message:

Once you have completed your narrative and saved it, click on "Back" to return to the Main Menu. Click "View Draft Narrative" to print and review your draft document in Adobe.

Please review this report for accuracy and correct any errors before final submission. Closing the Adobe document will return you to the Main Menu.

Upload Documents

If you want to attach data sheets, documents created by the program, or articles about the program, click "Upload Documents" and follow the instructions on the screen.
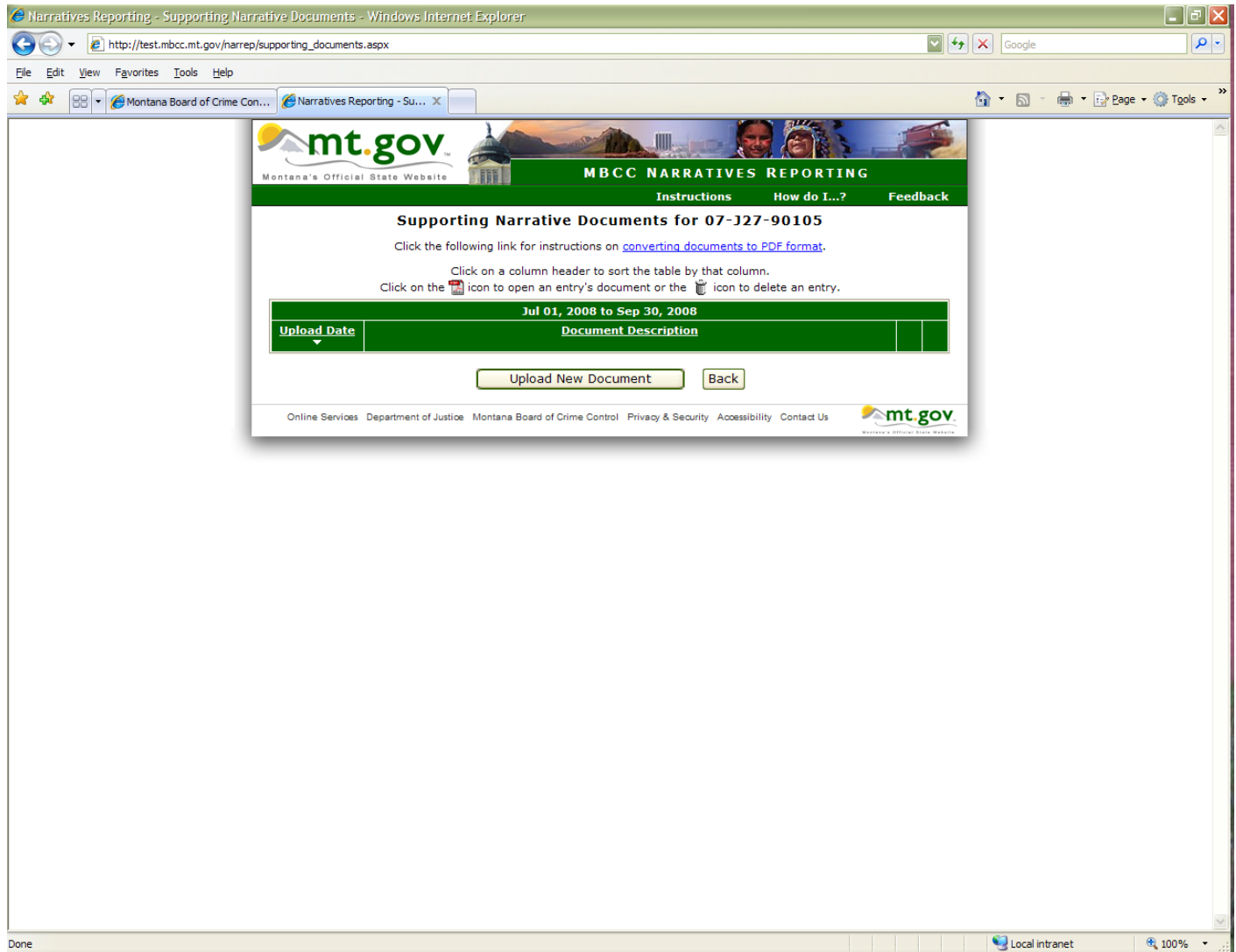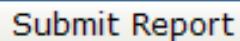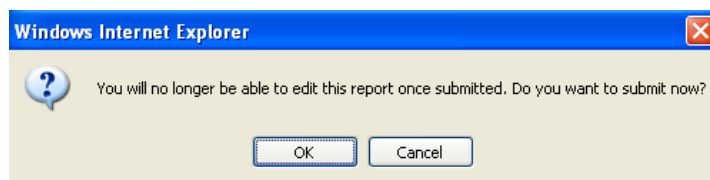
Submit Report

When you are ready to submit your report, click

Enter any **Comments/Notes** *you may have along with your* **Name, Title,** *and* **Phone Number.**

Check the **I Certify** *box and click*

The following warning message appears:

Once the report is submitted – no further changes can be made.

If you are sure everything is reported correctly – click [OK] *to continue or* [Cancel] *to go back and make changes.*

View Report

Click **View Report** *to view and print a copy of the final report that has been submitted.*