



## Top Tech Habits

To get the most out of Blueprints for  
Grant Consulting Essentials

BLUE PRINTS FOR GRANTS

# Blueprints for Grants Program



In this PDF, you'll find simple computer practices we recommend you implement ASAP to ensure your Blueprints for the GCE experience is technology-hassle free.

## **TECH HABIT #1: USE THE RIGHT BROWSER**

We strongly recommend using Firefox or Chrome as your default browser for accessing the Blueprints for the GCE Member Area.

Safari is fine as a third option, but please stay away from Internet Explorer – it won't give you the best user experience. Also, make sure you have the most up-to-date version of your browser. Trust us, it will keep your entire digital life running faster and smoother.

## **TECH HABIT #2: ONLY LOG IN FROM ONE BROWSER OR PLATFORM AT A TIME**

The Blueprints for the GCE Member Area is designed to be accessed from one browser or platform at a time. Please don't try to have the website open on your desktop, your laptop, your smartphone, and your tablet all at once.

This goes for browsers as well. You may often shift back and forth between Chrome and Firefox, or run multiple programs at once, but Blueprints for the GCE is not designed for that. Only open the Member Site in one browser at a time. Otherwise, the system will loop you around and around and, trust us, it's not as fun as it sounds.

## **TECH HABIT #3: LOGOUT WHEN YOU'RE DONE**

Before you close your browser window or power down, click the "LOGOUT" button. This resets the system in case you login from a different browser or device later on. It's also a good habit to get into to ensure the security of all your personal information.



## TECH HABIT #4: HAVING A TECH DIFFICULTY? CLEAR YOUR CACHE!

We've found that many technical glitches can be easily fixed by simply clearing your browser cache. There is no need for you to proactively do this unless you experience difficulties, but if you do, try logging out of the system first, closing any browser windows, and then learning your cache.

Another great bonus is that clearing your cache helps your computer run even faster. Here's a WikiHow that includes instructions for multiple browsers and systems.

**INSERT LINK:** <http://www.wikihow.com/Clear-Your-Browser%27s-Cache>

## STILL NEED HELP?

If you need further support, email us a [support@smartegrants.com](mailto:support@smartegrants.com). Our team will get back to you as quickly as possible.

**Please note**, our business hours are Monday – Friday, 9am – 5pm CST.