Instructions for accessing the Denali Commission’s Online Project Database and Reporting Wizard

The Denali Commission’s Project Database is an integrated, online management reporting and tracking tool for funded projects. Available to the general public, the database is used to manage the status of projects, timely reporting from the recipient, and detailed information about all awards funded by the Commission.

All award recipients must adhere to the Commission’s terms and conditions outlined in their award agreement for reporting.

The Commission has created the following step by step instructions for grantees:

Step 1
Log in to the Denali Commission’s website at www.denali.gov
Step 2
Click on the link to the **Denali Commission Project Database**

**Denali Commission Story**
Introductory text...

**Interactive Project Database**
You can use this tool to track the progress of projects in your community and throughout the state. For each project, you can get detailed information on project cost, schedule and scope of work.

Denali Commission Project Database

Step 3
Click on the **Home Tab**
Step 4
Enter username and password (provided to recipients via e-mail)

Enter username and password

Step 5
If you are a new user, click on New User Request. If you have locked your account or have forgotten your password, click on Reset Password/Unlock Account. Please note; passwords are case sensitive.

Reset your password
Step 6  
Search for your organization’s awards and projects.  
**Option 1** - Use the **My Project Database** screen to quickly view the following:

**My Tasks** – These are reports that your organization has due. You can click on the link to go to the reports. You will add your progress report by accessing the **My Tasks** option. A link to access the progress or close out report will be under the My Tasks option. Click the link to access the report.

**My Projects** – These are the projects/sub-projects that your organization is working on. You can click on the project number to go to the project.

**My Awards** – These are the awards you have received from the Commission. You can click on the link to go to the award.
Note: If all of your Tasks, Projects, and Awards are empty, or if you see something on your list that is incorrect, please contact us.

**Project Level Reporting**
The progress report can also be accessed by searching for the project under the **Projects Tab** and clicking on **Reporting**.

The **Reporting** section will show the types of reports due and the next due dates. It will also show you the history of reports that have been submitted (to view those, simply click on the pencil icon next to them). Click on **Add New Report** or **Continue Existing Report** for the report you would like to work on.

1. Click on the tab **Projects** at the top of your screen (notice the **Purple** banner at the top).
2. You should then see a screen similar to the one shown below.
3. Locate your project(s) using the search screen. Type one project number in (if you know it) and then click the **search** link. If you do not know your project number(s), then choose your organization or community from their respective dropdown menus and click **search**.

**Step 1**
On the Project Screen, you can report on your projects. To do so, click Reporting on the main menu, or the reporting hot link(s).

Project View: (notice the Purple banner at the top of the screen)

Step 2

Note: The reporting link shows the type of report and the next due date. Current reports are shown in blue, overdue reports are highlighted in yellow.

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Step 3
A multi-step process will guide you through submitting your on-line report.

Access the on-line HELP tutorial
Follow steps 1-4 of this guide, and then click on HELP. The HELP menu appears on each database screen.