



# eGrants Online Planning and Grants Management System

Training Module 1  
General Site Navigation



Delaware  
Department of Education

# System Goals

- Reduce the administrative burden placed on local education agencies (LEAs) and qualifying agencies when planning and applying for grant funding.
- Increase transparency of grant activities to ensure funds are spent in accordance with federal and state guidelines.
- One system that will consolidate the planning and application process to reduce duplication of information across the state.

# Accessing the System

- Log in to the Identity Management System (IMS) at <https://login.doe.k12.de.us/> and click on the eGrants icon.
- Existing IMS accounts with Education Success Planning and Evaluation System (ESPES) application are set up with access to eGrants.
- Contact your Information Security Officer if you do not have an IMS account—then you can request access to eGrants.

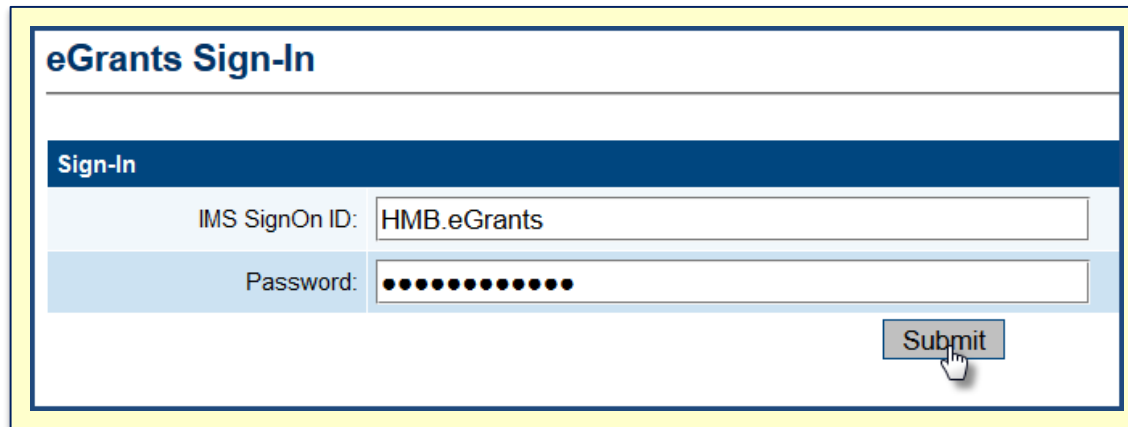
# Accessing the **Live Site**

- Log in to IMS at:  
<https://login.doe.k12.de.us/>
- Sign on and click the eGrants icon from the displayed applications
- You will be directed to eGrants as an authenticated user

The screenshot displays the Delaware Department of Education website. At the top, there is a navigation bar with the state logo, search bar, and links for 'State Services & Information', 'Sign In', and 'Register'. Below this is a main header with the 'Delaware Department of Education' logo and a secondary navigation menu. A yellow box highlights the 'IMS' icon in the top right corner of the main header. A yellow arrow points from this icon to a separate 'Identity Management System' login form. This form includes fields for 'Sign On ID' and 'Password', and a 'Sign On' button. Another yellow arrow points from the 'Sign On' button to the 'eGrants' icon in the application menu at the bottom right of the page. The application menu includes icons for DEEDS, DSC Applications, ESPECS, eGrants, PDMS, and School. Below the application menu, there is a sidebar with a list of links including 'eGrants Home', 'Administer', 'Search', 'Reports', 'Email Message Archive', 'DDOE Resources', 'Help for Current Page', 'Contact DDOE', and 'eGrants Sign Out'. At the bottom of the sidebar, a 'Live Site' link is highlighted with a yellow box. The main content area shows a 'Welcome to eGrants!' message dated 8/31/2015.

# eGrants Test Site

- Users also have access to an eGrants test site
  - If you want to experiment without concern for “messaging something up,” try the test site!
  - <https://egrantstest.doe.k12.de.us/>
- Test site data may be overwritten at any time!



The image shows a screenshot of the eGrants Sign-In form. The form is titled "eGrants Sign-In" and has a "Sign-In" header. It contains two input fields: "IMS SignOn ID:" with the value "HMB.eGrants" and "Password:" with a masked password represented by ten dots. A "Submit" button is located at the bottom right of the form, with a mouse cursor hovering over it.

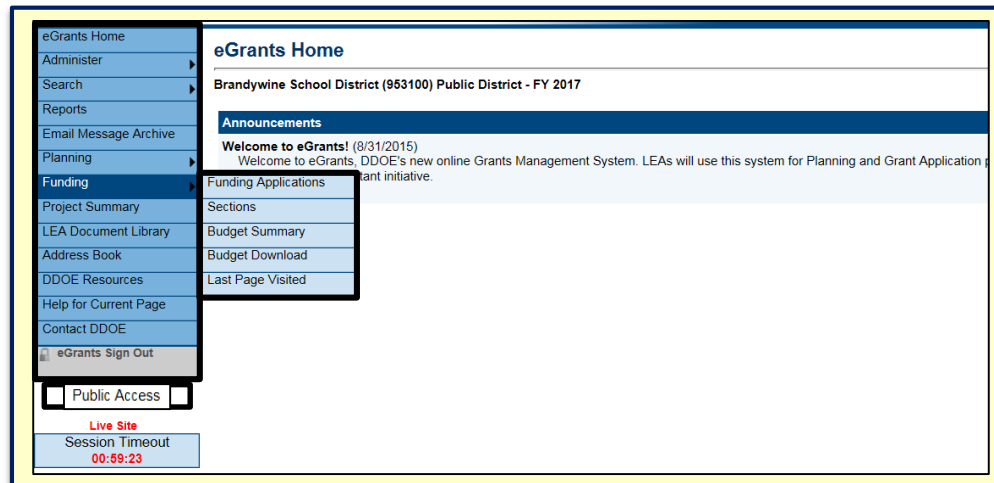
# Which Site Am I On?

- Confused about which site you are accessing—Live or Test?
  - Check the URL
  - Look for red label under left-hand navigation menu

The image displays two browser screenshots of the eGrants website. The top screenshot shows the URL `https://egrantstest.doe.k12.de.us/default.aspx?c` highlighted in yellow. Below the navigation menu, a red box contains the text "Test Site". The bottom screenshot shows the URL `https://egrants.doe.k12.de.us/default.aspx?ccip:` highlighted in yellow. Below the navigation menu, a red box contains the text "Live Site". Both screenshots show the Delaware Department of Education logo and a "Welcome to eGrants!" announcement dated 8/31/2015.

# Navigation Menu and Tips

- Left menu allows for quick navigation between eGrants components.
- Hover over menu items with arrows to view submenu.
- Be sure to save your work before your session expires!
- Use eGrants navigation links—not your browser's back arrow.



# User Administration

- User Access Administrator can manage users and user roles within their LEA.
  - User must have an IMS sign on with access to eGrants.
- IMS accounts with new eGrants access will not be available in eGrants until the next day.

The screenshot displays the eGrants User Administration interface. On the left is a navigation menu with 'Administer' selected and 'User Access' highlighted. The main area contains search filters: Last Name (roberson), Email Address, Role, Organization Name (Begins With), and Organization Number. A 'Search' button is present. Below the filters, a message states 'There are 1 matching record(s). Displaying 1 through 1.' A table lists the user record for 'debor.roberson@doe.k12.de.us'. The 'Administer Roles' column for this user has a gear icon. Annotations include a yellow box around the search criteria with the text 'Entire criteria and click "Search"' and another yellow box around the gear icon with the text 'Click icon to go to "Create Role"'. A yellow arrow points from the search criteria to the gear icon.

Email Address	First Name	Last Name	Reset Password	Administer Roles
debor.roberson@doe.k12.de.us	Debra	Roberson	Reset Password	



# Assign Roles

- User is recognized in eGrants but has no roles or requires additional roles.
  - Click Create Role
  - Select the role you wish to assign to user
  - Click Create
- Same user login can tie to more than one LEA, e.g., charter school users.
- Users may have multiple roles.

The screenshot shows a web form titled "Create Role". The "Email Address:" field contains "debora.roberson@doe.k12.de.us". The "Role:" field has a dropdown menu open, showing a list of roles: "SEA Chief Officer", "SEA Consolidated Checklist Reviewer", "SEA Consolidated Program Manager", "SEA Plan Reviewer", and "User Access Administrator". The "SEA Chief Officer" role is highlighted in blue. To the right of the dropdown are "Create" and "Cancel" buttons. A yellow box highlights the "Create" button, and an arrow points to it from a yellow box containing the text "Click 'Create'".

# LEA Roles

Role	Associated Permissions	Equivalent or Comparable User Roles and Signature Roles in ESPES
<b>User Access Administrator</b>	<ul style="list-style-type: none"> <li>Modify and deactivate users in the LEA</li> </ul>	Same concept as the ISO— adds new users for IMS
<b>LEA Data View</b>	<ul style="list-style-type: none"> <li>View funding applications and plans</li> </ul>	LEA/School Viewer
<b>LEA Consolidated Update</b>	<ul style="list-style-type: none"> <li>Modify the Consolidated Funding Application</li> </ul>	LEA Editor
<b>LEA Consolidated Director</b>	<ul style="list-style-type: none"> <li>Update the Consolidated Funding Application</li> <li>Move the Consolidated Funding Application to Draft Completed</li> </ul>	New Role
<b>Chief Fiscal Officer</b>	<ul style="list-style-type: none"> <li>LEA Consolidated Director Permissions</li> <li>Perform Chief Fiscal Officer Review of Funding Application</li> </ul>	Same/Chief Fiscal Officer
<b>Chief School Officer</b>	<ul style="list-style-type: none"> <li>LEA Consolidated Director Permissions</li> <li>Perform Chief School Officer Review of Funding Application</li> </ul>	Same/Chief School Officer
<b>LEA Plan Data Entry</b>	<ul style="list-style-type: none"> <li>Update the Implementation Plan</li> </ul>	LEA Editor
<b>LEA Plan Reviewer</b>	<ul style="list-style-type: none"> <li>Update the Implementation Plan</li> <li>Perform LEA Review of Implementation Plan</li> </ul>	New Role
<b>LEA School Plan Reviewer</b>	<ul style="list-style-type: none"> <li>Perform LEA Review of School Plan</li> </ul>	New Role

# eGrants Technical Assistance Resources

- Performance Management
  - [PM@doe.k12.de.us](mailto:PM@doe.k12.de.us)
  - 735-4090
- Eulinda Gallagher
  - [Eulinda.Gallagher@doe.k12.de.us](mailto:Eulinda.Gallagher@doe.k12.de.us)
  - 735-4016
- Lindsay Lewis
  - [Lindsay.Lewis@doe.k12.de.us](mailto:Lindsay.Lewis@doe.k12.de.us)
  - 735-4246