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

eGrants Test Site

- Users also have access to an eGrants test site

  - If you want to experiment without concern for "messing something up," try the test site!

  - https://egrantstest.doe.k12.de.us/

- Test site data may be overwritten at any time!
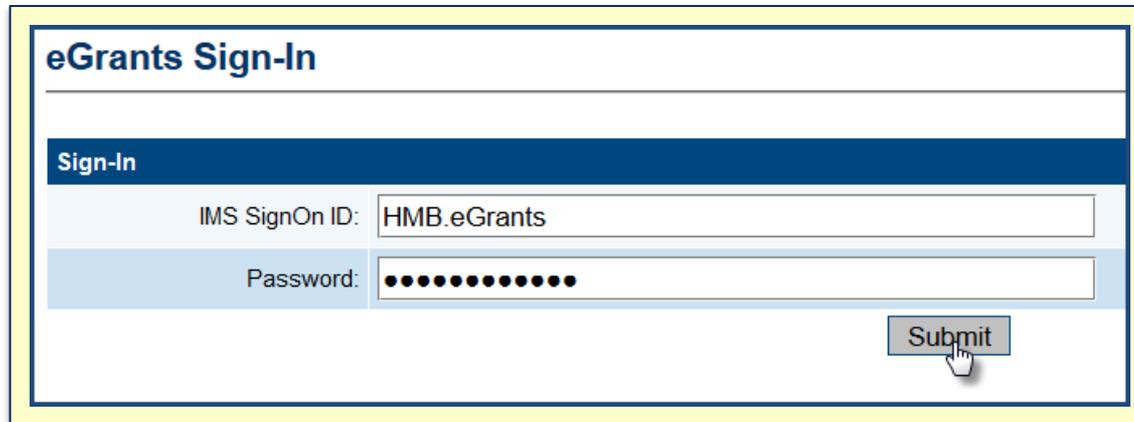
Which Site Am I On?

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

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.
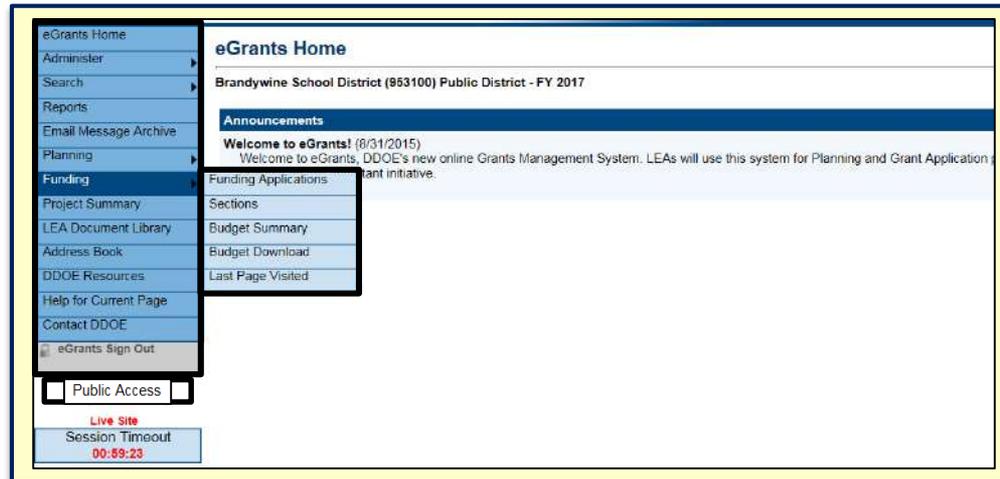
User Administration

- 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.

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.

LEA Roles

Role	Associated Permissions	Equivalent or Comparable User Roles and Signature Roles in ESPES
User Access Administrator	• Modify and deactivate users in the LEA	Same concept as the ISO—adds new users for IMS
LEA Data View	• View funding applications and plans	LEA/School Viewer
LEA Consolidated Update	• Modify the Consolidated Funding Application	LEA Editor
LEA Consolidated Director	• Update the Consolidated Funding Application • Move the Consolidated Funding Application to Draft Completed	New Role
Chief Fiscal Officer	• LEA Consolidated Director Permissions • Perform Chief Fiscal Officer Review of Funding Application	Same/Chief Fiscal Officer
Chief School Officer	• LEA Consolidated Director Permissions • Perform Chief School Officer Review of Funding Application	Same/Chief School Officer
LEA Plan Data Entry	• Update the Implementation Plan	LEA Editor
LEA Plan Reviewer	• Update the Implementation Plan • Perform LEA Review of Implementation Plan	New Role
LEA School Plan Reviewer	• Perform LEA Review of School Plan	New Role

eGrants Technical Assistance Resources

- Performance Management
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