



# 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.

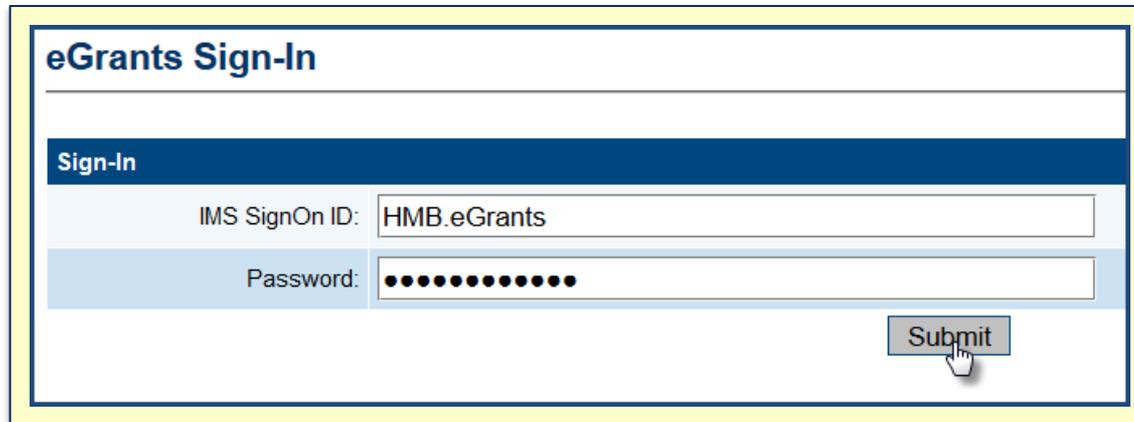
# Accessing the **Live Site**

- 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, and user options. Below this is a main menu with categories like 'Home', 'Schools', and 'Instruction'. A secondary menu lists various services including 'DEEDS', 'DSC Applications', 'ESPECS', 'eGrants', 'PDMS', and 'School'. A yellow box highlights the 'eGrants' icon in this menu. A yellow arrow points from this icon to a separate window showing the 'Identity Management System' login page. This page has fields for 'Sign On ID' and 'Password', and a 'Sign On' button. Another yellow arrow points from the 'Sign On' button to a third window showing the 'eGrants Home' page. This page includes a sidebar with navigation links and a main content area with an announcement: 'Welcome to eGrants! (8/31/2015)'. A yellow box highlights a 'Live Site' link in the sidebar, with a yellow arrow pointing to it from the 'eGrants' icon in the main menu.

# 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.

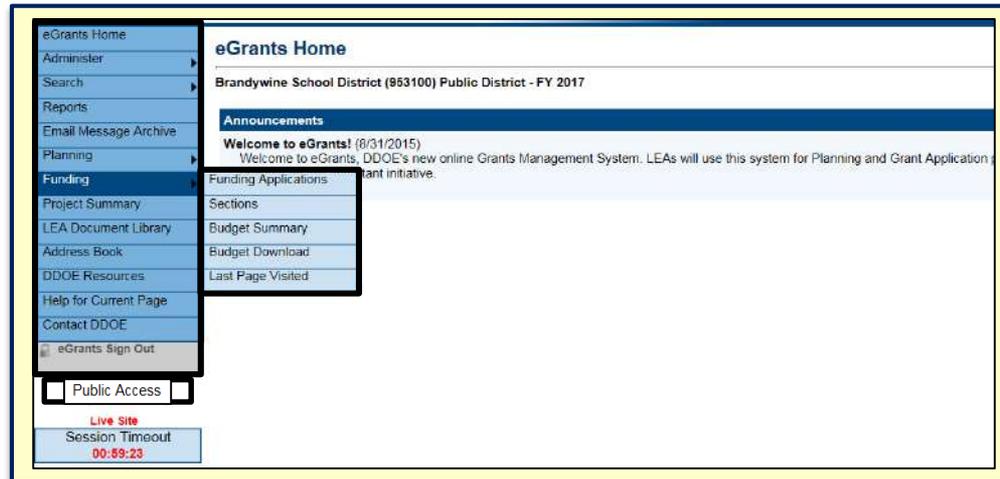
# Which Site Am I On?

- 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` in the address bar. The bottom screenshot shows the URL `https://egrants.doe.k12.de.us/default.aspx?ccip:` in the address bar. Both screenshots show the Delaware Department of Education logo and a navigation menu. In the bottom screenshot, the 'Test Site' label is highlighted in red in the navigation menu, and the 'Live Site' label is also highlighted in red below the 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.

There are 1 matching record(s). Displaying 1 through 1.

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

**Create Role**

Email Address: debora.roberson@doe.k12.de.us

Role: SEA Chief Officer  
SEA Consolidated Checklist Reviewer  
SEA Consolidated Program Manager  
SEA Plan Reviewer  
User Access Administrator

Create Cancel

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