www.isbe.net
IWAS (ISBE Web Application Security system)
Log in
New Partner: “Sign up now” link
Already signed up: LOG IN
Forgot Password: “Find Login/Password” link
IWAS User Guide and Training Video
Maintain email address

Require Action: count of pending sign-ups/documents for approval
Systems/docs pending approval
-click on each system to see docs pending

The following table represents the number of documents pending for approval in each system.

<table>
<thead>
<tr>
<th>#</th>
<th>System Description</th>
<th>Docs Pending</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>Electronic Expenditure Reports</td>
<td>2</td>
</tr>
<tr>
<td>2</td>
<td>American Recovery and Reinvestment Act (ARRA) Reporting</td>
<td>1</td>
</tr>
</tbody>
</table>

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System Listing
-to see all systems available
System Listing

- Grants Category
- Want to Sign up for other systems?
eGMS Basics – Required Hardware

• See this link for hardware requirements:
  https://sec1.isbe.net/iwas/htm/browser_min_req.shtm

• Cookies and JavaScript must be ENABLED
eGMS Basics – Navigation

• Printer friendly link
• Instructions
• Spell Check
• Print All tab
• Preferred completion sequence (Left to Right)
• Session Timeout (60 minutes) – SAVE Frequently

• DO NOT USE the ‘Back’ button!
eGMS Basics – Types of Controls

• Tab Key
  – Moving around a page

• Control Types
  – Push Buttons, Radio Buttons, Check Boxes, Text Boxes, Text Areas, Hyperlinks
  – Special Actions
    • Create Additional Entries
eGMS Basics – Common Elements

• Built in Validations
  – Input Length Checks - usually 500 characters
  – Numeric Checks
  – Required Fields
  – Content Checks (Example: Budget cannot exceed Allotment)

• Error Messages / Warning Messages
  – **Warning**: issue inconsistent: does NOT stop submission
  – **Error**: Data Not Saved (top of screen/red)

• Calculate Totals (**does NOT save page**)
  – Summary of lines/columns

• Whole dollars only
  – No Commas, Decimal Points or Dollar signs

• DO NOT have 2 separate applications/browser sessions open simultaneously – data could cross applications

• Only 1 user should log into an application at a time, otherwise you risk data loss
Create an application
- Choose current year from drop-down list
- Click on Create Application button
Create Projects with multiple sub codes
- multiple projects? YES
- choose current year
- sub code
- Create New Project button
Application Select Page
- Radio Button to select application
- Open Application/Create Amendment/Delete Application/Review Checklist
- NOTE Instructions button on each page within the eGMS system

<table>
<thead>
<tr>
<th>Application / Amendment</th>
<th>Original Submit Date</th>
<th>Status</th>
<th>Status Date</th>
<th>Consult</th>
</tr>
</thead>
<tbody>
<tr>
<td>11-NCLB-00 Original Application</td>
<td>07-08-2010</td>
<td>Final Approved</td>
<td>07-22-2010</td>
<td></td>
</tr>
<tr>
<td>11-NCLB-00 Amendment 1</td>
<td>01-28-2011</td>
<td>Final Approved</td>
<td>01-31-2011</td>
<td></td>
</tr>
<tr>
<td>12-NCLB-00 Original Application</td>
<td>07-25-2011</td>
<td>Final Approved</td>
<td>10-12-2011</td>
<td></td>
</tr>
<tr>
<td>12-NCLB-00 Amendment 1</td>
<td>03-18-2012</td>
<td>Final Approved</td>
<td>07-05-2012</td>
<td></td>
</tr>
</tbody>
</table>
Selecting/Creating the Application/Amendment

- Options for working with Documents
  - Create Application
  - Open Application
  - Create Amendment (cannot create an amendment until prior document approved)
  - Delete Application/Amendment (WARNING: loses all date history-please do NOT delete a document before discussing with ISBE)
  - Review Checklist (opens BOTH review checklist and application/amendment in different browser windows)
Review Checklist (note tab structure)
- Place to see comments by ISBE readers
- Place to see issues for corrections
- LEA can VIEW ONLY
Overview Page

- Note tab structure
- Note drop-down feature for consolidated applications
- Gives overview of program/project including purpose, funding, reporting, etc.

### Program:
The programs included in the NCLB Consolidated Application are:
- Title I, Part A, Improving the Academic Achievement of the Disadvantaged
- Title II, Part A, Teacher and Principal Training and Recruitment Fund (Teacher Quality)
- Title II, Part D, Enhancing Education through Technology (Formula Allocation) (not funded in FY12)
- Title IV, Part A, Safe and Drug-Free Schools and Communities (not funded in FY12)
- Title V, Part A, Innovative Programs (not funded in FY12)
- The Flexible Use of Funds Provision for the Small, Rural Schools Program (Section 6211)

### Purpose:
The No Child Left Behind Act of 2001 (NCLB) redesigned the Elementary and Secondary Education Act (ESEA) programs to emphasize four pillars of reform.
1. Accountability for results
2. Doing what works based on scientific research
3. Local control and flexibility
4. Expanded parental options

The overarching goal of NCLB is for every child to meet state academic achievement standards. Title I provides the programs and resources for disadvantaged students to meet this goal. It also requires states and LEAs to close the achievement gap, to place a highly qualified teacher in every classroom, and to improve the qualifications of paraprofessionals who work with disadvantaged students. The former IASA Title II and Class-Size Reduction grants were replaced by the NCLB Title II Teacher Quality Grant that provides the resources for hiring, retaining, and recruiting highly qualified teachers and for training teachers and paraprofessionals. The NCLB Title IV grant removes obstacles to student achievement by providing a safe and drug-free environment. Throughout NCLB, the use of solid research to improve teaching is required and promoted, and parents are provided with information and options to improve the education of their children.

### Funding:
Allocations are preliminary, and payment under this grant is subject to passage of a sufficient appropriation by the Illinois General Assembly or sufficient appropriation by the U.S. Congress for federal programs. Obligations of the State Board of Education will cease immediately without further obligation should the agency fail to receive sufficient state, federal, or
Upload a file to be sent to ISBE

Required program information must be submitted by clicking on the hyperlink below, entering the required data on the interactive PDF form and saving it to a directory, and uploading the saved file as instructed below. *

Click here for instructions on how to upload a file

Click here for the Required FY13 Financial and Budgetary Information form

Files that have been uploaded will display in the space below.

* Required information
Assurances

- must be agreed to before submitting initial application
- can be completed prior to submission
- need only be complete once per year

<table>
<thead>
<tr>
<th>Overview</th>
<th>District Information</th>
<th>NCLB Plan</th>
<th>Gun-Free</th>
<th>Allotment</th>
<th>Grant Summary</th>
<th>Assurance Pages</th>
<th>Submit</th>
<th>Application History</th>
<th>Page Lock Control</th>
<th>Application Print</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>NCLB Assurances</td>
<td>Debarment</td>
<td></td>
<td></td>
<td>State Assurances</td>
<td></td>
<td></td>
<td>Lobbying</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

Assurances

The authorized representative of the applicant who will affix his or her signature below certifies that he or she has read, understood and will comply with all of the provisions of the following certifications and assurances.

NOTE: These boxes will be automatically filled in as each of the separate certifications/assurances are read and completed.

- General Assurances and as applicable, Assurances for Title I, Part A and Title II, Part A
- Certification Regarding Debarment, Suspension, Ineligibility and Voluntary Exclusion - Lower Tier Covered Transactions
- Certifications and Assurances, and Standard Terms of the Grant
- Certification Regarding Lobbying

Signature of School District Superintendent / Agency Administrator
Signature of Board-Certified Delegated Authority for the School District Superintendent
Application History
  - to see where document is within the process
  - to see who reviewed document

<table>
<thead>
<tr>
<th>Status Change</th>
<th>UserId</th>
<th>Action Date</th>
</tr>
</thead>
<tbody>
<tr>
<td>Final Approved</td>
<td>klewis</td>
<td>07-05-2012</td>
</tr>
<tr>
<td>2nd Program Review Complete</td>
<td>rburge</td>
<td>07-02-2012</td>
</tr>
<tr>
<td>1st Program Review Complete</td>
<td>sdillow</td>
<td>06-29-2012</td>
</tr>
<tr>
<td>Submitted to ISBE</td>
<td></td>
<td>06-28-2012</td>
</tr>
<tr>
<td>Submitted for Review</td>
<td></td>
<td>06-28-2012</td>
</tr>
<tr>
<td>Returned for Changes</td>
<td>sdillow</td>
<td>06-28-2012</td>
</tr>
<tr>
<td>Submitted to ISBE</td>
<td></td>
<td>06-27-2012</td>
</tr>
<tr>
<td>Submitted for Review</td>
<td></td>
<td>06-26-2012</td>
</tr>
<tr>
<td>Returned for Changes</td>
<td>sdillow</td>
<td>05-22-2012</td>
</tr>
<tr>
<td>Submitted to ISBE</td>
<td></td>
<td>05-18-2012</td>
</tr>
</tbody>
</table>
Page Lock Control
- to unlock pages to make changes (to activate save buttons)
- Note “Expand All” checkbox
- SAVE page before exiting
Application Print
- check pages you want to print
- Click on Request Print button
- Print requests processed at the top of the hour
Submit

- Consistency Check must be run first (re-checking all required fields completed)
- Lock application is activated AFTER the consistency check run – so that no further changes can be saved (Administrator or person setting lock can UNLOCK the application if further changes needed)
- Once consistency check run SUCCESSFULLY, document can be submitted

Assurances must be reviewed and approved by your Local IWAS Administrator before you can submit your application.

Consistency Check  Lock Application  Unlock Application
When there’s a change in verbiage from the initial application to the amendment – changes highlighted for reviewers ease

<table>
<thead>
<tr>
<th>Function Code</th>
<th>Object Code</th>
<th>Expenditure Description and Itemization</th>
<th>TitleI-4300 Funds</th>
<th>Delete Row</th>
</tr>
</thead>
<tbody>
<tr>
<td>1000</td>
<td>100</td>
<td>Salary for Title I Math</td>
<td>57150</td>
<td></td>
</tr>
<tr>
<td>1000</td>
<td>100</td>
<td>Salary for Title I Reading</td>
<td>54000</td>
<td></td>
</tr>
<tr>
<td>1000</td>
<td>100</td>
<td>Salary (10% of $1,000) for Title I Reading teacher</td>
<td>5100</td>
<td></td>
</tr>
<tr>
<td>1000</td>
<td>200</td>
<td>Federal Pension Benefits (TRS 28.05%) for</td>
<td>16031</td>
<td></td>
</tr>
<tr>
<td>1000</td>
<td>200</td>
<td>Federal Pension Benefits (TRS 28.05%) for</td>
<td>15147</td>
<td></td>
</tr>
</tbody>
</table>
Levels of Approval
(Different for each program)

• Submitted to District Admin (if applicable)
  – Example: submitted to Superintendent from Bookkeeper

• Submitted to ISBE (ready for first ISBE review)

• Program Level 1 completed (if applicable)

• Program Level 2 completed (if applicable)

• Final Approval

• Returned for Changes
Error Messages: prevent page saves
Warnings: do not prevent page saves

Title I Targeting

- Homeless set asides must be greater than $0.
- DATA NOT SAVED: Attendance Center allocation difference should equal zero.
- DATA NOT SAVED: Estimated number of students who will participate should not be zero.

If district is in status, at least 10% ($2,366) of the allocation plus any transfers in must be set aside for professional development activities due to status.
If a district is in status, it must make available for Supplemental Educational Services and for School Choice transportation, combined, 20% ($4,733) of the allocation plus any transfers. Some or all of this 20% obligation may be met through set asides from Title I funds. Other sources of funds may be used for this requirement.

**Step 4:**

1. Input all necessary set asides for your district and then click the 'Calculate Distribution Amount' button.
2. Note that the set asides are based on the current year Title I allocation only. Prepayments and carryover are not part of these set aside amounts.
3. Select eligible schools that will not be served.
4. Click the 'Distribute Amount Evenly' button to distribute the same per pupil amount to each school being served.
5. Adjust the resulting allocations, if needed, to put higher per pupil amounts in higher ranked schools. Click the 'Check Distribution' button.
6. If the distribution amounts are correct click the 'Save Distribution' to accept the distribution. **return to step 3** to select an alternate ranking method.
7. If the chosen ranking method did not achieve the desired results, **return to step 3** to select an alternate ranking method.
eGMS Basics – System Notifications

• Emails to Districts go to Superintendent’s IWAS Account and all LEA users as identified by LEA.
• District is notified via IWAS on Final Approval or Returned for Changes
• ISBE Notified via IWAS upon submission from District
• The email address on the District Information screen DOES NOT get used for system notifications. The IWAS Email address is always used for system generated communications.
HELP

• Help Desk:
  – 217/558-3600
  – help@isbe.net
  – Performance Issues
  – Help with password resets
  – Will direct program specific questions to proper ISBE contact person