

General eGMS Training Manual



www.isbe.net

IWAS (ISBE Web Application Security system)

Log in



Illinois State Board of Education
Gery J. Chico, Chairman
Dr. Christopher Koch, State Superintendent

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 ISBE Info	 Parents/Students	 Teachers/Administrators	 Illinois Schools	 Learning Standards
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New Partner: "Sign up now" link

Already signed up: LOG IN

Forgot Password: "Find Login/Password" link

IWAS User Guide and Training Video

Illinois State Board of Education
Gery J. Chico, Chairman Christopher A. Koch, State Superintendent

I W A S I W A S I W A S I W A S I W A S I W A S I W A S I W A S

ISBE Home
Home
Sign Up Now
Get Password
Contact Us
Help

Already have an account? Login Here :

Login Name
Password
 Remember Login Name

LOG IN

Get Password?
If you have forgotten your login name or password, click on the link below.

Find Login/Password

New Partner - Sign up Now

Some ISBE web-based systems require electronic signatures. You can create your own logon id and password by clicking on the following link. After you establish your logon, you will then have the ability to request authorization to use ISBE's systems.

Sign Up Now

Need Help?
If you need help with logging in, the sign up procedure or your password, please click on the link below.

Help


[IWAS User Guide](#)
[IWAS Training Video](#)

This web site has been optimized for Internet Explorer 6.0 or above / Firefox 2.0 or above. You can download the latest version of these browsers by clicking on the following icons.

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Maintain email address

Require Action: count of pending sign-ups/documents for approval

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I W A S T R A I N I W A S T R A I N I W A S T R A I N I W A S T R A I N I W A S T R A I N I W A S T R A I N

Login: SPRINGFIELDADM

DISTRICT / RCDT Administrator

Home

System Listing

Pending Sign Ups

Pending Documents

Change Password

Messages - Inbox

Messages - Archived

Preferences

View Sign Ups

Help

Log Out

[IWAS Training Video](#)

Hello SPRINGFIELD, you last logged in 5/7/2012 2:53:06 PM.

Messages :

- [7 unread Inbox message\(s\)](#)
- [0 unread Archived message\(s\)](#)

Require Action :

- [0 Sign-ups pending your approval](#)
- [3 Documents pending your approval](#)

We have your email address listed as:
rbathula@isbe.net
If this is NOT correct, [click here](#) to update.


News Items

Presently there are no active News Items

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Systems/docs pending approval

-click on each system to see docs pending



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I W A S T R A I N I W A S T R A I N I W A S T R A I N I W A S T R A I N I W A S T R A I N I W A S T R A I N

Login: SPRINGFIELDADM

Home

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

#	System Description	Docs Pending
1	Electronic Expenditure Reports	<u>2</u>
2	American Recovery and Reinvestment Act (ARRA) Reporting	<u>1</u>

Pending Sign Ups

Pending Documents

Change Password

Messages - Inbox

Messages - Archived

Preferences

View Sign Ups

Help


Log Out

[IWAS Training Video](#)

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System Listing

-to see all systems available

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I W A S I W A S I W A S I W A S I W A S I W A S I W A S I W A S I W A S

Login: KLEWIS

ISBE Administrator

Home

System Listing

Pending Sign Ups

Pending Documents

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Preferences

Search

Help

Log Out

[IWAS Training Video](#)

Hello Kim, you last logged in 8/7/2012 10:07:26 AM.

Messages :

- [0 unread Inbox message\(s\)](#)
- [0 unread Archived message\(s\)](#)

Require Action :

- [0 Sign-ups pending your approval](#)
- [8 Documents pending your approval](#)
- [0 Feedback messages pending review](#)

We have your email address listed as:
klewis@isbe.net
If this is NOT correct, [click here](#) to update.

News Items

How to Open and Close Public Schools: ISBE Notification Procedure

Each year some Public School Districts need to open or close schools. Click 'More...' to see the instructions for notifying ISBE about these changes... [More...](#)

Changes in IWAS Administrative Accounts

Many organizations that do electronic business with ISBE have new administrators that officially take effect on July 1... [More...](#)

Public School District Consolidations/Annexations/Convergence and IWAS

System Listing

- Grants Category
- Want to Sign up for other systems?

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My Systems

Below are systems that you are either authorized to use or are awaiting authorization from either your district (Pending-District), ROE (Pending-ROE) or ISBE (Pending-ISBE). Once you are "Authorized" to access a system, simply click on the system description to use it.

[Click Here for Due Dates](#)

Categories - Click to Expand/Collapse Tree	Authorization
Grants	
21st Century Continuation	Authorized
ARRA - Education Jobs - Supplemental Funds	Authorized
ARRA - IDEA Part B Flow-Through	Authorized
ARRA - IDEA Part B Preschool	Authorized
ARRA - NCLB Consolidated Application	Authorized
ARRA Title I Special Projects	Authorized
Beginning Teacher Induction Pilot Program	Authorized

Legend: ⓘ : System Description - Detailed 📅 : Due Dates 👤 : Profile



[Want to Signup for Other Systems?](#)

eGMS Basics – Required Hardware

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

Illinois State Board of Education

eGMS - Grants Application

EGMS HOME | ISBE HOME | LOGOFF

SESSION TIMEOUT 59:52

District Name: _____

Application Select [Instructions](#)

Use Current Year

Year: 2013 ▾

[Create Application](#)

Select an application from the list(s) below and press one of the following buttons:

[Open Application](#) [Create Amendment](#) [Delete Application/Amendment](#) [Review Checklist](#) [Print All](#)

	Application / Amendment	Original Submit Date	Status	Status Date	Consult
2011-2012					
<input type="radio"/>	12-NCLB-00 Amendment 1	05-18-2012	Final Approved	07-05-2012	<input type="checkbox"/>
<input type="radio"/>	12-NCLB-00 Original Application	07-26-2011	Final Approved	10-12-2011	<input type="checkbox"/>
2010-2011					
<input type="radio"/>	11-NCLB-00 Amendment 1	01-28-2011	Final Approved	01-31-2011	<input type="checkbox"/>
<input type="radio"/>	11-NCLB-00 Original Application	07-08-2010	Final Approved	07-22-2010	<input type="checkbox"/>
2009-2010					
<input type="radio"/>	10-NCLB-00 Amendment 3	05-05-2010	Final Approved	05-10-2010	<input type="checkbox"/>
<input type="radio"/>	10-NCLB-00 Amendment 2	10-30-2009	Final Approved	01-08-2010	<input type="checkbox"/>

Create Projects with multiple sub codes

- multiple projects? YES
- choose current year
- sub code
- Create New Project button

Application Select [Instructions](#)

This Program Allows you to have multiple projects.
Would you like to create a new project for the current year? Yes

Year: Project Code:

Project Title: Allotment Amount: \$134,042

Select an application from the list(s) below and press one of the following buttons:

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

Application Select Instructions

Select an application from the list(s) below and press one of the following buttons:

Print requests may take up to several hours depending on demand for conversion to a PDF.

	Application / Amendment	Original Submit Date	Status	Status Date	Consult
2012-2013	<input checked="" type="radio"/> 13-NCLB-00 Original Application		Not Submitted		<input type="checkbox"/>
2011-2012	<input type="radio"/> 12-NCLB-00 Amendment 1	05-18-2012	Final Approved	07-05-2012	<input type="checkbox"/>
	<input type="radio"/> 12-NCLB-00 Original Application	07-26-2011	Final Approved	10-12-2011	<input type="checkbox"/>
2010-2011	<input type="radio"/> 11-NCLB-00 Amendment 1	01-28-2011	Final Approved	01-31-2011	<input type="checkbox"/>
	<input type="radio"/> 11-NCLB-00 Original Application	07-08-2010	Final Approved	07-22-2010	<input type="checkbox"/>

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

Applicant: County: **Review Checklist:** District Admin

Application: Cycle: Amendment 1 [Printer-Friendly](#)

Project Number: [Spell Check](#)

[General](#) [Titles I and II-A](#) [Disbursements](#)

General Comments

1. A general issue needs to be addressed.

Check to add comment.

-See Disbursements tab for comments/assumptions made based on the placement of the expenditure items/project begin date...IF assumptions are INCORRECT, please make appropriate changes/clarifications on the next submission...Questions, let me know @ 217/782-5256...Kim Lewis 7/5/12

7/2/12 Approved. rb

[Save Page](#)

Overview Page

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

Applicant: 1 County: Consolidated Application: **NCLB Consolidated** [Printer Friendly](#)
Application: [Click to Return to Application Select](#)
Cycle: Amendment 1
Project Number:

[Overview](#) [District Information](#) [NCLB Plan](#) [Gun-Free](#) [Allotment](#) [Grant Summary](#) [Assurance Pages](#) [Submit](#) [Application History](#) [Page Lock Control](#) [Application Print](#)

Overview

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

Overview	Applicant Information	Program Specific	Budget Pages	Assurance Pages	Submit	Application History	Page Lock Control	Application Print
--------------------------	---------------------------------------	----------------------------------	------------------------------	---------------------------------	------------------------	-------------------------------------	-----------------------------------	-----------------------------------

Program Specific Information

[Instructions](#)

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 F... n form](#)

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

[Grant FY2013.pdf](#)

* Required information

Assurances

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

Overview	District Information	NCLB Plan	Gun-Free	Allotment	Grant Summary	Assurance Pages	Submit	Application History	Page Lock Control	Application Print
NCLB Assurances		Debarment		State Assurances		Lobbying		Assurances		

Assurances [Instructions](#)

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

Overview	District Information	NCLB Plan	Gun-Free	Allotment	Grant Summary	Assurance Pages	Submit	Application History	Page Lock Control	Application Print
Application History (Read Only) Instructions										
Status Change	UserId	Action Date								
Final Approved	klewis	07-05-2012								
2nd Program Review Complete	rburge	07-02-2012								
1st Program Review Complete	sdillow	06-29-2012								
Submitted to ISBE		06-28-2012								
Submitted for Review		06-28-2012								
Returned for Changes	sdillow	06-28-2012								
Submitted to ISBE		06-27-2012								
Submitted for Review		06-26-2012								
Returned for Changes	sdillow	05-22-2012								
Submitted to ISBE		05-18-2012								

Page Lock Control

- to unlock pages to make changes (to activate save buttons)
- Note "Expand All" checkbox
- SAVE page before exiting

Overview | District Information | NCLB Plan | Gun-Free | Allotment | Grant Summary | Assurance Pages | Submit | Application History | **Page Lock Control** | Application Print

The application has been approved. No more updates will be saved for the application.

Page Review Status [Actions](#)

Expand All

	Page Status	Open Page for editing
<u>NCLB Consolidated</u>		
<u>NCLB Consolidated</u>		
District Information	LOCKED	<input type="checkbox"/>
NCLB Plan	LOCKED	<input type="checkbox"/>
Gun-Free	LOCKED	<input type="checkbox"/>
Allotment	LOCKED	<input type="checkbox"/>
<u>Assurance Pages</u>		
NCLB Assurances	Unlock Section	<input checked="" type="checkbox"/>
Debarment	FINAL	<input type="checkbox"/>
State Assurances	FINAL	<input type="checkbox"/>
Lobbying	FINAL	<input type="checkbox"/>
Assurances	FINAL	<input type="checkbox"/>
AssurancesText	FINAL	<input type="checkbox"/>
<u>Title I - Basic</u>		
District Information	Unlock Section	<input checked="" type="checkbox"/>
FFATA	OPEN	<input type="checkbox"/>
	FINAL	<input type="checkbox"/>

Application Print

- check pages you want to print
- Click on Request Print button
- Print requests processed at the top of the hour

The screenshot shows a web application interface with a top navigation bar containing buttons for Overview, District Information, NCLB Plan, Gun-Free, Allotment, Grant Summary, Assurance Pages, Submit, Application History, Page Lock Control, and Application Print. The Application Print button is circled in purple. Below the navigation bar is a section titled "Selectable Application Print" with a red message: "The application has been approved. No more updates will be saved for the application." To the right of this message is a link for "Instructions".

Below the message are two columns: "Request Print Job" and "Requested Print Jobs / Completed Print Jobs". The "Request Print Job" column contains a list of items with checkboxes: NCLB Consolidated (unchecked), Title I - Basic (checked and circled in purple), Overview (checked), District Information (checked), FFATA (checked), Program Specific (checked), Goals (checked), Budget Pages (checked), Budget Detail (checked), Budget (checked), Payment Schedule (checked), and Page_Lock Control (checked). A blue arrow points from the "Request Print" button at the bottom to the "Request Print Job" column.

At the bottom center, there is a blue button labeled "Request Print", which is also circled in purple.

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

[Overview](#) [District Information](#) [NCLB Plan](#) [Gun-Free](#) [Allotment](#) [Grant Summary](#) [Assurance Pages](#) [Submit](#) [Application History](#) [Page Lock Control](#) [Application Print](#)

Submit [Instructions](#)

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

[Consistency Check](#) [Lock Application](#) [Unlock Application](#)

Assurances
District Data Entry
Business Manager
District Administrator
ISBE Program Administrator #1
ISBE Program Administrator #2
ISBE Fiscal Administrator

When there's a change in verbiage from the initial application to the amendment – changes highlighted for reviewers ease

Overview	District Information	FFATA	Program Specific	Goals	Budget Pages	Page Lock Control
Budget Detail			Budget			

Budget Detail BUDGET BREAKDOWN (Use whole dollars only. Omit Decimal Places, e.g., \$2536)

[Instructions](#)

The application has been submitted. No more updates will be saved for the application.

Itemize and explain each expenditure amount that appears on the Budget Summary. Provide a complete breakdown of eligible employee benefits. Federal Funds: Please review the Instructions link for details that apply to your specific grant regarding teacher's retirement. Contact your program consultant with any additional questions you may have regarding TRS contributions. Click on the "Create Additional Entries" button to enter additional information.

[Description of Function Codes and Object Codes](#)

Function Code	Object Code	Expenditure Description and Itemization	TitleI-4300 Funds	Delete Row
1000	100	Salary for Title I Math FTE1.0	57150	<input type="checkbox"/>
1000	100	Salary for Title I Reading te - FTE1.0	54000	<input type="checkbox"/>
1000 ##	100 ##	Salary (10% of \$51,000) for Title I Reading teacher l 51,000 * 10% = \$5,100	5100	<input type="checkbox"/>
1000	200	Federal Pension Benefits (TRS 28.05%) for k	16031	<input type="checkbox"/>
1000	200	Federal Pension Benefits (TRS 28.05%) for l	15147	<input type="checkbox"/>

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

Overview	District Information	FFATA	Program Specific	Goals	Budget Pages	Page Lock Control
Targeting Step 1	Targeting Step 2	Targeting Step 3	Targeting Step 4	Private School Share		Schoolwide Programs

Title I Targeting [Instructions](#)

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