General eGMS Training Manual





www.isbe.net

IWAS (ISBE Web Application Security system) Log in

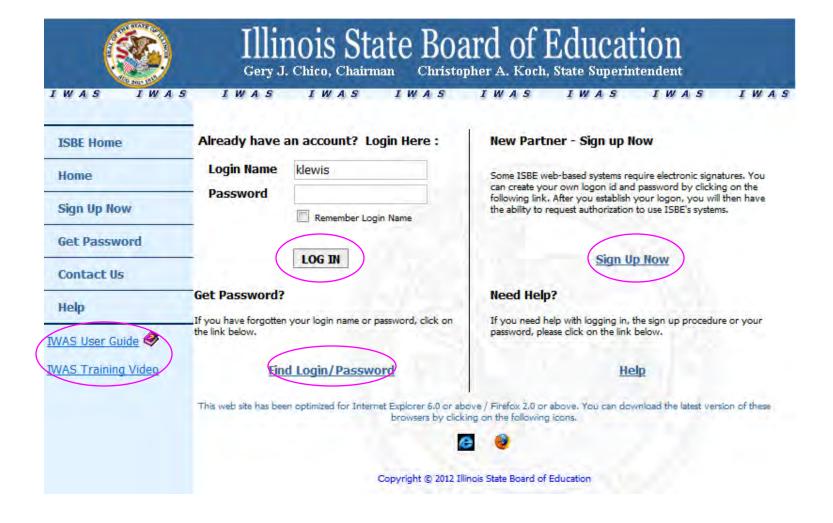


New Partner: "Sign up now" link

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



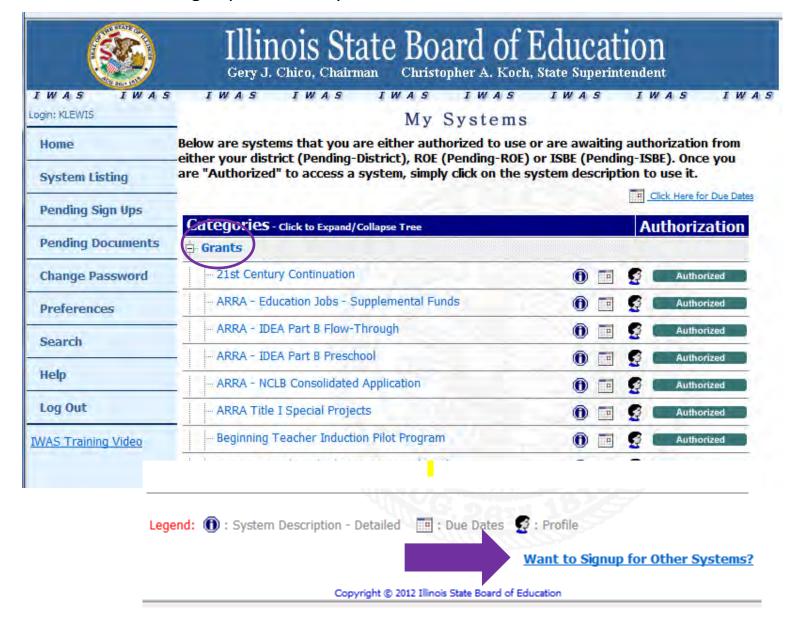
System Listing

-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.sht ml
```

Cookies and JavaScript must be <u>ENABLED</u>

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

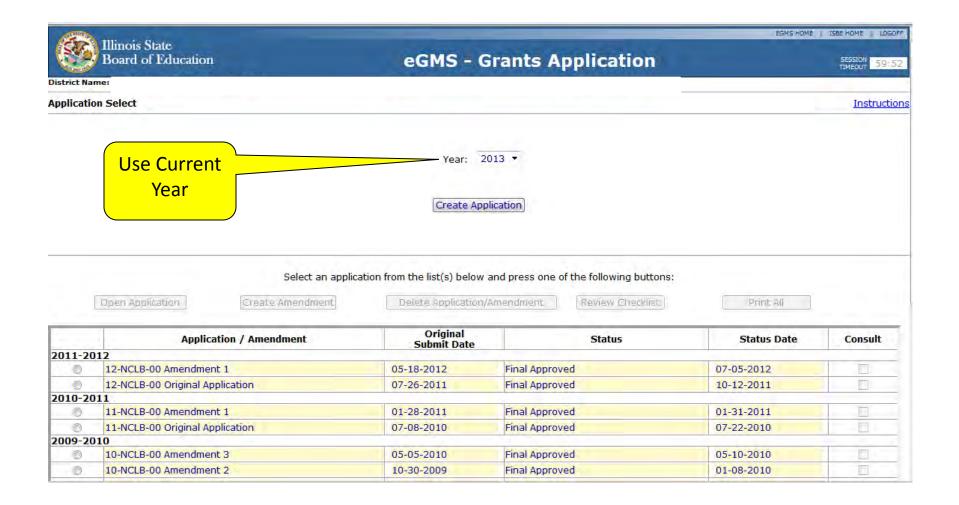
- Tab Key
 - Moving around a page
- Control Types
 - Push Buttons, Radio Buttons, Check Boxes, Text
 Boxes, Text Areas, Hyperlinks
 - Special Actions
 - Create Additional Entries

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

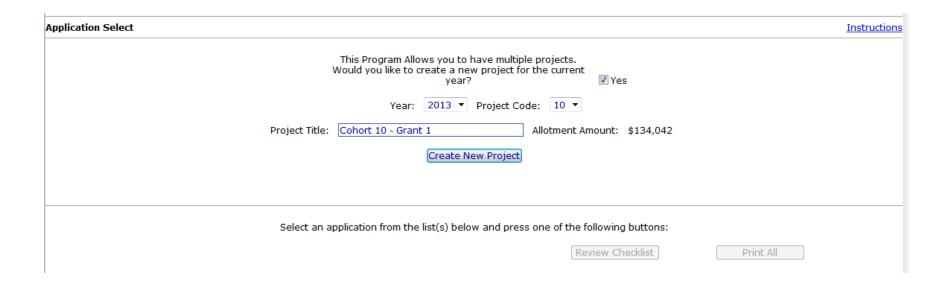
Create an application

- -Choose current year from drop-down list
- -Click on Create Application button



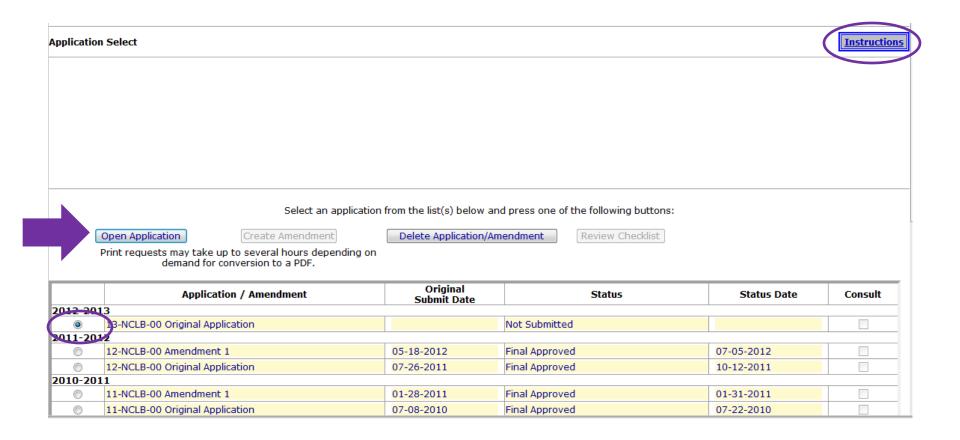
Create Projects with multiple sub codes

- -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

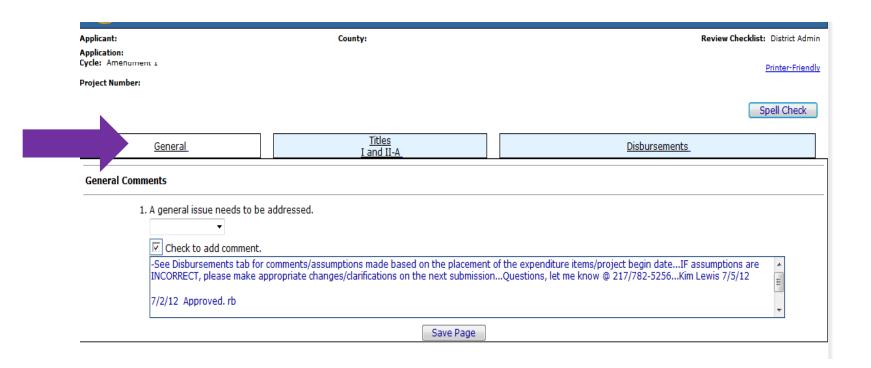


Selecting/Creating the Application/Amendment

- 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)

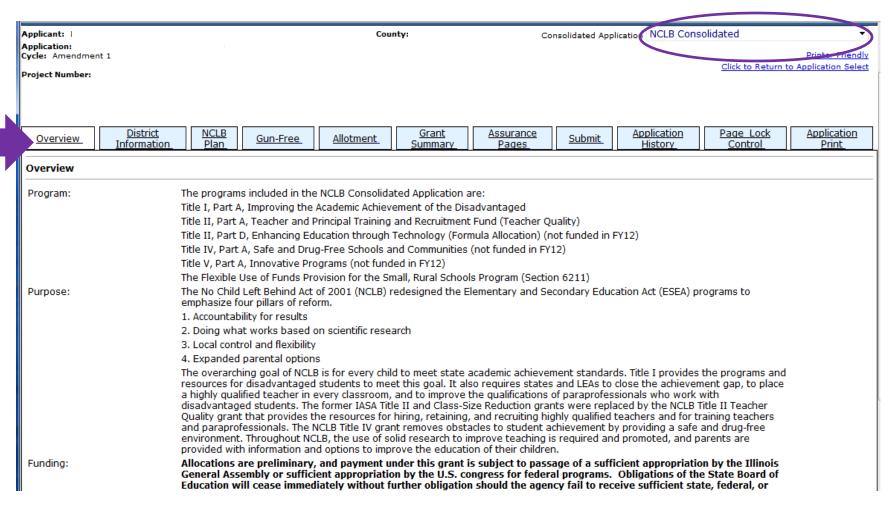
Review Checklist (note tab structure)

- -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.

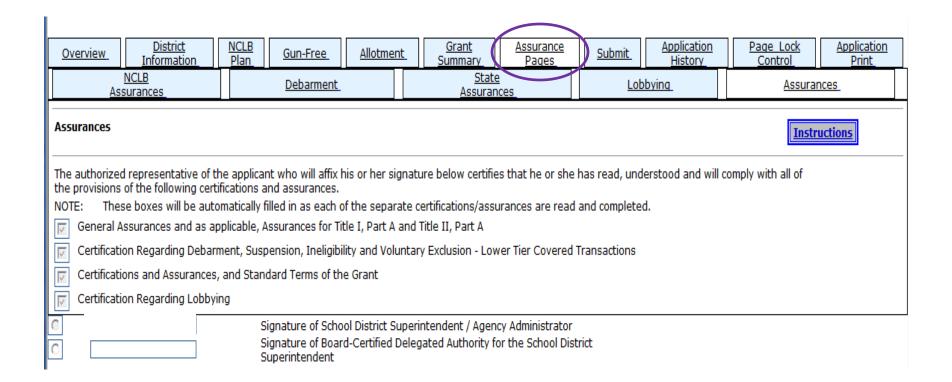


Upload a file to be sent to ISBE

Application Applicant Program <u>Budget</u> <u>Assurance</u> Application Page Lock Submit Overview Information Specific Pages History Control Print Pages **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 Browse... 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



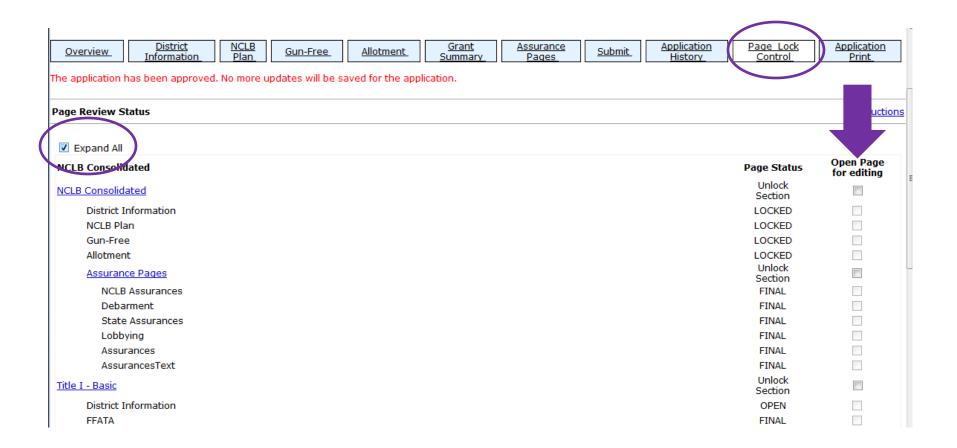
Application History

- -to see where document is within the process
- -to see who reviewed document

<u>Instructions</u>		
2		
07-05-2012		
07-02-2012		
06-29-2012		
2		
2		
2		
2		
2		
05-22-2012		
2		

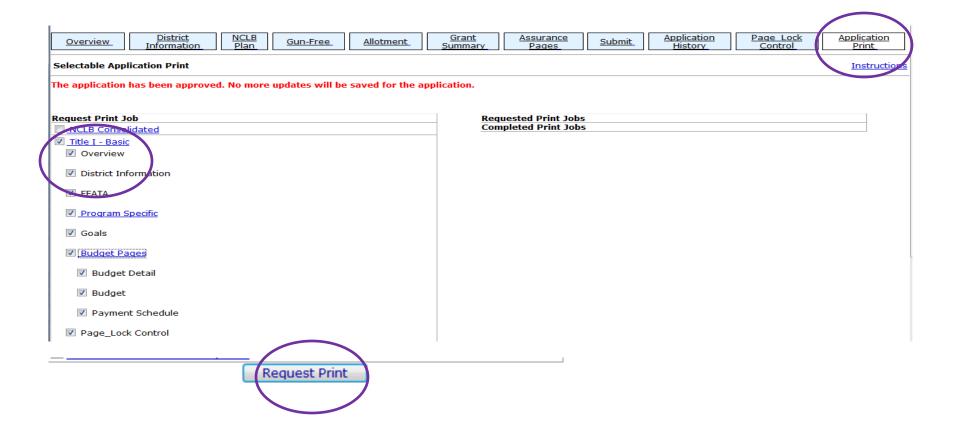
Page Lock Control

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



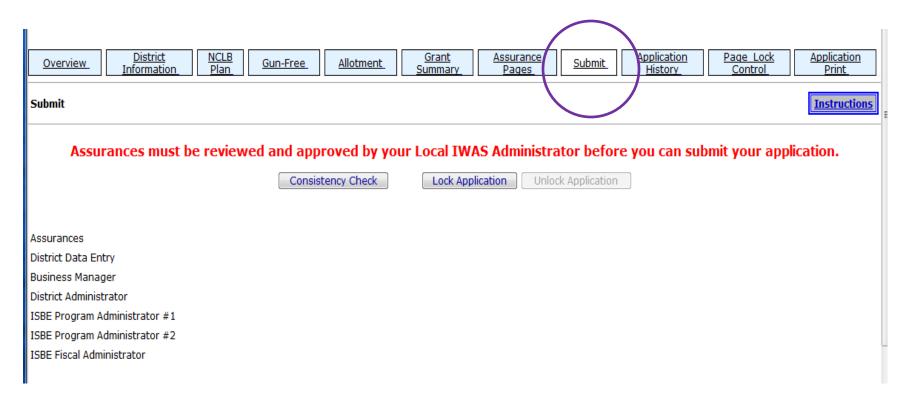
Application Print

- -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 SUCCESSFULLLY, document can be submitted



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

Overvie	w_	<u>District</u> <u>Information</u>	<u>FFATA</u>	<u>Program</u> <u>Specific</u>	Goals	<u>Budget</u> <u>Pages</u>	<u>Page Lock</u> <u>Control</u>				
		<u>Budget</u> <u>Detail</u>				<u>Budget</u>					
Budget Detail BUDGET BREAKDOWN (Use whole dollars only. Omit Decimal Places, e.g., \$2536) Instructions											
The application	has been subr	nitted. No more updates will b	e saved for the appli	cation.							
Instructions link TRS contributions	for details that s. Click on the	nditure amount that appears or apply to your specific grant re- "Create Additional Entries" but and Object Codes	garding teacher's retir	rement. Contact your							
Function Code	Object Code	Expenditure Description and Itemization						Delete Row			
1000 ▼	100 ▼	Salary for Title I Math	FTE	1.0		A	57150				
1000 ▼	100 ▼	Salary for Title I Reading te		- FTE1.0		A	54000				
1000 ▼##	100 - ##	Salary (10% of \$51,000) for Tit	le I Reading teacher I	51,000 * 10	% = \$5,100)	_ ##	5100 ##				
1000 ▼	200 ▼	Federal Pension Benefits (Ti	RS 28.05%) for k			<u></u>	16031				
1000 ▼	200 ▼	Federal Pension Benefits (T	RS 28.05%) for N			A	15147				

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

<u>Overview</u>	<u>District</u> <u>Information</u>	<u>FFATA</u>	<u>Program</u> <u>Specific</u>	<u>Goals</u>	<u>Budget</u> <u>Pages</u>	<u>Page Lock</u> <u>Control</u>
Targeting	<u>Targeting</u>	<u>Targeting</u>	<u>Targeting</u>	Sci	<u>Private</u>	<u>Schoolwide</u>
Step 1	<u>Step 2</u>	<u>Step 3</u>	<u>Step 4</u>		hool Share	<u>Programs</u>

Title I Targeting

<u>Instructions</u>

omeless set asides must be greater than \$0.

TA 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.
- 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