Electronic Grants Management System (eGMS)
Quick Help

How to Get There:
ISBE Home Page: www.isbe.net
IWAS Link (under State seal)

First time IWAS user: See IWAS home screen – User Guide for instructions

Sign up for appropriate eGMS system on IWAS: **System User other than IWAS Administrator**
1) IWAS Log In Screen "Already Have an Account: Log In Here"-Log In Name/Password
2) IWAS Home Screen: System Listing button (left side of screen)
3) Click on "Want to sign up for other systems?" (bottom right of screen) – see Grants Category
4) Click on "Sign Up Now" button to request access to the appropriate grant system
5) Complete profile: (arrows indicate required fields)
6) Submit to IWAS Administrator for approval
   -IWAS Administrator will assign an access level for system specified

Using an eGMS System: Approved System User (see above)
1) IWAS Log In Screen: "Already Have an Account: Log In Here"-Log In Name/Password
2) IWAS Home Screen: Click on System Listing button
3) From My Systems Screen: Click on Appropriate eGMS System – see Grants Category
4) A) Create a new application:
   -Application Select Screen: -Select: Year
   -Click: Create Application button
   B) View submitted document/create an amendment/open checklist:
   -Application Select Screen: -Select: Application/Amendment (most current)
   -Click: Open Application/Create Amendment button
     (copies previously approved document)
   -Click: Review Checklist button to open both
     Application/Amendment and checklist (see 7 below)
5) Complete tabs – left to right
   -Common tabs (most grants)
     -Overview -District Info -Assurances -Submit
     -Application History -Goals -Staff -Budget Pages
   -Program specific tabs - applicable to appropriate grant
6) Submit Application/Amendment:
   -Submit tab: -Assurance must be agreed to prior to submission (once a year)
   -Consistency check (run prior to submission)
   -Submit to next level for approval
   -Lock: locks other users from entering data
   -Consulting: allows ISBE staff to view prior to submission
7) To view ISBE Reviewer's comments/questions/problem areas:
   -Internet pop up blocker must be disabled to view checklist
   -Application Select Screen: -Select: Application/Amendment (most current)
   -Click: Review Checklist button
   -The Review Checklist button opens both the selected application and the checklist

HELP: All screens include an INSTRUCTIONS link for specific screen instructions/examples

**IWAS Administrators – call ISBE Call Center to set up administrative account**

Questions: ISBE Call Center: 217/558-3600 or HELPDESK@ISBE.NET