

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
- 3) Click on "Sign Up Now" button to request access to the appropriate grant system
- 4) Complete profile: (arrows indicate required fields)
- 5) 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 buttonB) 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