

Grant Coordinator: Login and Assign Users

1. One individual will be assigned the **Grants Coordinator** role at the fiscal agency. The Grants Coordinator will be the only individual at the fiscal agency assigned a Login ID and password by DPI. This information will be emailed to the Grants Coordinator.

The Grants Coordinator will be responsible for setting up all other users at that fiscal agency. The Grants Coordinator will have access to all IDEA Discretionary Grant Projects applications and will have the ability to activate and de-activate users within that fiscal agency.

2. To enter the Portal, open your web browser and enter the following address:


 <https://www2.dpi.state.wi.us/egrants/Portal/SignIn.aspx>

3. A login dialog box appears requesting the user's login ID and password.



Grants Application Login Page	
Login ID:	<input type="text"/>
Password:	<input type="password"/>
	<input type="button" value="Sign In"/>

4. Enter the **Login ID** and **Password** assigned to you and click on the **Sign In** button. The login ID and password used by the Grant Coordinators are assigned by DPI. The password is not case-sensitive; letters may be entered as all upper- or all lower-case.

 **Note:** The first time you enter the Portal, you will be asked to change your password.

- The **Grant Web Portal Main Menu** will be displayed. The Grant Web Portal Main Menu is specific to each fiscal agent. The fiscal agent (e.g. CESA 1) is listed at the top of this page. This page will list all the IDEA Discretionary Grant Projects for which this fiscal agent is eligible to apply.

Department of Public Instruction
Grant Web Portal Main Menu
Cooperative Ed Serv Agcy 01

User Info

User Name: [redacted]
 Login ID: [redacted]
 Role: DPI Grants Administrator

User Administration

[Add User](#)
[Update User](#)
[Reset Password](#)
[Re-Activate User](#)

Grant Project Maintenance

[Add Project](#)
[Update Project](#)
[Assign Fiscal Agent to Project](#)
[Upload NOFA](#)

Administrator Menu

[Equipment Categories](#)
[Add Fiscal Agent](#)
[Change Role](#)

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Notice of Funding Availability (NOFA)

Project Name/Number	Start Date	End Date	Award
Regional Service Network (CESA 1)			
12-74-9901-IDEA10	07/01/2011	06/30/2012	[redacted]
Early Childhood Regional Program Support Leadership & Large LEA Networking (CESA 1)			
12-74-9901-PIDEA60	07/01/2011	06/30/2012	[redacted]

Active Grant Projects

Project Name/Number	Status	End Date	Award

Archived Grant Projects

Project Name/Number	End Date	Award

[Exit Grant Application](#) | [Report A Software Problem](#)

- On the left side bar is box called **User Administration**.

User Administration

[Add User](#)

[Update User](#)

[Reset Password](#)

[Re-Activate User](#)

7. Click on **Update User**. This will bring up a screen entitled **Maintain User Information**.

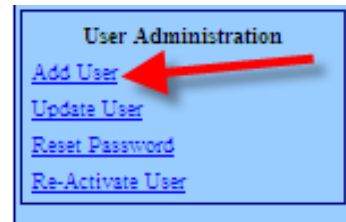
Maintain User Information ?

First Name:	<input type="text"/>	Last Name:	<input type="text"/>
User Role:	Grant Accountant	Login ID:	<input type="text"/>
E-mail Address:	<input type="text"/>	Active User:	<input type="checkbox"/>
Phone #:	<input type="text"/>	Phone Ext:	<input type="text"/>
Fiscal Agent:	Wisconsin Dept of Public Instruction		

User Name	Login ID	Role	Fiscal Agent	Last Login Date	Action
		Grant Coordinator	Wisconsin Dept of Public Instruction		Edit
Case, Test	ttest1	Grant Coordinator	Wisconsin Dept of Public Instruction	5/16/2011 3:10:06 PM	Edit

You will see your name (as Grants Coordinator) listed below. On this same line, click on the **Edit** link to view your full contact information. If any of this information is inaccurate, revise it and click the **Update User** button to save the information. You may also revise your password here. Then click **Return to Main Menu** at the bottom of the screen to return to the Grant Web Portal Main Menu.

8. On the left side bar, under **User Administration**, now click on **Add User**. This brings up a screen entitled **Add New User**.



This is where the Grant Coordinator may add other users within this fiscal agency. There is no limit to the number of users that may be added here.

Add New User


First Name:	<input type="text"/>	Last Name:	<input type="text"/>
User Role:	Grant Accountant	Login ID:	<input type="text"/>
E-mail Address:	<input type="text"/>	Password:	password
Phone #:	<input type="text"/>	Phone Ext:	<input type="text"/>
Fiscal Agent:	Wisconsin Dept of Public Instruction		

There are three roles available to which additional users may be assigned;

- 1.) Grant Project Director (be sure to add one Grant Project Director for each grant project)
- 2.) Grant Accountant (such as a Business Office Manager)
- 3.) Read Only User


9. For each new user, provide the information for each of the required fields:

- **First Name**
- **Last Name**
- **User Role** (choose from the drop down menu)
- **Login ID** (create a unique Login ID for each user)
- **Password** (nothing needs to be added here)
- **Email address**
- **Phone Number**
- **Fiscal Agent:** Assign from the dropdown list (example: CESA 1)

 **Note:** The default password will always be “password.” The user will be asked to update their password when first logging into the Portal.

10. Then click the **Add User button**. This user will now be saved in the Portal. It is now the Grant Coordinator’s responsibility to communicate to each user their Login ID and password and the Portal address. The activated users may now access the portal and submit the application materials (see instructions beginning on page 7).

11. Click **Exit Grant Application** at the bottom to log off.

 **Note:** Currently, the Portal is set up so that all users for a specific Fiscal Agency will be able to view all grant projects for that Fiscal Agency. In the future, this will likely be changed so that users may be assigned to specific grant projects within a fiscal agency and those users will only be able to view their project-specific information.