Enterprise Grants Management System
Washington Office of Superintendent of Public Instruction (OSPI)

User Guide: School User Registration

Table of Contents

1. School User Registration

1.1. Add a school contact to the organization profile.

Applicable For	Authorized Agent for the Organization
Prerequisites	The organization is registered in the EGMS. The organization has at least one school associated to it.

1. From the Home tab, click the **Organization Profile** link in the left menu.

2. Scroll down to the Contacts table and click the **New** button.

3. Complete the information in the **New Contact** pop up window and click the **Save** button. For a school contact, make sure to complete the optional **School** field.

New Contact   ✕

Save

* Required to Save | ⚠ Required to Submit

▲ **Information**

Organization
Darrington School District

Prefix
--None--

*First Name
UserGuide

*Last Name
SchoolContact

*Phone
(555) 345-3455

Mobile Phone

*Email ⓘ
userguide.schoolcontact@yopmail.c

*Role
Primary

Contact Type
--None--

School ⓘ
Darrington High School 🔍

▲ **Address Information**

*Address Line 1
123 User Guide St.

Address Line 2

*City
Guide City

*State
WA

*Zip Code
11111

4. If desired, associate **Programs of Interest** to the new contact by clicking the **Associate** button in the **Programs of Interest** section, selecting the programs, and clicking the **Add** button.
   a. This will ensure that this contact is notified for the programs that they work in.
   b. This step is optional but recommended; especially if this contact will be invited to register as a user.
   c. Once you see the success message, you can close the pop up window by clicking the "x" icon in the top-right corner.

New Contact	✕

Edit

▲ **Information**

Prefix	First Name	Last Name
	UserGuide	Contact
Phone	Mobile Phone	Email ⓘ
(555) 234-2344		userguide.contact@yopmail.com
Role		
Primary		

▲ **Address Information**

Address Line 1	Address Line 2	City
123 User Guide St.		Guide City
State	Zip Code	
WA	11111	

▲ **Programs of Interest**   Associate ≡

Contacts will receive notifications for the formula and directed opportunities that are related to the programs selected in this section.

*Records are sorted by **Last Modified Date ascending order**

EGMS ID	Program Name	Type
	No Records Found	

▲ **System Information**

Created By	Created Date	Last Modified By	Last Modified Date

New Contact ✕

Programs ✕

▲ Select

[Add] ≡

	EGMS ID	Program Name	Type
☐	PG-OSPI-0695	Career & Technical Education	Formula and Competitive Gr...
☑	PG-OSPI-0697	ESEA Consolidated Grants	Formula Grants
☐	PG-OSPI-0702	Multilingual Education Title III	Formula Grants
☐	PG-OSPI-0705	REI Test Program	Formula Grants
☐	PG-OSPI-0707	Migrant Education Consortium ...	Formula Grants
☑	PG-OSPI-0711	21st Century	Formula Grants
☐	PG-OSPI-0715	Automation Permanent Prog001	Formula and Competitive Gr...
☐	PG-OSPI-1010	Program Monitor Test1	Formula Grants
☐	PG-OSPI-1014	Test Program Review Items1	Formula Grants
☐	PG-OSPI-1211	Automation Permanent Consolid...	Formula and Competitive Gr...
☐	PG-OSPI-1213	Test OSPI 2022 BE	Formula Grants
☐	PG-OSPI-1214	Grants-R-Us 2	Formula and Competitive Gr...

▲ System Information

Created By   Created Date   Last Modified By   Last Modified Date

1.2. Invite a school contact to register as a school user for the organization.

Applicable For	Authorized Agent for the Organization
Prerequisites	The contact has already been added to the Contacts table.
	There are enough licenses available.
	You are currently viewing your organization profile.

1. In the **Contacts** table, click the **Send Invitation** icon for the contact that you wish to invite to register as a user for your organization.
   a. If there are no licenses available to the organization, you will get an error message informing you that there are no licenses available. The invitation will not be sent to the contact. You can reach out to OSPI to request additional licenses. If additional licenses are granted, then you can come back to your organization profile and click the icon again.

2. In the **Send Invitation** pop up window, review and update the email body as desired. Once everything looks good, scroll to the bottom of the window, and click the **Send** button. You will see a success message that tells you that the email has been sent successfully.
   a. **Note**: It is important that you do not remove the "click here" text. If you remove that text, then the invited contact will receive the email, but there will not be a link for them to click to begin the user registration process.

1.3. Submit the school user registration, set your password, and log into the EGMS.

Applicable For	The school contact invited to register as a school user for the organization
Prerequisites	The invitation email has been sent by the organization.

1. In your email inbox, locate the invitation email. The sender should be "OSPI Support Team" and the subject should be "Notification: Invitation to be a User of EGMS". Once located, click the **here** link to begin the user registration process.

Hello,

You are invited to become an Education Grants Management System (EGMS) user.

Please click here to create your login account to register as a User in the EGMS.

You will be prompted to agree to a Legal Disclaimer upon registration.

Please do not reply to this system-generated email. You may contact the OSPI Support Team at EGMS.Support@k12.wa.us if you have any questions or need assistance with this task.

Thank you,
OSPI EGMS Team

2. There are two legal disclaimers that must be agreed upon to proceed with the user registration. For each agreement, click the **Agree** button.
   a. If you click the **Disagree** button on any of the two agreements, then you will be taken to the login page.

Registration
Legal Disclaimer 1 of 2

Agree Disagree

Non Disclosure Agreement

Description
To continue further agreement to the following is required:

NDA Form
The following consent form terms apply to your organizations submission of information and documents to GovGrants. By using GovGrants, you understand and consent to the following:

The funding application submitted herein, includes information that shall not be disclosed outside the Government and shall not be duplicated, used or disclosed in whole or in part for any purpose other than to evaluate this application, retain a record of submission and to receive, store and transfer documents needed to process applications, conduct pre and post-award transactions and to manage grant awards issued to the registrant organization. Organizational information shall be requested only for the purpose established by the GovGrants for creating and maintaining an account and submitting, reviewing and processing applications and grant awards. No personally-identifiable client-level data shall be required by organization for submission via GovGrants at any time.

Any communication or data transiting or stored on this information system may be disclosed or used for any lawful purpose. You have no reasonable expectation of privacy regarding any communications or data transiting or stored on GovGrants . At any time, any for any lawful purpose, the organization may monitor, intercept, and search and seize any communication or data transiting or stored on this information system.

Applications submitted via GovGrants shall remain confidential until the time that grant terms are accepted by the applicant organization and a grant award is issued by organization . At that time, the documents become public information and subject to review, audit and public disclosure. If a grant is awarded as a result of or in connection with the submission, the application and its contents shall be incorporated by reference into the grantees agreement and requirements, including pre-award conditions. The applicant agrees not to disclose any organization notice of intent to fund until organization issues an award or public notification of the award.

Government shall have the right to duplicate, use or disclose the data to the extent provided in the resulting grant. No confidential or proprietary data will be shared without an applicants permission and will be governed by terms negotiated in the final grant award agreement. This restriction does not limit the organization's right to use information contained in this data if it is obtained from another source without restriction. The data subject to this restriction are contained in sheets and, mark each sheet of data it wished to restrict with the following legend: "Use or disclosure of data contained on this sheet is subject to the restriction on the title page of this application."

Agree Disagree

3. Complete the information for your user and click the Save button.
   a. Some of the information is automatically populated for you from the contact information that was entered by the organization.

4. Complete the CAPTCHA and then click the Submit button.
   a. As part of the CAPTCHA, you may need to do a challenge-response authentication puzzle. This is typically an image puzzle.
   b. Once you submit the registration, there is no approval necessary from OSPI. You will receive an email within a few minutes to set your password so that you can log into the system. You will also be taken to a confirmation page that will give you a registration number.

5. Navigate back to your email inbox and locate the welcome email. The sender should be "Recipient Portal". The subject should be "Welcome to Recipient Portal". Click the **here** link in the email.
   a. This email also contains your username. Your username is typically the same as your email address.

Washington Office of Superintendent of
PUBLIC INSTRUCTION

Hello UserGuide,

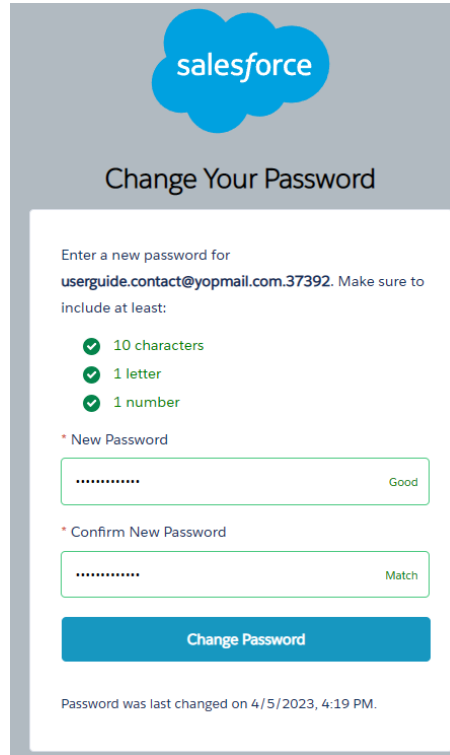Your EGMS username is listed below. Please click the link below to set up your password.

Username: userguide.contact@yopmail.com.37392

Link to set password: Click here

Please do not reply to this system-generated email. You may contact the GovGrants Support Team at EGMS.Support@k12.wa.us, if you have any questions or need assistance with this task.

Thank you.
The EGMS Team

6. On the Change Your Password page, enter the password that you would like to use in both fields and click the Change Password button.
   a. You will be automatically logged into the EGMS at this time. Going forward, you will be able to log into the EGMS through the external login page.