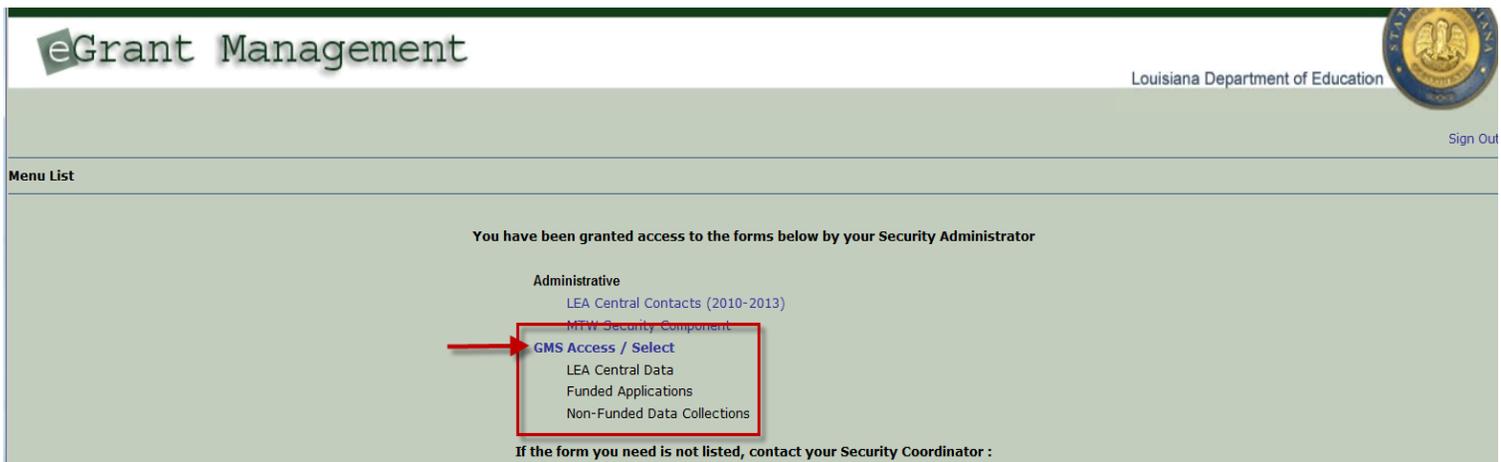


## Steps and Notes for navigating and using the redesigned eGMS

1. When you logon to the redesigned eGMS, you will see a new Menu (Updated in the 13/14 FY) – see capture below. You will use the new “[GMS Access / Select](#)” link to navigate to:
  - a. [LEA Central Data](#) – this is a new program group for entering Focus Areas, all LEA Contacts, all Common and Program Assurances and view summary data for the LEA.
  - b. [Funded applications](#) - programs for which the LEA is eligible for funding and can create/manage applications such as NCLB Consolidated, IDEA Consolidated, Perkins Secondary, etc.
  - c. [Non-Funded Data Collections](#) – programs such as NCLB and IDEA MOE applications, and Title I Waiver Requests

**NOTE** that access to the prior years’(2010-2013) [LEA Central Contacts](#) is on the new eGMS Menu as well under the Administrative category.



2. Upon entry to **GMS Access Select** page, the *default* Fiscal Year (FY) will be the CURRENT FY.



**NOTE:** If you want to access eGMS Applications or Data Collections from other/prior fiscal years, use the drop down selection list and select the FY that you want to navigate to.



**NOTE** also the **Funding Summary** link on the GMS Access/Select page – this page provides a summary of funding, budget, paid to date and balance amounts for all programs for which the LEA has funding.

3. Upon initial entry to the GMS Access /Select page for the current FY, the **Only** "Available" program will be LEA Central Data. See capture below. See next pages for steps that must be completed **before** other applications will display as "Available" on the GMS Access Select page.
- NOTE** The Early Childhood application is released first in the year before the LEA Central data application. IF you participate in the EC application you will also see it listed.

Click to Return to Menu List / Sign Out

Beauregard Parish [Click for Instructions](#)

Select Fiscal Year: 2014 [Click to view Funding Summary](#)

**Created**

Formula Grant  
There currently aren't any Formula Grant applications created.

Discretionary Grant  
There currently aren't any Discretionary Grant applications created.

Competitive Grant  
There currently aren't any Competitive Grant applications created.

Maintenance of Effort  
There currently aren't any Maintenance of Effort applications created.

Central Data  
There currently aren't any Central Data applications created.

**Available**

Formula Grant  
There currently aren't any Formula Grant applications available.

Discretionary Grant  
There currently aren't any Discretionary Grant applications available.

Competitive Grant  
There currently aren't any Competitive Grant applications available.

Maintenance of Effort  
There currently aren't any Maintenance of Effort applications available.

Central Data  
LEA Central Data Submissions due by 6/14/2014 [Create](#)

4. The LEA **MUST** complete all three steps noted below **before** other programs/applications will display as “Available” on the GMS Access Select page:
  - a. **Enter and save Focus Area data:** at least one focus area must be entered and saved.
  - b. **Agree to Assurances:**
    - i. Common Assurances must be agreed to by the LEA Authorized Representative User.
    - ii. Program Assurances must be agreed to by the Authorized Representative User *before* the related application will display as “Available” on the GMS Access Select page. For example, all NCLB Assurances must be agreed to before the NCLB Consolidated application will be Available.
  - c. **Enter LEA Contacts** – Program Contacts must be entered/saved before the related application will display as Available on the Access Select page. For example, NCLB Contacts must be entered before the NCLB Consolidated application will be available.
    - i. In order to ensure that the LEA Central Contacts are completed and saved, if the Central Contacts have not been entered or saved, a message will be displayed at the top of the other program Contact pages noting that the ‘**Central Contact tab is required to be completed before other Contacts can be entered**’ – see capture below.

Applicant: 013 Catahoula Parish  
 Application: 2013-2014 LEA Central Data - 00-  
 Cycle: Original Application

2013-2014 7/1/2013 - 6/30/2014

LEA Central Data  
 Printer-Friendly  
[Click to Return to GMS Access/Select Page](#)  
[Click to Return to Menu List / Sign Out](#)

|                  |                              |                                  |                       |                       |                                 |                        |                            |                     |
|------------------|------------------------------|----------------------------------|-----------------------|-----------------------|---------------------------------|------------------------|----------------------------|---------------------|
| Overview         | CSS Planning                 | Contact Information              | Assurances            | Allocations Summary   | Grant Summary                   | Summary CSS by Program | Summary CSS by Object Code | Page Lock Control   |
| Central Contacts | Accountability /HPSI Contact | Carl Perkins - Secondary Contact | NCLB Program Contacts | IDEA Program Contacts | Race_To_The_Top Program Contact | Discretionary Contacts | High Risk Pool Contact     | Site Level Contacts |

The American Recovery and Reinvestment Act of 2009 (ARRA) requires that all grant awardees create and/or validate existing Data Universal Number System (DUNS) and Central Contractor Registration (CCR) registration data to be eligible for ARRA funds. Every LEA must provide their DUNS Number and CCR Expiration Date below. Your CCR Registration can be confirmed or you can register if needed using the CCR website. If your LEA does not have a DUNS number you can request one through the federal Grants.Gov website.

Links: [Central Contractor Registry](#) [Grants.Gov](#)

**Administrative Offices:**

Address 1\*  DUNS Number\*  CCR Expiration Date (MM/DD/YYYY) \*

Address 2

City\*  State\*  Zip+4\*

Phone\*  Extension  Fax\*

**Superintendent:**

Last Name\*  First Name\*  Middle Initial

Phone\*  Extension  Fax\*

Summer Phone  Extension  Email\*

**Business Manager:**

Last Name\*  First Name\*  Middle Initial

Phone\*  Extension  Fax\*

Summer Phone  Extension  Email\*

\* Denotes required field

Applicant: 013 Catahoula Parish  
 Application: 2013-2014 LEA Central Data - 00-  
 Cycle: Original Application

2013-2014 7/1/2013 - 6/30/2014

LEA Central Data  
 Printer-Friendly  
[Click to Return to GMS Access/Select Page](#)  
[Click to Return to Menu List / Sign Out](#)

The page has not been saved due to the following errors:  
 Errors:  
 • Information on the Central Contact tab is required to be completed before contact information can be entered on this page.

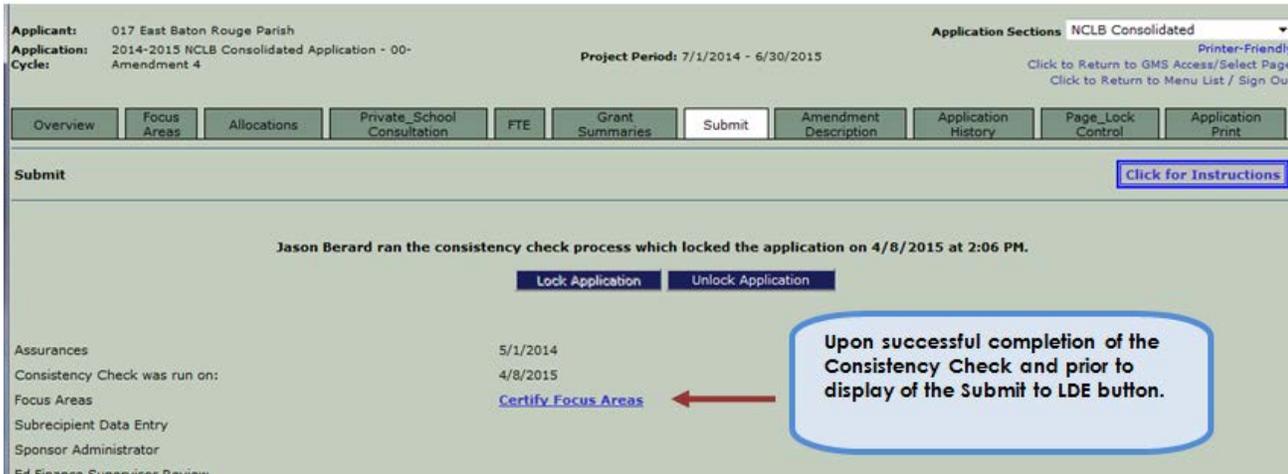
|                  |                              |                                  |                       |                       |                                 |                        |                            |                     |
|------------------|------------------------------|----------------------------------|-----------------------|-----------------------|---------------------------------|------------------------|----------------------------|---------------------|
| Overview         | CSS Planning                 | Contact Information              | Assurances            | Allocations Summary   | Grant Summary                   | Summary CSS by Program | Summary CSS by Object Code | Page Lock Control   |
| Central Contacts | Accountability /HPSI Contact | Carl Perkins - Secondary Contact | NCLB Program Contacts | IDEA Program Contacts | Race_To_The_Top Program Contact | Discretionary Contacts | High Risk Pool Contact     | Site Level Contacts |

Contact Information - NCLB Program [Click for Instructions](#)

**Application Approval / Disapproval Copy Email Addresses**

Check to add up to five (5) email addresses to receive copies of automated approval/disapproval notices. The Authorized Representative or Superintendent who submits the application does not need to be included in this list. The NCLB contacts above do not need to be in this list either.

- NOTE: Once the Focus Area data has been Entered and Saved, AND the Budget Detail page is Saved on any eGMS application, the Focus Area pages will be Locked as FINAL.
- Applications should be created and completed *as usual*, but all program Budget Detail pages will now include a new field for the Focus Area data. Each budget row must now include Object Code, EIC (or Perkins Secondary Use Code) and Focus Area#. A new Budget Focus Area Summary page has been implemented at the program level within applications to display the summary Focus Area data.
- Upon successful completion of the Consistency Check in an application, a link will display on the Submit page for the Authorized Rep to **“Certify Focus Areas”** – see capture below.



- Clicking the **Certify Focus Areas** link will display a pop-up window with the current Summary Focus Area by Program page (this is one of the Summary pages in the new LEA Central Data program). The pop-up Summary Focus Area by Program page will include a checkbox that MUST be checked and Saved – see capture below. Once the Save is completed, the pop-up Certify window will close and the application Submit page will have a “Submit to LDE” button.

