

## Logon Page Instructions

### Welcome to the LDE eGrant Management System!

The eGMS is a full life-cycle grant management system, developed as a result of a collaborative effort between the Louisiana Department of Education and MTW Solutions, LLC. eGMS provides functionality to electronically manage grants from the initial application design and application completion/data collection phases, through the review, approval and payment processes. The system provides a consistent grant application process across all entitlement, discretionary and competitive grants. In addition to the core eGMS functionality for managing the grant life cycle, eGMS has functionality that includes robust workflow capabilities, management of competitive grant processes, allocation calculation and management and a comprehensive payments management component that interfaces with the state disbursement system. The system also includes Public Access that allows individuals the ability to view applications that have been approved by LDE.

### Logon Instructions

Enter a User ID and password in the entry fields.  
Press the **Logon** button.

### Public Access

To open the Public Access pages, press the **Public Access** button.

**Note:** Only applications that have completed the application cycle and have been approved will be available for Public Access.

## **Frequently Asked Questions**

### **What if my User ID and password don't work?**

*Access PRS (Password Reset System) by selecting the [Click here if you forgot or want to change your password](#). PRS is used to management User IDs and passwords for all LDE applications. Please contact the LDOE Security Helpdesk at 1-800-223-2950, 225-342-1821 or via email at securitydoe@la.gov for PRS assistance.*

### **How long is my password valid?**

*After 30 days, it is necessary to access PRS to change your password.*

### **I press the Public Access button, but nothing happens. What is wrong?**

*Grant applications are only accessible after the application has completed the entire application approval process and either have been rejected or accepted.*

# **Grants Management System Minimum Software and Browser Requirements**

## **Internet Access**

An Internet connection is required to access the Grants Management System (GMS). A high-speed connection is recommended, but is not required.

## **Operating Systems**

- PC Users: Microsoft® Windows XP or higher
- Macintosh Users: Mac OS X v10.4 (Tiger) or higher

There is no minimum requirement for computer processor/speed. No software beyond a browser is required to use the system. Some reports may be delivered as PDF documents. To open and save PDF documents, you must install a free copy of Adobe Reader. To download: <http://get.adobe.com/reader/>

## **Browsers**

- Microsoft® Internet Explorer 7.0 and higher  
To download: <http://www.microsoft.com/windows/internet-explorer/worldwide-sites.aspx>
- Mozilla Firefox 1.5 or higher  
To download: <http://www.mozilla.com/en-US/firefox/>

The GMS may function properly with other browsers such as Safari and Chrome. However, such browsers are not certified for use with the GMS.

## **Pop-up Blocker**

The Review Checklist documents within the GMS open in a second window. Turn off the pop-up blocker in your browser to allow these documents to open.

## **Resolution**

The GMS is best viewed in 1024 X 768 or higher resolution.