



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

User Guide: Additional User Registration

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1. Additional User Registration

1.1. Add a contact to the organization profile.

Applicable For	Authorized Agent for the Organization
Prerequisites	The organization is registered in the EGMS

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

The screenshot shows a dashboard with a top navigation bar containing 'Opportunities', 'Applications', 'Grants', and 'Monitoring'. On the left, there is a search bar and a menu with categories like 'Tasks', 'Activities', 'Organization', and 'Recently Viewed'. The 'Organization Profile' link under the 'Organization' category is highlighted with a red box. The main content area displays two summary tables: 'Task Summary By Phase' and 'Task Summary By Due Date'.

Phase	Count
Opportunities	0
Applications	0
Grants	0
Monitoring	0

Due Date Category	Count
Late	0
Due within 7 Days	0
Due within 30 Days	0
Due in more than 30 Days	0

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

The screenshot shows a 'Contacts' table with a search bar and a 'New' button highlighted with a red box. The table contains one row of contact information.

Full Name	Role	Email	Phone	Status	Is User	Actions
User Guide	Primary	user_guide@yopmail.com	(555) 123-1234	Active	✓	

3. Complete the information in the **New Contact** pop up window and click the **Save** button.

New Contact ✕

Save

★ Required to Save | ⚠ Required to Submit

▲ Information

Organization User Guide Organization	Prefix --None--	*First Name UserGuide
*Last Name Contact	*Phone (555) 234-2344	Mobile Phone
*Email ⓘ userguide.contact@yopmail.com	*Role Primary	Contact Type --None--

▲ Address Information

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

Save

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
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Programs

▲ Select

Add



<input type="checkbox"/>	EGMS ID	Program Name	Type
<input type="checkbox"/>	PG-OSPI-0695	Career & Technical Education	Formula and Competitive Gr...
<input checked="" type="checkbox"/>	PG-OSPI-0697	ESEA Consolidated Grants	Formula Grants
<input type="checkbox"/>	PG-OSPI-0702	Multilingual Education Title III	Formula Grants
<input type="checkbox"/>	PG-OSPI-0705	REI Test Program	Formula Grants
<input type="checkbox"/>	PG-OSPI-0707	Migrant Education Consortium ...	Formula Grants
<input checked="" type="checkbox"/>	PG-OSPI-0711	21st Century	Formula Grants
<input type="checkbox"/>	PG-OSPI-0715	Automation Permanent Prog001	Formula and Competitive Gr...
<input type="checkbox"/>	PG-OSPI-1010	Program Monitor Test1	Formula Grants
<input type="checkbox"/>	PG-OSPI-1014	Test Program Review Items1	Formula Grants
<input type="checkbox"/>	PG-OSPI-1211	Automation Permanent Consolid...	Formula and Competitive Gr...
<input type="checkbox"/>	PG-OSPI-1213	Test OSPI 2022 BE	Formula Grants
<input type="checkbox"/>	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 contact to register as a 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.

Full Name	Role	Email	Phone	Status	Is User	Actions
UserGuide Contact	Primary	userguide.contact@yopmail.com	(555) 234-2344	New	✗	
User Guide	Primary	user_guide@yopmail.com	(555) 123-1234	Active	✓	

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.

Send Invitation

Cc: _____

Subject: Notification: Invitation to be a User of EGMS

Choose File | No file chosen

B I U S [Rich Text Editor Icons]

Body

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

Send

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

Applicable For	The contact invited to register as a 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

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."

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.

Create External Registration [Cancel](#) [Save](#)

• Required to Save ▲ Required to Submit

Additional User Detail


Organization Name User Guide Organization	First Name UserGuide	Last Name Contact
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Primary Representative Information

*Phone Number (555) 234-2344	*Address Line 1 ⓘ 123 User Guide St.	Address Line 2
*City Guide City	*State WA	*Zip Code 11111

[Cancel](#) [Save](#)

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.

I'm not a robot 

CAPTCHA (Completely Automated Public Turing test to tell Computers and Humans Apart) is a type of security measure known as challenge-response authentication. CAPTCHA helps protect you from spam and password decryption by asking you to complete a simple test that proves you are human and not a computer trying to break into a password protected account.

[Submit](#) [Cancel](#)

Confirmation Message

Your registration request for access to the EGMS has been completed. You will be sent an email from salesforce.com (technology platform provider) with your Username and Password.

For your records, your registration number is # RG-000608.

[Home](#)

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.

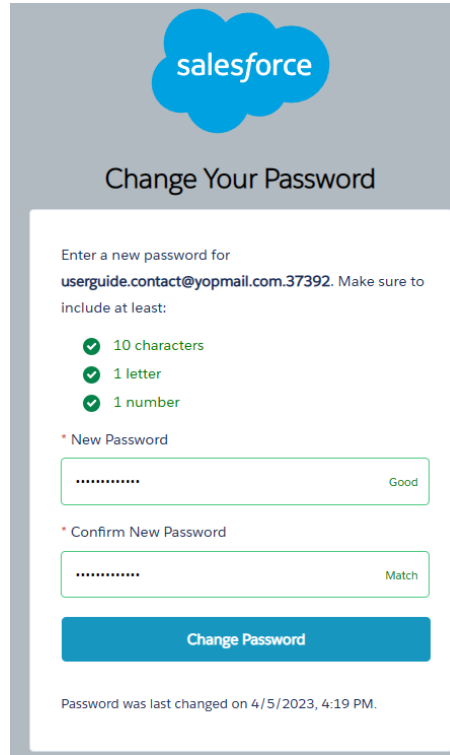
Username: `userguide.contact@yopmail.com.37392`


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.





Change Your Password

Enter a new password for
userguide.contact@yopmail.com.37392. Make sure to
include at least:

- ✓ 10 characters
- ✓ 1 letter
- ✓ 1 number

* New Password

..... Good

* Confirm New Password

..... Match

Change Password

Password was last changed on 4/5/2023, 4:19 PM.