

# How to add a second organization administrator within the Education Grants Management System (EGMS)

1. As an organization administrator, begin on the Home tab and click "Organization Profile" from the left navigation panel.

Washington Office of Superintendent of  
**PUBLIC INSTRUCTION**

### Education Grants Management System

Opportunities Applications Grants Monitoring

Search

Search... [Search]

All [Dropdown]

Tasks

My Tasks

Pending Tasks

Completed Tasks

Activities

Organization

**Organization Profile**

Recently Viewed

Fin Ed PD grant

Fin Ed PD grant

Consolidated Grant Applic...

Auburn School District

Auburn School District

Fin Ed PD grant

Create Application: Click the Opportunities module in the top menu  
View Current/Past Applications: Click the Applications module in the top menu  
View Current/Past Grants: Click the Grants module in the top menu  
View Current/Past Amendments: Click the Grants module in the top menu  
View Current/Past Payments: Click the Monitoring module in the top menu  
View Current/Past Progress Reports: Click the Monitoring module in the top menu  
EGMS ID: To access a specific record in the system, Search the EGMS ID in the left menu

Task Summary By Phase	
Opportunities	0
Applications	21
Grants	1
Monitoring	12

Task Summary By Due Date	
Late	32
Due within 7 Days	0
Due within 30 Days	0
Due in more than 30 Days	2

2. Scroll down to the All Contacts table and click the "Status" heading to sort the contacts. Only active users can be made into administrators.

Project Location WA WA [Icons]

Primary Address WA [Icons]

Total Records: 2

**All Contacts** [New] [Menu]

1. Add Program of Interest: Click the View action on your Contact to Associate the Program of Interest. (The admin can add Program of Interest for all Contacts)  
2. Organization Administrator: The Is Administrator column indicates the Organization Administrators. There can be up to 2 organization administrators at a time. The administrator can be changed by current organization administrators or OSPI through the action within Contacts table.  
3. For more information or inquiries about licenses please contact egms.support@k12.wa.us

Search... [Search]

\* Records are sorted by Created Date descending order

Showing 1 to 9 of 9 records

Full Name	Role	Is Administrator	Email	Phone	School	Status	Is User	Username	Actions
	Primary	✗				New	✗		[Icons]
	Primary	✗				New	✗		[Icons]
Brinnon AAENSON		✓				Active	✓		[Icons]
Brinnon Admin	Primary	✓				Active	✓		[Icons]
	Primary	✗				New	✗		[Icons]
	Primary	✗				New	✗		[Icons]
	Primary	✗				New	✗		[Icons]
	Primary	✗				New	✗		[Icons]
	Secondary	✗				New	✗		[Icons]

Total Records: 9



3. Click the blue paper icon next to the name of the person you'd like to make an administrator.

Primary Address

Total Records: 2

▲ All Contacts ▼ Click 'Reset Table' under the menu icon to refresh the table's default values New Save

1. Add Program of Interest: Click the **View** action on your Contact to **Associate the Program of Interest**. (The admin can add Program of Interest for all Contacts)
2. Organization Administrator: The Is Administrator column indicates the Organization Administrators. There can be up to 2 organization administrators at a time. The administrator can be changed by current organization administrators or OSPI through the action within Contacts table.
3. For more information or inquiries about licenses please contact egms.support@k12.wa.us

Search...

Showing 1 to 9 of 9 records

Full Name	Role	Is Administrator	Email	Phone	School	Status ↑	Is User	Username	Actions
Brinnon Admin	Primary	<input checked="" type="checkbox"/>				Active	<input checked="" type="checkbox"/>		
Brinnon AAENSON		<input type="checkbox"/>				Active	<input checked="" type="checkbox"/>		
	Primary	<input type="checkbox"/>				New	<input type="checkbox"/>		
	Primary	<input type="checkbox"/>				New	<input type="checkbox"/>		
	Primary	<input type="checkbox"/>				New	<input type="checkbox"/>		
	Primary	<input type="checkbox"/>				New	<input type="checkbox"/>		
	Secondary	<input type="checkbox"/>				New	<input type="checkbox"/>		
	Primary	<input type="checkbox"/>				New	<input type="checkbox"/>		
	Primary	<input type="checkbox"/>				New	<input type="checkbox"/>		

Total Records: 9

▲ Indirect Rates

GovGrants OSPI Home | Site Info | Non Disclosure Agreement | Conflict of Interest

4. Click the checkbox in the "Is Administrator" column.

My Tasks

- Pending Tasks
- Completed Tasks

Activities

Organization

- Organization Profile
- Recently Viewed
- Brinnon School District
- Brinnon School District
- 241 Test FY26
- 241 Test FY26
- 241 and 264 Test FY26
- FP 672-Financial Literacy ...
- FP 672-Financial Literacy ...
- FP 672-Financial Literacy ...
- RA-0327
- 204 Test

Technical Support

- Organizational Administrator
- Contact Us

Project Location

Primary Address

Total Records: 2

▲ All Contacts ▼ Click 'Reset Table' under the menu icon to refresh the table's default values New

1. Add Program of Interest: Click the **View** action on your Contact to **Associate the Program of Interest**. (The admin can add Program of Interest for all Contacts)
2. Organization Administrator: The Is Administrator column indicates the Organization Administrators. There can be up to 2 organization administrators at a time. The administrator can be changed by current organization administrators or OSPI through the action within Contacts table.
3. For more information or inquiries about licenses please contact egms.support@k12.wa.us

Search...

Showing 1 to 9 of 9 records

Full Name	Role	Is Administrator	Email	Phone	School	Status ↑	Is User	Username
Brinnon Admin	Primary	<input checked="" type="checkbox"/>				Active	<input checked="" type="checkbox"/>	
Brinnon AAENSON		<input checked="" type="checkbox"/>				Active	<input checked="" type="checkbox"/>	
	Primary	<input type="checkbox"/>				New	<input type="checkbox"/>	
	Primary	<input type="checkbox"/>				New	<input type="checkbox"/>	
	Primary	<input type="checkbox"/>				New	<input type="checkbox"/>	
	Primary	<input type="checkbox"/>				New	<input type="checkbox"/>	
	Secondary	<input type="checkbox"/>				New	<input type="checkbox"/>	
	Primary	<input type="checkbox"/>				New	<input type="checkbox"/>	
	Primary	<input type="checkbox"/>				New	<input type="checkbox"/>	

Total Records: 9

▲ Indirect Rates

GovGrants OSPI Home | Site Info | Non Disclosure Agreement | Conflict of Interest

5. Click "Save."
6. The table will update and there will be a checkmark in the "Is Administrator" column next to their name.

- My Tasks -
- Pending Tasks
- Completed Tasks
- Activities -
- Organization -
- Organization Profile
- Recently Viewed -
- Brinnon School District
- Brinnon School District
- 241 Test FY26
- 241 Test FY26
- 241 and 264 Test FY26
- FP 672-Financial Literacy ...
- FP 672-Financial Literacy ...
- FP 672-Financial Literacy ...
- RA-0327
- 204 Test
- Technical Support -
- Organizational Administrator
- Contact Us

Project Location 👁️ 🗑️

Primary Address 👁️ 🗑️

Total Records: 2

**All Contacts** Click 'Reset Table' under the menu icon to refresh the table's default values

1. **Add Program of Interest:** Click the **View** action on your Contact to **Associate the Program of Interest**. (The admin can add Program of Interest for all Contacts)
2. **Organization Administrator:** The Is Administrator column indicates the Organization Administrators. There can be up to 2 organization administrators at a time. The administrator can be current organization administrators or OSPI through the action within Contacts table.
3. For more information or inquiries about licenses please contact [egms.support@k12.wa.us](mailto:egms.support@k12.wa.us)

Search...

Showing 1 to 9 of 9 records

Full Name	Role	Is Administrator	Email	Phone	School	Status ↑ ⓘ	Is User ⓘ	Username
Brinnon Admin	Primary	✓				Active	✓	
Brinnon AAENSON		✓				Active	✓	
	Primary	✗				New	✗	
	Primary	✗				New	✗	
	Primary	✗				New	✗	
	Primary	✗				New	✗	
	Secondary	✗				New	✗	
	Primary	✗				New	✗	
	Primary	✗				New	✗	

Total Records: 9

