## 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.

PUBLIC INSTRUCTION	Education Grants Management System			
<	Opportunities Applications Grants Monitor	ring 🕓		
Q Search – Search Q All ~	Create Application: Click the Opportunities module in View Current/Past Applications: Click the Applicatio View Current/Past Grants: Click the Grants module in View Current/Past Payments: Click the Grants mo View Current/Past Payments: Click the Monitoring m View Current/Past Progress Reports: Click the Monit EGMS ID: To access a specific record in the system, St	the top menu ns module in the the top menu dule in the top odule in the top toring module in earch the EGMS	e top menu menu menu n the top menu S D in the left menu	
Tasks -	Task Summary By Phase		Task Summary By Due Date	
Pending Tasks	Opportunities	0	Late	32
Completed Tasks	Applications	21	Due within 7 Days	0
Activities – Organization –	Grants	1	Due within 30 Days	0
Organization Profile	Monitoring	12	Due in more than 30 Days	2
Recently Viewed – Fin Ed PD grant				
Fin Ed Po grant Consolidated Grant Applic Auburn School District Auburn School District Fin Ed PD grant				

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.

and the second se					WA			۲	
Primary Address					WA			۲	1
				Total Records	:: 2				
All Contacts 🗧									New
<ol> <li>Add Program of 1</li> <li>Organization Adr current organization</li> <li>For more informat</li> <li>Search</li> </ol>	ministrator: The on administrator inquiries	e Is Administrator o rs or OSPI through about licenses plea	our contact to Associat olumn indicates the Orga the action within Contact se contact egms.support	te the Program of Interest anization Administrators. Th is table. t@k12.wa.us	. (The admin car ere can be up to	2 organization a	dministrators	* at a time. The ad	tministrator can be changed by rted by Created Date descending
ull Name	Role	ls Administrator	Email	Phone	School	Status -	ls User	Username	Actions
	Drimony								
	Primary	×				New	×		# 🖲 4
	Primary	×				New	×		104
Brinnon AAENSON	Primary	x x x				New Active	× × •		1 • 4 1 • 4 1 • 4
Brinnon AAENSON Brinnon Admin	Primary Primary Primary	× × × ×				New Active Active	× × > >		
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Total Records:9



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

All Contacts 🛛		Click 'R	eset Table' under the menu	icon to refresh the table's de	fault values				New Save
<ol> <li>Add Program of I</li> <li>Organization Adm current organizatio</li> <li>For more informati</li> </ol>	nterest: Click t ninistrator: Th on administrator ion or inquiries	the View action on y e Is Administrator or rs or OSPI through about licenses plea	your Contact to Associat olumn indicates the Orga the action within Contacts use contact egms.support	e the Program of Interest nization Administrators. Th s table. @k12.wa.us	. (The admin ca tere can be up to	n add Program of Ir o 2 organization adr	nterest for all ( ministrators at	Contacts) a time. The administrato	r can be changed by
	Q								
howing 1 to 9 of 9 records									
Full Name	Role	ls Administrator	Email	Phone	School	Status † 🗊	ls User	Username	Actions
Brinnon Admin	Primary	~				Active	~		
Brinnon AAENSON						Active	~		( : D )
	Primary	×				New	×		100
	Primary	×				New	×		s 👁 <
	Primary	x				New	×		1 1
	Primary	×				New	×		1 .
	Secondary	×				New	×		1 👁 <
	Primary	×				New	×		1 .
	Primary	×				New	×		1 .

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

My Tasks	Project Location								۲ ک
Pending Tasks	Primary Address								۲
Completed Tasks					Total Records:	2			
Activities –									
Organization -	▲ All Contacts 🗧		Click 'R	eset Table' under the menu	con to refresh the table's def	ault values			
Organization Profile	1. Add Program of	Interest: Click	the View action on y	our Contact to Associat	the Program of Interest.	(The admin ca	n add Program of I	nterest for all (	Contacts)
Recently Viewed -	2. Organization Ad current organizat	ministrator: Th	e Is Administrator c rs or OSPI through	olumn indicates the Orga the action within Contacts	ization Administrators. The table.	ere can be up te	o 2 organization ad	ministrators at	a time. The administrator car
Brinnon School District	3. For more informa	tion or inquiries	about licenses plea	se contact egms.support	gk12.wa.us				
Brinnon School District		Q							
241 Test FY26	Showing 1 to 9 of 9 record								
241 Test FY26 241 and 264 Test FY26	Full Name	Role	ls Administrator	Email	Phone	School	Status † 🗊	ls User 🛈	Username
FP 672-Financial Literacy	Brinnon Admin	Primary	~				Active	~	
FP 672-Financial Literacy	Brinnon AAENSON						Active	~	
FP 672-Financial Literacy		Primary	×				New	×	
RA-0327		Delegan					New		
204 Test		Primary	×				New	×	
Technical Support -		Primary	×				New	×	
Organizational Administrator		Primary	×				New	×	
Contact Us		Secondary	×				New	ж	
		Primary	ж				New	ж	
		Primary	×				New	ж	
					Total Records	:9			
	▲ Indirect Rates								

- 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 _	Project Location								۲ ک
Pending Tasks	Primary Address								۲ ک
Completed Tasks					Total Records:	2			
Activities –									
Organization -	▲ All Contacts 🗧		Click 'Re	eset Table' under the menu	icon to refresh the table's defa	ault values			
Organization Profile	1. Add Program of	Interest: Click	the View action on y	our Contact to Associat	e the Program of Interest.	(The admin ca	n add Program of	Interest for all (	Contacts)
Recently Viewed –	2. Organization Ad current organizati	ministrator: Th on administrato	e Is Administrator co rs or OSPI through t	Jumn indicates the Orga the action within Contact	nization Administrators. The stable.	re can be up to	) 2 organization ad	iministrators at	a time. The administrator can
Brinnon School District	3. For more morman	tion of inquines	about licenses piea	se contact egms.suppor	@k12.wa.us				
Brinnon School District	Search	Q							
241 Test FY26	Showing 1 to 9 of 9 records	s							
241 Test FY26 241 and 264 Test FY26	Full Name	Role	ls Administrator	Email	Phone	School	Status † 🛈	ls User	Username
FP 672-Financial Literacy	Brinnon Admin	Primary	*				Active	~	
FP 672-Financial Literacy	Brinnon AAENSON		(~ )				Active	~	
FP 672-Financial Literacy		Primary	×				New	×	
RA-0327		Drimany					Nour		
204 Test		Primary	<u>^</u>				New	×	
Technical Support -		Primary	×				New	×	
Organizational Administrator		Primary	×				New	×	
Contact Us		Secondary	×				New	×	
		Primary	×				New	×	
		Primary	×				New	×	
								_	
					Total Records:	9			