

# Associating Programs of Interest within the Education Grants Management System (EGMS)

**Tip! Only organization administrators can add Programs of Interest for other users. If you are not an organization admin, you can only adjust Programs of Interest for yourself.**

1. Begin on the Home tab and click "Organization Profile" on the left navigation panel.

The screenshot shows the EGMS Home page. The left navigation panel has 'Organization Profile' selected. The main content area includes a search bar, a 'My Tasks' section, and two summary tables:

Phase	Count
Opportunities	0
Applications	46
Grants	1
Monitoring	84

Due Date	Count
Late	113
Due within 7 Days	1
Due within 30 Days	0
Due in more than 30 Days	17

The 'My Feed' section on the right shows 'No feeds available.'

2. Scroll down to the All Contacts table and scroll horizontally to the right.

The screenshot shows the 'All Contacts' table. The table has the following columns: Full Name, Role, Is Administrator, Email, Phone, School, Status, Is User, and Username. The 'Is Administrator' column is highlighted with a red circle. A purple arrow points to the right, indicating horizontal scrolling. The table shows 19 records, with the first 10 visible.

Full Name	Role	Is Administrator	Email	Phone	School	Status	Is User	Username
	Primary	✗				New	✗	
	Primary	✗				Active	✓	
	Primary	✗				Active	✓	
	Primary	✗				Active	✓	
	Primary	✗				Active	✓	
	Primary	✗				Active	✓	
	Primary	✗				Active	✓	
	Primary	✗				Active	✓	
	Primary	✗				Active	✓	
	Primary	✗				Active	✓	

The table shows 19 records. The 'Is Administrator' column is highlighted with a red circle. A purple arrow points to the right, indicating horizontal scrolling.

- Once you've found the user you'd like to add a Program of Interest to, click the green eye next to their name.

- Click "Associate" to open the list of Programs of Interest. If you'd like to delete a Program of Interest, click the red "X" next to the program name.

**AdditionalUser**

green street      green street      pune

State      Zip Code  
LA      12345

**Programs of Interest** Associate

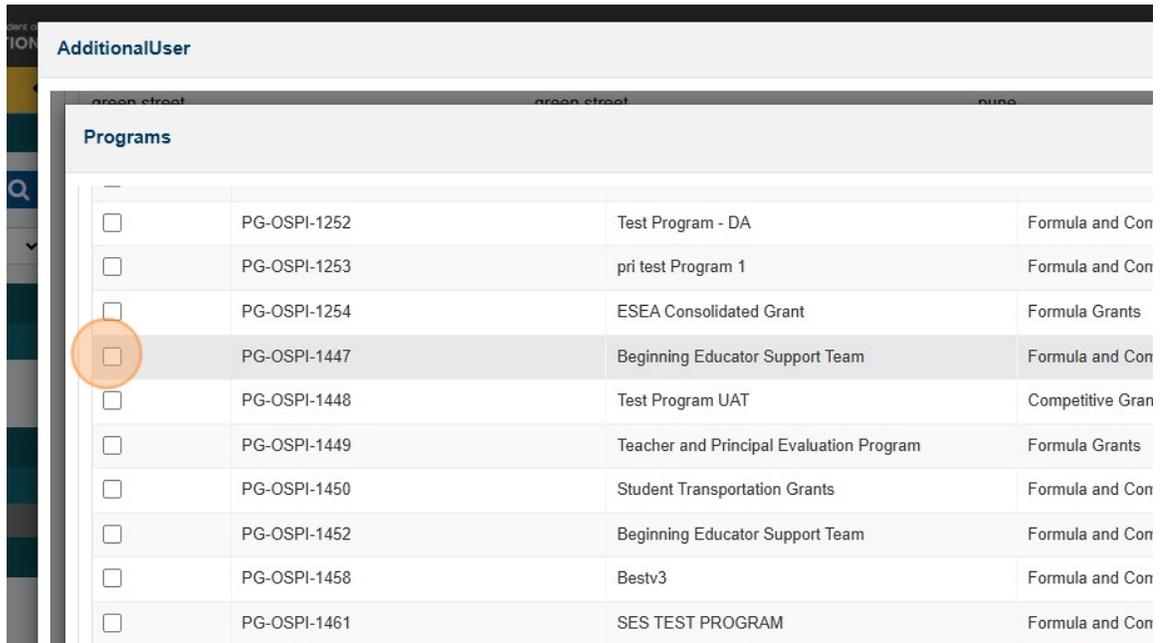
1. Add Program of Interest: Click the Associate button and select all program(s) then click the Add button.  
2. Contacts will receive notifications for the opportunities that are related to the programs selected in this section. Program of Interest will control which users receive tasks and notification for post award processes (Amendments and Progress Reports).

Search...

\* Records are sorted by Last Modified Date ascending order

EGMS ID	Program Name	Type	Actions
PG-OSPI-1238	Section 611 and Section 619	Formula and Competitive Grants	X
PG-OSPI-1240	Special Education IDEA Part B	Formula Grants	X
PG-OSPI-1241	Title I, Part C Migrant Education Consortium Grant v001	Formula Grants	X
PG-OSPI-1242	Title II, Part A	Formula Grants	X
PG-OSPI-1244	NPR Test Program for Title Programs	Formula and Competitive Grants	X
PG-OSPI-0695	Career & Technical Education	Formula and Competitive Grants	X
PG-OSPI-0697	ESEA Consolidated Grants	Formula Grants	X
PG-OSPI-0702	Multilingual Education Title III	Formula Grants	X

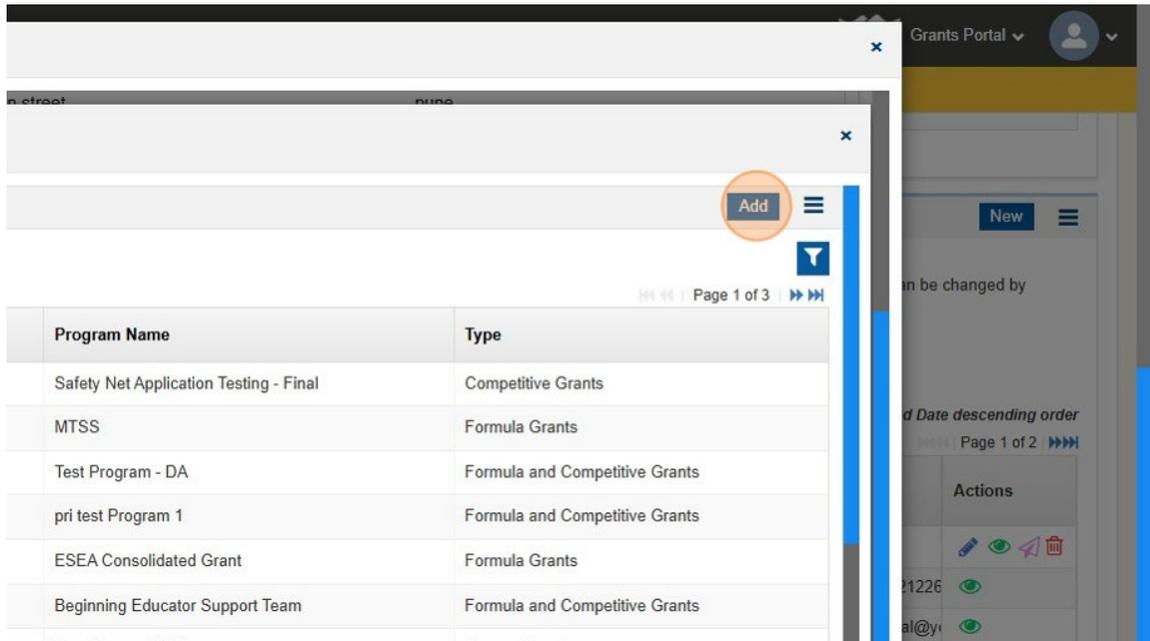
5. Click the checkbox next to the program you'd like to associate with the account.



The screenshot shows a web interface titled "AdditionalUser". Below the title is a "Programs" section containing a table with the following data:

	Program ID	Program Name	Program Type
<input type="checkbox"/>	PG-OSPI-1252	Test Program - DA	Formula and Con
<input type="checkbox"/>	PG-OSPI-1253	pri test Program 1	Formula and Con
<input type="checkbox"/>	PG-OSPI-1254	ESEA Consolidated Grant	Formula Grants
<input checked="" type="checkbox"/>	PG-OSPI-1447	Beginning Educator Support Team	Formula and Con
<input type="checkbox"/>	PG-OSPI-1448	Test Program UAT	Competitive Gran
<input type="checkbox"/>	PG-OSPI-1449	Teacher and Principal Evaluation Program	Formula Grants
<input type="checkbox"/>	PG-OSPI-1450	Student Transportation Grants	Formula and Con
<input type="checkbox"/>	PG-OSPI-1452	Beginning Educator Support Team	Formula and Con
<input type="checkbox"/>	PG-OSPI-1458	Bestv3	Formula and Con
<input type="checkbox"/>	PG-OSPI-1461	SES TEST PROGRAM	Formula and Con

6. Click the "add" button on the top right.



The screenshot shows a pop-up window with a table of programs. The "Add" button is highlighted with an orange circle. The table has the following data:

Program Name	Type
Safety Net Application Testing - Final	Competitive Grants
MTSS	Formula Grants
Test Program - DA	Formula and Competitive Grants
pri test Program 1	Formula and Competitive Grants
ESEA Consolidated Grant	Formula Grants
Beginning Educator Support Team	Formula and Competitive Grants

7. Click the "X" to close the pop-up window.