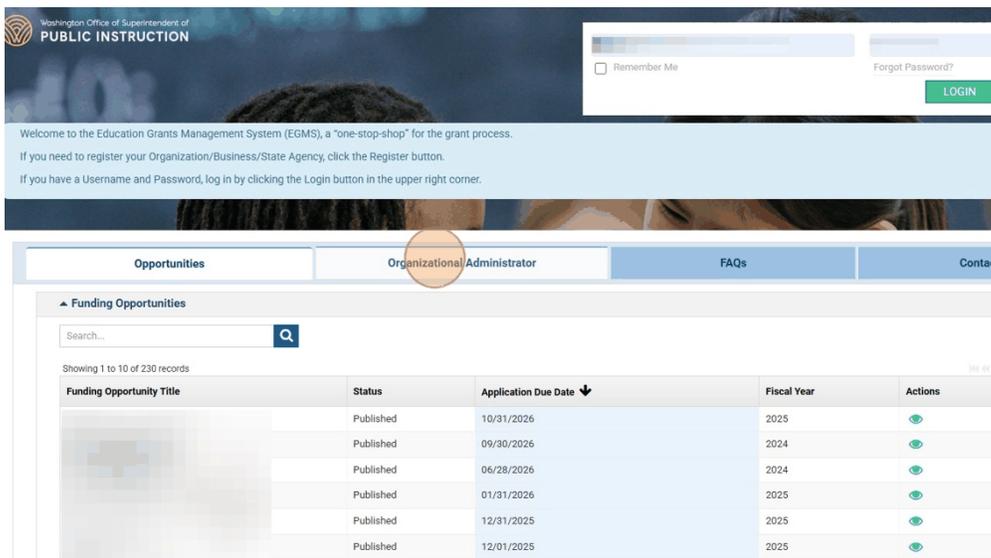


How to find your Organization Administrator within the Education Grants Management System (EGMS)

There are two ways to find your Organization Administrator.

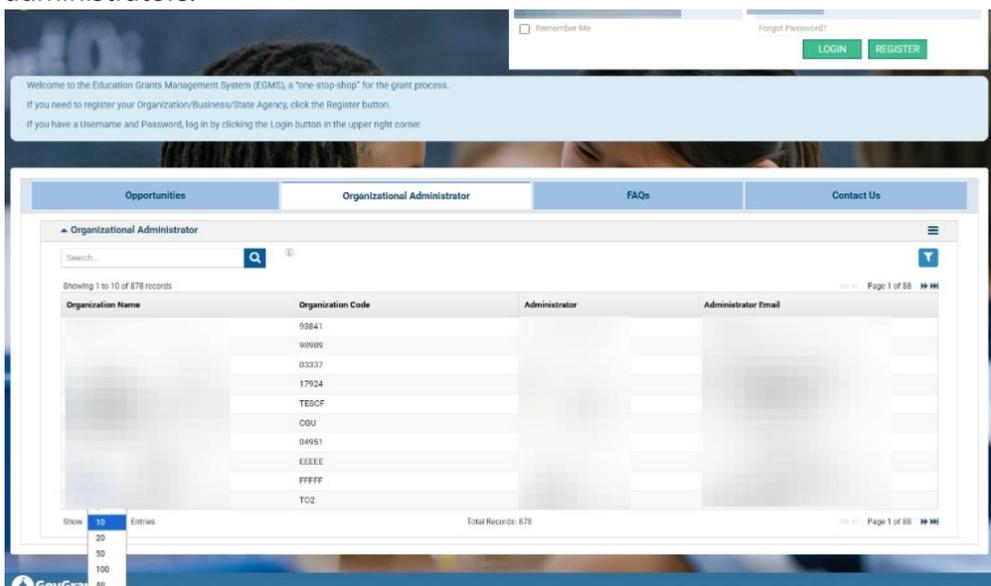
1. Begin on the login page. Before logging in, click the "Organization Administrator" tab in the table.



The screenshot shows the Washington Office of Superintendent of PUBLIC INSTRUCTION login page. The header includes the logo and name. Below the header is a login form with fields for Username and Password, a "Remember Me" checkbox, a "Forgot Password?" link, and a "LOGIN" button. A welcome message states: "Welcome to the Education Grants Management System (EGMS), a 'one-stop-shop' for the grant process. If you need to register your Organization/Business/State Agency, click the Register button. If you have a Username and Password, log in by clicking the Login button in the upper right corner." Below the message is a navigation bar with tabs: "Opportunities", "Organizational Administrator" (highlighted with a red circle), "FAQs", and "Contact". The main content area shows a "Funding Opportunities" section with a search bar and a table of records.

Funding Opportunity Title	Status	Application Due Date ↓	Fiscal Year	Actions
	Published	10/31/2026	2025	
	Published	09/30/2026	2024	
	Published	06/28/2026	2024	
	Published	01/31/2026	2025	
	Published	12/31/2025	2025	
	Published	12/01/2025	2025	

2. You can use the search function or filters to narrow the list of organization administrators.



The screenshot shows the "Organizational Administrator" page. The header is the same as the login page. The navigation bar has "Organizational Administrator" selected. The main content area shows a search bar and a table of records. The table has columns: "Organization Name", "Organization Code", "Administrator", and "Administrator Email". The table shows several rows of data, with some blurred. At the bottom, there is a "Show" dropdown menu with options: 10, 20, 50, 100, All. The total number of records is 878.

Organization Name	Organization Code	Administrator	Administrator Email
	93841		
	98989		
	03337		
	17924		
	TEGCF		
	COU		
	04951		
	EEEEEE		
	FFFFF		
	TO2		



You can also find your Organization Administrator by logging in.

3. On the Home tab, click "Organization Profile" from the left navigation panel.

The screenshot shows the Education Grants Management System interface. The left navigation panel has 'Organization Profile' selected. The main content area includes a search bar, a navigation menu (Opportunities, Applications, Grants, Monitoring), and several informational sections: 'Create Application', 'View Current/Past Applications', 'View Current/Past Grants', 'View Current/Past Amendments', 'View Current/Past Payments', 'View Current/Past Progress Reports', and 'EGMS ID'. Below these are two summary tables and a 'My Feed' section.

Task Summary By Phase	
Opportunities	0
Applications	46
Grants	1
Monitoring	86

Task Summary By Due Date	
Late	113
Due within 7 Days	0
Due within 30 Days	6
Due in more than 30 Days	20

My Feed: No feeds available.

4. The administrators are listed on the Overview tab.

The screenshot shows the Organization Profile Overview tab. The 'Administrators' section is highlighted with a purple box. Below it is an 'Additional Addresses' table.

Address Type	Address Line 1	City	State	Zip Code	Actions
Primary Address					
Project Location					

Total Records: 2