How to qualify for an opportunity and begin an application in the Education Grants Management System (EGMS)

1. Begin on the home tab once you have logged in and click "Opportunities."

2. Click the green eye icon to open a record.

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3. Click "view more" to review the instructions.

4. Click the"Files" tab to view the documents associated with the opportunity.

5. Click the "Financials" tab to see the budget period and other financial details.

6. When ready, click the "Qualify" button in the top right of the page.

7. The status bar will update to "Qualified." When ready, click the "Create Application" button on the top right.
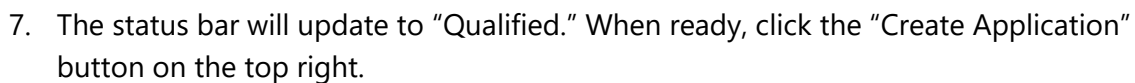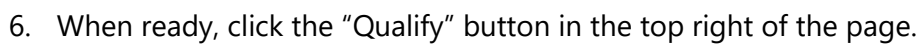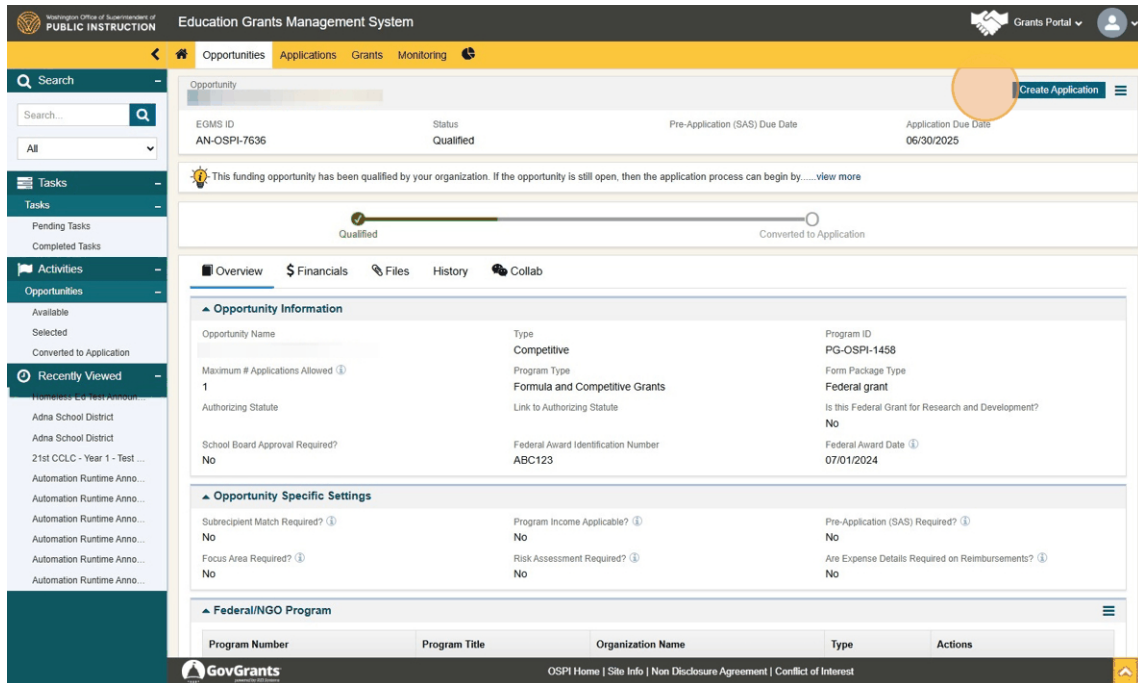
8. If you need to pause this process and complete your application at another time, you can return to the record by clicking the "Opportunities" tab on the gold tool bar and then "Selected" on the left navigation panel.
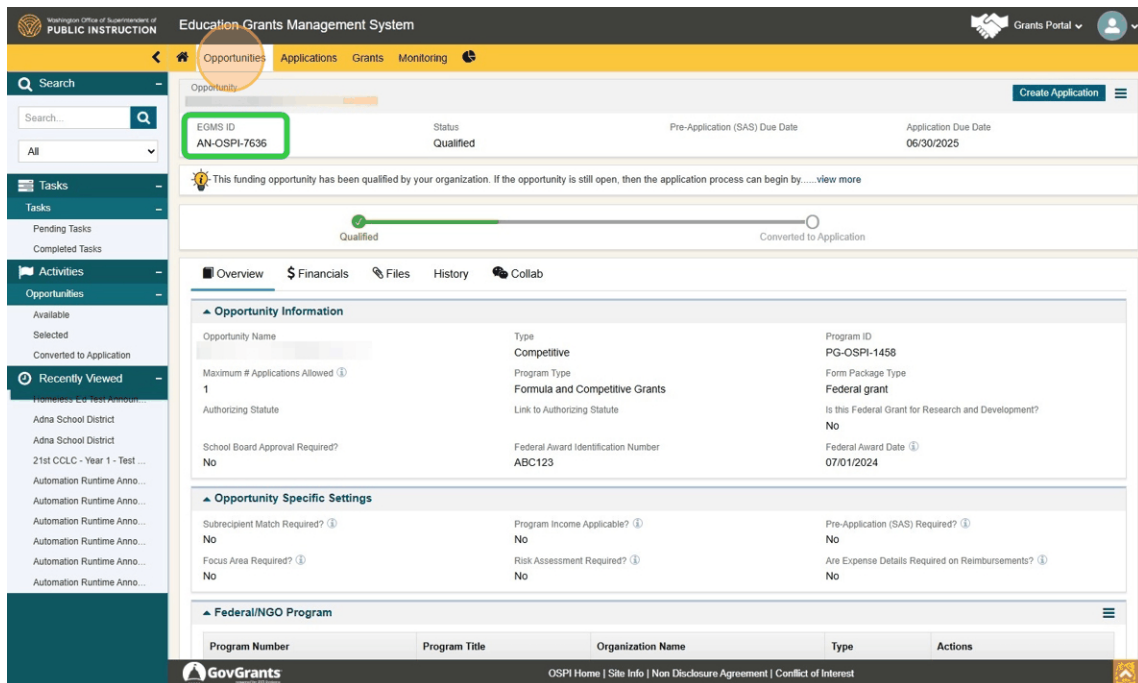
9. You can either type the EGMS ID (shown in the green rectangles in the image above and below) into the search bar on the left, or you can click "Selected" from the left navigation

panel. The opportunity you qualified for will be in this list.