

LEA EGMS Administrator Training

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[This recorded training](#) for Local Education Agency (LEA) administrators covers registration and login procedures, basic system overview, and how to manage LEA organizations and users within the Educational Grants Management System (EGMS).

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00:08:00	LEA Admin Registration Email
00:08:50	Logging in
00:12:03	System lockout
00:12:38	System timeout
00:14:00	Updating user profile
00:17:05	Updating Programs of Interest
00:20:00	EGMS basic navigation overview
00:23:48	Tasks, filter and search functions
00:34:56	"Task Summary By Phase" overview
00:37:16	Collab tab
00:38:45	EGMS record ID numbers and record status
00:42:06	Applications
00:43:34	Budget tab within an application
00:49:08	Application Forms and Files tab
00:49:48	Example forms
00:52:07	Attaching forms to your application
00:57:27	My Workspace task calendar, messages, notes, and files
00:58:30	My Workspace messages tab
01:01:50	Recently viewed section
01:02:45	Adding contacts and registering additional LEA users
01:09:32	Helping users access EGMS
01:10:23	User limits
01:12:07	Associating an administrative user – Please note, there can now be more than one administrator at a time.
01:14:34	Deactivating a user account



Time Stamp in Video	Topic Covered
01:15:12	Changing the administrator – Please note, there can now be more than one administrator at a time.
01:23:00	Program of Interest overview
01:32:59	OSPI EGMS resource page
01:36:26	Consolidated Grant Application cycle
01:37:19	iGrants versus EGMS terms
01:41:31	How to add a user
01:48:48	Collab tab and sending messages through the system