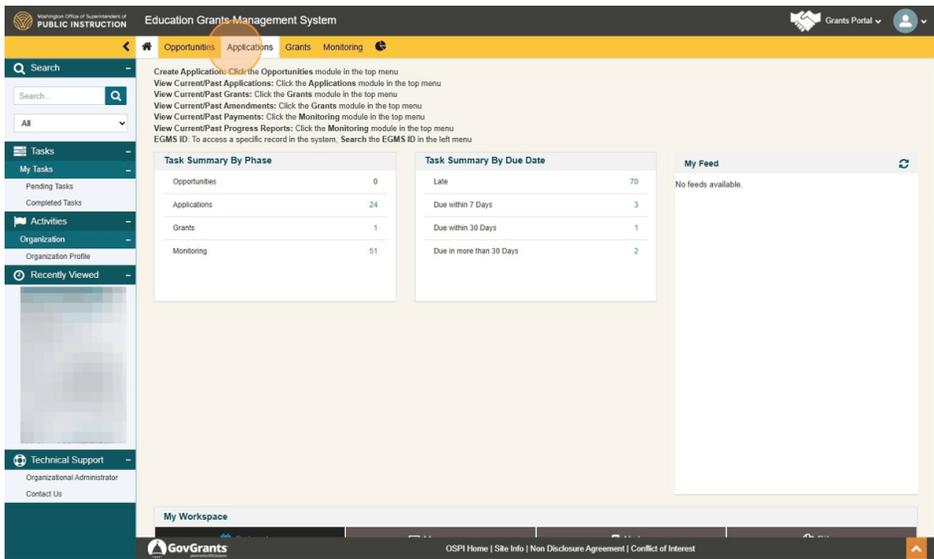
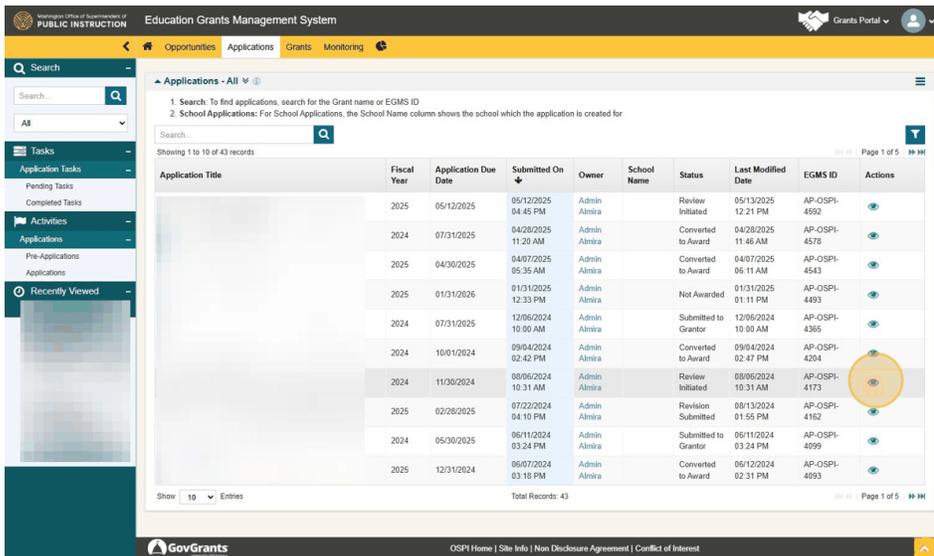


How to Change an Application Owner within the Education Grants Management System (EGMS)

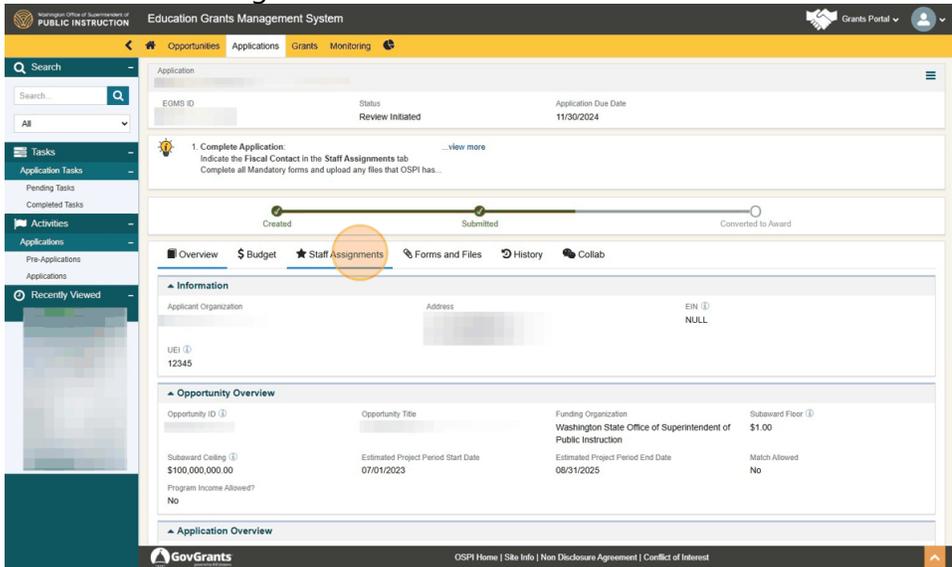
1. Login and begin on the Home tab. Click the "Applications" tab.



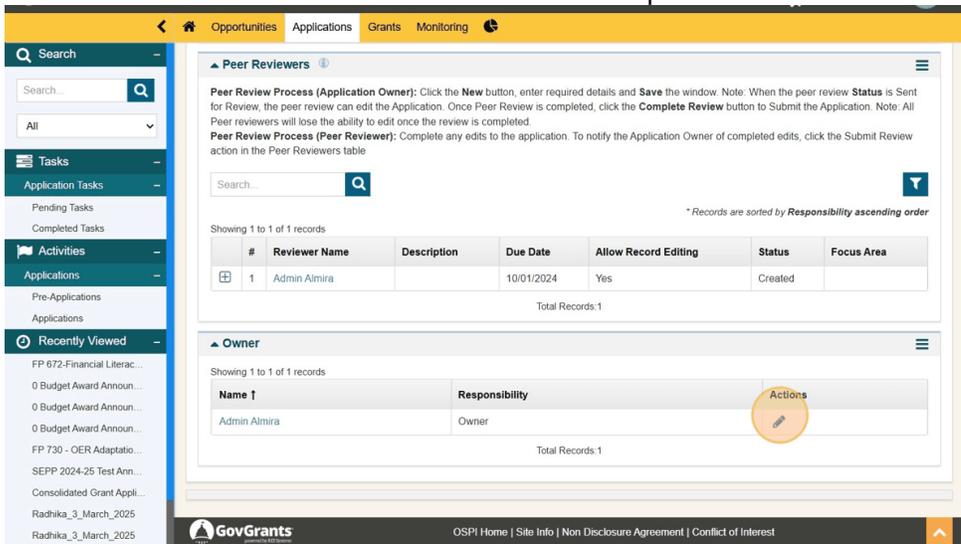
2. Find the application you would like to open and click the green eye icon to open the record.



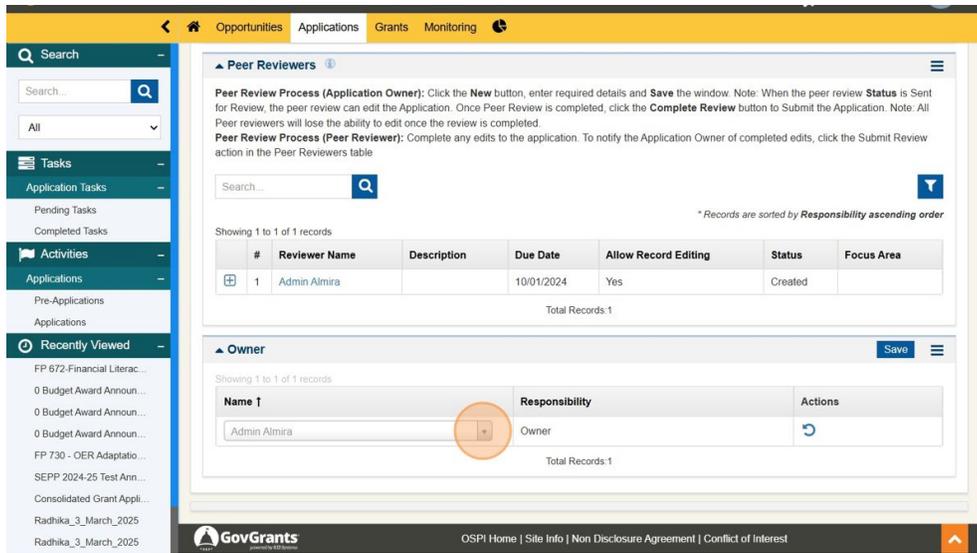
- Click the "Staff Assignments" tab.



- Scroll down to the Owner table and click the blue pencil icon to edit.



- Click the dropdown option and type in a name.



- Once you have typed and selected the name within the drop down, click the blue save button within the table.

