Accessing the Grants4ME System

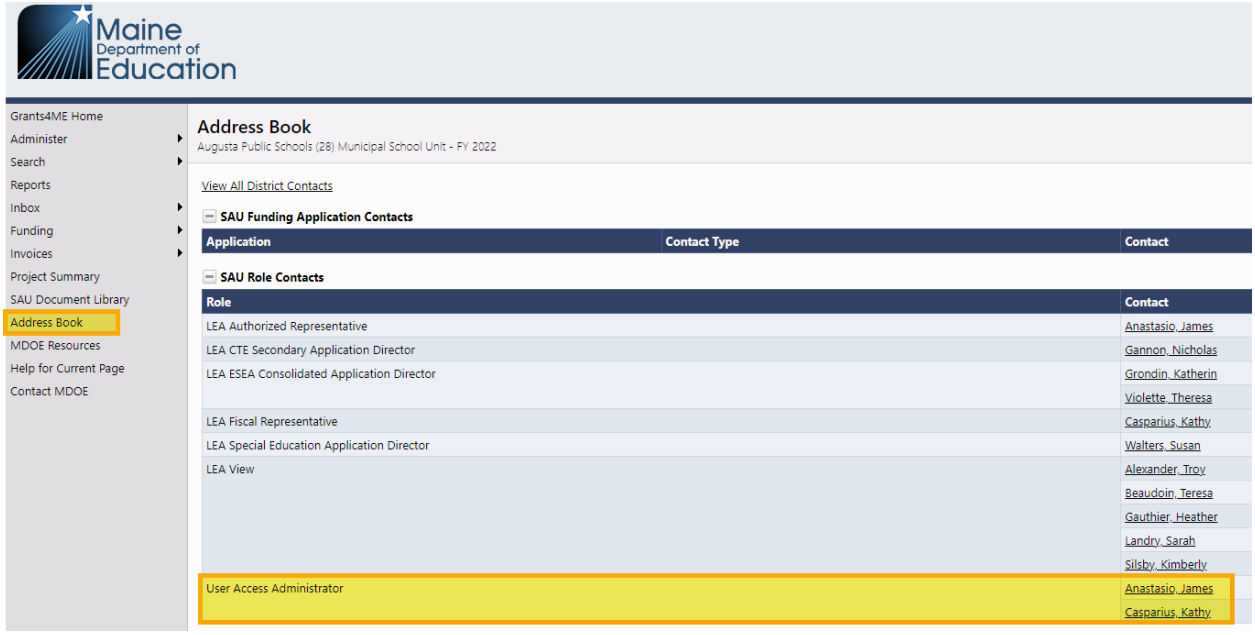
All users will need to setup a new account in Grants4ME, even those with existing accounts in the GEM System.

Setting up your Grants4ME Account:

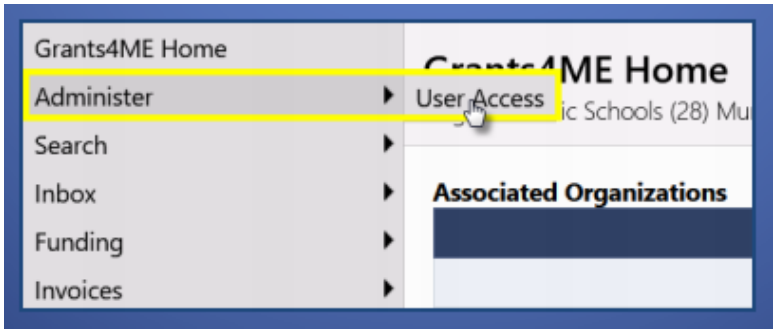
1. Visit the Grants4ME site at: https://maine.egrantsmanagement.com
2. Click on the "Grants4ME Sign-In" button in the top right-hand corner of the page.
3. Click on the "Forgot your password?" link and enter your email address. If your email exists in the system you will receive an email and you can follow the instructions provided there. ***Note:*** *If your email is not in the system or you have no roles assigned to your account you will see a* ***RED*** *message stating "password could not be reset", you will need to contact a User Access Administrator in your district – see instructions below .*

Adding Users & Changing Roles

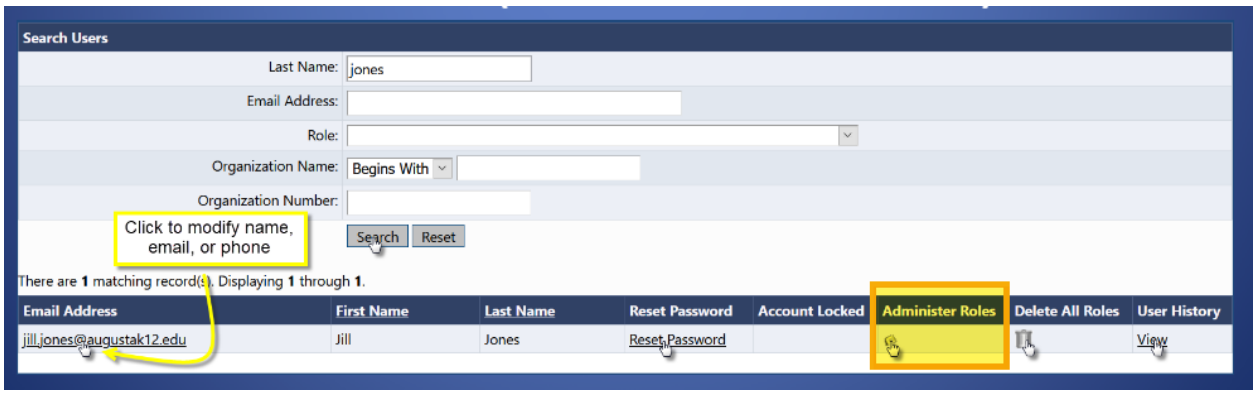
1. Only the "User Access Administrator" can change roles. To see who is the "User Access Administrator", check the Address book.



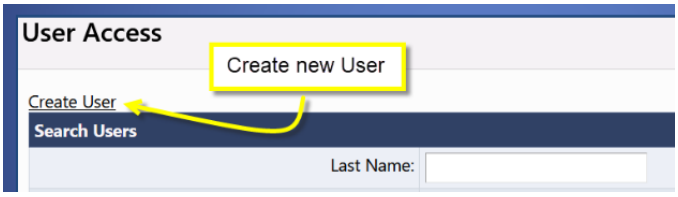
2. If you are the “User Access Administrator”, you will be able to adjust User Access roles by hovering over “Administer” in the application menu and clicking “User Access”.

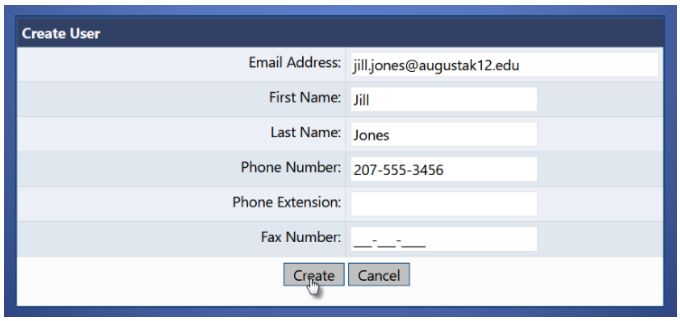


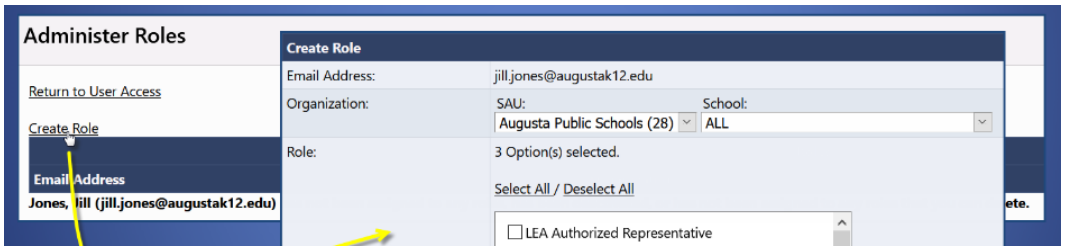
3. To edit an **existing user**:
   a. To search for and update users already within Grants4ME, enter the information requested below on the User Access page. Once the appropriate information has been provided, click “Search”. A list of users matching the search criteria will display in the table below. Once the desired user has been found, click the “Administer Roles” icon to edit the specific role(s) are assigned to the user.



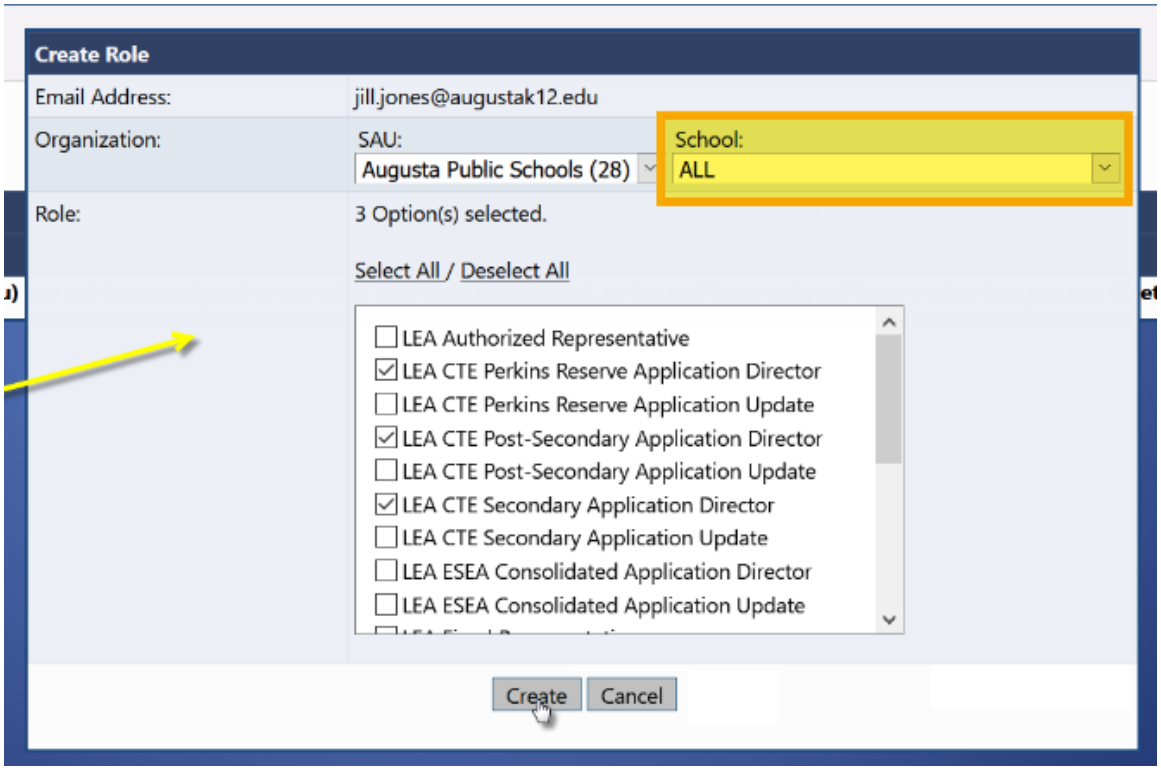
3. To create a **new user**:
   b. Click on the “Create User” link from the User Access page and then add in the person’s contact information. A minimum of first name, last name, and email address are required to create a new user. Once the person’s information has been entered correctly, click “Create”. Then click the “Create Role” link on the Administer Roles menu.

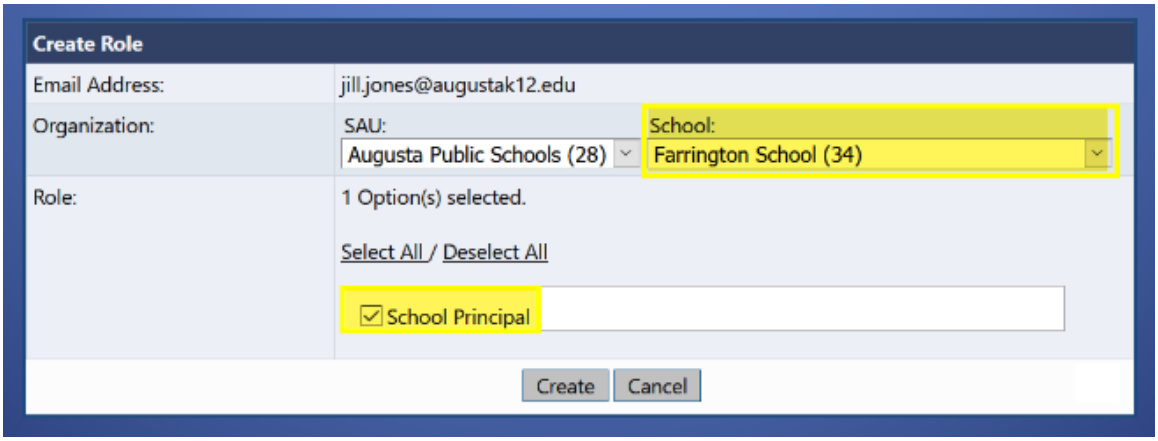


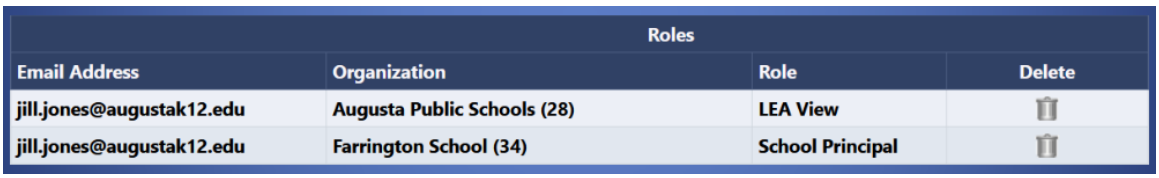




4. When creating new or editing existing user roles, User Access Administrators can assign roles *(including User Access Administrator*) to other users. Specific user roles exist at the overall district and individual school level. Most user roles currently exist at the “ALL” school level except for the “School Principal” role, which is specific to individual schools. To assign the desired user role(s), select “ALL” or an individual school from the “School” drop down menu and then select the appropriate checkbox next to the role(s) you wish to assign. Once the desired role(s) have been selected, click “Create”. The selected role(s) have now been assigned to the user.







Roles

Email Address	Organization	Role	Delete
jill.jones@augustak12.edu	Augusta Public Schools (28)	LEA View	
jill.jones@augustak12.edu	Farrington School (34)	School Principal	

SAU Role Recommendations for ESEA Programming

Each LEA setup is different, so please choose which roles are appropriate for your district. A "role" gives permission for access and is NOT a title. Multiple people can have multiple roles. The "User Access Administrator" role is automatically given to Superintendents and Business Managers. We recommend using the roles below:

Roles	Permissions	Possible SAU roles
LEA ESEA Application Director	Change ESEA Application Status, Edit ESEA Application, Initiate Revisions	ESEA Coordinator
LEA View	View ESEA Application	Principal
School Principal	Certify School Project Budget (*in conjunction with "LEA View" role for district)	Principal
LEA Fiscal Representative	View and Approve ESEA Application	Business Manager
LEA Authorized Representative	View and Approve ESEA Application	Superintendent
LEA ESEA Consolidated Application Update	Edit ESEA Application	Principal, Superintendent, Assistant Superintendent, Business Manager,
User Access Administrator	View ESEA Application, Add Users, Add or Remove Roles for Existing Users, Update User Information	Superintendent; Business Manager

For steps on how to submit the ESEA Application, please view our submission guidance here.