Topic

Site Setup Page

Introduction

"Welcome to the Site Setup Page! It is important to remember that Site Setup establishes district and school level contacts so the system can communication to the appropriate people. You must complete "Site Setup" before you can access the remaining parts of the FY19 application.

Content

The first part of the Site Setup page is used to update contact information for the ESEA contact person and the Superintendent.   Update the information and be sure to click Post Update to Fiscal Agent Information.

If the district is the fiscal agent in a Cooperative application with other districts, the Cooperative section will appear. If not participating in a Cooperative application, this section will not appear. Enter the requested information for those districts that are participating in this Cooperative application, click Post Update Cooperate Member Information.

The next section is the school information and contact. Check that all schools in the district are properly listed. If changes to the schools need to be made, contact the GEM Software Help Desk 985-8802 or contact your ESEA Federal Programs Regional Team Member. All principals of school level projects will need to certify the cover page of the application. Therefore, you must click the EDIT button to update any school information. The Certifying Official would be the principal and make sure the email address is accurate. Click Post Update to save. The system will return to the Site Setup page. Do this to update information for each school. The system will recognize when school updates have been completed and will provide the following message in the lower left area below the schools, "All required information has been entered." This will allow you to move forward to complete the other pages of the application.

Closing

"This concludes this guidance material the Site Setup page.   For additional questions, please reach out to your assigned ESEA Federal Programs Regional Team Member."