

# GPS

## Grants and Planning System

### Training Module 1 General Site Navigation

## Agenda

- System Goals
- Accessing the System
- Navigation Menu
- Modify User Profile
- LEA Roles and Access

## System Goals

- Reduce the administrative burden placed on districts when planning and applying for grant funding.
- Increase transparency of grant activities to ensure funds are spent in accordance with federal and state guidelines.
- One system that will consolidate the planning and application process to reduce duplication of information across the state.

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## Accessing the System

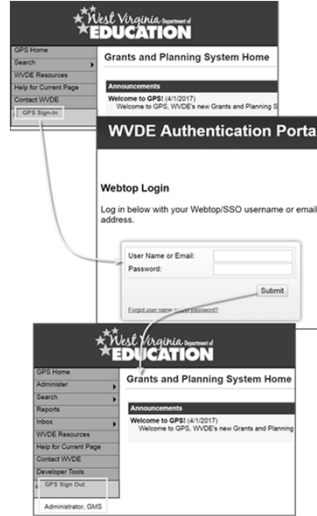
- Site URL: **<https://wvdegps.k12.wv.us>**
- Uses Webtop Login (WVDE Authentication Portal)
- Name and email address will come from Webtop
- Phone number will be managed in GPS

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## Accessing the Site

- Click GPS Sign-In from left navigation
- You will be redirected to Webtop
- Sign on and you will be automatically redirected back to GPS as an authenticated user

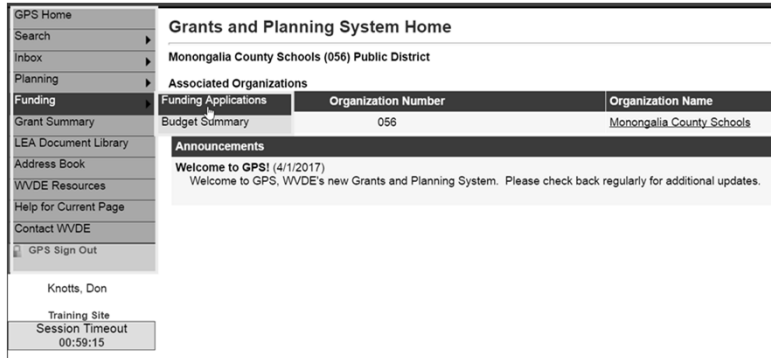


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## Navigation Menu and Tips

- Left menu allows for quick navigation between GPS components
- Hover over menu items with arrows to view sub menu
- Be sure to save your work before your session expires!
- Use GPS navigation links; not your browser's Back button



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## Navigation Menu Summary

- **Search** – allows you to search for other LEAs and view approved applications
- **Inbox** – Email message archive
- **Planning** – Strategic Planning Section
- **Funding** – Consolidated Funding Application
- **Grant Summary** – Quick view into approved grants
- **LEA Document Library** – Area to upload requested documentation by WVDE
- **Address Book** – Quick view into LEA contacts for GPS
- **WVDE Resources** – Guidance and reference documents to assist with completing plans and applications
- **Help for Current Page** – Contains helpful hints and instructions for the specific page selected and links to resource documents
- **Contact WVDE** – Submit request for technical assistance

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## Modify User Profile

- Click on your name to edit your phone number
- Email address and name should be updated in Webtop system

The screenshot shows a web application interface. On the left is a vertical navigation menu with the following items: GPS Home, Search, Inbox, Planning, Funding, Grant Summary, LEA Document Library, Address Book, WVDE Resources, Help for Current Page, Contact WVDE, and GPS Sign Out. Below the menu is a user profile card for 'Knotts, Don' with a 'Training Site Session Timeout 00:52:34' indicator. An arrow points from the user's name in the card to the 'User Profile' form. The form has a title bar 'User Profile' and a 'Profile' section. The fields are: Email Address (don.knotts@mono.k12.wv.us), First Name (Don), Last Name (Knotts), Phone Number (304-681-2414), Phone Extension (123), and Fax Number (with dashes). 'Save' and 'Cancel' buttons are at the bottom right.

User Profile	
<b>Profile</b>	
Email Address:	don.knotts@mono.k12.wv.us
First Name:	Don
Last Name:	Knotts
Phone Number:	304-681-2414
Phone Extension:	123
Fax Number:	- - -
Save Cancel	

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# LEA Roles

Role	User Access Administration	Consolidated Funding Application	LEA Plan	School Strategic Plan
User Access Administrator	Edit	View	View	View
LEA Data View	None	View	View	View
LEA Consolidated Update	None	Edit	View	View
LEA Consolidated Director	None	Edit and Mark Completed	View	View
LEA Plan Data Entry	None	View	Edit	View
School Plan Data Entry	None	View	View	Edit
LEA School Plan Reviewer	None	View	View	Edit and Give County Approval
LEA Fiscal Representative	None	Edit and Give Fiscal Rep Approval	Edit	View
LEA Superintendent	None	Edit and Give Superintendent Approval	Edit and Give Superintendent Approval	View