



Page Lock Control Instructions

Instructions for Grant Applicants (LEAs)

There are two separate and distinct locking mechanisms within E-Grants that affect when an LEA cannot perform a SAVE on any page.

Prior to Submission to OPI: Either an application has been locked by an LEA on the Application Submit page or it has been through a Consistency Check and had no errors to prevent submission. The entire application is locked and no pages have a Save Page available to be clicked. This application lock is only removed by an appropriate LEA user requesting it via the UNLOCK button on the Application Submit page.

After Submission to OPI: Upon OPI's review, the application might be returned to the LEA for changes. The application pages are marked by OPI as OPEN, LOCKED, or FINAL. Locked pages can only be unlocked by an appropriate LEA user on the Page Lock Control tab.

LEAs use the Page Lock Control tab to (1) unlock a page for editing purposes or (2) to amend a grant following approval.

Unlock a Page for Editing

Step 1: Logon to E-Grants and open the application

Step 2: Click the "Page Lock Control" tab

Step 3: Click "Expand All"

Step 4: Click "Select All" – This will unlock all pages of the grant. You can also select pages individually if desired.

This application has been approved. You must create an amendment in order to make updates.

Page Review Status

[Click for Instructions](#)

- Expand All
- Select All

ARP Summer Program

ARP Summer Program Information

Click the <Save> button at the bottom of the Page Lock Control page.

- If you must change a page that is marked FINAL, contact OPI. Only OPI can unlock a FINAL page.