

# E-Grants Public Access User Guide

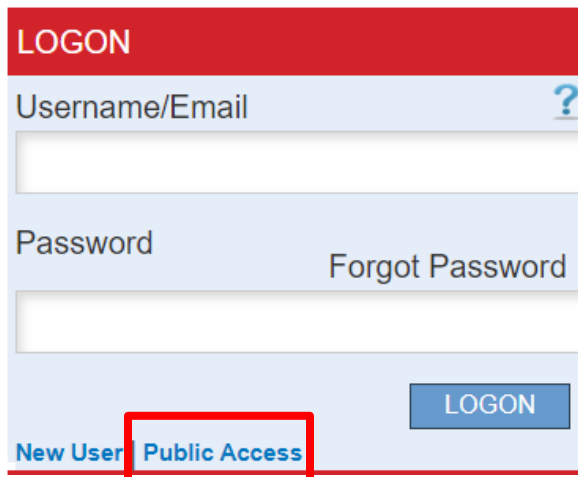


This guide is meant to help navigate you through the public access portion of E-Grants.

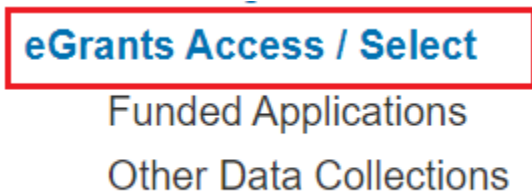
1. To begin you will want to enter the website below into your internet browser.

<https://egrants.opi.mt.gov/opigmsweb/logon.aspx>

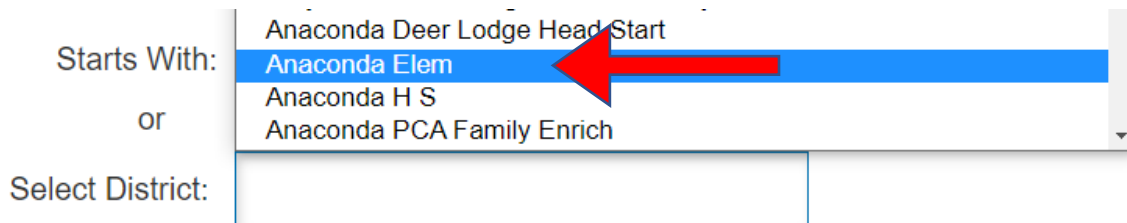
From here you want to click on Public Access shown below:



2. Next, you will select eGrants Access/Select

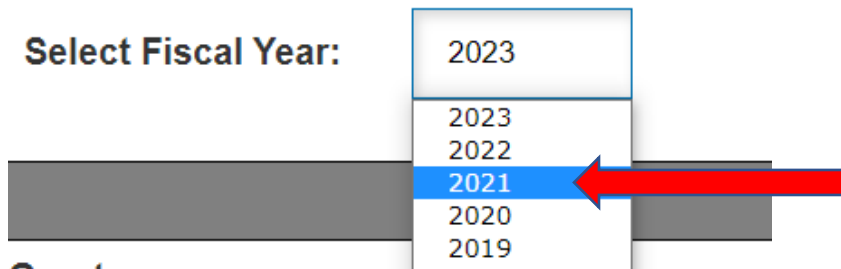


3. On this page you will be able to search for the school or organization of your choice. It is recommended to use the Select District field. It is alphabetical order. If you start to type the school it will skip to that part of the list automatically.

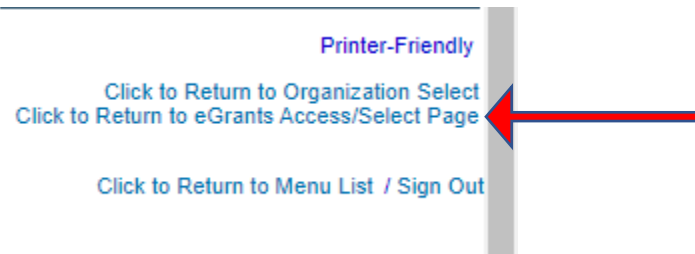


\*Majority of schools funds are dispersed at a school's elementary level from OPI. You will want to choose that school in order to follow this manual. We will cover how to look at other schools details later

4. Once you have found the school you need, select it and click search. The next step you want to take is selecting the fiscal year of the grant you want more information about. Majority of ESSER funds are in 2021.



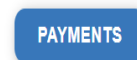
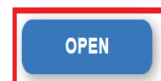
5. You should now be on the grant landing page. This page displays all grants that the school/ organization has received for the selected year. There are three main tabs on this page you will learn how to navigate. It is important at this time to inform you that the E-Grants website does not support the previous page or back button on any browser. To return to previous pages you will use the small blue links pictured below that are located at the right hand corner at the top of the page. If you do not use these you will most times be booted out and asked to sign back in.



6. First, let's look at the school's budget for the grant. This section will show you in detail what the school was approved for spending their funding on. Including a breakdown of the amount of money in each program within the grant. This will allow you to make sense of cash request made by the school, which we will cover next. Begin by clicking the blue OPEN button

ESSER III Consolidated

Original Application Final Approved 10/13/2021  
View GAN



7. There are many features on this page. We will be covering the school's budget and how to navigate between programs. You start by selecting the program in the upper right-hand corner.

Click dropdown to access program specific pages:

- ESSER III Consolidated
- ESSER III Consolidated
- ESSER III Base**
- ESSER III School District Supplemental
- ESSER III Other Education Institutions
- ESSER III Lost Instructional Time



Each one of these programs will have different information within it. Once selected a page will be displayed that gives you an object code(accounting code) break down at the top of the page. If you Scroll down, you then get a more detailed description of how the school plans on spending these funds.

**\*This is also the area where if a non-elementary school is selected you can see how their portion of funds is being spent as mentioned earlier in manual. Not all schools have a budget detailed separate from their elementary school. \***

Now, lets go over how to see schools cash request for funds. To do this we must go back to the E-Grants landing page. You will want to click the small blue links as described earlier. Click the link shown

[Click to Return to eGrants Access/Select Page](#)

8. Cash Requests- This is the section of E-Grants where you will be able to see what schools are requesting money for, how much they are requesting, and in what object code they are being requested under. To get started select the blue button labeled PAYMENTS as shown below.

ESSER III Consolidated

Original Application

Final Approved 10/13/2021  
[View GAN](#)

**OPEN**

**PAYMENTS**

9. Next ,click on the VIEW CASH REQUESTS/EXPENDITURE REPORTS blue

**VIEW CASH REQUESTS/EXPENDITURE REPORTS**

10. Much like viewing different parts of the budget by selecting programs within the grant, you will do the same here using the drop-down menu as shown. The requests made within each program should tie back to the budget that we looked at earlier

**Program**

**OPI PRD**

- Select program...
- ESSER\_III\_Base**
- ESSER\_IIISchDistSupplmntl
- ESSER\_III\_OtherEdInst
- ESSER\_III\_LostInstrTime

11. Once you have selected a program you may or may not see a list of cash requests the school has submitted. If there are none to choose from that means the school has yet to request funds out of this grant. If there are requests made you can select one by clicking the radial button to the left as shown and then selecting OPEN REQUEST.

Program

Cash Requests:

Select an Cash Request from the list(s) below and press one of the following buttons:

Select	Cash Request	Date Created	Date Submitted	Final Approval Date	Status	Status Date
<input type="radio"/>	Cash Request 10	5/17/2022	5/17/2022		Submitted to the SEA	5/17/2022
<input checked="" type="radio"/>	Cash Request 9	3/15/2022	4/12/2022	5/5/2022	Approved	5/5/2022

12. You should now be able to see the details of the cash request.

Object Code	Use of Funds	Expenditure Description and Itemization (1000 Character Maximum)	Final Approved Budget	Previously Requested	Cash Request
100	Supplemental Learning	Teacher salaries-N. Ehlers	\$133,607	\$37,374	3750
200	Supplemental Learning	Teacher benefits for N. Ehlers	\$47,793	\$16,957	2135
600	Minimize Spread of Infection	cleaning supplies-garbage liners	\$30,000	\$4,288	226
				Total	\$6,111

The details of this cash request line up with the approved budget that you were able to view in the previous steps. Based off the object code that tells us where the money will be pulled from. There is a helpful link on this page that will give you definition as to what falls under each code.

[Description of Object Codes](#)

Object Code	Use of Funds
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The Description column is used to describe how the funds requested tie back to the school's budget. The Final Approved Budget Column is how much money is approved in this part of the grant based off the object code and Use of Funds. Previously Requested column is the amount of money that has been not only requested but disbursed to the school previously. Last is the Cash Request Column. This is the amount of money being requested by the school from the budget.

Please remember that not all schools receive their funding directly under their school name. As well as schools have many grants and can choose to request from any of them at any given time. We hope this manual helped you navigate through E-Grants. If you have any further questions, please visit our website at

[opi.mt.gov](http://opi.mt.gov)

