

SEA AOE - GMS User Manual

Version 1.0

March 2018

Submitted by MTW Solutions, LLC



Revision History

Version	Status	Date	By	Summary of Changes
1.0 DRAFT		April 5, 2018	SM	Original - Draft

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Logging On to the GMS

The Production GMS is found [here](#):

Within Production, authorized AOE staff should use their Firstname.Lastname@Vermont.gov Email addresses to logon to the system. The first time that AOE staff attempt to access the system, they need to:

1. Enter Their Vermont Email Address,
2. Click the Forgot Password link.

VERMONT
Agency of Education

Welcome to the Grants Management System

ANNOUNCEMENTS

- Welcome to the new VT AOE Grants Management System! For all FY18 Grant Applications, please continue to use the **Grantium** system. This GMS is for FY19 grants only.
- Central Data is now available to create and complete!** Information common to all applications (contact information, common assurances, etc.) must be completed and submitted in **Central Data** by the superintendent or authorized representative before grant applications can be submitted.
- See the Training section for a video on how to get your password and log in. **If you don't see the programs you should**, please contact us at AOE.GMSHelp@vermont.gov so we can correct your permissions; include your correct email address, the SU/SD you represent, and what program you need permissions for.

LOGON

Username/Email
dan.carier@mtwsolutions.com

Password
Forgot Password

LOGON

[New User](#)

INFORMATION

- Use the **Forgot Password** link on right to get your initial password, and any time your password needs to be reset. An email will come from helpdesk@mtwsolutions.com; check your Junk Mail, Spam, or Clutter, and add that address to your white-list or address book.
- For technical help, contact our help desk at AOE.GMSHelp@vermont.gov or 802-479-1044. Identify your Supervisory Union, School District, etc.; which grant program (CFP, IDEA, etc.) you're working on; what you were doing and where; and include error messages or screenshots.

TRAINING

- Video tutorial: **Logging In and Account/Password Maintenance**
- Video tutorial: **Continuous Improvement Plans and Central Data**
- Tips: When entering text, save often!** If you time out without saving you can lose what you've entered since the last save. Also, **do not use the browser back-arrow to navigate**, this can also cause unsaved text to be lost.

UPCOMING

April 2018

May 1, 2018
Perkins FY19 applications are due.

NOTICE OF FUNDING AVAILABILITY
No notifications found.

AOE - GMS Landing Page

If the Email address has already been registered in the GMS, the User will receive an email address with a 1 time temporary password. A Pop-up Box will also appear indicating that the Email has been sent. The Email usually sends within 5 seconds, but may be slowed due to Email Filtering.

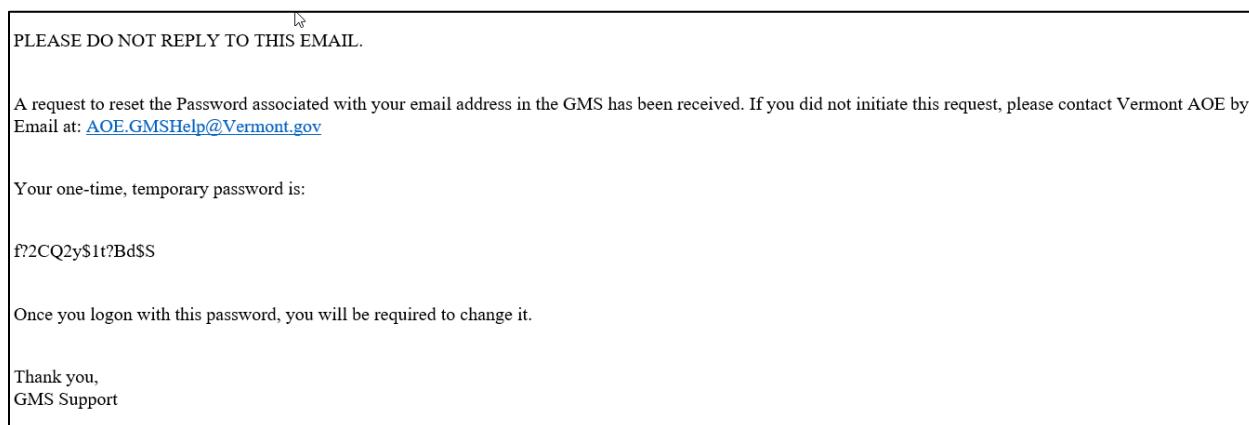
FORGOT PASSWORD

Your password has been successfully reset to a temporary value. You will soon receive an email with the temporary password. Upon receipt of the email, please log in with the new credentials.

CLOSE

Pop-Up message – Email Sent

That email will look like the following image (with its own unique password).



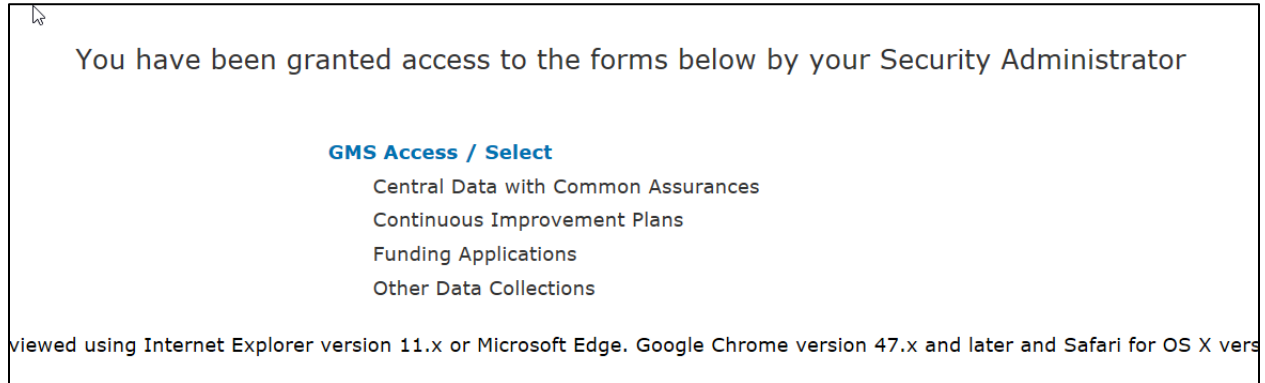
Sample Password Reset Email

This one time password should be used to logon, during which time you will be asked to establish a new password.

In the event that your email is not known to the GMS, please contact the GMS Helpdesk by Email at AOE.GMShelp@Vermont.gov . Please include what access rights you need for the GMS, and an account will be created for you as soon as possible.

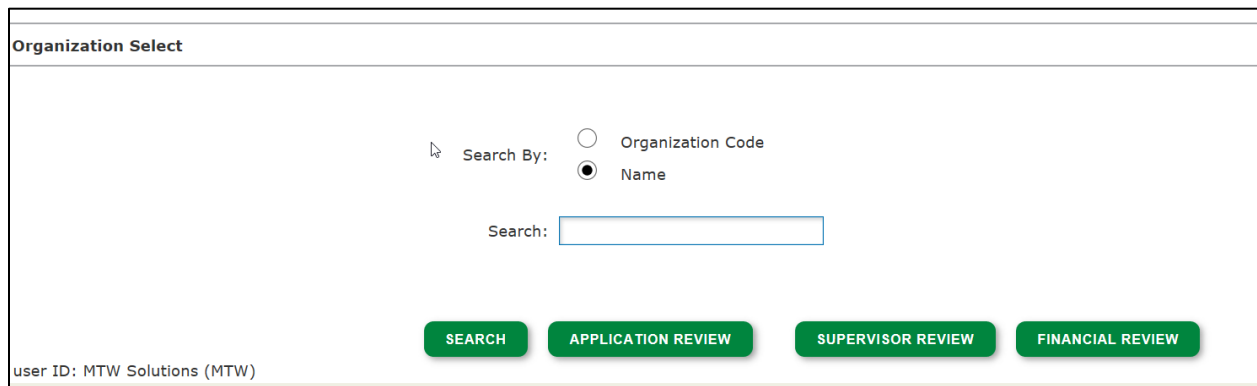
Accessing Review Assignments

After you have successfully logged onto the GMS, you will see the GMS Menu List, as illustrated below. Click on the link labeled “GMS Access / Select”



GMS Menu List

After Clicking GMS Access/Select, you will see the Organization Select Page, pictured below:



Organization Select Page – Gateway to Reviews

If you wish to view a specific LEA (not for the purposes of completing a Review), enter part of the LEA name, and click Search. This will take you to that LEA’s Access / Select Page, where you can open the desired Plan or Grant Application.

Application Reviews CANNOT be completed from this path.

Accessing Review Assignments

To Review submitted applications, CIPs, or Central Data, AOE Users should click on the “Application Review” (as seen on the previous page).

If the user has access to perform reviews on more than one grant program, CIP, or Central Data, the GMS will require you to select which program you wish to review from a drop down list.

After one program has been selected, the list of Assigned Reviews will be presented.

If you have no reviews, the page will appear like the following image.

The screenshot displays a user interface for reviewing applications. At the top right, there is a dropdown menu for 'Application:' set to 'CIP - Continuous Improvement Plan' and a label 'Reviewer: MTW Solutions'. Below this is a section titled 'MY TO DO LIST'. Inside this section, there are four green buttons: 'REVIEW APPLICATION', 'REVIEW SUMMARY', 'ACCEPT', and 'REJECT'. Below the buttons is a checkbox labeled 'Show completed for the past 14 days'. To the right of the buttons, there is a 'Sort Assignments By' section with two radio buttons: 'Oldest Assignment' and 'Newest Assignment'. At the bottom, there is a table with a green header and a single row containing the text 'Reviewer currently does not have any active assignments.' The table header has columns for 'Select', 'District', 'Name', and 'Application / Amendment'.


Select	District	Name	Application / Amendment
Reviewer currently does not have any active assignments.			

My To DO List – No Assignments View

The following pages show Application Review “To Do Lists” that do have active assignments.

Completing a Review

When an AOE user has submitted applications, CIPs, or Central Data to review, the To Do List will appear as shown below.



[Click to Return to Organization Select](#)
[Click to Return to Menu List / Sign Out](#)

Application: CIP - Continuous Improvement Plan

Reviewer: PgmRvw One

MY TO DO LIST
Instructions

REVIEW APPLICATION

REVIEW SUMMARY

ACCEPT

REJECT

Show completed for the past 14 days

Sort Assignments By

Oldest Assignment Newest Assignment

Select	District	Name	Application / Amendment	Submit Date	Assigned Date	Status	Stop Name
<input type="checkbox"/>	S061	BARRE SU	2019-Original Application-A0000-BARRE SU	2/27/2018	2/27/2018	Review Started	Program Review

TEST user ID: PgmRvw One (PgmRvw1)

For help using the Vermont AOE Grants Management System, email AOE.GMSHelp@Vermont.gov, call the help desk at **802-479-1044**, or consult our [Staff Directory](#).

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My To DO List

Prior to attempting to Review a submitted application, please ensure your browser Pop-up blocker is disabled for the GMS website. The Review Checklist opens in a new window so this part is critical to being able to review applications.

Review Assignments will be sorted so that the oldest review assignment is at the top of the list.

Reviews cannot be Accepted or Rejected until they are in “Review Started” status. If the status indicates “Not Started”, the Accept and Review buttons will NOT function.

Click the check box next to the submission that you wish to review. Make sure that the Browser has completed that action (indicated when the browser icon completes circling).

1. Click "Review Application".
 - a. The current Browser Tab will open the applicant's application.
 - b. A 2nd Browser Tab (which is a Pop-up), will open the Review Checklist
2. AOE Reviewers should review the pages in the submitted application, toggle to the Review Checklist Tab, and respond to AOE developed review questions about the contents of the application.
3. When the application has content that the reviewer wishes to respond about, comments should be entered and Saved in the Review Checklist.

When the reviewer has responded to each question in the Review Checklist, and Saved the Review Checklist web page(s), the Reviewer should click the "Close-Browser" link in the top right, which will close the tab with the Checklist.

Having multiple Review Checklists open concurrently can result in the comments entered in one checklist being entered into multiple applications.

Within the Primary Browser tab, where the submitted application is open, there will be a link in the top right that states: Click to Return to My To Do List. Upon clicking this link the Assignment list will redisplay.

With the review now completed, the reviewer should re-check the checkbox for the desired application, and then click Accept or Reject. If the assignment is Accepted, the next reviewer in the workflow route will receive an email indicating they should now review the submission. If Accept is clicked on the Final Review Stop, the applicant will receive an email indicating their application has been approved.


If any reviewer clicks "Reject", the applicant will receive an email indicating the application has been Returned for Changes. Applicants are directed to open the Review Checklist(s) completed by the reviewer(s), to view the comments that resulted in the AOE Reviewer rejecting the application. This workflow is different for applications that have multiple funding streams but the end result is the same.

The applicant will have the ability to update their application, and then resubmit the application. At this point, the review cycle begins again, with prior comments in the Review Checklist displaying again as a reminder.

Review Summary

District/SU Review Summary

After the Review Process begins, all authorized users can monitor the review process by opening the Review Summary page. Authorized District/SU users can find the **REVIEW SUMMARY** button on the Access /Select page to the right of the CIP organization. District/SU users will open the Review Summary page to see the comments made by the AOE reviewer. The Review Checklist cannot be modified by a District/SU user.



Applicant: S061 BARRE SU

Application Cycle: 2018-2019 CIP - Continuous Improvement Plan - A0-0000-BARRE SU
Original Application

Project Period: 7/1/2018 - 6/30/2019

[Printer-Friendly](#)
[Click to Return to GMS Access/Select Page](#)
[Click to Return to Menu List / Sign Out](#)

Review Summary **Instructions**

Latest submission to AOE occurred on: 2/27/2018

Round 1					
Select	Stop	Group	Staff	Status	Status Date
	2	District Superintendent	District Representative	Submitted	2/27/2018
<input type="radio"/>	3	Program Review 1	PgmRvw One	Review Started	2/27/2018

REVIEW CHECKLIST

TEST user ID: District Representative (paul.egger@MTWolutions.com)

For help using the Vermont AOE Grants Management System, email AOE.GMSHelp@Vermont.gov, call the help desk at **802-479-1044**, or consult our [Staff Directory](#).

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District Rep/SU Review Summary

AOE Review Summary

Authorized AOE staff can open the Review Summary from the MY TO DO LIST. To open the Review Summary, click the Application drop-down to select the CIP- Continuous Improvement Plan. Click the Organization and select the **REVIEW SUMMARY** button. For Authorized AOE users that have the authority to edit the Review Checklist can restart the review process from the Review Summary page. As always, the Reviewer must select the **SAVE PAGE** button to retain changes made before continuing to the next page in the Review Checklist.

Applicant: S061 BARRE SU

Application: 2018-2019 CIP - Continuous Improvement Plan - A0-0000-BARRE
Cycle: SU
 Original Application

Project Period: 7/1/2018 - 6/30/2019

[Printer-Friendly](#)
[Click to Return to My To Do List](#)

[Click to Return to Organization Select](#)
[Click to Return to Menu List / Sign Out](#)

Review Summary

[Instructions](#)

Latest submission to AOE occurred on: 2/27/2018

Round 1					
Select	Stop	Group	Staff	Status	Status Date
	2	District Superintendent	District Representative	Submitted	2/27/2018
<input type="radio"/>	3	Program Review 1	PgmRvw One	Review Started	2/27/2018
	4	Program Review 2	Josh Souliere	Preassignment	

[REVIEW CHECKLIST](#)

TEST user ID: PgmRvw One (PgmRvw1)

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AOE Review Summary