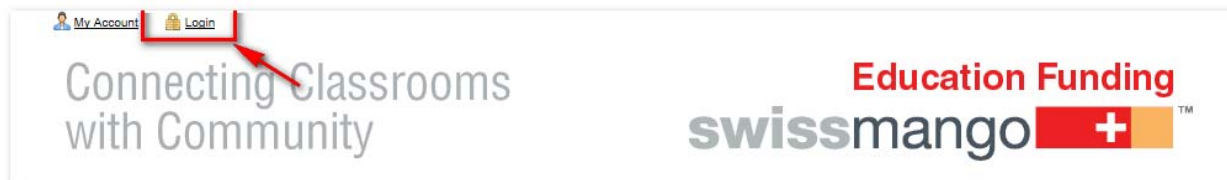


Education Foundation: Grant Approval

Instructions for Principal

How to register for an account

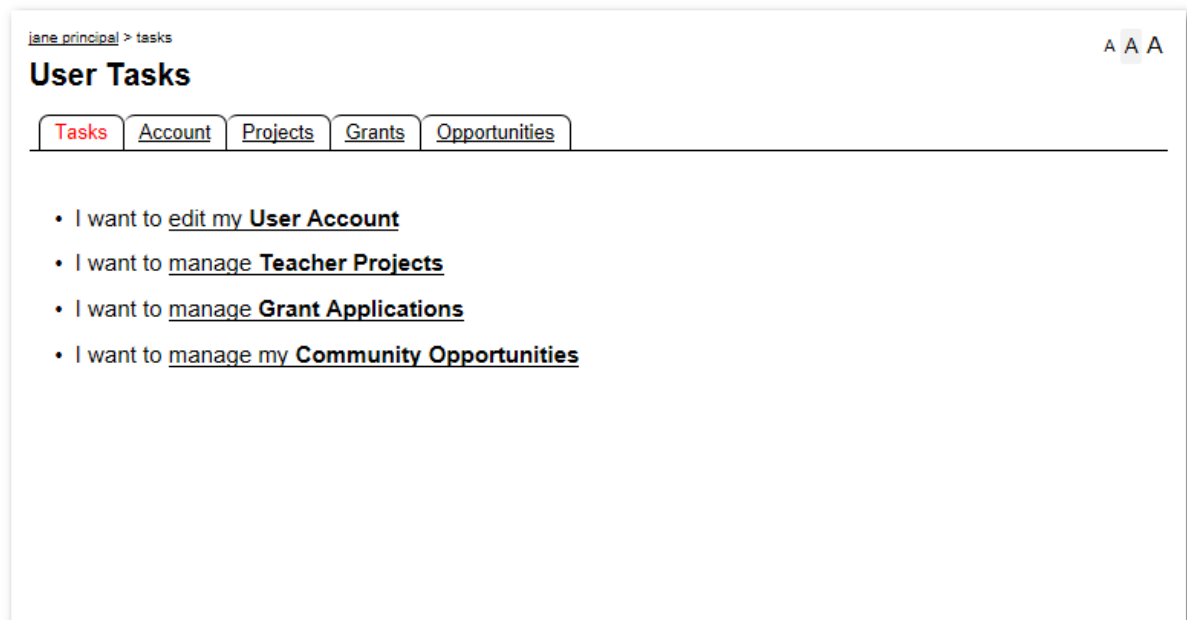
- To create an account, click login at the top left of the page



- Then under New User enter your information (you must use your district provided email address to be recognized as a principal) and finish by clicking create account.

A screenshot of the 'User Login' and 'New User Register' form. The page has a 'login' link in the top left and 'A A A' in the top right. The 'Returning User' section on the left has a 'Sign In' label, fields for 'Username' and 'Password', a 'Login' button, and a link: 'I have forgotten my password, and want to reset it'. The 'New User' section on the right has a 'Register' label and fields for 'First Name', 'Last Name', 'Email Address', 'Confirm Email Address', 'Password', and 'Confirm Password'. Each field in the 'New User' section has a red asterisk and a blue question mark icon. A red box highlights the 'New User' header, the 'Register' label, and the 'Create Account' button at the bottom right.

- An email will be sent to the email address you provided, asking that you **validate your account**. Click on the link provided in the email and this will take you to your account page on the site.



- When an application needs to be approved, an email will be sent to you. At the bottom there will be a link that will take you the site to login.

Approve This Grant Application: </site-users/ef-grant-application/id/3>

- Once you click on the link it will prompt you to login and once you do it takes you directly to the grant to approve it.

login

A A A

User Login

✖

 You must be logged in to access your account.

Returning User

Sign In

* Username

* Password

Login

[I have forgotten my password, and want to reset it](#)

New User

Register

* First Name

* Last Name

* Email Address

* Confirm Email Address

* Password

* Confirm Password

- In order to approve the grant, at the very bottom of the page is a field labeled “Principal Approved”, click yes and then submit.

Display Options

* Teacher Status

☒ Complete ☐ Draft

* Principal Approved

☒ Yes ☐ No

You must click "Submit" to save any changes.

Submit

- After you click submit you will be brought back to the Grant Application Screen where all applications are listed. If you chose to approve the Grant, it will now appear as approved by a principal.

Applications				
Teacher	Date	Title	Approvals	
Teacher (Demo), Jane	05/28/2013 3:06 PM	STEM Exploration	Teacher Principal Admin	Edit View