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.
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.

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