




Log in and Grant Approval Instructions:

- Set up a user login via the [teacher grant portal](#).
- If you set up a login last year, use the same login.
- If you forgot your password, you can reset it.
- You **MUST** update your information each year, school, classroom, etc.
- If you do not have a user account, you can create one using your OCPS email address with your “**first.last**” name (e.g.: susan.smith@ocps.net). **Do NOT use your personnel number.**
- After logging in, you can select the **Arts Education Impact Grant** from the drop-down list of grants. The grant module allows you to login and logout of your application.
- You must save each time before logging out. This will allow you to research, edit, and save before your final submission.
- There are character limits for each section. Please plan accordingly.
- If there are any “required” unanswered fields within the application, you will be unable to submit.
- If you see a blue bubble question mark, () click on it for “directions.”
- After your application has been submitted:
 - Your principal will receive a copy via email.
 - Principal clicks on the link at the bottom of the email, which redirects him/her to the grant portal login.
 - If your principal set up a login last year, it is still active. If your principal forgot the password, he/she can reset it. The principal **MUST** update his/her school information each year (in case they have relocated to a new school). If your principal is new to the district and/or as a principal, he/she must set up a new account using their long OCPS email address (susan.smith@ocps.net).
 - After logging in, the principal can review your grant and click on the approval button.
 - If principal requires you to edit the application, you can log in, update, and re-submit.
 - The principal will receive a new approval email should revisions need to be made.
 - Check with your principal to make sure your grant has been reviewed and approved.
 - Until these steps are completed, your application cannot be considered for funding.
 - You will not move to final stage without your principal’s approval.
- You can log into your application to check its status.
 - **Teacher Status:** Draft or complete means your application is in final submission;
 - **Principal Approved:** Yes or No; and
 - **Admin Approved:** Yes – means moving to judging phase. No – means your application is denied. The admin approval is granted by the Foundation grant administrator.

This is what an approved status will look like:

- * Teacher Status Complete Draft
- * Principal Approved Yes No
- * Admin Approved Yes No