
Login

1. Click on the GPS Sign-In Button

The screenshot shows the 'Grants and Planning System Home' page. On the left, there is a navigation menu with the following items: GPS Home, Search, WVDE Resources, Help for Current Page, Contact WVDE, and GPS Sign-In. The 'GPS Sign-In' button is highlighted with a yellow callout bubble that contains the text 'Click on GPS Sign-in Button'. Below the navigation menu, there are sections for 'Announcements' and 'Reminders'. The 'Announcements' section includes a 'Welcome to GPS!' message and a list of email addresses for various roles. The 'Reminders' section includes a 'Test Reminder' for 4/1/2017 with a link to 'Nice content'.

2. Enter in your Webtop Credentials

WVDE Authentication Portal

Webtop Login

The application **Grants Management System** is asking you to log in with your Webtop/SSO username or email address.

User Name or Email:

Password:

[Forgot user name and/or password?](#)

Announcements and Reminders

1. Please review announcements and reminders for important updates each time you access the system.

The screenshot shows the 'Grants and Planning System Home' interface. On the left is a navigation menu with items like 'GPS Home', 'Search', 'Inbox', 'Planning', 'Funding', 'Grant Summary', 'LEA Document Library', 'Address Book', 'WVDE Resources', 'Help for Current Page', 'Contact WVDE', and 'GPS Sign Out'. The main content area displays 'Berkeley County Schools (004) Public District' and 'Associated Organizations' with a table showing 'Organization Number' (004) and 'Organization Name' (Berkeley County Schools). Below this are two columns: 'Announcements' and 'Reminders'. The 'Announcements' column contains a 'Welcome to GPS!' message dated 4/1/2017 and a list of 'Training Users' including LEA Superintendent, LEA Fiscal Representative, LEA Plan Data Entry, User Access Admin, LEA Consolidated Update, and LEA Consolidated Director. The 'Reminders' column contains a 'Test Reminder' dated 4/1/2017 with a link to 'Nice content'. A yellow callout bubble with the text 'Announcements and Reminders' points to these two columns.

Session Time-Out

1. WVDE GPS has a 60-minute time-out. The timeout clock is beneath the main left-hand navigation menu. The clock will reset every time you move to a new page or if you perform a save on the page with *Go To: Current Page*

This screenshot is similar to the previous one but includes a 'Session Timeout' clock at the bottom of the left navigation menu, showing '00:59:18'. A yellow callout bubble with the text 'Time-Out Clock' points to this clock. The rest of the page content, including the navigation menu, organization information, and announcements/reminders, is identical to the previous screenshot.

Navigation

1. The Navigation Menu on the left provides links to
 - a. Search – allows you to search Organizations and Grants
 - b. Inbox – Email message archive
 - c. Planning – Strategic Planning Section.
 - d. Funding – Consolidated Funding Application
 - e. Grant Summary – Allows you to look at previous and current year grant applications
 - f. LEA Document Library – Area to upload requested documentation
 - g. Address Book – Has a listing of the funding application and planning tool contacts
 - h. WVDE Resources –Guidance and reference documents to assist with completing plans and applications.
 - i. Help for Current Page - Contains helpful hints and instructions for the specific page selected. It also contains the link to a resource document that will have screenshots and step by step instructions to help further explain each page.

West Virginia Department of EDUCATION

GPS Home
Search
Inbox
Planning
Funding
Grant Summary
LEA Document Library
Address Book
WVDE Resources
Help for Current Page
Contact WVDE
GPS Sign Out

User, ConDirector

Training Site
Session Timeout
00:59:18

Grants and Planning System Home

Berkeley County Schools (004) Public District

Associated Organizations

Organization Number	Organization Name
004	Berkeley County Schools

Announcements

Welcome to GPS! (4/1/2017)
Welcome to GPS, WVDE's new Grants and Planning System. Please check back regularly for additional updates.

Training Users:

- LEA Superintendent - XXX_Super@wv.k12.us
- LEA Fiscal Representative - XXX_FiscalRep@wv.k12.us
- LEA Plan Data Entry - XXX_LeaPlanDataEntry@wv.k12.us
- Access Admin - XXX_UserAccessAdmin@wv.k12.us
- Consolidated Update - XXX_ConUpdate@wv.k12.us
- Consolidated Director - XXX_ConDirector@wv.k12.us

Reminders

Test Reminder (4/1/2017)

- ***Nice content***

Navigation
Menu

2. WVDE Contact Page – Area to submit requests for technical assistance on specific sections of the planning tool and application. This section contains a form to complete that will allow you to specify your area of concern. It will also help WVDE track and respond to any issues system wide. Please use this option as your primary communication for WVDE GPS technical assistance.

The screenshot shows the WVDE Department of Education website interface. On the left is a navigation menu with items like 'GPS Home', 'Administer', 'Search', 'Reports', 'Inbox', 'WVDE Resources', 'Help for Current Page', 'Contact WVDE', and 'GPS Sign Out'. The main content area is titled 'Contact WVDE' and contains sections for 'General Support Questions' and 'Technical Questions'. A yellow callout bubble points to the 'Support Request' link in the 'Technical Questions' section.

West Virginia Department of EDUCATION

GPS Home
Administer
Search
Reports
Inbox
WVDE Resources
Help for Current Page
Contact WVDE
GPS Sign Out

Crawford, Robert
Training Site

Session Timeout
00:51:44

Contact WVDE

General Support Questions

If you have a program-related question or an issue with GPS and cannot resolve it by reviewing the information found on each page's "Help" link or by reviewing the [WVDE Resources](#), please contact WVDE by clicking on the "Support Request" link below.

[Support Request](#)

Technical Questions

1. If you are experiencing a technical issue within GPS, please review the browser requirements by clicking on the following link.
[View Workstation Requirements](#)
2. If you are experiencing a technical issue and are receiving an error message within GPS, please click on the "Support Request" link below and enter the following information in your support request.
 - a. The error message and number you are receiving.
 - b. Your operating system (e.g. Windows XP/7/8, Mac OS X, etc).
 - c. Your web browser type (e.g. IE/Safari/Firefox/Chrome) and version.
 - d. Steps to reproduce the problem.

[Support Request](#)

Click Support Request to pull up the WVDE GPS Technical Assistance Form

WVDE GPS Help Form

* = required field

Name *

Email *

County *

Type of question *

If your area of concern was not listed above, or if you have other information, please provide it here.

Please fill in the text as indicated below.

- Do not use the browser's forward and back buttons. It will create an error message. To correct, make a selection from the *Go To* Menu or the Main Navigation Menu.

The screenshot shows a web browser window with the URL `https://training.wvdegps.k12.wv.us/default.aspx?ccipSessionKey=636289002590817211`. The browser's back button is circled in red with a diagonal slash, indicating it should not be used. The page content includes the WVDE logo, a navigation menu on the left, and a main content area titled "Grants and Planning System Home". The main content area has two columns: "Announcements" and "Reminders".

Announcements

Welcome to GPS! (4/1/2017)
Welcome to GPS, WVDE's new Grants and Planning System. Please check back regularly for additional updates.

Training Users:

- LEA Superintendent - XXX_Super@wv.k12.us
- LEA Fiscal Representative - XXX_FiscalRep@wv.k12.us
- LEA Plan Data Entry - XXX_LeaPlanDataEntry@wv.k12.us
- User Access Admin - XXX_UserAccessAdmin@wv.k12.us
- LEA Consolidated Update - XXX_ConUpdate@wv.k12.us
- LEA Consolidated Director - XXX_ConDirector@wv.k12.us

Reminders

Test Reminder (4/1/2017)

- Nice content**

At the bottom left, there is a "GPS Sign Out" button and a "Training Site Session Timeout 00:43:53" indicator.

User Profile Update

1. Click on your name to pull up the User Profile.

The screenshot shows the 'Grants and Planning System Home' page. The left sidebar contains a navigation menu with items like 'GPS Home', 'Administer', 'Search', 'Reports', 'Inbox', 'WVDE Resources', 'Help for Current Page', 'Contact WVDE', and 'GPS Sign Out'. Below the menu, the user's name 'Crawford, Robert' is displayed. A yellow callout bubble points to this name with the text 'Click on your name'. The main content area includes an 'Announcements' section with a 'Welcome to GPS!' message and a list of 'Training Users' with email addresses. A 'Reminders' section shows a 'Test Reminder' with a link to 'Nice content'. A 'Training Site' session timeout timer is visible at the bottom left, showing '00:43:53'.

2. Once you are in the User Profile Screen please update the phone and fax numbers and press save.

The screenshot shows the 'User Profile' screen. The left sidebar is identical to the previous screenshot. The main content area is titled 'User Profile' and contains a 'Profile' section with the following fields: 'Email Address' (rcrawford@k12.wv.us), 'First Name' (Robert), 'Last Name' (Crawford), 'Phone Number' (with dashes), 'Phone Extension', and 'Fax Number' (with dashes). A yellow callout bubble points to the 'Phone Number' and 'Fax Number' fields with the text 'Enter in the phone and fax number and press save'. At the bottom right, there are 'Save' and 'Cancel' buttons. The 'Training Site' session timeout timer at the bottom left now shows '00:57:55'.

Save and Go To

1. To get access to another page or section in the ESEA Consolidated Application and to save the progress you have made on your current page please select the Save and Go To button at the top or bottom of every page.

2. Options under Save and Go To:

- a. Current Page
- b. Next Page
- c. Previous Page
- d. Sections
- e. History Log
- f. Allocations
- g. Contacts
- h. Title I Part A
- i. Title I-D LEA
- j. Title II, Part A
- k. Title III EL Intent to Participate
- l. Title III EL
- m. State EL Funds
- n. Title V, Part B, RLIS
- o. Assurances
- p. Shared Related Documents
- q. Consolidated Checklist

The screenshot shows the top navigation bar with the West Valley Education logo. Below it is a table titled 'Contacts' for 'Berkeley County Schools (004) Public District - FY 2018 - Consolidated'. A dropdown menu is open under the 'Save And Go To' button, listing various options with right-pointing arrows. A 'Type' column is visible on the right side of the table.

Contacts		Type
Berkeley County Schools (004) Public District - FY 2018 - Consolidated		
Save And Go To	Current Page	
	Next Page	
	Previous Page	
	Sections	
Title I Part A Contact [select]	History Log	
Title I-D LEA Contact [select]	Allocations	
Title II Part A Contact [select]	Contacts	
Title III EL Contact [select]	Title I Part A	
	Title I-D LEA	
	Title II Part A	
	Title III EL Intent to Participate	
State EL Funds Contact	State EL Funds	
Title V Part B, RLIS Contact	Title V Part B, RLIS	
Homeless Children Contact	Assurances	
	Shared Related Documents	
	Consolidated Checklist	
Foster Care Contact [Select at least 1 contact(s)]		