

## 1. Login and user profile

- a. The address for GMAP is <https://gmap.education.ky.gov>. The link displays the home page.

The screenshot shows the top navigation bar of the Kentucky Department of Education website. The header includes the state seal and the text "Kentucky Department of Education Our Children, Our Commonwealth". Below the header is a navigation menu with options: "GMAP Home", "Search", "KDE Resources", "Help for Current Page", "Contact KDE", and "GMAP Sign-In". The main content area is titled "Grant Management Application & Planning System Home" and features an "Announcements" section with a sub-heading "FY20 Final Allocations (11/27/2019)". The announcement text states: "Final FY20 allocations for Title I-A, Title I-D, Title II-A, Title III English Learners and Immigrant, and Title V have been uploaded in GMAP. The revised allocations are only available, at this time, to districts that have received initial approval (KDE Consolidated Consultant Approved). Once districts receive the first KDE Consolidated Consultant Approval, the final allocation will be uploaded to allow remaining districts to make adjustments. The revised Consolidated application for districts that have received initial approval is due January 15, 2020." Below this text is a list of links for various titles: "Title I, Part A - Title I, Part A Consultants", "Title I, Part D Neglected and Delinquent - Monica Shack", "Title II, Part A - Supporting Effective Instruction - Kristen Jarboe", "Title III - English Language Learners - Jessica Sanderson or Erin Stubbitt", "Title IV, Part A - Student Support and Academic Enrichment - Lulath Brewer", "Title V - Rural and Low Income - Jennifer Ajin", and "GMAP System - Jennifer Baker".

- b. Click on the GMAP Sign-In button.

This image is a close-up of the navigation menu from the previous screenshot. It shows a vertical list of buttons: "GMAP Home", "Search", "KDE Resources", "Help for Current Page", "Contact KDE", and "GMAP Sign-In". A red arrow points to the "GMAP Sign-In" button. Below the menu, the text "Public Access" and "Production" is visible.

- c. If you have been added as a GMAP user, you will have received an email with instructions for setting your password. The "Forgot your password?" link will send another email with a link and instructions to create a new password.

The screenshot shows the "Sign-In" form on the GMAP website. It has a dark blue header with the text "Sign-In". Below the header are two input fields: "Email Address:" and "Password:". Below the "Password:" field is a link that says "Forgot your password?". At the bottom right of the form is a "Submit" button.

- d. After you have logged in, you can access your User profile by clicking on your name at the bottom of the menu. You can edit this information.

This image shows a user profile menu. It consists of three buttons: "Help for Current Page", "Contact KDE", and "GMAP Sign Out". Below the buttons, the user's name "Martin, Gary" is displayed in blue text. Underneath the name is the text "Test Site" and "Session Timeout" above a red digital clock showing "00:59:46".

- e. The Session Timeout Clock displays the time left before timeout. When you save a page or move to another page, it will reset to one hour. If you do not save and move to another page, a reminder will appear with 15 minutes left.

**2. Accessing the Funding Applications**

- a. Access the Funding Applications page by clicking on your *Organization Name* on the Home Page or from the *Funding* option on the Main Navigation menu.

The screenshot shows the GMAP navigation interface. At the top, there is a header with 'Associated Organizations' on the left and 'Organization Number' in the center. On the right side of the header, a box labeled 'Organization Name' contains the text 'Lewis County' and is circled in red. Below the header is a main navigation menu with a left sidebar and a central content area. The sidebar contains the following items: GMAP Home, Search, Inbox, Planning, Funding (highlighted in dark blue), Grant Summary, District Document Library, Address Book, KDE Resources, Help for Current Page, Contact KDE, and GMAP Sign Out. The central content area displays 'Grant Management' for Lewis County (335) Public Schools. A red banner reads 'This is the TEST site. Please do not use for production purposes.' Below this, the 'Funding Applications' link is highlighted in dark blue. Other links include Budget Summary, Application Supplements, and an Announcements section with a sub-header 'FY20 Final Allocations (Final FY20 allocations Consolidated Consultation)'. A note at the bottom of the announcements says 'If you have questions, please contact the Grants Manager.'

- b. The Funding Applications page provides access to any funding applications created in GMAP. The funding year will need to be changed to 2023 to access the State Preschool grant.

Organization Name:

Organization Number:

County:

Fiscal Year:

Funding Application:

- Perkins
- Perkins Post-Secondary
- School Improvement Funds - ATSI
- School Improvement Funds - Cohort 1
- School Improvement Funds - Cohort 2
- School Improvement Funds - Cohort 3
- School Improvement Funds - LEA Support
- State Preschool

### 3. Navigation in GMAP

- a. Do not use the web browsers forward and back buttons. If you do, you will receive the red message beginning, “The page you are attempting to view has expired.....” If this happens, click on any menu item or link on the page to return to the correct navigation.

The page you are attempting to view has expired. Please utilize the links or buttons available on your current page to visit a previously viewed page.

### 4. Application Status

- a. In the initial log in, the application is in *Not Started* status. To work in the application, it must be changed to *Draft Started*. Go to the Sections page and click on the Draft Started link.

**Sections**

Public District - FY 2021 - State Preschool - Rev 0

This is the TEST site. Please be sure to complete your work on the LIVE site.

Application Status: Not Started

Change Status To: Draft Started

View Change Log

Description ( <a href="#">View Sections Only</a> <a href="#">View All Pages</a> )	
All	
<input type="checkbox"/>	History Log
	<a href="#">History Log</a>
	<a href="#">Create Comment</a>
<input type="checkbox"/>	Allocations
	<a href="#">Allocations</a>
<input type="checkbox"/>	Contacts
	<a href="#">Contacts</a>
<input type="checkbox"/>	State Preschool
	<a href="#">Program Details</a>
	<a href="#">Preschool Education Program and Related Services</a>
	<a href="#">Budget</a>
	<a href="#">Budget Overview</a>
	<a href="#">Related Documents</a>
<input type="checkbox"/>	State Preschool Checklist
	<a href="#">State Preschool Checklist</a>
All	