



Grant Evaluator Tutorial

Logging In

You will receive an email with a link to the grant evaluation website. Once you've received the information, follow steps 1-3 below:

1. Enter your e-mail address, in the e-mail address field
2. Enter your password: oett2017
3. Press the "Log On" button to enter the Grant Lifecycle Manager.

If you have forgotten your password:

1. Click the Forgot Your Password link
2. It will then ask for your email address. Type your email address and click Send Reset Link.

If you do not have an existing account:

Contact your Foundation Administrator and they will be able to provide you with these details



Logon Page

Email Address*

Password*

[Forgot your Password?](#)

Log On

Create New Account

Welcome to the Oklahoma Education Technology Trust's online grant application system.

New Users: Please click on "Create New Account" button to start the registration process and to create your user credentials. Click [HERE](#) to view the application tutorial.

Existing Users: Please enter your email address and password to login.

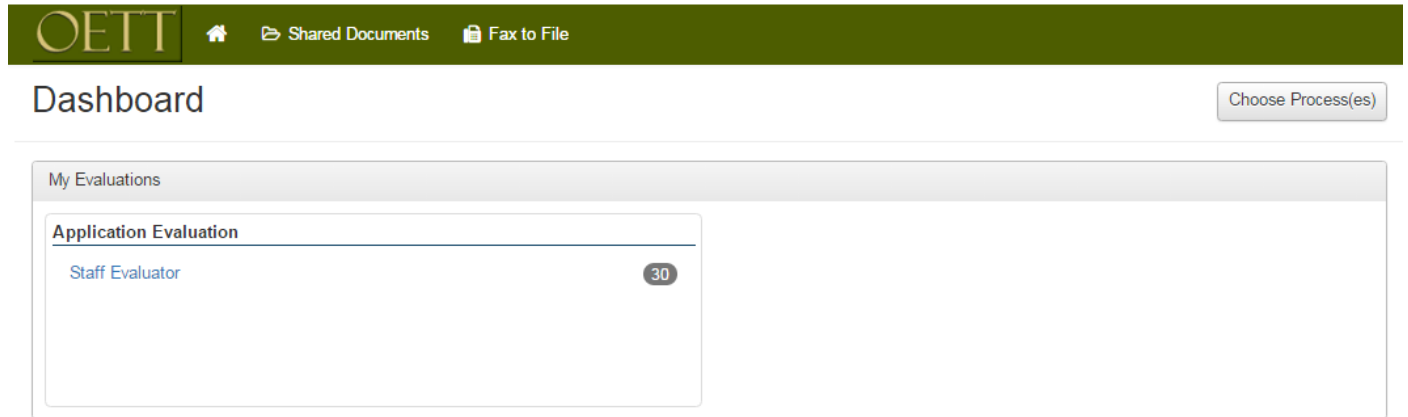
If you think you or someone at your organization has already registered in the system, DO NOT create a new account. Please contact Kari Blakley at kblakley@fmiokc.com or 405-755-5571 to retrieve your login information.

Forgot Your Password?: If you forgot or want to reset your password please click on the blue "forgot your password?" link on the left and follow the instructions to retrieve your password.

STEP 1 Dashboard

After logging into the system, you will be directed to your Dashboard Page. This page displays the number of requests you have been assigned to evaluate.

Click on the blue “Staff Evaluator” link to review a list of all the pending applications that have been assigned to you for review.



The screenshot shows the OETT Dashboard interface. At the top, there is a dark green header with the OETT logo and navigation links for 'Shared Documents' and 'Fax to File'. Below the header, the word 'Dashboard' is displayed on the left, and a 'Choose Process(es)' button is on the right. The main content area is titled 'My Evaluations' and contains a section for 'Application Evaluation'. Under this section, there is a link for 'Staff Evaluator' with a circular badge indicating 30 pending evaluations.

Application Evaluation
Staff Evaluator 30

Step 2 Evaluate Assigned Applications

The Evaluation Workload Page displays a listing of the individual applications that have been assigned for review.

Evaluate each assigned application by clicking on the “Review” link.

The screenshot shows the OETT Application Evaluation Assigned page. At the top, there is a green header with the OETT logo and navigation links for Home, Shared Documents, and Fax to File. Below the header, the page title "Application Evaluation Assigned" is displayed, along with a "Choose Process(es)" button and a search bar. A "Staff Evaluator" dropdown menu shows "30" items. The main content is a table with columns for PROCESS, ORGANIZATION, SCHOOL/DISTRICT NAME, SCORE, and STATUS. A single row is visible with the following data: PROCESS: 2017 OETT Application (with a Print Packet icon), ORGANIZATION: 1712.2436.0069, SCHOOL/DISTRICT NAME: 1712.2436.0069, SCORE: -, and STATUS: (with a red exclamation mark icon and a Review icon). Five callout boxes provide explanations for these elements:

- Print Packet:** The Print Packet button will automatically download a PDF of the application packet.
- School/District Name:** The School/District will link you to the application and the evaluation.
- Score:** Evaluator's score for the application.
- Status:** Indicates if the evaluation is complete.
- Review:** Review will take you to the evaluation and allows you to view the application.

PROCESS	ORGANIZATION	SCHOOL/DISTRICT NAME	SCORE	STATUS
2017 OETT Application	1712.2436.0069	1712.2436.0069	-	

Step 3 Evaluate the Application

The Evaluation page allows you to rank each grant application according to the criteria set forth by your foundation. You are able to access details of the grant application while performing your evaluation.

1. Answer each evaluation question provided
2. Access all forms submitted by the applicant as well as internally generated documents that have been attached by the administrator by clicking links at the top of the evaluation form.
4. After you have completed the evaluation questions, click on the "Save" button at the bottom of the page.

The screenshot shows the OETT Evaluation page for a 2017 application. The header includes the OETT logo and navigation links for Home, Shared Documents, and Fax to File. The main content area displays the application details and navigation options. Callouts provide instructions on how to return to the application evaluations, print PDFs, and view the complete application.

OETT Home Shared Documents Fax to File

Evaluation

2017 OETT Application

[Return to Application Evaluation Assigned](#) Click here to go back to all the Application Evaluations

[Application Packet](#) [Evaluation Packet](#) [Question List](#)

Project Name: 1712.2436.0069
Process: 2017 OETT Application

Organization:
1712.2436.0069

Use these options to print PDF's of the full application, your completed evaluation and comments or just the evaluation questions.

> GuideStar Charity Check

> Request Documents 0

▼ Request Comments 0

[No Comments have been Added.](#) Click here to view the complete application. It will open in a separate window.

[Application](#)

Fields with an asterisk (*) are required.

▼

School or District Name
Name of Project
1712.2436.0069

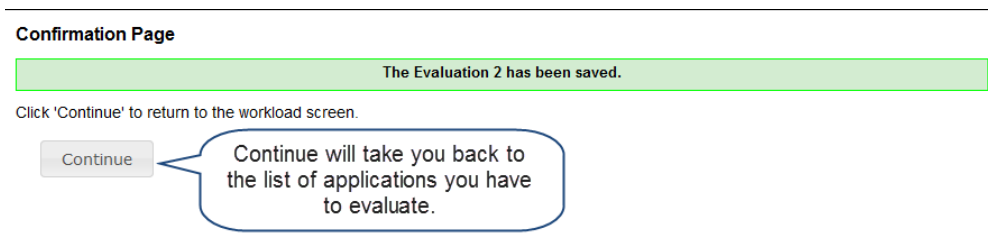
STEP 4 Confirmation Page

Once you have completed the evaluation form, click the “save” button. This will take you to a Confirmation Page. Note, any required questions that were not completed will be listed on this page and thus the evaluation from status will not update from a red exclamation to the green check mark icon.

Clicking Continue returns you to the Evaluation Workload Page where you can select any remaining grant applications that have been assigned to you.

After saving each evaluation, click Continue to return to the Evaluation Workload page.

You can return to a completed evaluation from and change your responses up until the time that the administrator closes the evaluation stage.



STEP 5 Review Scoring

Your score will appear for each evaluation that contains scoring questions.

- If the evaluation does NOT contain scoring questions, nothing will show under Score.

Continue until all assigned applications have been evaluated. You can edit saved evaluations by simply clicking the Review link and resaving the evaluation form.

- The red (!) indicates that either not all required questions have been completed.
- The green check mark (✓) indicates that either all required questions have been completed, or if there are no required questions, all questions have been completed.

Logging Off

To sign out, click on your name at the top right of the screen and then choose the Sign Out button to end your session

The screenshot shows the OETT application evaluation interface. At the top, there is a navigation bar with the OETT logo, a home icon, and links for "Shared Documents" and "Fax to File". The user's name, "Kari Blakley", is displayed in the top right corner. Below the navigation bar, the page title is "Application Evaluation Assigned" with a "Choose Process(es)" button. A search bar is present below the title. The main content area shows a table with columns for "PROCESS", "ORGANIZATION", "SCHOOL/DISTRICT NAME", "SCORE", and "STATUS". The table contains one row: "2017 OETT Application", "1712.2436.0069", "1712.2436.0069", and a red exclamation mark icon. A "Sign Out" button is highlighted in the top right corner.

PROCESS	ORGANIZATION	SCHOOL/DISTRICT NAME	SCORE	STATUS
2017 OETT Application	1712.2436.0069	1712.2436.0069	-	!