

Applicant Tutorial

Overview

This document is designed to provide grant applicants with instructions for use of the OETT online grant application. Remember while this document attempts to provide step-by-step instructions, not all user scenarios may be adequately covered. If you remain on a page with inactivity for longer than 40 minutes, you will be logged off for security reasons. Please save as often as possible.

K20 Center: For assistance with eligibility and grant application:

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(405) 325-4420

latkinson@ou.edu

Dr. Nicki Watkins

(405) 325-3493

nwatkins@ou.edu

For information about Oklahoma Educational Technology Trust (OETT) or technical assistance with online grant application:

Susie Graves, Executive Director

Oklahoma Education Technology Trust

(405) 488-1450 or (877) 689-7726

sgraves@cfok.org

Kari Blakley

405-755-5571

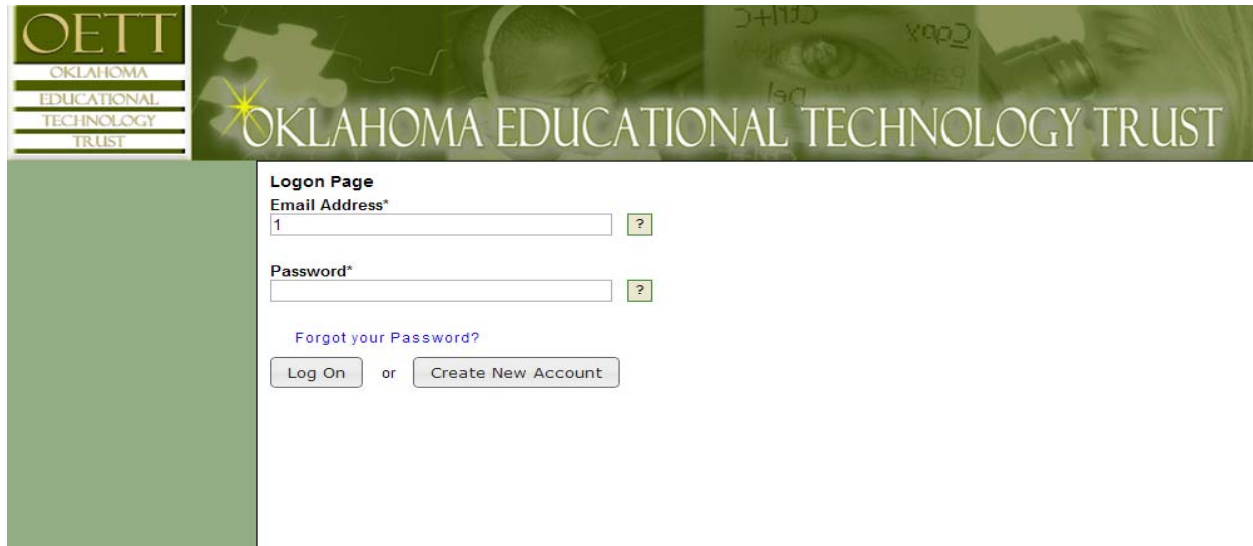
kblakley@fmiokc.com

Applicant Tutorial

[Registration Page](#)

To begin the online grant application process;

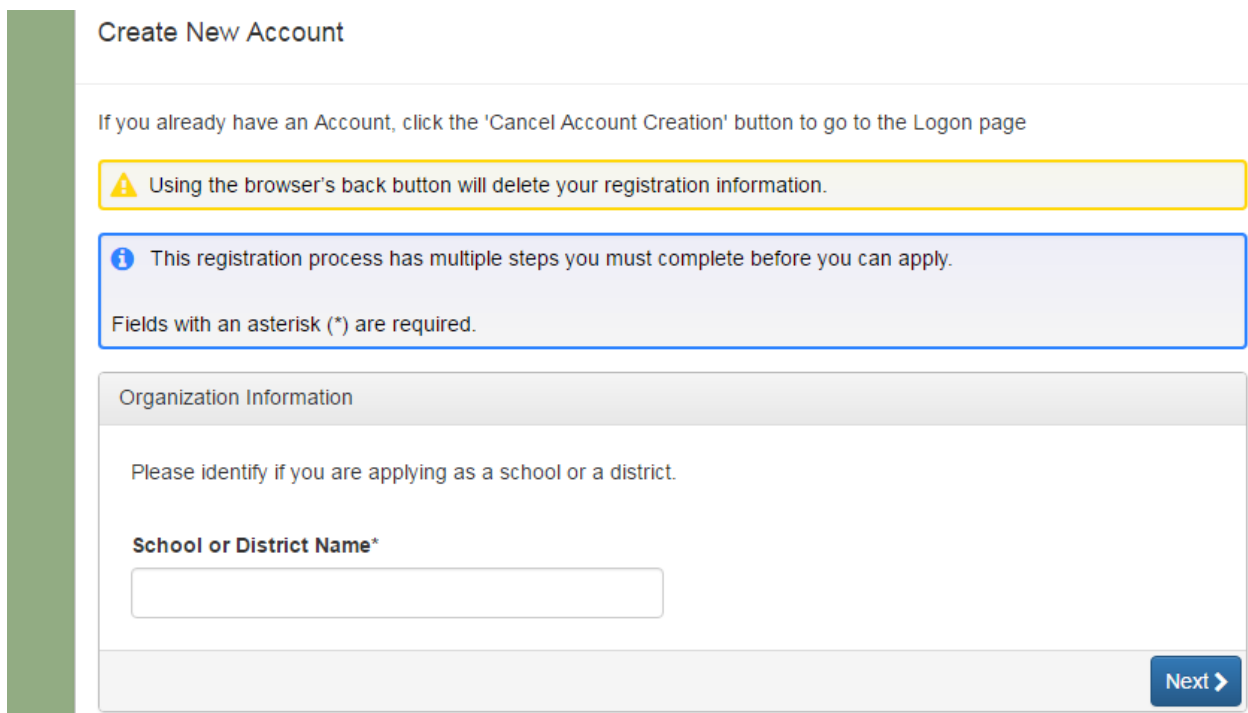
1. Click on Create New Account to register.



The screenshot shows the OETT (Oklahoma Educational Technology Trust) website's logon page. The header features the OETT logo on the left and a banner with the text 'OKLAHOMA EDUCATIONAL TECHNOLOGY TRUST' on the right. The main content area is titled 'Logon Page' and contains the following elements:

- Email Address***: A text input field with a small question mark icon to its right.
- Password***: A text input field with a small question mark icon to its right.
- Forgot your Password?**: A blue hyperlink.
- Log On**: A button.
- or**: Text between two buttons.
- Create New Account**: A button.

2. Enter your School or District Information
3. Click Next Step to Continue



The screenshot shows the 'Create New Account' page. The title is 'Create New Account'. Below the title, there is a message: 'If you already have an Account, click the 'Cancel Account Creation' button to go to the Logon page'. There are two informational boxes:

- A yellow box with a warning icon: 'Using the browser's back button will delete your registration information.'
- A blue box with an information icon: 'This registration process has multiple steps you must complete before you can apply. Fields with an asterisk (*) are required.'

The main form area is titled 'Organization Information' and contains the text: 'Please identify if you are applying as a school or a district.' Below this is a text input field labeled 'School or District Name*'. At the bottom right of the form is a blue button labeled 'Next >'.

4. Enter Your Information (information of the person filling out the application)

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5. Click Next Step to continue

User Information

First Name*

Last Name*

Email / Username*

Email / Username Confirmation*


Entering a Password

1. After you have registered your account, you will be taken to a Set Password Page where you will enter a password of your choice.
 - a. After entering the passwords click Create Account
2. If you wish to change your password, log on to your account and click on Edit Contact. This will allow you to change your information.

Email Confirmation

After you have registered an account, you will be directed to an Email Confirmation page. Please review and confirm that you have received an email from the system and adjust email spam filters, if needed.

Email Confirmation

 You will be receiving emails from this system about your request.

To ensure you receive emails from this system we have sent you an email to confirm your account was created successfully. If you have your junk or spam folder. To remove 'Oklahoma Education Technology Trust (administrator@grantinterface.com)' from your spam filters

[Click Here](#) for a tutorial about removing email addresses from spam filters.

- I have received the email
- Continue without checking
- I have not received the email

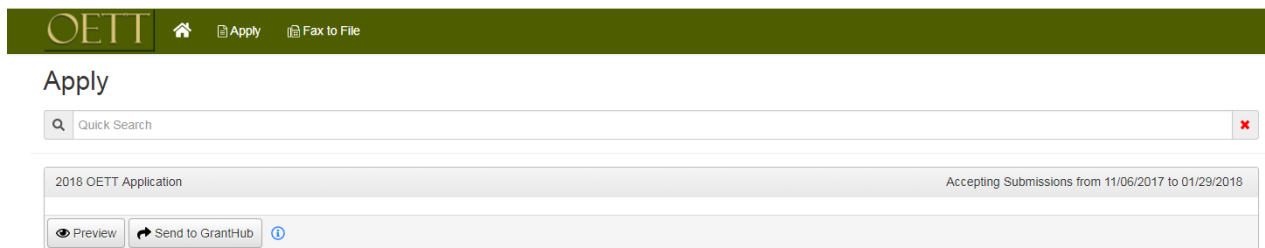
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Applicant Status Page

After you have registered your account you will be directed to the Apply Page.

1. Applicant Dashboard – This is your homepage where you can check on the status of your grants. This page will display the form you just filled out, what its status is, and what the next form will be.
2. Apply – This allows you to review the available grants and apply.
3. Fax to File – Instead of scanning a document you can fax it to your computer. Using Fax to File helps shrink documents to a smaller file size.

Apply Page



The screenshot shows the OETT Apply Page. At the top is a dark green navigation bar with the OETT logo and links for Home, Apply, and Fax to File. Below the navigation bar is the word "Apply" in a large font. Underneath is a search bar with the text "Quick Search" and a red 'x' icon. Below the search bar is a grey box containing the text "2018 OETT Application" on the left and "Accepting Submissions from 11/06/2017 to 01/29/2018" on the right. At the bottom of this grey box are three buttons: "Preview" (with an eye icon), "Send to GrantHub" (with a right-pointing arrow icon), and a blue circular icon with a white question mark.

- 1) Every applicant must complete the 2018 OETT Application.
- 2) Click on the blue Apply button to be directed to the online application
- 3) Start filling out the questions on the form, paying close attention to the instructions and limitations on each question.
 - a. Certain types of questions have limitations. Text questions will have a character limit which only allows you to type or paste a certain amount of text in each question. Another limit will be on the file upload questions. This limit will be in Mega Bytes (MB). The size of file you are uploading must be under the amount of MB's allowed on the question.
- 4) Applicants can save as draft and come back to the form after any given time to complete it. The foundation will not check for completeness until the form is submitted.
 - a. After the application is submitted there will be a confirmation page stating that the form has been submitted. You can always refer to your Application Status Page to see what stage the application is in, if in doubt.

Click on Question List button to print a PDF of the grant application questions.



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Application

Process: 2018 OETT Application

Contact Info

Applicant:
Kari Blakley
delete@delete.com

Organization:
sample 2018- delete

[Contact Email History](#)

If your organization information does not appear correct, please contact the funder. Thank you.

Application [Question List](#)

Fields with an asterisk () are required.*

[Save Application](#) [Submit Application](#)

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Click Save Application to save a draft.
You can continue work on the application next time you login.

Click Submit when the application is complete and ready for submission!



Accessing Forms After Save and Submit

The Application Status Page is where you can check on the status of your applications and access for historical record keeping.

1. If you've submitted the grant then you can only view the grant and print it.
2. If you saved the form then you can Edit the saved form from the Application Status Page by clicking the blue Edit Application link

Applicant Dashboard

Applicant:
Kari Blakley
delete@delete.com

Organization:
sample 2018- delete

[Contact Email History](#)

If your organization information does not appear correct, please contact the funder. Thank you.

Process: 2018 OETT Application

Application	Draft	11/01/2017	Edit Application	Third Parties: 0/0
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