



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: OETT2018
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, a home icon, and 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 features a 'Your Evaluations' section with a notification badge showing '1'. Underneath, there is an 'Application Evaluation' section with a sub-link for 'Staff Evaluator' and another notification badge showing '1'.

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. The header includes the OETT logo, a home icon, and links for Shared Documents and Fax to File. The main title is "Application Evaluation Assigned" with a "Choose Process(es)" button. Below the title is a "Quick Search" bar. A "Staff Evaluator" dropdown shows 1 evaluator. The main table has columns for PROCESS, ORGANIZATION, SCHOOL/DISTRICT NAME, SCORE, and STATUS. A single row is visible with the following data: PROCESS: 2018 OETT Application, ORGANIZATION: 1825.2415.2193, SCHOOL/DISTRICT NAME: 1825.2415.2193, SCORE: -, and STATUS: -. Callout boxes provide the following explanations:

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

PROCESS	ORGANIZATION	SCHOOL/DISTRICT NAME	SCORE	STATUS
2018 OETT Application	1825.2415.2193	1825.2415.2193	-	-

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 view details of the grant application in the side by side format 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.
3. After you have completed the evaluation questions, click on the "Save" button at the bottom of the page.

The screenshot shows a web interface for evaluating grant applications. At the top, it says "Process: 2018 OETT Application" and has a button "Return to Application Evaluation Assigned". Below this is a "Contact Info" section with tabs for "Documents" (0), "Comments" (0), and "GuideStar Charity Check". The "Organization" is listed as "1825.2415.2193". A callout box points to the "Application" link, stating: "Click here to view the complete application. It will open in a separate window." Another callout box points to the "Application Packet" button in the "View Application" section, stating: "Use these options to print PDF's of the full application, your completed evaluation and comments or just the evaluation questions." The main content area is split into two columns: "Your Evaluation" and "View Application". Both columns have a dropdown menu for "School or District Name" with "1825.2415.2193" selected. The "Your Evaluation" column also has a field for "Name of Project" with "1825.2415.2193" entered. A note at the top of the evaluation section says "Fields with an asterisk (*) are required."

Click here to go back to all the Application Evaluations

Process: 2018 OETT Application

Return to Application Evaluation Assigned

Contact Info Documents 0 Comments 0 GuideStar Charity Check

Organization:
1825.2415.2193

Application

Fields with an asterisk (*) are required.

Your Evaluation Evaluation Packet

View Application Application Packet

School or District Name

School or District Name

1825.2415.2193

School or District Name

Name of Project

1825.2415.2193

1825.2415.2193

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

Click here to view the complete application. It will open in a separate window.

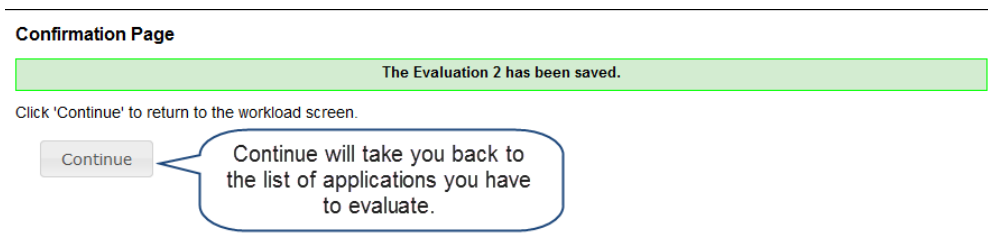
STEP 4 Confirmation Page

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

OETT

Shared Documents Fax to File

Application Evaluation Assigned Choose Process(es)

Search

Staff Evaluator 1

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

Kon Blakey

Valley Heights

Edit My Profile

Sign Out