

GSRP MEGS+ Instructions

These instructions have been developed to help locate, navigate, and complete GSRP applications (Acceptance of Funds, Implementation Plan, and CNRA) within MEGS+. Additional technical assistance on using MEGS+ is available on our website [GSRP Homepage](#), MEIS and MEGS+ Explained.

When first logging in to MEGS+, the user will see this page:

The screenshot shows the 'Main Menu' of the MEGS+ system. At the top, there is a 'Main Menu' header. Below it, a user profile box displays 'Welcome Susan' with a 'Change Picture' link. To the right, an 'Instructions' section lists: 'Select the **SHOW HELP** button above for detailed instructions on the following. > Initiating an Application/Task > Using System Messages > Understanding your Tasks > Managing your awarded grant'. Below the instructions, a message says 'Hello Susan, please choose an option below.' There are three main menu items: 1. 'View Available Applications/Tasks' with a blue arrow icon, a yellow highlight, and a button labeled 'VIEW AVAILABLE APPLICATIONS/TASKS'. It states 'You have 3 Available Applications/Tasks available. Select the **View Available Applications/Tasks** button below to see what is available to your agency.' 2. 'My Inbox' with an envelope icon, stating 'You have 5 new messages. Select the **Open Inbox** button below to open your system message inbox.' with a button labeled 'OPEN INBOX'. 3. 'My Applications/Tasks' with a checkmark icon, a yellow highlight, and a button labeled 'OPEN APPLICATIONS/TASKS'. It states 'You have 5 new applications/tasks. You have 3 applications/tasks that are critical. Select the **Open Applications/Tasks** button below to view your active tasks.'

To **initiate**, find the application under 'View Available Applications/Tasks', then click on *Initiate*. **Subsequently**, the application will be under 'My Applications/Tasks' until it has been submitted.

Alpena-Montmorency-Alcona ESD - 04000

Quick Links: [View/Edit](#) | [Change Status](#) | [Management Tools](#) | [Examine Related Items](#) | [View Comments](#)

Application: FY 2013 - GSRP | **Status:** Application In Progress | **Security Level:** MEGS+: Level 5 Authorized Official

Please select from an option below. For detailed instruction about each option, select the **SHOW HELP** button.

View / Edit

Select the **View/Edit** button below to view, edit, and complete the application/task.

[VIEW / EDIT](#)

Once the application is opened, the ISD name, the application/report name, the application/report status, and the user's security level are displayed, as highlighted above. Select View/Edit to work on the application.

Please select from an option below. For detailed i

View / Edit

Select the **View/Edit** button below to view, edit,

[VIEW / EDIT](#)

Change Status

Select the **View Status Options** button below to

[VIEW STATUS OPTIONS](#)

View Management Tools

Select the **View Management Tools** button below

History.

[VIEW MANAGEMENT TOOLS](#)

To add contact information to be pulled into the Cover Page, click on View Management Tools.

Management Tools

 **CREATE FULL PRINT VERSION**
Select the link above to create a pri

 **ADD/EDIT PEOPLE**
Select the link above to perform act
document

Click on Add/Edit People.

Current People Assigned

Search

Active Status:

Partial Name:

Agency:

Sort By:

<input type="checkbox"/>	Person	Agency	Role	Grant Contact Type
<input checked="" type="checkbox"/>	Mr. Christopher Frank	Saginaw ISD, Saginaw ISD Saginaw County Head Start	MEGS+: Level 5 Authorized Official	<input type="text" value="Main Contact"/>
<input checked="" type="checkbox"/>	Ms. Sally Peterson	Saginaw ISD	MEGS: Level 5 Authorized Official	<input type="text" value="Main Contact"/>

Click the drop down menu under the column Grant Contact Type and choose an option.

For consortiums of ISDs (for the Implementation Plan only)

If the initiating ISD is the fiscal agent of a consortium of ISDs, search for and add consortium members on this page.

Consortium Members

Agency Name (partial) or Agency Code/Agreement Number:

<input type="checkbox"/>	Agency	Recipient Code	Building Code	Funding Source
<input checked="" type="checkbox"/>	Ingham ISD	33000	00000	<input type="text" value="Great_Start_Readiness_Program"/>

Consortium Members Assigned

<input type="checkbox"/>	Agency	Recipient Code	Building Code	Funding Source	Budget Information	Invitation Response	Response By	Response Date
<input checked="" type="checkbox"/>	Eastern Upper Peninsula ISD	17000	00000	Great Start Readiness Program	Allocation: \$0 Budget: \$0	Accepted Services Only	Reattoir, Dr. Daniel	10/15/2012 11:16:24 AM

After a search results in the desired consortium member(s), click the check box and save the page to move them to the 'Consortium Members Assigned' list. This will generate an invitation to the consortium to the level 5 MEGS+ user of each consortium member checked to be invited.

My Applications/Tasks

Sort my applications/tasks by: -- Select --

CTE Perkins	Clinton County RESA	2013- 19000- 00010	Amendment in Progress	5/24/2012	4/2/2012
GSRP	Alpena- Montmorency -Alcona ESD	GSRP- 2013- 04000- 00008	Application In Progress		

A level 5 user from each invited consortium member will be required to login to MEGS+ to accept the invitation. The consortium member(s) will select My Applications/Tasks, choose the GSRP Implementation Plan of the fiscal agent and go to View/Edit.

General Information

- [Consortium Member Information](#)
- [Consortium Member Acceptance Information](#)
- [Identification of Sub-Recipients](#)
- [Project Fact Sheet](#)

Each consortium member will then select Consortium Member Acceptance Information and indicate a response to the invitation.

To respond to this invitation:

- For each funding source, choose an invitation response in the drop down.
- Click the **Notify Fiscal Agent** button, and the response will be sent.
- Please Note:** If you have chosen to reject after having already accepted and filled out a budget, the budget will need to be deleted before the invitation can be rejected.

For more detailed instructions, select the **Show Help** button.

Agency Name	Funding Source	Invitation Response	Response By	Response Date
Ingham ISD	Great_Start_Readiness_Program	Services Only	Janet Yachim	10/29/2012 2:54:42 PM

To accept the invitation, regardless of the relationship between the ISDs, consortium member(s) must choose **Services Only** and then select Notify Fiscal Agent at the top right of the screen.

Depending on the agreement between the ISDs, the consortium members may or may not have additional information to complete within the application.