MEGS+

Michigan Electronic Grants System *Plus*

Introductory MEGS+ Webinar

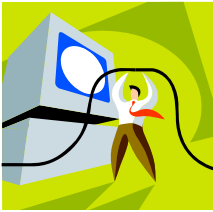### February 11, 2014

Thank you for your patience, the webinar will begin shortly

https://mdoe.state.mi.us/megsplus

Objectives

- Accessing the System
- Security Levels
- Home Page
  - View Available Applications/Tasks
    - Initiating an Application
    - Application Main Menu
    - Global Errors
    - Changing Status
    - Review Comments
  - My In Box
  - My Applications/Tasks
- Quick Search

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MEGS+ System Requirements

- Internet Access
- Web Browser
  - Internet Explorer 8 (preferred)
  - Firefox 2.0+
  - Safari 3.0+
- Adobe Acrobat Reader 4.0+

NEWS FLASH! *An upgrade to Internet Explorer 8 is available at no cost from Microsoft at microsoft.com*

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MEGS+ Access:
MEIS

MEIS is the Michigan Education Information System.

MEIS provides one system for the management of user accounts for a variety of MDE and education applications.

In order to use MEGS+ (and potentially other State of Michigan systems) you must first obtain a MEIS account. This can be done by going to the following URL and clicking **Create a New MEIS Account**:

https://cepi.state.mi.us/MEISPublic/

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MEGS+ Access:
Confirming Your MEIS Account

The final screen will confirm your account.

Print this page for your records.

Warning: Passwords are case-sensitive. Your randomly generated password is guaranteed to cause you problems in the future.

Change your password immediately after creating your account.

Your MEIS account must then be entered in the MEGS+ database.

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MEGS+ Access:
Resetting MEIS Passwords

Need to reset your password?

The MEIS system has been modified so the user may update and maintain their profile. Users can also:
- Change their password
- Recover their forgotten login name and password

MEIS Help Desk:

(517) 335-0505

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Logging into MEGS+

Go to:

https://mdoe.state.mi.us/megsplus

- Use the Login and Password obtained from the MEIS registration process to login.
- Remember, the MEIS password is case sensitive.

- You cannot log in until your Authorized Official has entered your MEIS account into MEGS+.
- If you MEIS account is entered in MEGS+ you can log in.
- If you receive an error message that you have a valid MEIS account but are not authorized in MEGS+, contact your Authorized Official.

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MEGS+
Avoid **Back** and **Forward**

- It is highly recommended that users use the navigation provided within the application.

- The browser's **Back** button will simply load the cached (or saved) version of the page that exists on the local hard drive as it was the last time the page was accessed.
- By using the browser's **Back** button, the user is not getting the latest information from the website, but rather an "older" saved version of the page.

- Avoid the **Back** and **Forward** buttons in order to always see the latest information.

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MEGS+ Security:
Authorization Structure

- **Level 5 - Authorized Officials**
  – Manage MEGS+ accounts for district/agency
  – Designate Application Administrators (Level 4)
  – Initiate applications
  – Assign lower security levels to allow edit or view status
  – Add users to MEGS+
  – Submit, amend and delete applications, amendments, and/or reports
  – Access to all district applications

- **Level 4 - Application Administrators**
  – Responsible for managing the application
  – Initiate assigned applications **for own agency**
  – Start modifications or amendments
  – Assign other users to participate in the grant writing or review process
  – Initiate and submit reports
  – Notify Authorized Officials to submit applications, modifications and amendments
  – Can NOT: submit applications; assign other Level 4s

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MEGS+ Security:
Other Security Levels

- **Level 3b Consortium/Grant Member Program Coordinator**
  – The fiscal agent can add users from consortia organizations
  – Permission to work on their budget and narrative only
  – Can save to no other portions of the grant

- **Level 3 Consortium/Grant Member-Authorized Officials**
  – All Authorized Officials from Consortia Members are automatically added to the grant with view permissions

- **Level 2 - Grant Writers**
  – Ability to input and edit any data

TIP: Level 3b and Level 3 are only used for applications supporting a consortium, grant member or regional provider structure.

- **Level 2c - Financial Officers**
  – Ability to input and edit budget data

- **Level 1 – Viewers**
  – Can view all parts of the application
  – Cannot input or edit any information

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MEGS+ Security:
Designating Authorized Officials
https://megs.mde.state.mi.us/megsweb

- Two Authorized Officials per recipient agency
- Authorized by the Superintendent /Chief Operating Officer/PSA Board President
- Print and send in the MEGS Electronic Form
- Electronic form is "fillable"
- You can find forms on the MEGS website
- Very quick turn-around
- An email will be issued when assigned

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MEGS+ Home Page:
Header Details
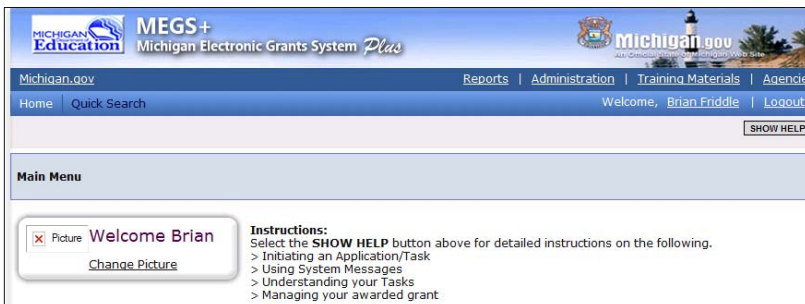
Agencies: Data from the Educational Entity Master (EEM) must be maintained in EEM and will be reflected in MEGS+.

Profile: Certain data (name, address, phone number, valid email) must be maintained in MEIS and will be reflected in MEGS+ upon your next login. Other profile items (salutation, county, picture) may be maintained in MEGS+.

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MEGS+ Home Page

View Available Applications/Tasks

• Used to initiate

• Option will only appear if you have applications/tasks to initiate

My Inbox

• Emails generated automatically by MEGS+ may be visible here in addition to your normal email account

My Applications/Tasks

• Dependent on authority, application/task statuses

• **After initiating an application/task check here FIRST for any pending actions**

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MEGS+ Home Page:
Adding contacts to MEGS+ by Authorized Officials

• Click **Agencies** in the blue header

• Select the agency. Most will have only one agency available, but some may have multiple agencies.

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MEGS+ Home Page:

Adding contacts to MEGS+ by Authorized Officials

- Click **Agency Contacts**

  Main Menu > Administration > Agency Administration

  Webberville Community Schools

  Agency Information | Agency Contacts | Agency Application/Tasks | Agency Details

- Click **Add Contacts**

  Main Menu > Administration > Agency Administration

  Webberville Community Schools

  Agency Information | Agency Contacts | Agency Application/Tasks | Agency Details

  Administrators with the authority to add contacts to your agency can follow these steps:
  All required fields are marked with an *
  To add a contact to your agency, select the **Add Contacts** link below.
  If a contact has already added his/her information in the system, you can search for the contact.
  If you need to add a contact's information into the system, select **New Contact**.
  For more detailed instructions, select the **Show Help** button above.

  Current Contacts | Add Contacts   Search
  Active Status: Active
  Partial Name:

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MEGS+ Home Page:

Adding contacts to MEGS+ by Authorized Officials

- **IF** an existing user is in MEGS+ or MEGS Legacy click **Search**, using partial name or MEIS ID of the contact to be assigned

  Main Menu > Administration > Agency Administration

  Webberville Community Schools

  Agency Information | Agency Contacts | Agency Application/Tasks | Agency Details

  Administrators with the authority to add contacts to your agency can follow these steps:
  All required fields are marked with an *
  To add a contact to your agency select the **Add Contacts** link below.
  If a contact has already added his/her information in the system, you can search for the contact.
  If you need to add a contact's information into the system, select **New Contact**.
  For more detailed instructions, select the **Show Help** button above.

  Current Contacts | Add Contacts

  Person Search [   ] SEARCH   NEW CONTACT

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MEGS+ Home Page:

Adding contacts to MEGS+ by Authorized Officials

• Select user box, assign **Role** (security level) and **Save**.

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MEGS+ Home Page:

Adding contacts to MEGS+ by Authorized Officials

• **IF** a new user to MEGS+ click **New Contact**

• Enter MEIS number and click **Search MEIS**

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MEGS+ Home Page:

Adding contacts to MEGS+ by Authorized Officials

- Assign **Role** (security level).

Webberville Community Schools

Follow the instructions listed below to add/remove/modify agency contacts. Name and E-mail address must be changed in MEIS, and will be reflected here upon next log-in.

Agency Information | Agency Contacts | Agency Application/Tasks | Agency Details

Administrators with the authority to add contacts to your agency can follow these steps:
Please complete the information below. All required fields are marked with an *.

	Salutation	First	Middle	Last	Suffix
Name	▾ *	Andrew		DeYoung	▾
Title					
Email	deyounga@state.mi.us				
MEIS Account ID					
Date Active	3/3/2011		**Date Inactive**		
Role	▾ *				

MEGS: Application Level 3b Consortium Member
MEGS: Level 3 Consortium - Authorized Official
MEGS +: Level 4 Application Administrator
MEGS +: Level 2 Grant Viewer
MEGS +: Level 1 Viewer

The fields below ar...   ...efault. However, you may edit the information
This information ma...   ...ng the profile for from their Profile page.

- **Specific application access must be assigned with "View Management Tools" for that application.**

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MEGS+ Home Page:

Application Security Levels

- To assign a user to multiple applications/tasks at one time use **Administration/Application Security Levels**.

Michigan.gov   Reports | Administration | Training Materials | Agencies
Home   Quick Search   Welcome, Brian Friddle | Logout

SHOW HELP

Main Menu > Administration

Administration
Select a link below to perform the action.

Agency/Person Administration
⇨ Application Security Levels

Application Security Levels
This page will allow a user to search Security Levels, and allow updates to security level and active dates.
PLEASE NOTE: Application Security Levels for Grants maintained in old MEGS will continue to be maintained in old MEGS.

Search Criteria
Contact [▾]

Andrew Mason
Barbara Weathers
Charlene Cobb
Dianne Kutz
Janet Yachim
Top Karen Mrowka
Mary Larson
Monica Kiefer
Pam Panozzo-Jones
Pamila Panozzo-Jones
Suzanne Slater
Tim Dowker
Tina Monroe
William Skilling

Michigan.Gov Home | MEGS+ Home | Contact MEGS+ | MDE Home
Privacy Policy | Link Policy | Accessibility Policy | Security Policy

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Internet

- Select the contact from the drop down list and click **Search**.

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MEGS+ Home Page:
Application Security Levels

- Select a **Desired Security Level**
- Select **Active Date Begin**
- Select **Program Name**
- Click **Update Application Security Level**

MEGS+ Application Menu:
Application Security Levels

To assign a contact within a *specific application/task* use **View Management Tools**.

Click the **Add/Edit People** link.

MEGS+ Application Menu:
Application Security Levels

Enter contacts name and click **Search**.

This screen also provides information on current people assigned to the application.

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MEGS+ Application Menu:
Application Security Levels

Check the box next to the person(s) name and select **Role**. (You can also select **Grant Contact Type**.) Click **Save**.

To remove a contact from the application uncheck the box next to the person(s) name and click **Save**.

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MEGS+ Application Menu:
Application Security Levels

Contact has been successfully assigned to the specific application/task!

Webberville Community Schools - 33220

Quick Links: View/Edit | Change Status | Management Tools | Examine Related Items | View Comments

Application: FY 2013 - Consolidated Application | Status: Application In Progress | Security Level: MEGS: Level 5 Authorized Official

The functionality on this page will allow you add, delete or edit people on this document.
Use the keyword search function to locate a person you would like to add. Select the check box next to the name in the search results.
Or, you can uncheck the box next to the person(s) name under the Current People Assigned area to remove people.
After you perform your modifications, remember to select the SAVE button to save your changes.

Person Search

Enter a name or partial name: [   ] [SEARCH]

Current People Assigned

Search
Active Status: Active
Partial Name: [   ]
Agency: All
[SEARCH]

Sort By: Name

	Person	Agency	Role		Grant Contact Type	Active Dates	Last Modified	Last Modified Date
☑	Mr. Andrew DeYoung	Office of Grants Coordination & School Support	MEGS: Level 4 Application Administrator		Add'l Email Recipient	6/5/2012	Mr. Brian Friddle	6/5/2012 8:57:18 AM
☑	Mr. Brian Friddle	Webberville Community Schools	MEGS: Level 5 Authorized Official		Main Contact	4/9/2012	Grant System	4/9/2012 2:50:07 PM
☑	Mrs. Barbara Weathers	Webberville Community Schools	MEGS: Level 5 Authorized Official			4/9/2012	Grant System	4/9/2012 2:50:07 PM

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MEGS+ Home Page:
View Available Applications/Tasks

▶ **Initiate an Application/Task (Level 4 or 5)**

- Select **View Available Application/Tasks**.

- Options available, if any, dependent upon program requirements and user's security level.

- Certifications will also be handled in the common Application/Task structure.

Michigan.gov   Reports | Administration | Training Materials | Agencies

Home   Quick Search   Welcome, Brian Friddle | Logout
[SHOW HELP]

Main Menu

MICHIGAN Education Welcome Brian   Change Picture

Instructions:
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

Hello Brian, please choose an option below.

◉ View Available Applications/Tasks

You have 2 Available Applications/Tasks available.
Select the View Available Applications/Tasks button below to see what is available to your agency.

[VIEW AVAILABLE APPLICATION/TASKS]

⚠ NOTE: For the first grant year, Level 5 must initiate.

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MEGS+ Home Page:
View Available Applications/Tasks

▶ **Initiate an Application/Task (Level 4 or 5)**

- Click the **Initiate** button.

Available Applications/Tasks
To initiate an item listed below, select the **Initiate** button below each description.

Adult Learning - Special Projects (ALSP-2012) for Webberville Community Schools
Offered By:
Grant System

Description:

INITIATE

- Follow the prompts to confirm.

Agreement
Please make a selection below to continue.

Are you sure you wish to apply for this grant?
I AGREE   I DO NOT AGREE

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Education

MEGS+ Home Page:
View Available Applications/Tasks

▶ **Initiate an Application/Task (Level 4 or 5)**

- **If applicable select the Funding Sources**
  - Click **View/Edit** button on the application menu
  - Click **Review Grant Selections** link on the View/Edit menu
  - Click the appropriate radio buttons
  - Click **Save** button

Adult Learning - Special Projects
Application Menu
Please select from an option below. For detailed instruction about each option, select the SHOW HELP button.

Application Menu: ALSP-2012-33220-00014
▸ Details
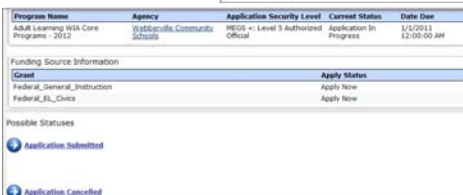
ⓘ **View / Edit**

Select the View/Edit button below to vie
VIEW / EDIT

Forms

Status Page Name

Management Activities

📄 Review Grant Selections

You are
here: > Adult Learning - Special Projects Menu

REVIEW GRANT SELECTIONS

Do Not Apply: no intention to apply

Apply Now: add all required parts of grant; invokes all error checking

Apply Later: add all required parts of grant; no error checking

Do Not Apply	Apply Now	Apply Later	Funding Source
○	○	○	EL Civics Leadership
○	○	○	WIA Leadership

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MEGS+ Application Menu

- All applications have a similar look.

- Each application type has its own unique features.

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MEGS+ Application Menu:
View/Edit

- To complete and review the application.

- "Related Pages" navigation at the bottom of forms.

MEGS+ Application Menu:
View/Edit

Completing Budgets:

- Many applications/ tasks include budgets.

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MEGS+ Application Menu:
View/Edit

Initiate a budget.

Budget Navigation: Corresponding page can be obtained by clicking the associated link.

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MEGS+ Application Menu:
View/Edit

Budget Summary

- The budget totals are displayed with the function codes along the left side and object codes across the top.

- "Tens" function codes.

- Budget totals are changed automatically when new budget items are added to the grant.

- *You must complete Contact Information at the bottom of the page.*

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MEGS+ Application Menu:
View/Edit

To Add a Budget Item:

- Select the appropriate function code.

- Provide a description.

- Enter amount(s) in the box(es) beneath the appropriate Object Code(s).

  - Only one entry unless personnel.

  - All personnel entries must have Salaries and Benefits.

- After completing the entries, click the **Save Budget Item** button.

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MEGS+ Application Menu:
View/Edit

The **Budget Detail** page is an in-depth look at all budget items for the grant.

Each budget item is listed by function code, with the description, any associated FTE and the budgeted amount.

As items are entered into the system, this page is automatically updated and displays the totals.

The title of the item provides a link to the page where the entries for that budget item can be edited.

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MEGS+ Application Menu:
View/Edit

To Edit a Budget Item:
Access the budget item from the Budget Detail screen or the **Edit Budget Items** button, make the changes, and click **Save Budget Item**

To Delete a Budget Item:
From the Budget Detail screen click **Edit Budget Items** then select which item(s) to delete and click **Delete Checked Budget Items.**

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MEGS+ Application Menu:
View/Edit

Capital Outlay: Some applications permit capital outlay costs. When permitted, click the **Capital Outlay** link to enter and edit those costs. Items will appear on Budget Detail and Budget Summary, as appropriate.

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MEGS+ Application Menu:
View/Edit

Indirect Costs: When permitted, enter indirect costs on the Budget Summary Page

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MEGS+ Application Menu:
View/Edit

Consortium Members/Regional Providers

- When permitted by the application use Consortium Member/ Regional Provider Information options to add or change members or providers.

MEGS+ Application Menu:
View/Edit

Some applications support consortiums/regional providers. Pages may vary depending upon the application.

- Enter agency name or code and **Search.**

- Select the applicable **Funding Source**.

- **Save** button.

- MEGS+ sends invitation emails dependent upon the application.

MEGS+ Application Menu:
View/Edit

School Level Budgets

To assign an agency:

- **Search** Agency Name or Agency Code.

- Select the Agency and assign **Funding Source**.

- **Save**.

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MEGS+ Application Menu:
View/Edit

Completing other pages:

- Access the page.

- Enter data.

- **Save**.

- Errors will be shown on the page when it is saved.

- Pages depend upon the application type.

- Add text to pages.
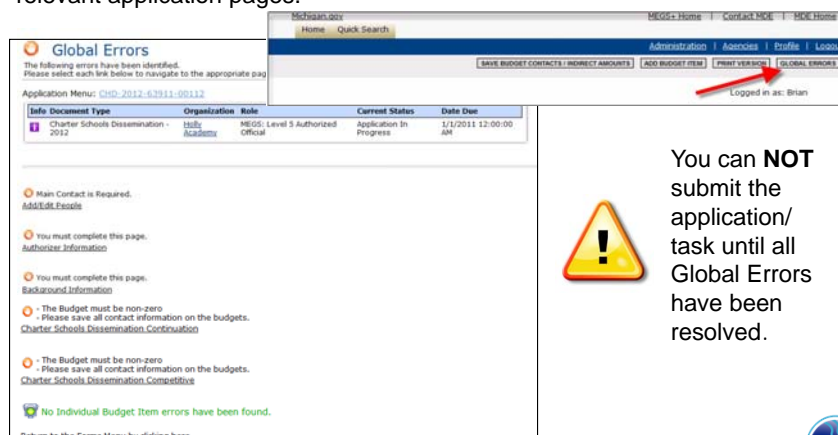
- Character limitations.

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MEGS+ Application Menu:
View/Edit

Global Errors

- While working in an application you can check for all errors remaining. Use Global Errors. Links are provided to the relevant application pages.

You can **NOT** submit the application/ task until all Global Errors have been resolved.

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MEGS+ Application Menu:
Change Status

Change the Status

•All Status Changes are made within this section.

•Statuses available depend upon contact access and application/task status.

•Only an Authorized Official may submit an application/task.

•If an application/task has errors, you will be returned to the Global Errors page.

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MEGS+ Application Menu:
Change Status*

- Status levels are used to track applications within MEGS and are applied at every step of the process.
- There are two distinct status categories: Applicant and Consultant.
- Applicant status levels that are "in progress" allow the user full access to the application. Submission will "lock" the application to further changes.
- Consultant status levels are used to show the level of review or to return the application (e.g. *Modifications Required*) to the user.

Applicant Set Status Levels
- *Application In Progress*
- *Application Submitted*
- *Modifications In Progress*
- *Modifications Submitted*
- *Amendment In Progress*
- *Amendment Submitted*
- *Report In Progress*
- *Report Submitted*

Consultant Set Status Levels
- *Review In Progress*
- *Modifications Required*
- *Program Office Review Complete*
- *Grant Funds Available to The Applicant*
- *Report Due*
- *Report Accepted*

*CNAP process flow is similar but different.

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MEGS+ Application Menu:
Change Status

Submission of the Application/Task

- Review **Global Errors** on the application/task menu.
- Notify Authorized Official (AO) that the application/task is complete.
- AO clicks the **Application Submitted** button on the Change Status menu.
- If there are any errors, an error list will be generated.
- Once all errors are corrected, return to the Application Menu and click **Application Submitted.**
- The next page will present conditions to which you must agree upon when submitting the application.
- After reading and agreeing with the conditions, click the **I Agree** button to continue.
- MEGS will notify the district Level 5s and the application designated contacts by email that the application has been received.

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MEGS+ Application Menu:
Change Status

Modifying an Application/Task

- If Program Office reviewers indicate that modifications are needed:
  - You will receive an email and/or **My Inbox** message.
  - The application/task will appear in **My Applications/Tasks**.
  - Use **Review Comments** to review and respond to reviewer notes.
  - Access follows the original submission procedures to correct and resubmit.

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MEGS+ Application Menu:
Change Status

Amending an Application/Task

- If you need to amend a previously approved application.

- Use **Quick Search** to find the application.

- Level 4s or 5s use **Change Status** to select Amendment in Progress.

- Access follows the original submission procedures to correct and resubmit.

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MEGS+
Review Panel

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MEGS+
Review Panel

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MEGS+ Home Page:
My Inbox

- Some messages for user's action may appear here.

- May also be received in user's normal email account.

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MEGS+ Home Page:
My Applications/Tasks

- Applications for which the user has access and current status requiring applicant agency action.

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MEGS+ Quick Search

Michigan.gov   Reports | Administration | Training Materials | Agencies

Home   Quick Search   Welcome, Brian Friddle | Logout

SHOW HELP

Main Menu

Welcome Brian
MICHIGAN Department of Education
Change Picture

Instructions:
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

Quick Search

- To view existing applications/tasks in MEGS Legacy and submitted applications/tasks in MEGS+

- To initiate amendments.

Tip: This option will also list and provide access to legacy MEGS applications.

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MEGS+ Quick Search

- Enter search criteria, click **Search**. Click **Agency** link to access application.

Main Menu > Quick Search

Quick Search
Use the search functionality below to find a specific Application.

Search Quick Search

Application/Task	Consolidated Application
Fiscal Year	2012
Application Description	
Application	
Status	-- Select --
Include MEGS and CNAP	☑

SEARCH   CLEAR

Export Results to Screen   Sort by: -- Select --   GO

Agency	Recipient Code/ Agreement Number	Application/Task	Fiscal Year	Current Status	Description	Application/Task Number
Webberville Community Schools	33220	Consolidated Application	2012	Modifications Required		1112-3593 A1

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MEGS+ Application Menu:
View Management Tools

Adult Learning WIA Core Programs - 2012 - Management Tools
The menu below contains links to the tools that can be used to manage this document. See the description below each link for more detail.

Application Menu: ALWIACore-2012-00041
▶ Details

Management Tools

🖶 **CREATE FULL PRINT VERSION**
Select the link above to create a printable version of the document.

👤 **ADD/EDIT PEOPLE**
Select the link above to perform actions such as adding people, changing a security role, or altering people's active dates on this document.

🔴 **CHECK FOR ERRORS**
Select the link above to check the entire document for errors.

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MEGS+

Questions?

- **Program and content specific questions contact the Program Area.**

- **MEGS+ technical questions contact: (517) 373-1806.**

- **MEGS@michigan.gov**

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