



West Virginia DEPARTMENT OF
EDUCATION

Logging into
WVDE GPS

February 2018

Accessing the System

- Site URL: <https://wvdegps.k12.wv.us>
- Uses Webtop Login (WVDE Authentication Portal)
- Name and email address will load from Webtop

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Grants & Planning System

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GPS Sign-In

Public Access
Production

Grants and Planning System Home

Announcements

Carryover Budget Process (7/14/2017)
With this being the first year we are using GPS, carryover funding is not available for GPS this year. Accessing the System. Helpful Hints for GPS (5/24/2017)
You need to reallocate carryover funds please email Elizabeth (eamccoy@k12.wv.us) and we will do a mockup of last years' application for you to budget carryover funds into. Once you have completed your carryover excel application please email it back to Elizabeth for our approval.

Reminders

Helpful Hints for GPS (5/24/2017)
Accessing the System. Helpful Hints for GPS (5/24/2017)
1. Remember in order to have all functionality of both the planning tool and the application you must move them into Plan Started and Draft Started.
2. Once a plan has been moved into the Plan Completed Status, no changes can be made to it until the plan has either been approved or returned by the School Plan Reviewer at the LEA.
3. Only one person can make edits on a page at the same time. Multiple users can be in the plan / application at the same time, but cannot edit the same page at the same time.
4. PowerPoint Presentations from the May trainings are located in WVDE Resources or you can click the following links:
* General Site Navigation PowerPoint
* Planning Tool PowerPoint
* Funding Application PowerPoint
5. Remember to check out the WVDE Resources for step by step guides and page by page help.

Steven L. Paine, Ed.D.
State Superintendent of Schools

Thomas W. Campbell
President, West Virginia Board of Education

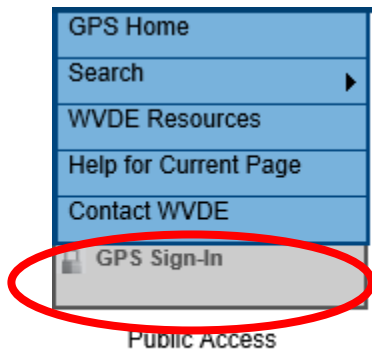
Contact Us | State Board | WVDE Directory | WVDE Careers | Media Room | Terms of Use | Accessibility

Accessing the Site

- Click GPS Sign-In from left navigation

- You will then be redirected to the Webtop Authentication Portal

- Upon Sign-on you will be redirected back to GPS as an authenticated user



Public Access

Production

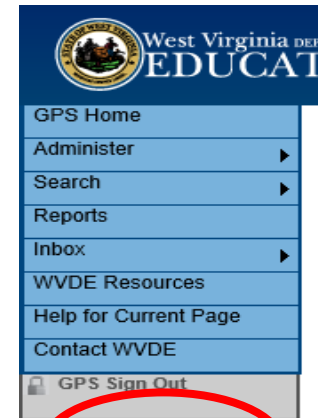
WVDE Authentication Portal

Webtop Login

The application **Grants Management System** is asking you to log in with your Webtop/SSO username or email address.

User Name or Email:
Password:

[Forgot user name and/or password?](#)



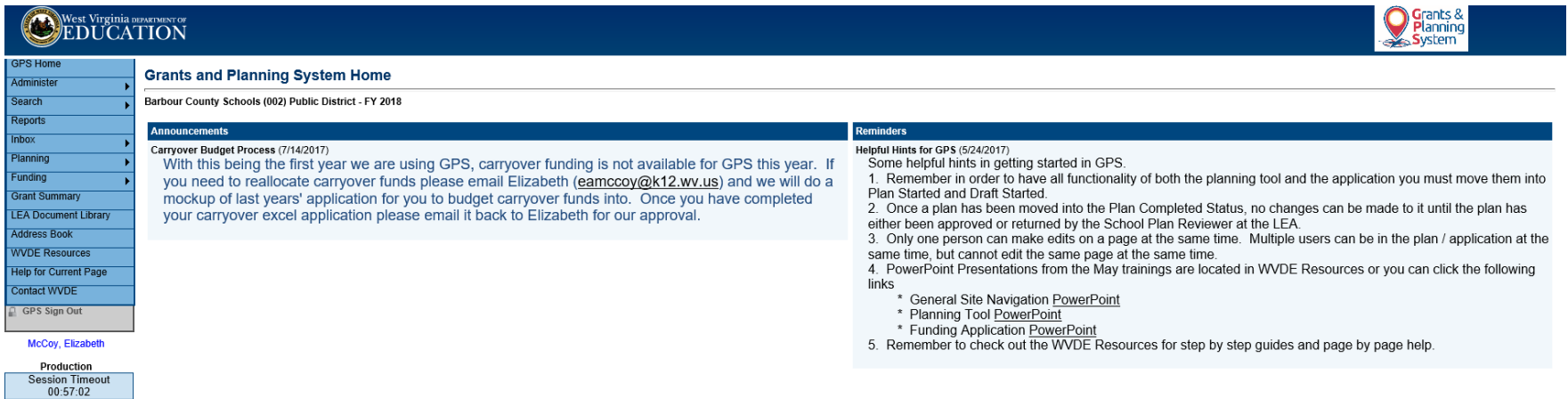
McCoy, Elizabeth

Production

Session Timeout
00:59:49

Announcements and Reminders

- When you log into GPS the first screen you see should be the home page.
- We will have Announcements and Reminders on here for items that may need further attention



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McCoy, Elizabeth

Production

Session Timeout

00:57:02

Grants and Planning System Home

Barbour County Schools (002) Public District - FY 2018

Announcements

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Reminders

Helpful Hints for GPS (5/24/2017)

Some helpful hints in getting started in GPS.

1. Remember in order to have all functionality of both the planning tool and the application you must move them into Plan Started and Draft Started.
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Modify User Profile

- Click on your name to edit your phone / fax number
- Email address and name should be updated in Webtop system
- Click save once you have updated your phone / fax number

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McCoy, Elizabeth

Production
Session Timeout
00:58:54

User Profile

Profile

Email Address:	<input type="text" value="eamccoy@k12.wv.us"/>
First Name:	<input type="text" value="Elizabeth"/>
Last Name:	<input type="text" value="McCoy"/>
Phone Number:	<input type="text" value="304-558-7805"/>
Phone Extension:	<input type="text"/>
Fax Number:	<input type="text" value="304-558-6268"/>

- This will make it easier for WVDE to reach out to the correct individual for any changes that need to be made to the application.

User Profile

- If you notice that your name or email is in GPS incorrectly please send an email to eamccoy@k12.wv.us and I will work with our WVEIS office in order to correct it.

User Access Roles and Titles

WVDEGPS User Role	Suggested WV Roles
LEA 21 st CCLC Update	Anyone who will be completing the application
LEA 21 st CCLC Director	Superintendent / Agency Head designated (only 1 per Application) *This is the person who will move the application into completed status
LEA Fiscal Representative	Treasurer or designee
LEA Superintendent	LEA Superintendent or Agency Head

Role	Consolidated Funding Application
LEA 21 st CCLC Update	Edit
LEA 21 st CCLC Director	Edit and Mark Complete
LEA Fiscal Representative	Edit and Give Fiscal Representative Approval
LEA Superintendent	Edit and Give Superintendent Approval

Address Book

- The Address Book will show all individuals in your County that have roles assigned to GPS.

Reports	View All District Contacts
Inbox	<input type="checkbox"/> LEA Funding Application Contacts
Planning	Application
Funding	Consolidated
Grant Summary	
LEA Document Library	
Address Book	
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	Contact Type
	Title I Part A Contact
	Title I-D LEA Contact
	Title II Part A Contact
	Title III EL Contact
	State EL Funds Contact
	Title V Part B, RLIS Contact
	Homeless Children Contact
	Foster Care Contact
	<input type="checkbox"/> LEA Role Contacts
	Role
	LEA Consolidated Director
	LEA Consolidated Update
	LEA Data View
	LEA Fiscal Representative
	LEA Plan Data Entry
	LEA School Plan Reviewer
	LEA Superintendent
	User Access Administrator

McCoy, Elizabeth

Production

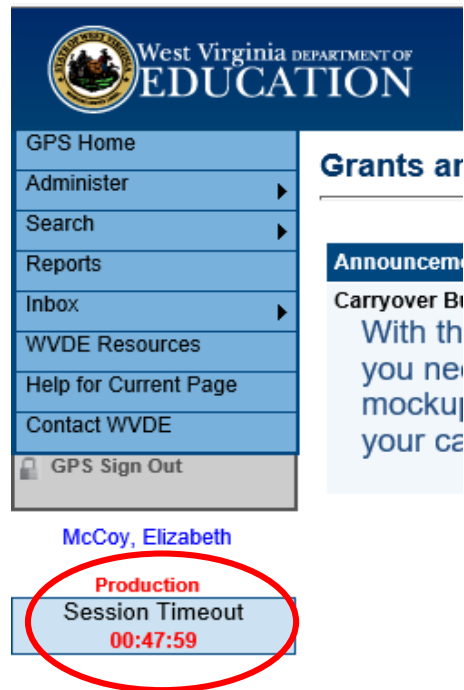
Session Timeout 00:55:13

Address Book

- Please take a few minutes to look over the roles assigned to your County and to your grant application.

Reminder for the Time Out Clock

- WVDE GPS has a 60-minute time-out. The time-out clock is beneath the main left-hand navigation menu. The clock will reset every time you move to a new page or if you save the page you are working on. There is no auto-save so be sure to not let the WVDE GPS time-out.



The screenshot displays the West Virginia Department of Education (WVDE) GPS interface. At the top, the WVDE logo and name are visible. A navigation menu on the left includes options like 'GPS Home', 'Administer', 'Search', 'Reports', 'Inbox', 'WVDE Resources', 'Help for Current Page', 'Contact WVDE', and 'GPS Sign Out'. To the right, there are sections for 'Grants ar' and 'Announcem'. Below the navigation menu, the user's name 'McCoy, Elizabeth' is shown. A red circle highlights a 'Production Session Timeout' box with a timer set at '00:47:59'.

Contact WVDE

- Do not be afraid to reach out for help with the Contact WVDE.

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McCoy, Elizabeth

Production
Session Timeout
00:59:49

Contact WVDE

Barbour County Schools (002) Public District - FY 2018

General Support Questions

If you have a program-related question or an issue with GPS and cannot resolve it, please contact your LEA's GPS administrator.

[Support Request](#)

Technical Questions

1. If you are experiencing a technical issue within GPS, please review the browser requirements and workstation requirements.
[View Workstation Requirements](#)
2. If you are experiencing a technical issue and are receiving an error message:
 - a. The error message and number you are receiving.
 - b. Your operating system (e.g. Windows XP/7/8, Mac OS X, etc).
 - c. Your web browser type (e.g. IE/Safari/Firefox/Chrome) and version.
 - d. Steps to reproduce the problem.

[Support Request](#)

Questions?

