Overview of the eGrants Online Request Process

Two Applicant Types:

**Applicant has
no TEA SE access
for the district or org.**

So, needs both…

1. a TEA SE account–username, and
2. Rights to eGrants.

**Applicant is a
current TEA SE user
for the district or org.**

So needs only…

Rights to eGrants.

Current TEA SE user…
1. Logs into TEA SE in the usual way,
2. Selects "Add/Modify Application Access" button.

Current TEA SE user proceeds through the online process above (starting at *Applicant step 2)* and ending when notified of his/her rights to eGrants.

APPLICANT…
(Individual requesting a TEA SE account and/or eGrants access)

1. Goes to TEA SE's public web site,
2. Selects eGrants Production,
3. Inputs and reviews all required information,
4. "Submit Request" forwards the request to the appropriate Submitter for approval.

SUBMITTER…
(Superintendent/Executive Director approving applicant access requests)

1. Logs into TEA SE and launches "UserAdmin" app,
2. Selects "Approve Requests" to review each request queued

"Submit Request" forwards the request to the appropriate TEA Program Area for final audit approval.

"Deny Request" terminates the request.

APPROVER…
(TEA Personnel auditing the approval of applicant access requests)

TEA SE e-mails Applicant—
- Acct/username granted,
- Application rights assigned/denied,
- Log-in directions provided.