

# INSTRUCTIONS FOR eGOHS



## USER REGISTRATION

To subscribe to the **eGOHS** grant management system and apply for available grants, please follow these steps:

1. Using either an Internet Explorer or Netscape web browser, go to the following web site: <http://www.gahighwaysafety.org>. Click on the **eGOHS** logo in your upper right corner.
2. **Your Adobe Acrobat Reader must be opened in order to download the Instructions and to view PDF files.** If you do not have an updated version of Adobe Acrobat Reader, you must download them first.
  - a. Click on the **Adobe Acrobat Reader**.
    - i. Go to **Downloads** on the left. Click on **Free Adobe Reader** (open).
    - ii. Step 1 of 2 (pull downs)
      1. Language: English is the default.
      2. Connection speed: select dial-up or broadband.
      3. Platform: Select the version of Windows on your computer.
    - iii. Step 2 of 2
      1. Download the full version of Adobe Reader
      2. Download the Adobe Yahoo! Toolbar (optional)
      3. Download free Photoshop Album 2.0 (optional)
      4. Adobe Reader license agreement (read and return to the screen)
      5. Continue.
    - iv. **Adobe Reader**
      1. Download Adobe (follow the instructions for the download accordingly).
      2. Once you have completed the Adobe download, return to eGOHS and follow the instructions for completing your grant application process.
  3. Download the instructions for registering and applying for grants by clicking on the **Instructions for Registration and Applications** under the "Downloads".
  4. Go to "**Create a New User Account**".
    - a. This will bring you to the ***Personal Contact Information*** page. There, you will complete the fields (especially with a **\* red asterisk**).
    - b. Under "**Find Agency**" the Search for Agency screen will come up.

- c. Go to the pull down field “**Category**” and select “**K-12**”, then **Search**.
- d. Scroll down the page for your school and select. Make any corrections needed.
  - i. If your school is not there, call eGOHS Help Desk (404-656-6996).
5. Mail preference is important. Email is preferred in order for you to receive notifications more quickly. Click on **Register** to submit your information.
6. Once this section is completed with no errors or missing information, click **Register again**.
7. The **Confirm Registration** box will pop up at the bottom of the screen. Fill in your password twice to confirm it, and then click **Confirm**.
8. If you chose Email as your mail preference:
  - a. You will receive an Email from eGOHS that verifies you have access to eGOHS and you can proceed with the SADD application process.
  - b. Read the Email and click on the link “Please click here to complete the registration process”.
  - c. Enter your username and password.
  - d. Click **Login**.
  - e. You can continue where you left off.
9. If you did not chose Email as your mail preference, please call eGOHS administration at 404-656-6996 for further instructions.

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#### **AGENCY SETUP**

You are now ready to edit and complete your agency information.

##### **Agency Information tab**

1. Once you have received your Email from eGOHS verifying that your security level has been setup, you can proceed with the application process.
2. **Login** using your username and password. This will take you to the **Start Menu**.
3. Initiate an Application, Apply for a New Grant: **select SADD** from the pull down window on the right side of this section.
4. View Agency Information under the Agency Info tab should have your information. Follow the instructions on the screen.
5. Click Edit, then add additional Agency Contacts (i.e. Authorizing Official (Principal), Financial Officer, Alternate Signature, etc.) (See page 11 of the eGOHS Instructions Manual). Click Add.
  - a. Note: the Agency Administrator is usually the Project Director.
  - b. The System Security Level identifies each contact and their level of access with the system (see the Application Contacts tab (refer to page 21 of the eGOHS Instructions Manual)).
6. **Remember to Save each change.**

**Follow the directions on the screen and proceed through your application. Refer to your eGOHS Instructions if you get into trouble or click on the HELP icon for immediate reference.**

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## Program Components tab

Add a program component to this Application: select SADD from the pull down.

1. Under **Name**: select SADD Application, and then **SAVE**.
2. After the screen refreshes, this information is reflected at the bottom of the screen.

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## Service Areas tab

1. You will identify the area your school represents/covers (see pull down section).
2. **Counties** (select the county/counties you cover).
3. **Representative Districts: Add** as one or more as needed, then **Save**.
  - a. Senate Legislative District(s)
  - b. House Legislative District(s)
  - c. US Congressional District(s)
  - d. Review your work by scrolling to the bottom of the page after you have saved your work.

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## Application Menu tab

You are now ready to complete the information in the Application Forms (See pages 23 and 24 of the eGOHS Instructions Manual.

1. There are populated fields for SADD, so you must click on the View PDF icon, then check the box if you “agree to complete these Objectives, Activities and Evaluations”.
2. Follow the directions for each cost category.
3. Add and Save after each category appropriate.
4. Under Grant Terms and Conditions, Click and View the PDF. Read the page, click next.
5. After this section of the application is completed, click on the Application Menu tab at the top of the page.

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## Completing Your Application

1. At this point, **Application Errors** status will appear. If any errors have been detected in your application, they will appear with the referenced information in this location. Click there and proceed to fix the error(s).
2. Once no errors are found, your School’s Authorizing Official (usually the Principal, Vice Principal or Superintendent) is responsible for submitting the application.
  - a. This means the Authorizing Official (Principal, Vice Principal or Superintendent) **must Login and Submit the application** in the Application Menu.
3. Click **I Agree** to submit your SADD Application.