Impact Aid Grant System User Guide

For Core Users Only: Managing LEA Users

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Obtaining a Core User System Account

Core User

The first person to obtain an account for a given Local Educational Agency must be an employee of the LEA with the authority to sign the assurances on the grant application. Once you know who you want this person to be, fill out the account request form completely. Impact Aid staff will contact you if needed to verify that you have the necessary authority to be a Core User for your LEA.

Please leave enough time for the staff to do this research before the Application due date.

When Impact Aid staff have determined that you are eligible to be a Core User, you will receive an email from the IAGS system with a temporary password. You will need to change the password the first time you log in.

Once you have access to IAGS, you will need to create two other users for your LEA.

Signatory, Application Editor, and Read-Only Users (Secondary Users)

You will need to ask your Core User to create an account for you. When the account is created, you will receive an email from the IAGS system with a temporary password. You will need to change the password the first time you log in.

If you already have an account on the IAGS system with another LEA, you can give the Core User your existing user name so you will be able to see information for both LEAs using one user name.

Using IAGS

Logging in

To log in, go to the IAGS website at http://impactaid.ed.gov and click the button labeled "Log In." You will see a dialog box that contains the Rules of Behavior for the site, with a blue "I AGREE" button (**I AGREE**).

You can scroll down in the box to see the full text of the Rules of Behavior before you click the button (Figure 1 – Rules of Behavior).
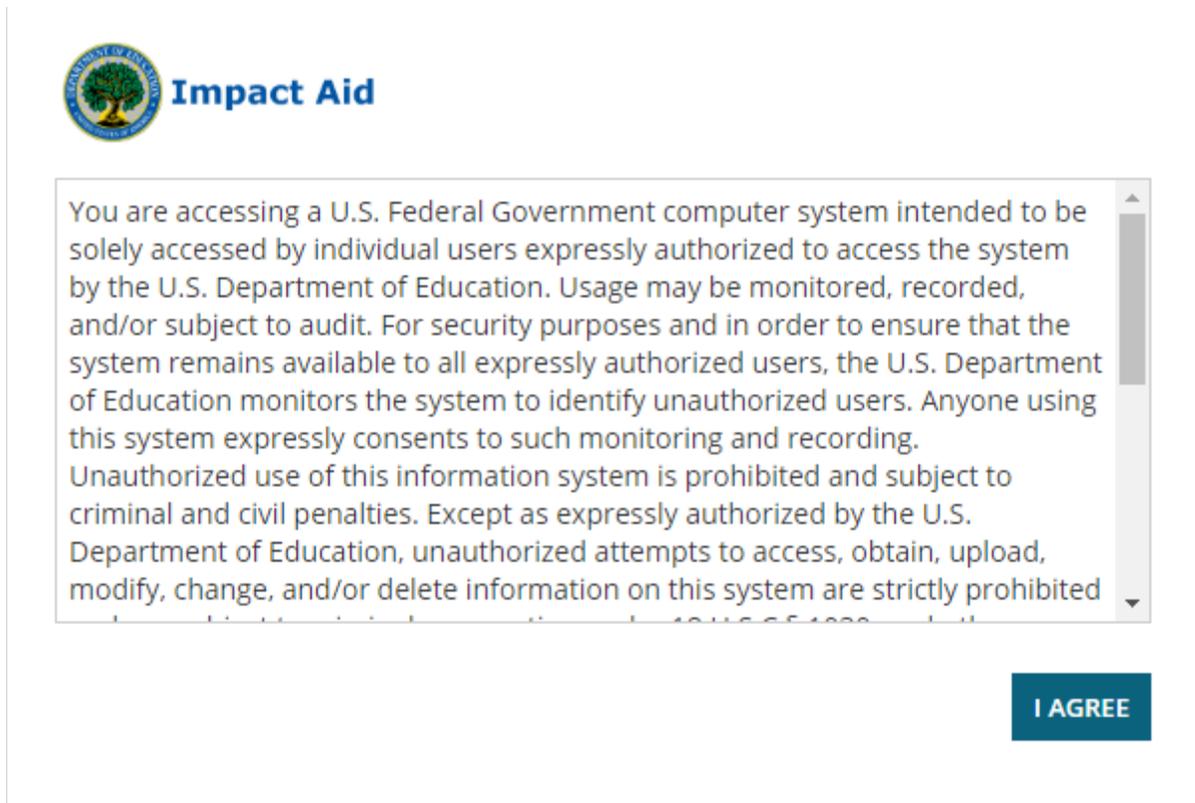
FIGURE 1 – RULES OF BEHAVIOR

Enter your user name and password (Figure 2 - Log-in Dialog). Note: both are case sensitive.

Then click the blue "Sign In" button (SIGN IN).

If this is the first time you are logging into IAGS, you will need to change your password as soon as you have logged in.

FIGURE 2 - LOG-IN DIALOG

IMPORTANT:

- You will need to change your password every 120 days, or you will be locked out of the system. At 90 days, the system will begin to remind you.

- If you are locked out of the system, contact the IAGS Help Desk for assistance in unlocking your account.

  - Email: IAGS.HELPDESK@ed.gov

  - Phone: 202-260-3858

NOTE: to prevent hackers from guessing user names in the system, IAGS does not confirm that you have locked yourself out. Instead, it shows you the following message:

"The username/password entered is invalid. Usernames and passwords are case sensitive." (Figure 3 – Invalid User Login Message)

If you are certain you are using the correct user name, and you've gotten this message three times in a row, you can be pretty sure that you have locked yourself out. Contact the helpdesk to regain access.
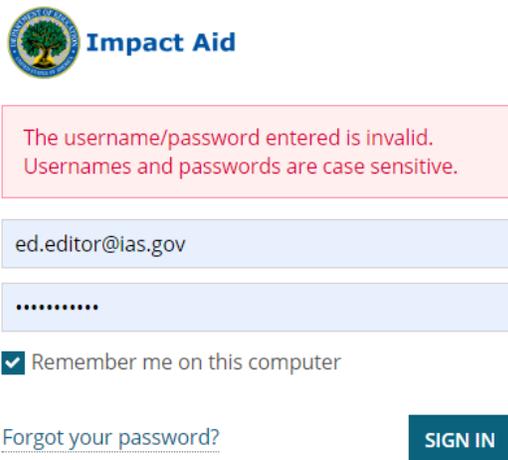

FIGURE 3 – INVALID USER LOGIN MESSAGE

Users (visible by Core Users only)

As a Core User, you have the responsibility to create and maintain accounts for secondary users in your LEA. Each LEA needs three users at all times: you (as the Core User), and two others. You can view the users in your LEA by clicking on the Users tab.

The Users page is displayed (Figure 37 - The Users Page). The first time you enter, you will most likely see only one user, yourself.
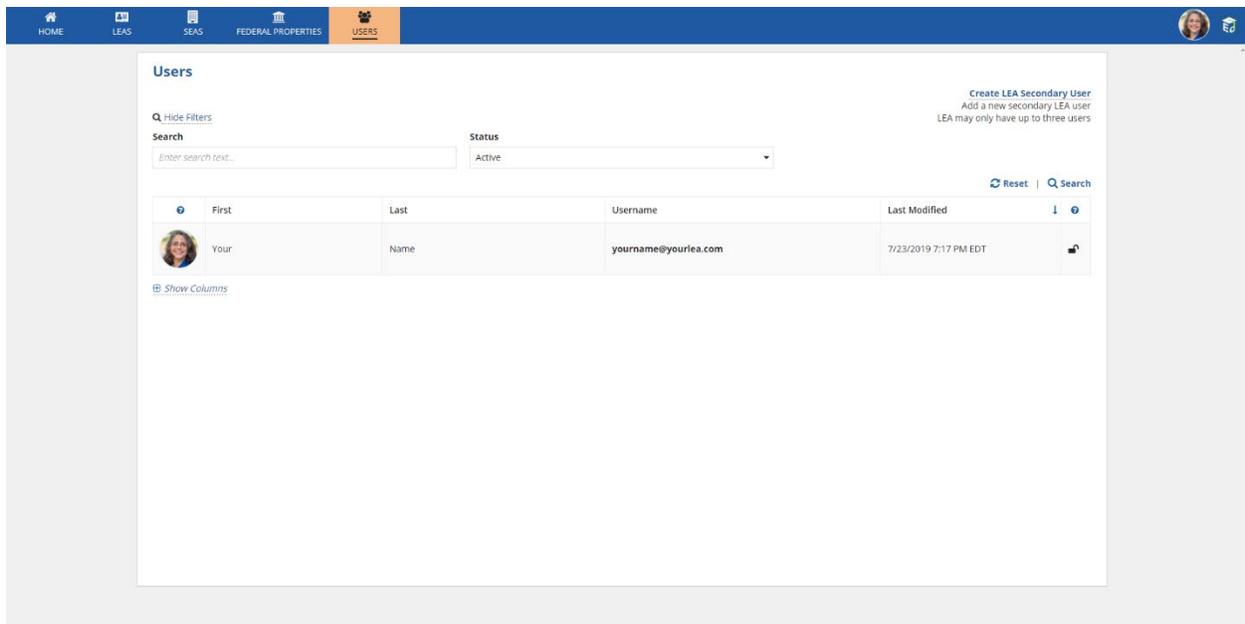
FIGURE 4 - THE USERS PAGE

To create more users in your LEA, click Create LEA Secondary User.

Creating Secondary Users

After clicking on the Create LEA Secondary User on the Users page, you will be brought to the Create LEA Secondary User page (Figure 38 - Creating a Secondary User).

FIGURE 5 - CREATING A SECONDARY USER

You will need to fill out the form provided, including:

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- Title
- First Name
- Last Name
- E-mail Address
- Phone Number

And you will need to select the appropriate LEA off a drop-down list of LEAs. For most Core Users, there will be only one LEA on the drop-down.

> NOTE: You may see a message stating that the user's email is already in the system, and a checkbox will appear to add the user to your LEA anyway. Check the box if you are sure that this is the person you meant to add.

When you click Create, you will see a success window (Figure 39 - User Created Successfully).

FIGURE 6 - USER CREATED SUCCESSFULLY

You will see the user you added to your LEA listed along with you (Figure 40 - The New User Can Be Seen on the Users Page).

FIGURE 7 - THE NEW USER CAN BE SEEN ON THE USERS PAGE

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IMPORTANT: All users you create have the Read-Only role by default. If you want the user to be able to edit and/or sign applications, you will need to change their permissions.

Changing User Roles and Permissions

From the Users page, select the user whose permissions you wish to change by clicking on the silhouette next to their name. Their profile is displayed (Figure 41 - Secondary User's Profile Page).
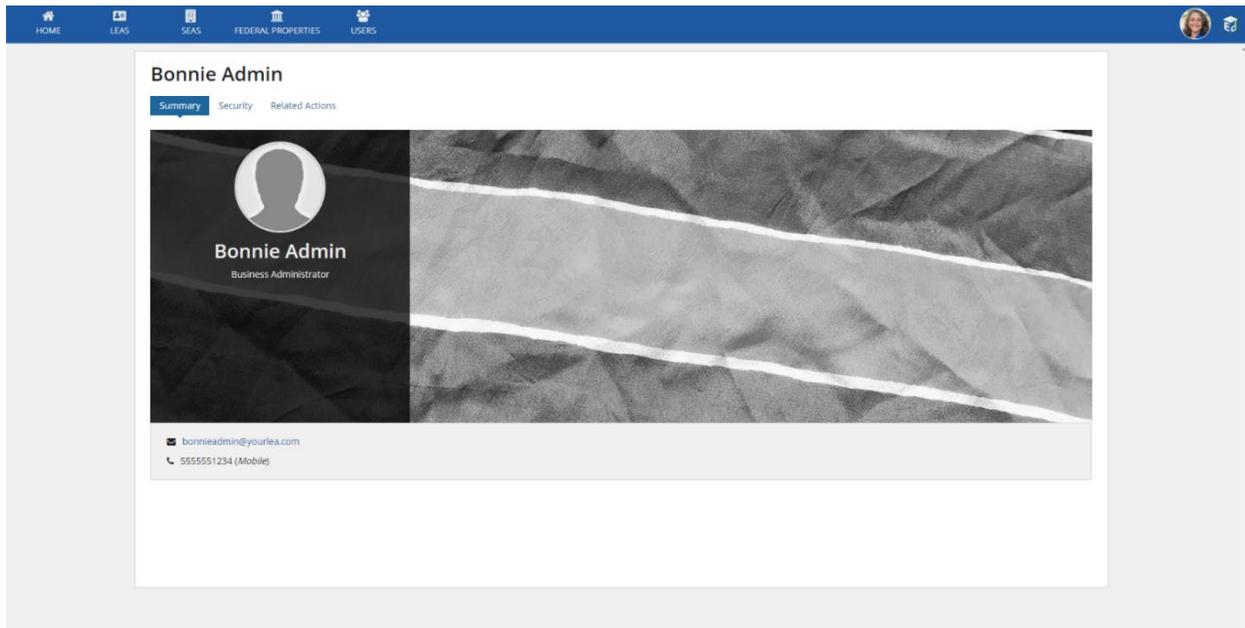

FIGURE 8 - SECONDARY USER'S PROFILE PAGE

To view the user's security, click on the Security link. Their security page is displayed (Figure 42 - The Secondary User's Security Page).
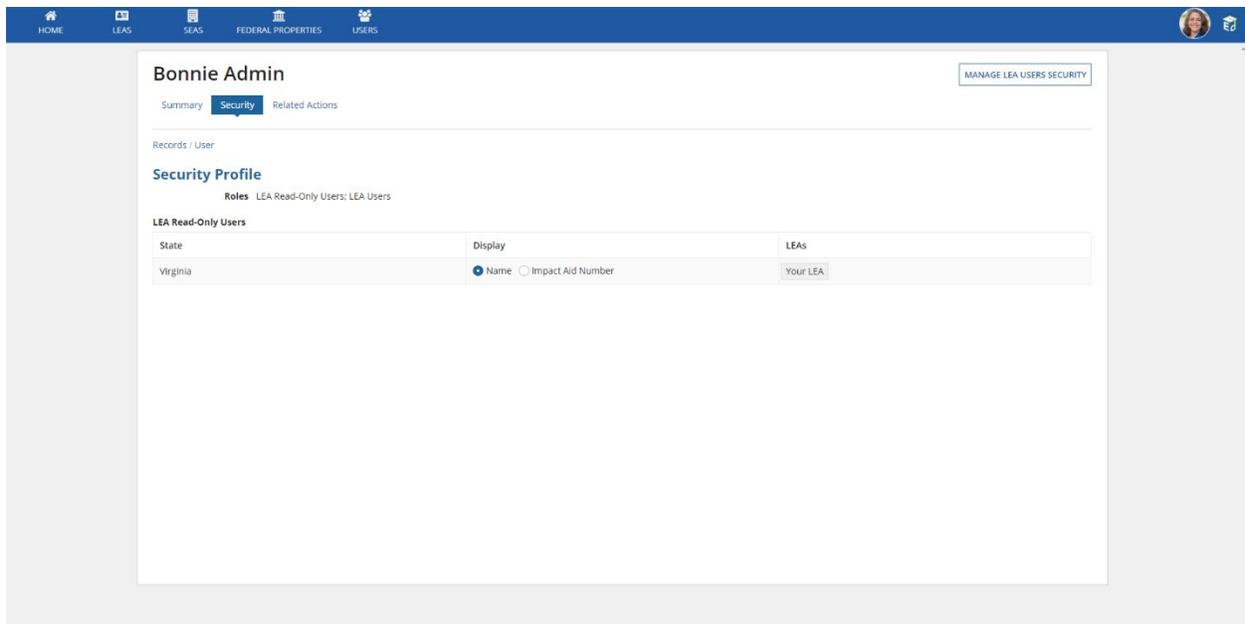
FIGURE 9 - THE SECONDARY USER'S SECURITY PAGE

Click the "Manage LEA Users Security" button. The Manage Change in Security page is displayed (Figure 43 - Manage Change in Security).
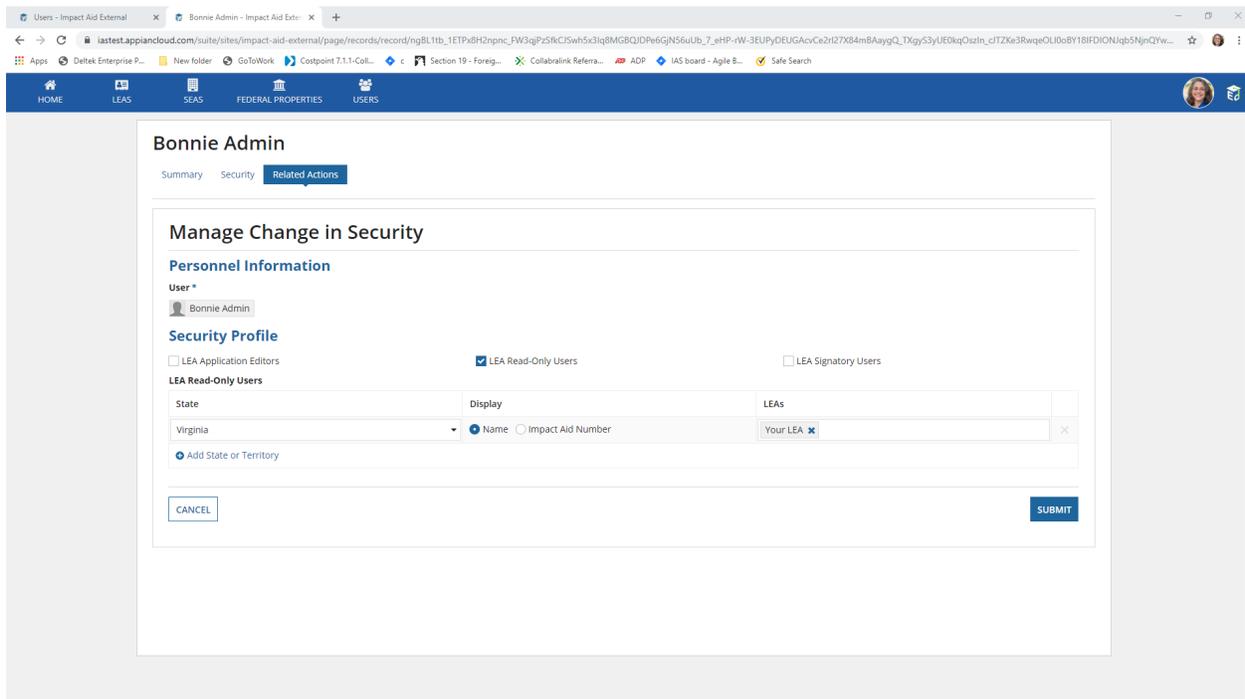

FIGURE 10 - MANAGE CHANGE IN SECURITY

Notes about User Roles

A secondary user can be an Application Editor, or a Signatory, or they can have both roles. Or they can be a Read-Only User.

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Most often, you will assign the secondary user to just be an Application Editor. They will be able to edit the LEA record, start and edit 7002 and 7003 applications, and start and edit 7002 and 7003 amendments.

Reminder that you should not assign a user to be a Signatory unless they have the authority to bind your LEA legally to the application assurances.

Reminder that you may keep a user in the Read-Only role if you are not comfortable with them being able to make changes to your LEA record, or with them being able to fill out an application. They will still be notified of important information and will be able to respond to time-sensitive tasks assigned to your LEA.

How to Change a User's Roles and Permissions

To change the user's permissions, simply check the box next to the role you would like them to have.

When you select a new role for a user, an empty grid appears for that role (Figure 44 - Adding a New Role).

FIGURE 11 - ADDING A NEW ROLE

Click on "Add State or Territory". A new row appears.

FIGURE 12 - ADDING A STATE OR TERRITORY

You will need to select your state and your LEA.

Then click the blue Submit button (SUBMIT) at the bottom of the page.

Search and Filter

You can search the User Records by Keyword (for example, the user's name) and/or by one or more of the following:

- Status
- User Type

Enter the search terms, and then click Search (Q Search). To clear the filter, click Reset (↻ Reset).

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Description of Local Educational Agency (LEA) Roles

Core User

User with authority to bind the LEA legally, and to delegate responsibility.

- Automatically is both a [Signatory](#) and an [Application Editor](#) for the LEA(s) for which they are the Core User
- Cannot be a read-only role
- Cannot edit their own roles and permissions
- Creates/Deletes secondary user roles for their LEA (limited to two secondary users per LEA)
- Can view important dates in the system
- Can view properties in the IAGS database that are in their state
- Can edit some information about their LEA
- Can view submitted applications
- Can view payment information
- Can request assistance from the IAGS Staff
- Can read and respond to correspondence from the IAGS Staff
- Can request Early Payment
- Can request Payment Block
- Can submit a Forgiveness Request

Signatory

User with the authority to bind the LEA legally, and sign the application assurances

- Can edit information on applications submitted for a signature
- Can edit information on amendments submitted for a signature
- Can sign and submit applications
- Can sign and submit amendments
- Can view important dates in the system
- Can view properties in the IAGS database that are in their state
- Can edit some information about their LEA
- Can view submitted applications
- Can view payment information
- Can request assistance from the IAGS Staff
- Can read and respond to correspondence from the IAGS Staff
- Can request Early Payment
- Can request Payment Block
- Can submit a Forgiveness Request

Application Editor

User who can fill out the applications for an LEA

- Can begin and edit applications and submit to signatories to be signed
- Can begin and edit amendments and submit to signatories to be signed
- Can view important dates in the system

- Can view properties in the IAGS database that are in their state
- Can edit some information about their LEA
- Can view submitted applications
- Can view payment information
- Can request assistance from the IAGS Staff
- Can read and respond to correspondence from the IAGS Staff
- Can request Early Payment
- Can request Payment Block
- Can submit a Forgiveness Request

Read-Only

Recipient of information, able to respond to items where time is of the essence.

CAN NOT HAVE ANY OTHER ROLE FOR THAT LEA

- Can view important dates in the system
- Can view properties in the IAGS database that are in their state
- Can view submitted applications
- Can view payment information
- Can read correspondence from the IAGS Staff
- Can respond to some correspondence from the IAGS Staff
- Can respond to Mail-in Review