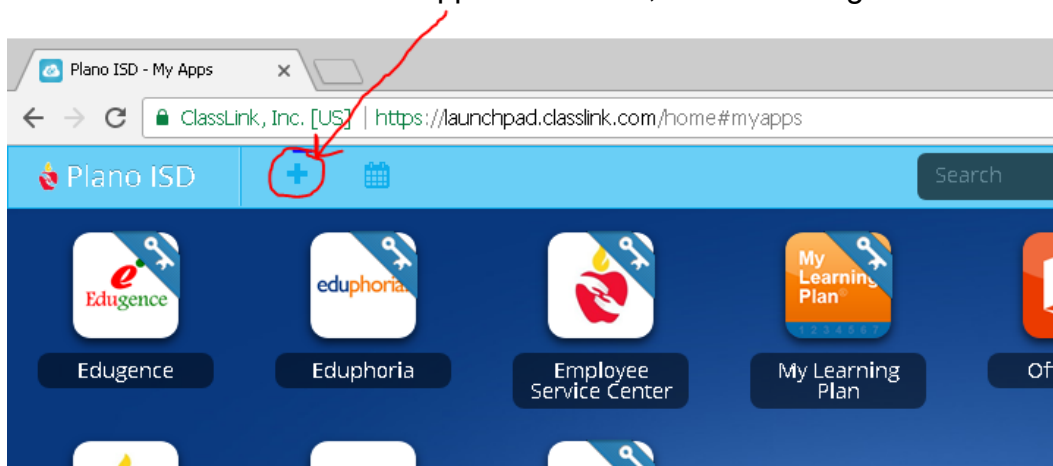


Plano ISD Education Foundation 2017-2018 Grants to Educators Application Instructions

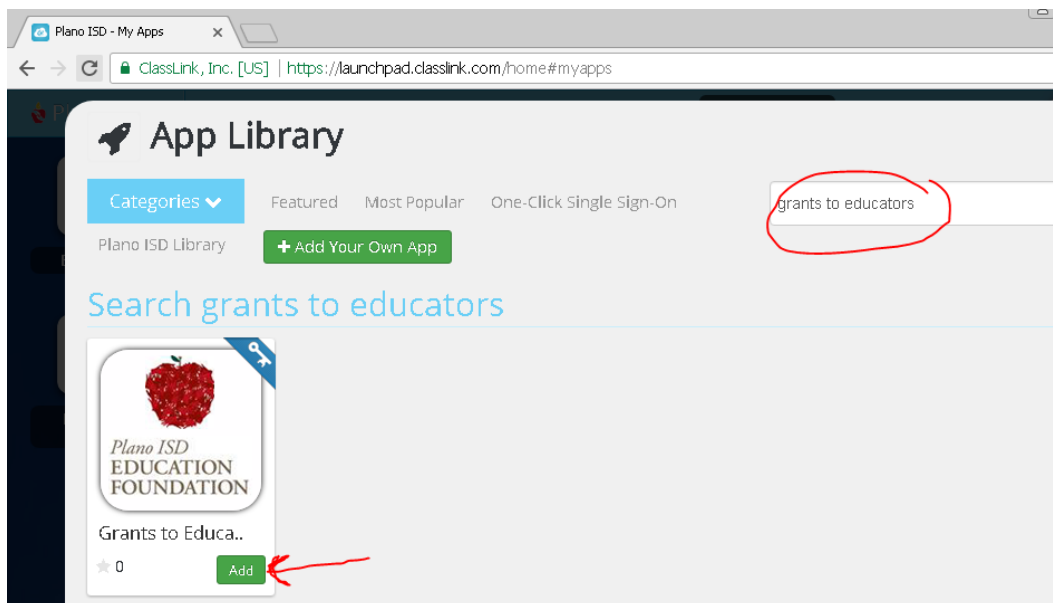
Logging In

Webdesk allows users to access multiple web applications from one location. It is being widely used in the district. Here are the steps users can take to add 'Grants to Educators' in their Webdesk.

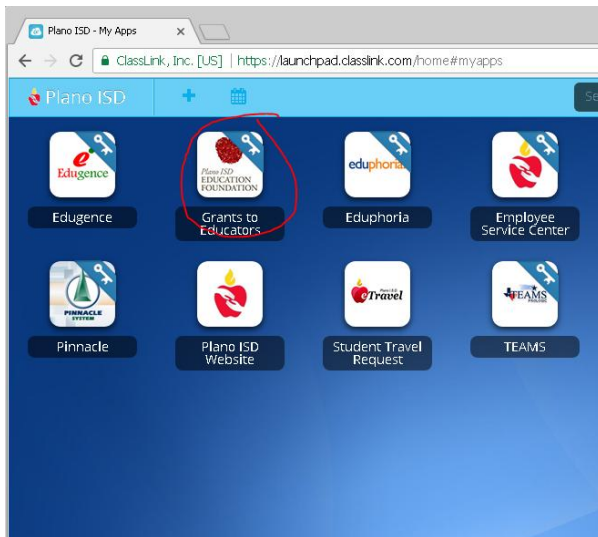
1. Launch Internet Explorer and go to webdesk.pisd.edu
2. Login to Webdesk using 'PISD Network Login' if prompted for login.
3. To add 'Grants to Educators' app in Webdesk, click on '+' sign as shown below



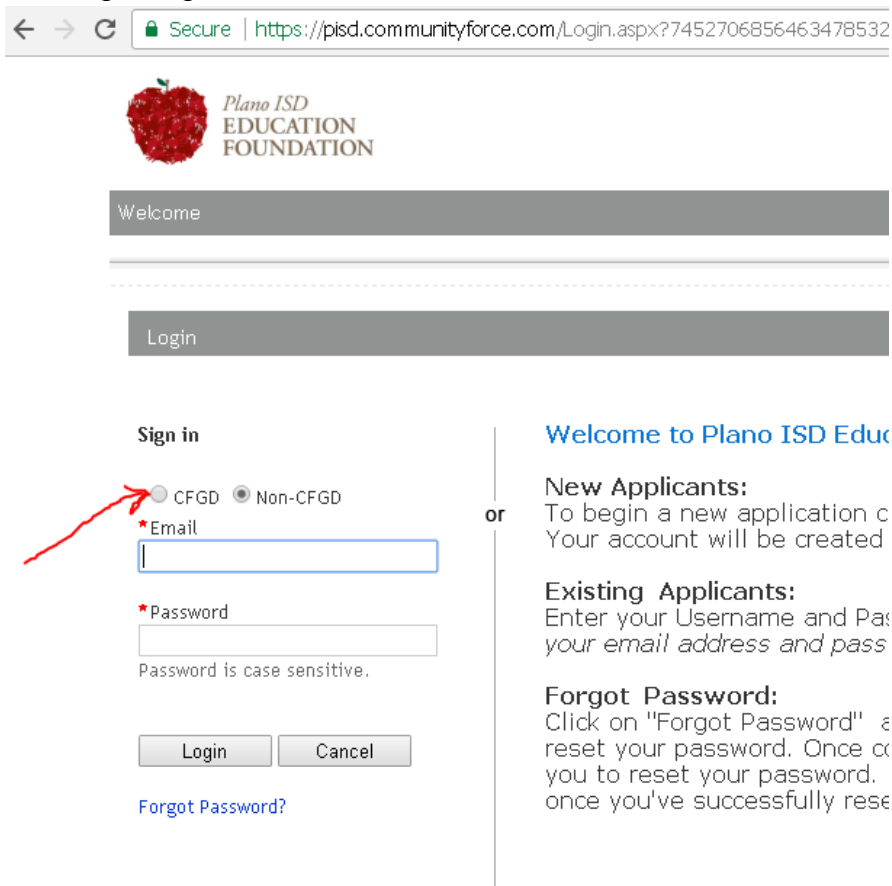
Search for 'Grants to Educators' and click on 'Add' button



4. Now, app should appear in the user's webdesk. Users can launch the app from there.



5. User will be redirected to CommunityForce website. User can pick 'CFGD' option for Single-Sign-On.



6. If you do not have access to the Webdesk app, you can access this login screen by going to <https://pisd.communityforce.com> and selecting Login in the top right corner.

7. Once logged in, click the Apply button to start your application.

The screenshot shows a web browser window with the URL <https://pisd.communityforce.com/Student/Default.aspx#4371597136646D517975544F5976596D4E73384E69673D3D>. The page header includes the Plano ISD Education Foundation logo and the text "Welcome Howard Taper | PISD". Below the header, there is a search bar and a "My Applications" tab. The main content area displays "Grants: 1 / My Results: 1" and "Sort By: Grants (A-Z)". A card for the "2017-2018 Grants to Educators" program is shown, with a description and a red "Apply" button circled in red. The card also indicates "Begin Accepting Applications Date: 05/17/2017" and "Deadline Date (EST Time Zone): 9/22/2017 5:00 PM". At the bottom of the card, there is a "Go to Page 1" link and a "Page 1 Of 1" indicator.

Application Dashboard

The screenshot shows the application dashboard for the "2017-2018 Grants to Educators" program. The header includes the Plano ISD Education Foundation logo and the text "Welcome Howard Taper | PISD". The application status is "Pending Submission". Below the header, there is a "My Applications > 2017-2018 Grants to Educators" link. The main content area displays "Deadline for Submission: 9/22/2017 5:00 PM" and a red "Final Review and Submit" button. Below the button, there is a thank you message and "Important Instructions:" section. The instructions include: "When you see a blue information icon, just hover over it to view the tip.", "Click on any section and fill in the answers to questions, as they are presented on the page.", "Each section below must read 100% in order to submit your application. If a section does not read 100%, there are unanswered required question(s) in that section.", "When you are ready to submit, click the 'Final Review and Submit' button to verify your attachments have uploaded correctly and the application contains all necessary information.", "Sections do not have to be completed in order, however, you must complete all 4 sections (General Information, Team Information, Grant Project Information, Budget Narrative). Click on the icon to enter the section. Once the section is completed, hit 'save and return to dashboard' to move to the next icon." A note states: "Note: The file size for each document uploaded should not exceed 10mb/upload. Time given is in Eastern Time Zone (EST)." Below the instructions, there are four sections with progress bars and deadlines: "General Information" (0% deadline 9/22/2017 5:00PM), "Team Information" (0% deadline 9/22/2017 5:00PM), "Grant Project Information" (0% deadline 9/22/2017 5:00PM), and "Budget Narrative" (0% deadline 9/22/2017 5:00PM). At the bottom, there is a contact information link: "For questions about this application, please contact Howard Taper at communityforce_admin1@pisd.edu."

Application Important Instructions:

- Click on any blue section icon and fill in the answers to questions as they are presented on the page:

Plano ISD EDUCATION FOUNDATION

Welcome Howard Taper | PISD Application Status: Pending Submission Manage Members | Change Password | View/ Edit Profile | Now Search | Logout


My Applications > 2017-2018 Grants to Educators

Deadline for Submission: 9/22/2017 5:00 PM





Preview Application Import Responses from Existing Applications Add Collaborator **Final Review and Submit**

Thank you for your interest in Plano ISD Education Foundation Grants to Educators opportunity and welcome to your dashboard.

Important Instructions:

- When you see a blue information icon , just hover over it to view the tip.
- Click on any section and fill in the answers to questions, as they are presented on the page.
- Each section below must read 100% in order to submit your application. If a section does not read 100%, there are unanswered required question(s) in that section.
- When you are ready to submit, click the "Final Review and Submit" button to verify your attachments have uploaded correctly and the application contains all necessary information.
- Sections do not have to be completed in order, however, you must complete all 4 sections (General Information, Team Information, Grant Project Information, Budget Narrative). Click on the icon to enter the section. Once the section is completed, hit "save and return to dashboard" to move to the next icon.

Note: The file size for each document uploaded should not exceed 10mb/upload. Time given is in Eastern Time Zone (EST).

General Information  Team Information  Grant Project Information  Budget Narrative 

Deadline 9/22/2017 5:00PM Deadline 9/22/2017 5:00PM Deadline 9/22/2017 5:00PM Deadline 9/22/2017 5:00PM

For questions about this application, please contact Howard Taper at: communityforce.admin1@psd.edu.

Section Icons

- Sections do not have to be completed in order, however, you must complete all 4 sections (General Information, Team Information, Grant Project Information, Budget Narrative). Click on the icon to enter the section. Once the section is completed, hit **'save and return to dashboard'** to move to the next icon.

Plano ISD Education Fo... x

Secure | <https://psd.communityforce.com/Student/DynamicSectionStudent.aspx?6A322F3430456E63786F5724148487466304C45483558617550507747413679706972483231424E5A7A6D39696F746D666D4D3534A495833457>

General Information Auto Save in 7:01

Save your work as you go!!

You have the option to save your work and submit the application at a later time. Although each section has "Auto Save," please be sure to click the "Save" button at the bottom of the screen after you make a change to the application. If the page remains idle for 10 minutes, you will be logged out for security purposes. You will be required to log back in, and you may find that your work has not automatically saved.

Please complete the required fields. You may save and return to the application dashboard by clicking Save and Return to Application. You can return any time to complete the process.

***Indicates required field**

General Information

*Lead Teacher First Name: Joas

Lead Teacher Middle Name:

*Lead Teacher Last Name: Doe

*School Name: Barron Elementary

*Grade Level: Elementary

*Is this a NEW project for school year? Yes No

*Renewal grant from a previous year? Yes No

*Amount of current request: 1500

Save Save & Return to Dashboard Return to Dashboard

- Each section must read 100% in order to submit your application. If a section does not read 100%, there are unanswered required question(s) in that section.

Plano ISD Education Foundation

Welcome Info Taper | Taper Application Status: Pending Submission Manage Members | Change Password | View/ Edit Profile | New Search | Logout

My Applications > 2017-2018 Grants to Educators

Deadline for Submission: 9/22/2017 5:00 PM

Preview Application Import Responses from Existing Applications Add Collaborator **Final Review and Submit**

Thank you for your interest in Plano ISD Education Foundation Grants to Educators opportunity and welcome to your dashboard.

Important Instructions:

- When you see a blue information icon ⓘ, just hover over it to view the tip.
- Click on any section and fill in the answers to questions, as they are presented on the page.
- Each section below must read 100% in order to submit your application. If a section does not read 100%, there are unanswered required question(s) in that section.
- When you are ready to submit, click the "Final Review and Submit" button to verify your attachments have uploaded correctly and the application contains all necessary information.
- Sections do not have to be completed in order, however, you must complete all 4 sections (General Information, Team Information, Grant Project Information, Budget Narrative). Click on the icon to enter the section. Once the section is completed, hit "save and return to dashboard" to move to the next icon.

Note: The file size for each document uploaded should not exceed 10mb/upload. Time given is in Eastern Time Zone (EST).

Section	Progress	Deadline
General Information	100%	9/22/2017 5:00PM
Team Information	100%	9/22/2017 5:00PM
Grant Project Information	100%	9/22/2017 5:00PM
Budget Narrative	100%	9/22/2017 5:00PM

For questions about this application, please contact Howard Taper at communityforce_admin1@plisd.edu.

Help | Contact | Logout

- When you are ready to submit, click the "Final Review and Submit" button to verify your attachments have uploaded correctly and the application contains all necessary information.

Plano ISD Education Foundation

Welcome Info Taper | Taper Application Status: Pending Submission Manage Members | Change Password | View/ Edit Profile | New Search | Logout

My Applications > 2017-2018 Grants to Educators

Deadline for Submission: 9/22/2017 5:00 PM

Preview Application Import Responses from Existing Applications Add Collaborator **Final Review and Submit**

Thank you for your interest in Plano ISD Education Foundation Grants to Educators opportunity and welcome to your dashboard.

Important Instructions:

- When you see a blue information icon ⓘ, just hover over it to view the tip.
- Click on any section and fill in the answers to questions, as they are presented on the page.
- Each section below must read 100% in order to submit your application. If a section does not read 100%, there are unanswered required question(s) in that section.
- When you are ready to submit, click the "Final Review and Submit" button to verify your attachments have uploaded correctly and the application contains all necessary information.
- Sections do not have to be completed in order, however, you must complete all 4 sections (General Information, Team Information, Grant Project Information, Budget Narrative). Click on the icon to enter the section. Once the section is completed, hit "save and return to dashboard" to move to the next icon.

Note: The file size for each document uploaded should not exceed 10mb/upload. Time given is in Eastern Time Zone (EST).

Section	Progress	Deadline
General Information	100%	9/22/2017 5:00PM
Team Information	100%	9/22/2017 5:00PM
Grant Project Information	100%	9/22/2017 5:00PM
Budget Narrative	100%	9/22/2017 5:00PM

For questions about this application, please contact Howard Taper at communityforce_admin1@plisd.edu.

Help | Contact | Logout

Budget Narrative

Important rules:

- All fields must have a value. If the value is N/A, please use 0 (zero) as the value.
- You must click the “Calculate” button after entering all of the values. If you change a value, you must re-click the “calculate” button.

The screenshot shows a web browser window with the URL <https://plisd.communityforce.com/Student/DynamicSectionStudent.aspx?6A322F3430456E63786F643076764A67272306D746D706559436543476154525469774762716CAC37544853483463676862696434562868755651>. The page title is "Budget Narrative".

Please use numbers only. If funds are over the allotted amount (\$1,500 for single campus/\$3,000 for multi-campus) then your application cannot be submitted.

Note: In case of Values which are N/A, please use a Zero(0).

Line Items

*Reading materials:

*Educational supplies and materials:

*General supplies and materials:

*Transportation:

*Contracted services:

*Substitutes:

*Extra duty pay for employees:

*Misc. Fees:

*Total:

Note: Your total amount on this page should EQUAL the grant amount you are requesting from the Plano ISD Education Foundation.

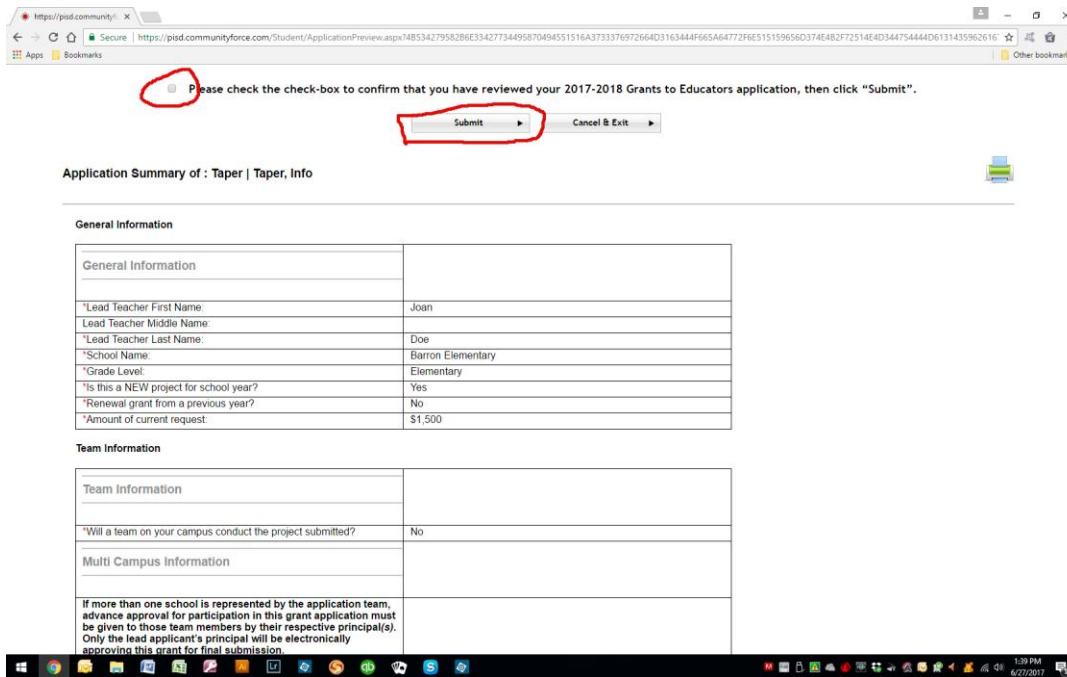
*Please provide an explanation of how funds are to be used. Please account for all items listed above and provide a general description as to why these items are needed. (20 points)

The form is displayed within a Windows 10 desktop environment. The taskbar at the bottom shows various application icons and the system clock indicates 1:34 PM on 6/27/2017.

Application Submission

Once you have finished the application, all sections are 100% complete, and you have clicked the **"Final Review and Submit"** button, you will be taken to a review screen which shows you all of the fields you have completed for your review. You can print the application by clicking the printer icon. Please review your answers and if you are ready to submit, click the confirmation box at the top and hit "Submit".

If you would like to edit your application before submitting, click the "Cancel & Exit" button to return to your dashboard. Then click the section icon of the section you would like to edit and enter your changes.



The screenshot shows a web browser window with the URL <https://psid.communityforce.com/Student/ApplicationPreview.aspx?485342795828633427734495870494551516A3733376972664D3163444F665A64772F6E5151596560374E4B2F72514E4D344754444D6131435962616>. A message at the top reads: "Please check the check-box to confirm that you have reviewed your 2017-2018 Grants to Educators application, then click 'Submit'". Below the message are two buttons: "Submit" and "Cancel & Exit". The "Submit" button is highlighted with a red box. Below the buttons is the "Application Summary of : Taper | Taper, Info". The summary is divided into two sections: "General Information" and "Team Information".

General Information	
*Lead Teacher First Name:	Joan
*Lead Teacher Middle Name:	
*Lead Teacher Last Name:	Doe
*School Name:	Barron Elementary
*Grade Level:	Elementary
*Is this a NEW project for school year?	Yes
*Renewal grant from a previous year?	No
*Amount of current request:	\$1,500

Team Information	
*Will a team on your campus conduct the project submitted?	No
Multi Campus Information	
If more than one school is represented by the application team, advance approval for participation in this grant application must be given to those team members by their respective principal(s). Only the lead applicant's principal will be electronically approving this grant for final submission.	

Questions?

Please contact Howard Taper at communityforce.admin1@psid.edu or call 469.633.0063.