

STEPS FOR AN AMENDMENT REQUEST ON ePeGS

1. A user name and password must be assigned in order to access the DESE Web Applications System. There are 3 different levels of access to the Web Applications. Level 1 is view only and you would not be able to enter any data. Level 2 is data entry, which allows you to enter data but not submit it. Level 3 is authorized representative and this is the level which should be given to the authorized representative who will be submitting requests. If you need to have someone set up to access the Web Applications System, the DESE Web Systems User ID Request form can be found at: <https://k12apps.dese.mo.gov/webapps/securityforms/MO500-2377.pdf> . Directions are on the form.
2. Once you have the user name and password, the DESE Web Applications System log in page is found at: <https://k12apps.dese.mo.gov/webLogin/login.aspx> . Type your user name and password and click on the “log in” button.
3. Under the heading Cross-Divisional Systems, click on “ePeGS”.
4. Next, click on the “blue arrow” and this will open up the listing of schools. Type your county-district code and when your school name appears, click on it. When your school name appears in the box, then click “select”.
5. On the Welcome to ePeGS page, click on “here” to go to the Funding Application Menu.
6. Click on “School Improvement Show”.
7. A listing of programs will appear for which your district is eligible to receive funding. Click on the specific program that you will be requesting payment (i.e., Homeless Education, Homeless Education – ARRA, Reading First, Math and Science Partnership, Refugee Children, Even Start).
8. Make sure that on the top left under the name of your district, the Funding Application line will say the name of the grant you are requesting funds (i.e., Homeless Education, etc.). Click on “Budget Application Show”.
9. On the right side above Activity Log, click on “Create Revision”.
10. Once revision is created, select “Revision 1” and this will bring you to your budget grid.
11. Make necessary changes and click on “Save” to check for any edits. If no edits, click on “Save and Continue”. If there are edits, make necessary changes and then click on “Save and Continue”.
12. When the submittal and approval page opens, click on “Submit”.
13. DESE will review your requested changes and when it is approved, we will notify you by e-mail. Requested budget changes are NOT approved until you receive notification from DESE. Once the amended budget is approved, then you can request funds as amended. If you request funds BEFORE approval of the amendment, then funds will be based upon the last approved budget.