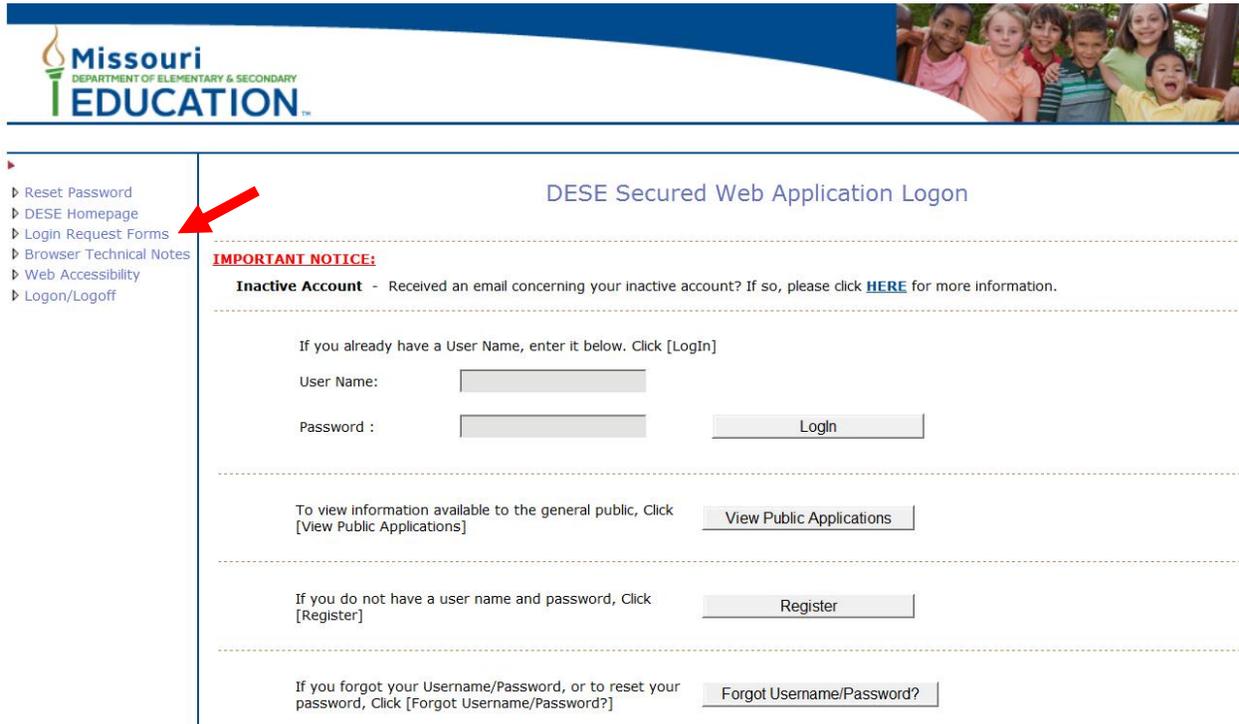


ePeGS Instruction Sheet

- ◆ Public and private programs need to obtain a user ID and password in order to access this system.

Private programs must complete and submit the DESE Web Systems User ID Request Form available at <http://dese.mo.gov/data-system-management/user-managerlogin-request-forms>.

Public school districts may contact their designated User Manager(s) within the district (one is your superintendent) to obtain a user ID and password.



Missouri
DEPARTMENT OF ELEMENTARY & SECONDARY
EDUCATION™

DESE Secured Web Application Logon

Reset Password
DESE Homepage
Login Request Forms
Browser Technical Notes
Web Accessibility
Logon/Logoff

IMPORTANT NOTICE:
Inactive Account - Received an email concerning your inactive account? If so, please click [HERE](#) for more information.

If you already have a User Name, enter it below. Click [Login]

User Name:

Password :

To view information available to the general public, Click [View Public Applications]

If you do not have a user name and password, Click [Register]

If you forgot your Username/Password, or to reset your password, Click [Forgot Username/Password?]

- ◆ On the User Manager/Login Request Forms page, under Links for Forms click the Web Systems User ID Request Form link to access the request form.

Links for Forms

- [Web Systems User ID Request Form-Public](#) 
- [Web Systems User ID Request Form-Nonpublic](#) 
 - Used to authorize access to each of the Web Application Systems.
 - **Notes about Level of Access:** In the box to the left of the program, place a 1, 2, or 3 to indicate what level of access you wish to establish for the individual named. 1 = View Only, 2 = Data Entry, 3 = Authorized Representative. Some web application names are followed by a check mark. This printed check mark indicates only one access level - View Only - is available for that application.
 - This form may be used by the district User Manager(s) for processing, or may be submitted to the Department for processing by faxing to 573-526-4125.

- ◆ Complete all of the highlighted sections. Under the Access Level heading in the box next to ePeGS-Missouri Preschool Program please mark a 2 or a 3. A 2 is for data entry only. This individual can enter information, but cannot submit. A 3 is for authorized rep. This individual can enter and submit. Sign and fax this form to 573-522-3207 or email to dsm@dese.mo.gov.



DIVISION OF LEARNING SERVICES - OFFICE OF DATA SYSTEM MANAGEMENT

WEB SYSTEMS USER ID REQUEST – NONPUBLIC

LOCAL EDUCATION AGENCY (LEA) NAME		COUNTY-DISTRICT CODE
INSTRUCTIONS		
Provide the LEA name and county-district code number, the first and last name, date of birth, mother's maiden name, and email address for the individual being given access to the LEA Web Applications. This information is necessary to process the application, and to verify the individual's identity if problems arise.		
<p>Roles: On the line to the left of the program, place a 1, 2, or 3 or <input checked="" type="checkbox"/> View Only (check box to the left of the program where indicated) to indicate the level of access to establish for the individual named below; 1 = View Only, 2 = Data Entry (cannot submit), 3 = Authorized Representative (allows you to view, enter data, and submit/approve data). By placing a check mark in items that require levels of access, you will be given 1 = View Only Access or lowest option available.</p> <p>The designated User Manager for the district/agency can make additions/changes for staff members to permit them to perform the functions described. Submit this form to the district/agency User Manager (contact the superintendent's office to identify this individual). If the User Manager is unable to make these changes, then fax to (573) 526-4125 or email this form (with the appropriate signatures) to webappsloginassistance@dese.mo.gov. District User Managers may wish to use this form and keep copies for their records. Do not send copies of this form to the Department of Elementary and Secondary Education (Department) if they have been processed in the district.</p> <p>QUESTIONS: Contact Office of Data System Management at (573) 522-3207 or email dsm@dese.mo.gov.</p> <p>CONFIDENTIALITY AGREEMENT: Employees of local school districts or the Department that have access to confidential data are required to maintain the information in a confidential manner. The unauthorized access to, modification, deletion, or disclosure of information may compromise the integrity of the system, violate individual student rights of privacy, and/or constitute a criminal act and subject the employer to a loss of federal funds.</p> <p>Unauthorized viewing, reproduction/copying, and/or distribution of any confidential information outside the intended and approved use is strictly prohibited. Users violating the authorized use will lose access privileges to the system. Illegal access or misuse of this information may also be punishable by fine and/or imprisonment. Acknowledge by signature, that a signed physical record is maintained documenting that the user receiving access to confidential information has acknowledged and agreed to adhere to the Missouri Department of Elementary and Secondary Education's Data Access and Management Policy.</p>		
INFORMATION FOR INDIVIDUAL BEING ADDED OR CHANGED		
USER'S FIRST NAME	USER'S LAST NAME	USER'S DATE OF BIRTH (MM/DD/YEAR)
USER'S MOTHER'S MAIDEN NAME (LAST)	USER'S EMAIL ADDRESS	USER'S PHONE NUMBER
USER'S SIGNATURE	USER ID	
ACCESS LEVEL (Mark 1, 2, or 3 in the box in front of the application.)		
*Food & Nutrition Services applications and Educator Certification District/University applications are limited to one Authorized Representative per district/institution.		
<input type="checkbox"/> Compliance Plans (Fed & State) Administrator <input checked="" type="checkbox"/> OR <input type="checkbox"/> Compliance Plans (Fed & State) User <input checked="" type="checkbox"/> <input type="checkbox"/> Educator Certification District* <input type="checkbox"/> Educator Certification University*	<input type="checkbox"/> Educ. Cert.--Nonpublic Prof. Dev. Reporting* <input type="checkbox"/> ePeGS - Missouri Preschool Program <input type="checkbox"/> Food & Nutrition Services-Apps* <input type="checkbox"/> Food & Nutrition Services-Claims*	<input type="checkbox"/> Food & Nutrition Services-Direct Cert.* <input type="checkbox"/> Nonpublic Registration <input type="checkbox"/> Tiered Monitoring (Level 2 or 3)
ASSURANCES AND CERTIFICATION		
The superintendent/authorized representative accepts the responsibility for the actions requested on this form, and by submitting this form, requests the Department to make those changes.		
SIGNATURE OF SUPERINTENDENT OR AUTHORIZED REPRESENTATIVE	PHONE NUMBER	DATE
PRINTED NAME OF SUPERINTENDENT OR AUTHORIZED REPRESENTATIVE	EMAIL ADDRESS	

- ◆ The ePeGS system is available on the DESE Web Applications System at <https://apps.dese.mo.gov/webLogin/login.aspx> under DESE Web Applications.

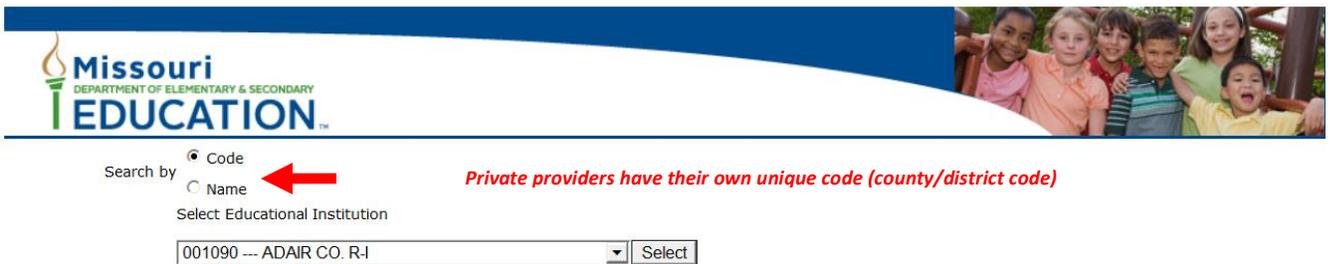


Missouri DEPARTMENT OF ELEMENTARY & SECONDARY EDUCATION

▼ **User Applications**

- ▼ **DESE Web Applications**
 - ▶ Annual Report of the County Clerk to the State Board of Education
 - ▶ ARRA
 - ▶ Compliance Plans (Federal and State)
 - ▶ Data Collection
 - ▶ Data Collection Maintenance Menu
 - ▶ Educator Certification System
 - ▶ Educator Qualifications
 - ▶ ePeGS

- ◆ Choose your program either by Code (county/district code) or Name. Click on your programs name in the list and press the “Select” button to select your program.



Missouri DEPARTMENT OF ELEMENTARY & SECONDARY EDUCATION

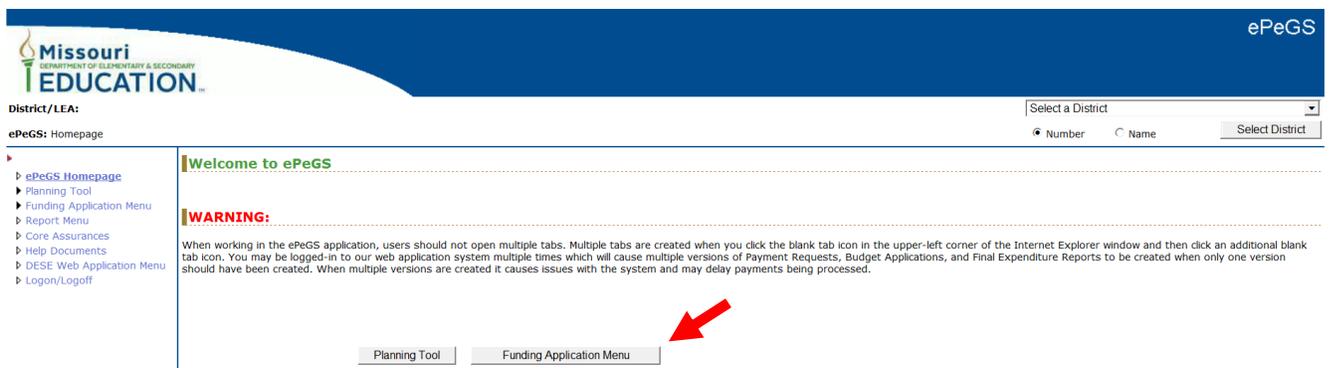
Search by Code Name

Select Educational Institution

001090 --- ADAIR CO. R-I [Select]

Private providers have their own unique code (county/district code)

- ◆ Select “Funding Application Menu” on the Welcome to ePeGS page.



Missouri DEPARTMENT OF ELEMENTARY & SECONDARY EDUCATION ePeGS

District/LEA: [Select a District] [Select District]

ePeGS: Homepage

- ▶ ePeGS Homepage
- ▶ Planning Tool
- ▶ Funding Application Menu
- ▶ Report Menu
- ▶ Core Assurances
- ▶ Help Documents
- ▶ DESE Web Application Menu
- ▶ Logon/Logoff

WARNING:

When working in the ePeGS application, users should not open multiple tabs. Multiple tabs are created when you click the blank tab icon in the upper-left corner of the Internet Explorer window and then click an additional blank tab icon. You may be logged-in to our web application system multiple times which will cause multiple versions of Payment Requests, Budget Applications, and Final Expenditure Reports to be created when only one version should have been created. When multiple versions are created it causes issues with the system and may delay payments being processed.

Planning Tool Funding Application Menu

- ◆ Under *School Improvement* select your Missouri Preschool Program Grant (It may be MPPFY14-XX, MPPFY15-XX, or MPPFY16-XX). You may need to click on “Show” to view the information under each section, or “Hide” to hide the information.

Missouri DEPARTMENT OF ELEMENTARY & SECONDARY EDUCATION ePeGS

District/LEA: [Select a District] Number Name Select District

Funding Application: Menu

- ePeGS Homepage
- Planning Tool
- Funding Application Menu
 - Current Funds Available
 - Career Education
 - School Improvement
 - Special Education
 - Teacher Quality & Urban Education
 - Awaiting Approval
 - NCLB MOE
- Report Menu
- Core Assurances
- Help Documents
- DESE Web Application Menu
- Logon/Logoff

Career Education [Show](#)

School Improvement [Hide](#)

- [AP/IB exam fee reimbursement](#)
- [MO Preschool Project](#)
- [NCLB Consolidated](#)
- [Parents as Teachers](#)
- [Title I School Improvement \(a\)](#)
- [Title I School Improvement \(a\) - ARRA](#)
- [Title II.D Other - ARRA](#)

Special Education [Show](#)

Teacher Quality & Urban Education [Show](#)

- ◆ On this page you will be able to access your *Budget Application*, *Payment Request*, and *Final Expenditure Report*. Click on “Initial” to open a form you want to view.

Missouri DEPARTMENT OF ELEMENTARY & SECONDARY EDUCATION ePeGS

District/LEA: 2013-2014 [Select a District] Number Name Select District

Funding Application: MO Preschool Project - Grant Summary

- ePeGS Homepage
- Planning Tool
- Funding Application Menu
 - Current Funds Available
 - Career Education
 - School Improvement
 - MO Preschool Project
 - Budget Application
 - Payment Request
 - FER
 - Special Education
 - Teacher Quality & Urban Education
 - Awaiting Approval
 - NCLB MOE
 - Report Menu
 - Core Assurances
 - Help Documents
 - DESE Web Application Menu
 - Logon/Logoff

Budget Application [Hide](#) Opens: 8/29/2013 Closes: 6/26/2014

Version	Status	Activity Log
Initial	APPROVED on 9/26/2013 11:55:29 AM by LBROOKS	view

Payment Request [Hide](#) Opens: 8/29/2013 Closes: 4/2/2014

Version	Status	Activity Log
Request_1	PAYMENT PROCESSED on 11/7/2013 2:39:17 PM by RBUKCHAR	view

Final Expenditure Report [Hide](#) TBD

There are no Final Expenditure Reports at this time.

DESE Program Contact DESE Fiscal Contact LEA Contact

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