

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 <https://k12apps.dese.mo.gov/webapps/securityforms.asp>. Please note it may take approximately two weeks to process your request. Public school districts may contact their designated User Manager(s) within the district (one is your superintendent) to obtain a user ID and password, or you may complete and submit the DESE Web Systems User ID Request Form. Click the Login Request Forms link in the top right hand corner of the login page.

Missouri Department of Elementary & Secondary Education
Web Applications

New to the district, moving to a new district, or have staff who need to be removed?
Visit our [access request form page](#).

Make sure **pop-up blockers** are disabled in order to access our system help files, edit reports and other reports.

If you have trouble logging on, please try typing your password in all lower case.

Log In

User Name:

Password:

For forgotten or unknown user ids/passwords: You can reset your password by clicking the reset password button. If you are still having problems logging in, send your questions to webreplyafsit@dese.mo.gov - please provide your name, user id, school district name, phone number and county-district code with your request.

To change security please fax a security form to Security Administrator, 573-526-4125. User Manager functions will be added at a later time.

*If you store your password information through the Internet Explorer autocomplete feature (which is discouraged for security reasons), remember that when you log back in with your new password, you will receive a dialog box asking if you want to change your stored password. You will need to select "Yes," or you will receive a "Password not found" error.

- On the DESE Web Login Security Request Forms page, click the DESE Web Systems User ID Request Form link to access the request form.

DESE Web Applications User Info.:

DESE Web Login Security Request Forms

Remember: If you are with a public school, you can also add/delete users or add/delete user roles by contacting your designated User Manager(s) within the district (one is your superintendent). Thank you.

The forms listed on this page are available in PDF format. Please refer to our [PDF notes page](#) for further information on downloading PDF documents. These forms can be filled in on-line and then printed, or you can print the blank form and fill in by hand. To print the form use File -- Print. (You cannot save the filled in form unless you have the full version of Adobe Acrobat.)

The [Web Login Delete Form \(updated 03/05\)](#) is used to delete existing users.

Also, effective March 2005, we have reorganized the form and grouped systems together according to program.

[MO Student Information System \(MOSIS\) Access Request](#)

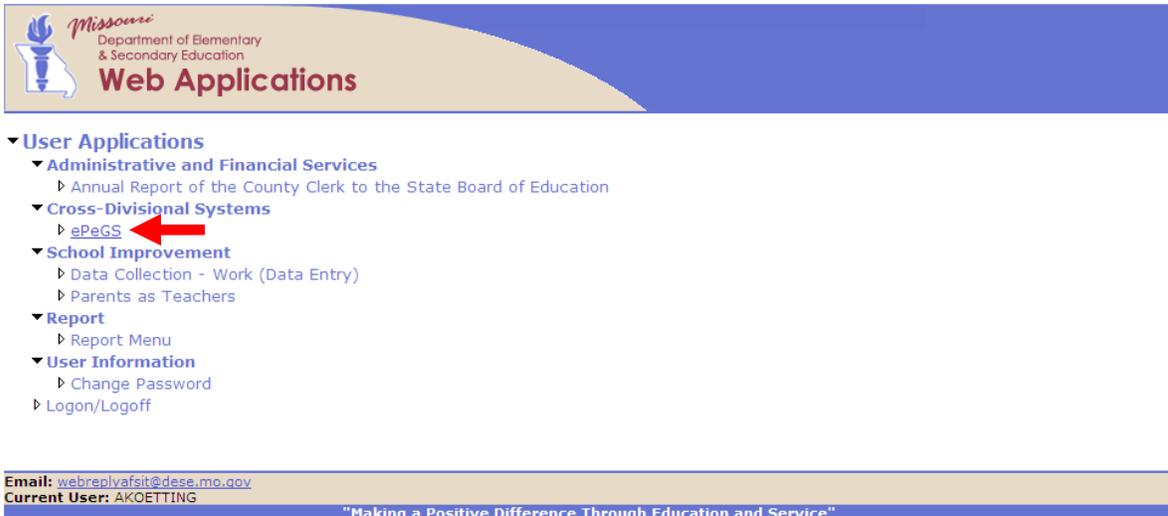
(Note: This is currently not available via the User Manager system)

The [DESE Web Systems User ID Request Form \(updated 07/09\)](#) is used to authorize access to each of the DESE Web application systems listed below:

- Enter the LEA (program name), County-District Code, Fax, and E-mail information. Under the ePeGS Funding Application section in the Missouri Preschool Project box 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 573-526-4125.

		Missouri Department of Elementary and Secondary Education DESE Web Systems User ID Request			
School District/LEA/Nonpublic/County Name:		County-District Code/Agreement No./County:		Fax:	
E-mail:					
Directions					
<p>For each staff member permitted to perform the functions described, fill in the required First Name, Middle Initial, Last Name, Birth Date and Mother's Maiden Name (Birth Date and Mother's Maiden Name used to verify user identity when DESE security administrator is called to provide logon ID or password information). More than one name for each role may be provided, although only one is expected for the Authorized Representative role per system. Please make a copy of the blank form for additional users.</p> <p>FAX TO: 573-526-4125 or MAIL TO: Information Technology, ATTN: Security Administrator, Missouri Department of Elementary and Secondary Education, PO Box 480, Jefferson City, MO 65102 QUESTIONS: email webreplyafsit@dese.mo.gov</p> <p>Note: The Sheltered Workshops, RPDC Events Manager, User Security Administrator, MO Student Information System and Login ID Delete Forms will remain separate from this form. Please visit: https://k12apps.dese.mo.gov/webapps/securityforms.asp for these forms.</p> <p>Roles: In the boxes below, indicate which role by placing a 1, 2, or 3 (or with a √ (checkmark) where indicated). 1 = View Only 2 = Data Entry 3 = Authorized Representative* * Only one Authorized Representative for School Food Services and the entire Perkins System.</p>					
First Name	Middle Initial	Last Name	Birth Date	Mother's Maiden Name	User ID
Administrative and Financial Services		ePeGS Planning Tool		Teacher Quality and Urban Education	
<input type="checkbox"/> Annual Sec. of the Board Report		<input type="checkbox"/> Planning Tool		<input type="checkbox"/> Educator's Prof. Dev. Rptng.(Pub./Nonpub.)	
<input type="checkbox"/> Annual Report of the County Clerk		ePeGS Funding Application		<input type="checkbox"/> Teacher Certificates Apps. (Pub./Nonpub.)	
<input type="checkbox"/> School Food Services. (Pub./Nonpub.)		<input type="checkbox"/> ARRA - Homeless		Reports (view only - indicate with √)	
<input type="checkbox"/> Other Role: School Food Svcs. Submit (√)		<input type="checkbox"/> Childcare Block Grant (CCBG)		<input type="checkbox"/> Annual Performance Report	
Career Education		<input type="checkbox"/> eMINTS		<input type="checkbox"/> Annual Report of the County Clerk	
ACES: <input type="checkbox"/> Auth Rep (√)		<input type="checkbox"/> Even Start		<input type="checkbox"/> Career Ladder Reports	
School Improvement		<input type="checkbox"/> Homeless		<input type="checkbox"/> MAP Results - Building Level Access	
<input type="checkbox"/> Data Collection		<input type="checkbox"/> Math & Science		<input type="checkbox"/> MAP Results - Student Level Access	
<input type="checkbox"/> Early Childhood - Parents as Teachers		<input type="checkbox"/> Missouri Preschool Project (MPP) 		<input type="checkbox"/> School Finance Reports/Pmt. Transmittal	
<input type="checkbox"/> Federal Programs		<input type="checkbox"/> NCLB - Consolidated Grants		<input type="checkbox"/> Special Education Profile	
<input type="checkbox"/> MAP Student Demographic Update		Perkins IV:			
<input type="checkbox"/> Migrant Education - COE		<input type="checkbox"/> Post-Secondary			
<input type="checkbox"/> MoVIP Facilitator (√)		<input type="checkbox"/> Secondary			
<input type="checkbox"/> MSIP District Response to the Standards		<input type="checkbox"/> Tech Prep			
<input type="checkbox"/> School Improvement (√)		<input type="checkbox"/> Reading First			
Special Education		<input type="checkbox"/> Refugee			
<input type="checkbox"/> IMACS User (√)		<input type="checkbox"/> School Improvement 1003(a)			
<input type="checkbox"/> IMACS Admin (√)		<input type="checkbox"/> School Improvement 1003(g)			
<input type="checkbox"/> Special Education Early Childhood		<input type="checkbox"/> Special Education - Part B			
Nonpublic Only System					
<input type="checkbox"/> Nonpublic Registration					
Signature of Superintendent or Authorized Representative				Date	

The ePeGS system is available on the DESE Web Applications System at <https://k12apps.dese.mo.gov/webLogin/login.aspx> under Cross-Divisional Systems.



Missouri Department of Elementary & Secondary Education
Web Applications

- ▼ **User Applications**
 - ▼ **Administrative and Financial Services**
 - Annual Report of the County Clerk to the State Board of Education
 - ▼ **Cross-Divisional Systems**
 - **ePeGS** ←
 - ▼ **School Improvement**
 - Data Collection - Work (Data Entry)
 - Parents as Teachers
 - ▼ **Report**
 - Report Menu
 - ▼ **User Information**
 - Change Password
 - Logon/Logoff

Email: webreplyafsit@dese.mo.gov
Current User: AKOETTING
"Making a Positive Difference Through Education and Service"

- ◆ 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.



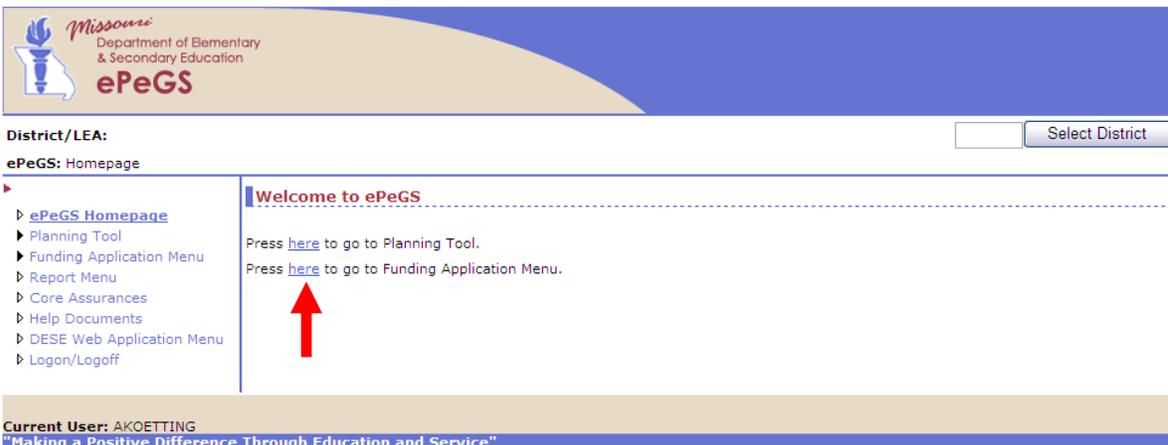
Missouri Department of Elementary & Secondary Education
Web Applications

Search by Code *Private providers now have their own unique code (county/district code)*
 Name

Select Educational Institution
001090 --- ADAIR CO. R-1 [v] **Select** ←

Email: webreplyafsit@dese.mo.gov
Current User: AKOETTING
"Making a Positive Difference Through Education and Service"

- ◆ Select “here” on “*Press here to go to Funding Application Menu*” to access the Missouri Preschool Project information.



Missouri Department of Elementary & Secondary Education
ePeGS

District/LEA: [] **Select District**

ePeGS: Homepage

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

Welcome to ePeGS

Press [here](#) to go to Planning Tool.
Press [here](#) to go to Funding Application Menu. ↑

Current User: AKOETTING
"Making a Positive Difference Through Education and Service"

- Under *School Improvement* select “Missouri Preschool Project”. You may need to click on “Show” to view the information under each section, or “Hide” to hide the information.

- 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.

Version	Status	Activity Log
Initial	CREATED on 8/17/2009 2:26:40 PM by AKOETTING	view