



SPR Overview

Logging onto the SPR

URL: <http://spr.ims.gov>. Log on using the Username and Password that your office received from IMLS in previous years. Each state has an account set up for the State User. This account can be used simultaneously by multiple people. There also is an account for the Authorized Certifying Official who is the person responsible for submitting the completed report to IMLS.

If you don't know or cannot remember the Username and Password for either user, please send a message to SPRhelp@ims.gov.

Before you start working on the SPR report

- What browser are you using? The SPR works best with Internet Explorer 6.0 or higher or Netscape 4.7 or higher.
- Does your computer have software that blocks pop-up windows? You will need to disable the blocking feature when you work in the SPR.
- Several essential documents are available via the home page of the SPR:
 - [State Program Report v. 3.1 User Manual for State Directors and Users](#) – This manual provides illustrated information and directions for using all of the SPR functionality.
 - [Drop-Down Menu Guide](#) – This handy guide shows the contents of every drop-down menu in the SPR. Keep a copy handy particularly when you're preparing project reports.
 - [Help](#): The LSTA Help Files are preceded by the Introduction that describes the SPR system layout and the navigation bar details; and the Glossary that explains terms for both the content of your report and the functionality of the SPR.

**For SPR help,
Send an e-mail to SPRhelp@ims.gov**

*Messages going to this mailbox are automatically sent to the State Programs staff.
Content questions will be answered by a Program Officer.
Technical issues will be handled by IMLS IT staff.*
