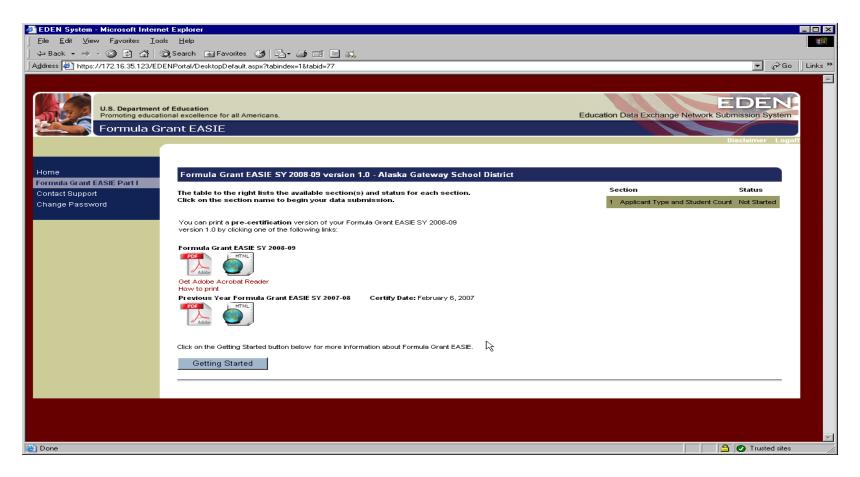# LEA-NC

- No screen changes were made for EASIE 6.0.
- All footers were updated to EASIE 6.0.

Part IA Main Menu - Managing User (Man)

"How to Print" Pop-Up

Instructions for Printing Your EASIE Application Document

You can print your EASIE application with its current content from a screen that shows the PDF and HTML icons.

Using PDF:

Open the document first. To open the document, click on the PDF icon to display the current contents of your application in Adobe Acrobat.

To print a copy of the application, choose the "Print" option from the File menu.

> PC users: The File menu will appear toward the upper left of the Adobe Acrobat window. Click on the word "File" to display the File Menu, and select "Print..." from the list of options on this menu to send your application to the printer.

> Mac users: The File menu appears in the upper left of the desktop. Click on the word "File" to display the File Menu, and select "Print..." from the list of options on this menu to send your application to the printer.

Using HTML:

Open the document first. To open the document, click on the HTML icon to display the current contents of your application in a new browser window.

To print a paper copy, follow these instructions:

> PC users: Move the cursor anywhere in the open the application document, and click the **right** mouse button. This will display a menu which lists "Print" as an option. Click on "Print" to send your application to the printer.
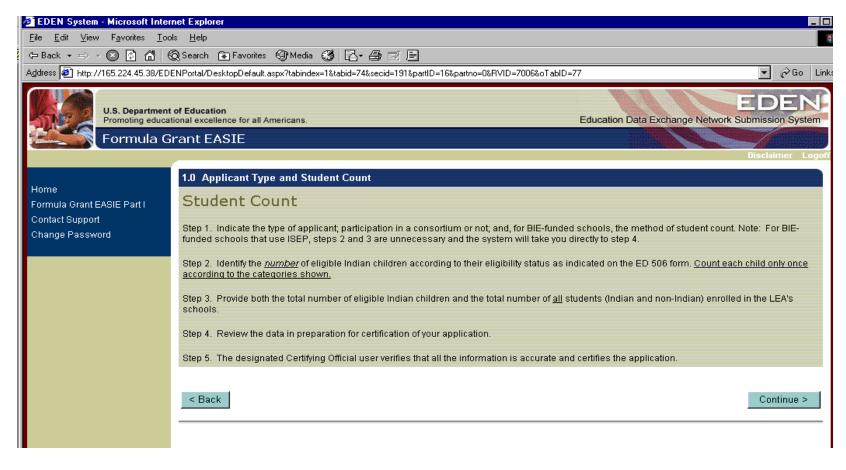
> Mac users: Move the cursor anywhere in the open application document, hold down the **Control key**, and click the mouse button. This will display a menu which lists "Print Page" as an option. Click on "Print Page" to send your application to the printer.

If your system displays the application differently than is described here, and you are unable to print a paper copy, please contact Partner Support for assistance.
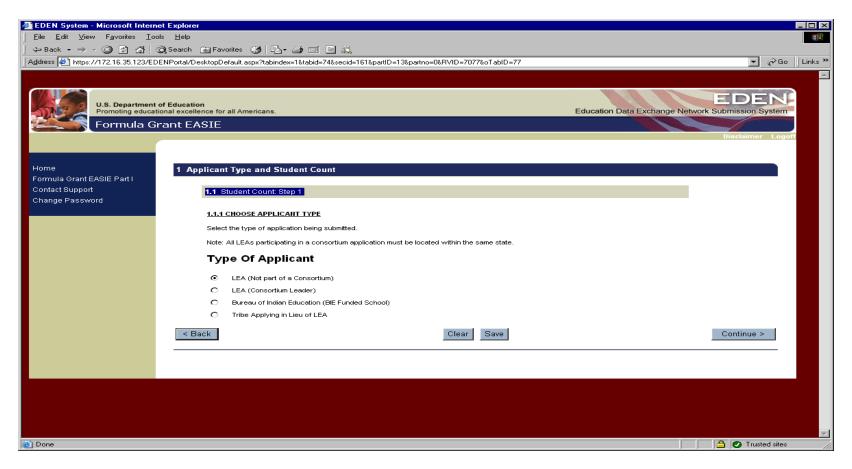
U.S Department of Education Partner Support Center
Voice: (877) 457-3336 (877-HLP-EDEN)
Fax: (888) 329-3336 (888-FAX-EDEN)
TTY/TDD: (888) 403-3336 (888-403-EDEN)
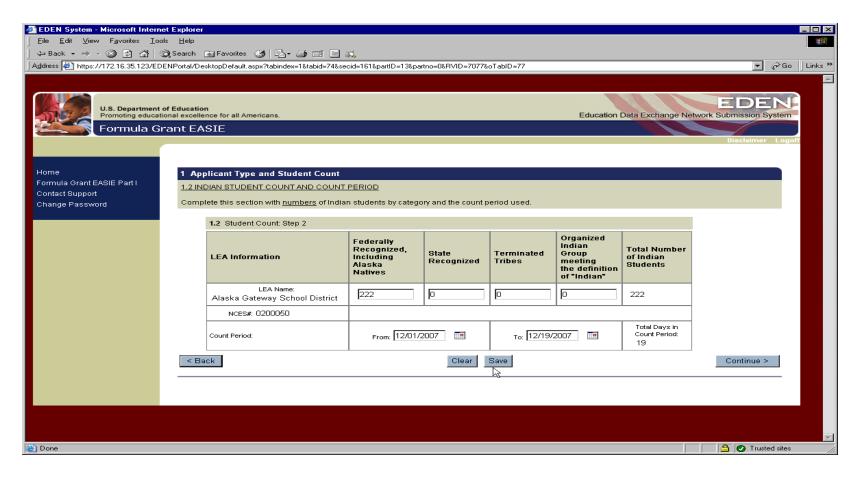E-mail: eden_oie@ed.gov
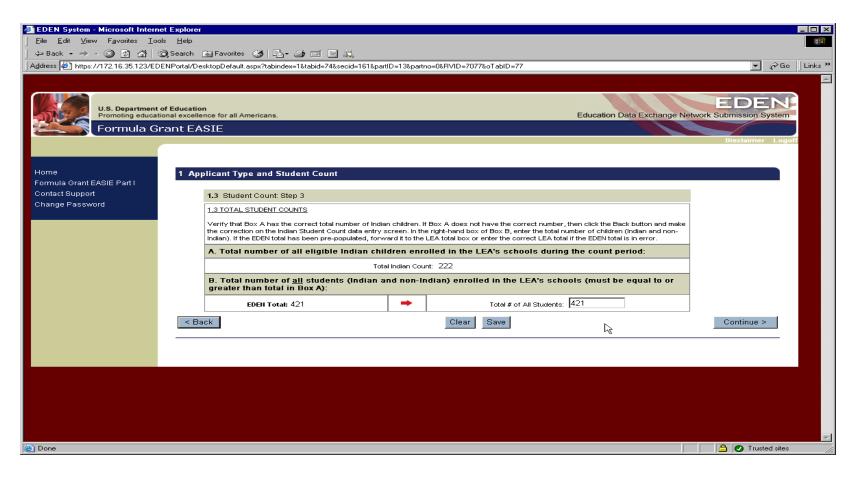
[Close]

List of Part I Steps (Man)

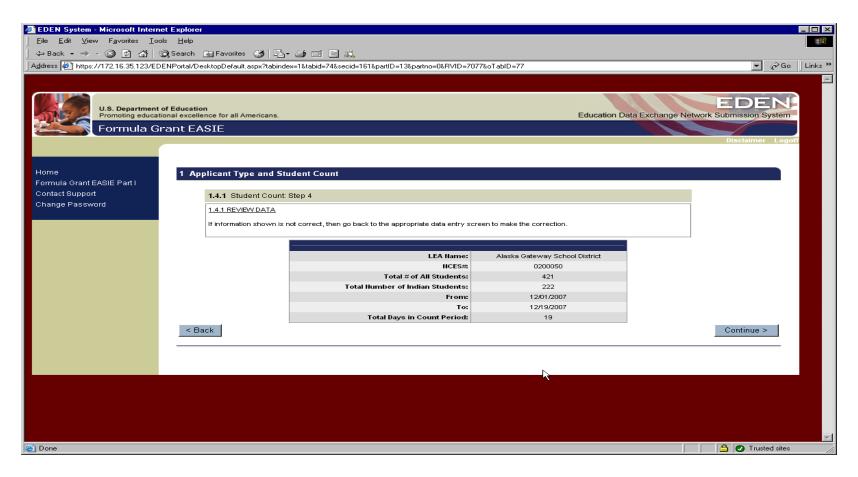# 1.1 Part IA Step 1: Type of Applicant (Man)

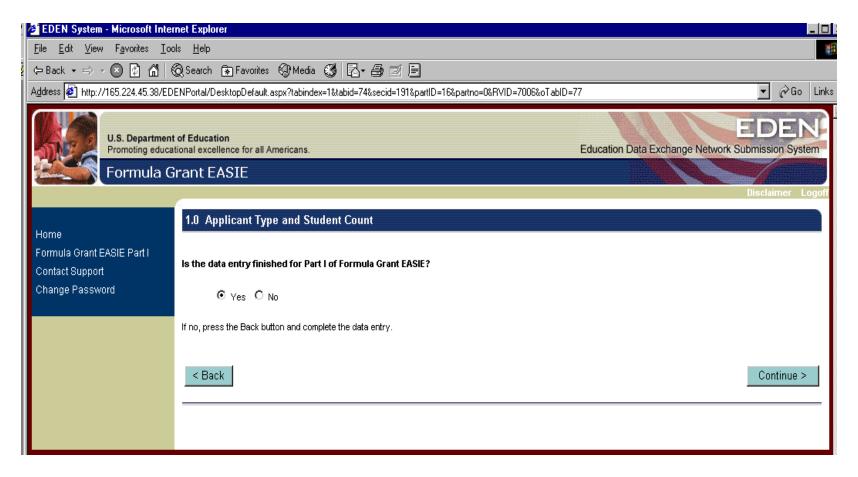# 1.2 Part IA Step 2: Indian Student Count and Count Period (Man)
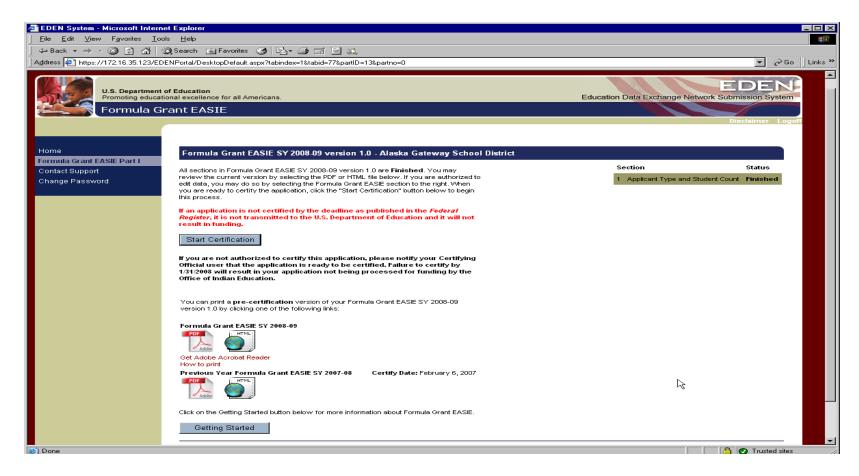
1.3 Part IA Step 3: Total Student Counts (Man)
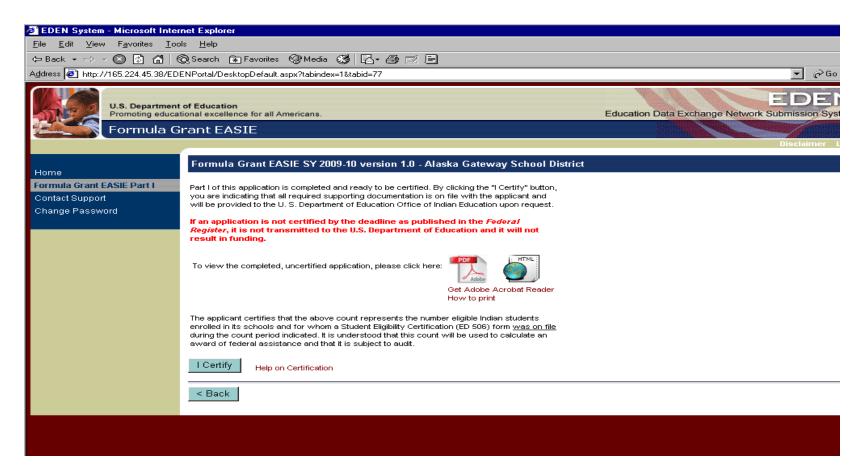
1.4.1 Part IA Step 4: Review Data (Man)

'Data Finished?' Screen (Man)

Start Certification Screen (Man)

I Certify Screen (Man)

"Help on Certification" Pop-Up

Help on Certification of EASIE Applications

If an application is not certified by the deadline as published in the *Federal Register*, it is not transmitted to the U.S. Department of Education and it will not result in funding.

Application for funds under Title VII Indian Education Formula Grants is accomplished through the Electronic Application System for Indian Education (EASIE). EASIE consists of two parts, which are conducted on separate timelines:
--Part I is for applicant type and student count.
--Part II is for information about student performance, project objectives, and budget.
Deadlines are published in the *Federal Register* and are firm. There are no extensions to the timelines for submitting either Part I or Part II. Only applicants submitting a Part I application by the due date have access to Part II.

For each part, the applicant is responsible for two major functions, both of which must be completed by the deadline for that part:
--Entering all required data.
--Having an authorized official of the applicant agency **certify** the application for submission to the U.S. Department of Education. By certifying you are verifying the correctness of the application.

In EASIE, users assigned by their agency as "Managing User" or "Certifying Official User" are authorized to certify. Managing Users are also authorized to edit data.
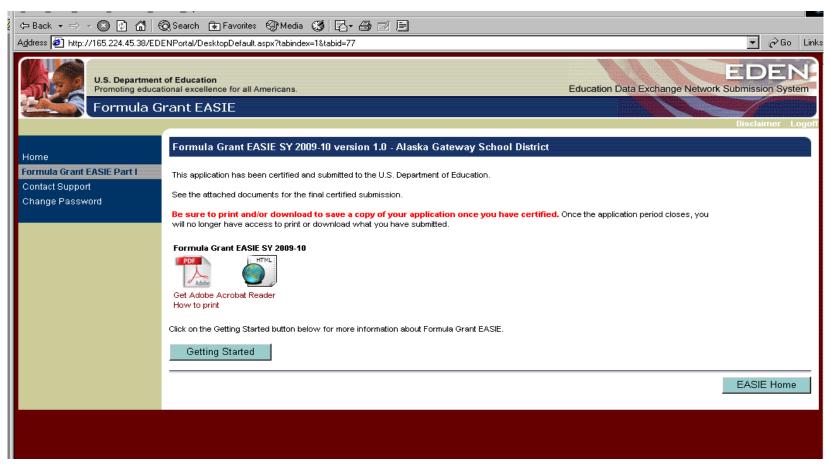
"Certification" serves as the electronic signature for the agency. The certification screen provides a short paragraph specifying what the official is certifying; this varies slightly between Part I and Part II, so certifying officials are advised to read the text.

The certification screen also provides an opportunity to review your agency's application prior to sending it to the Department; it is available in PDF and HTML and you may view, save, and/or print it. After your review of the information you can certify at that time. If the information is not satisfactory, you can make arrangements for further edits to the application—if further edits are needed, be sure to come back before the deadline to do the certification.
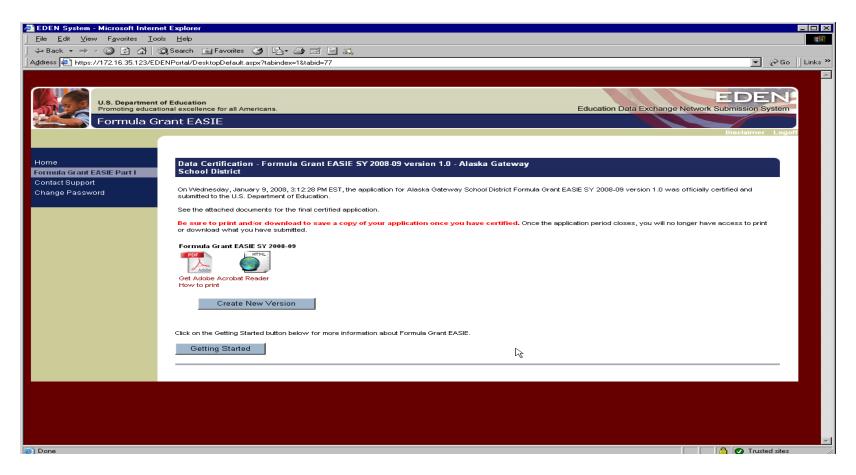
If an application is not certified by the deadline as published in the *Federal Register*, it is not transmitted to the U.S. Department of Education and it will not result in funding.
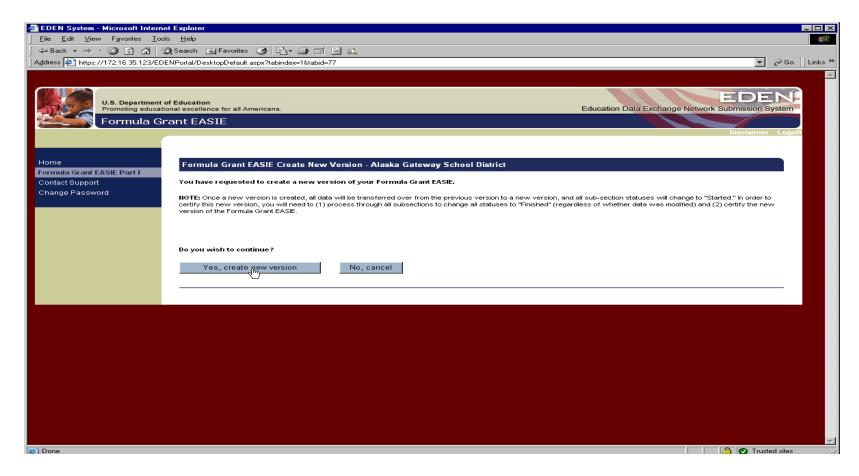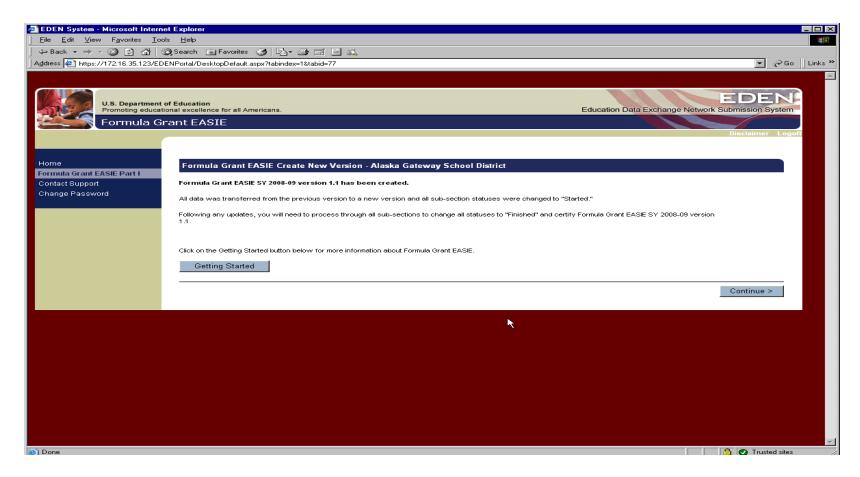
Close

Certified Screen (Man)
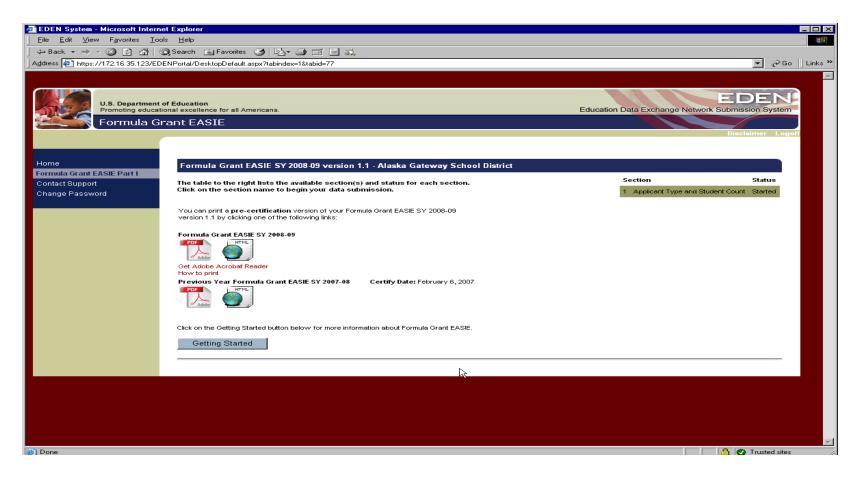
Main Menu After Certification (Man)
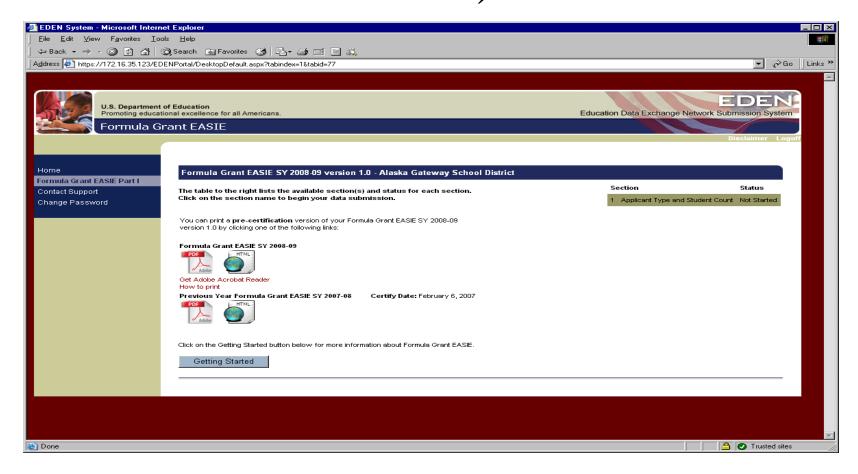
Create New Version (Man)
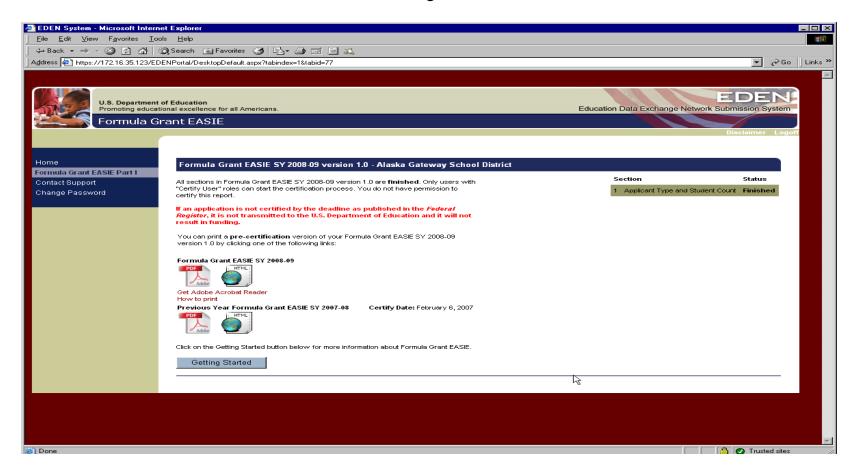
New Version Created Screen (Man)

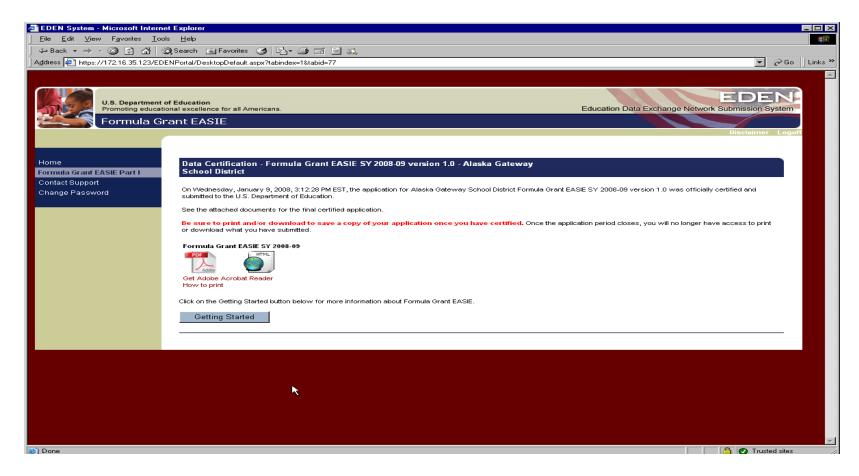# New Version Created – Main Menu (Man)

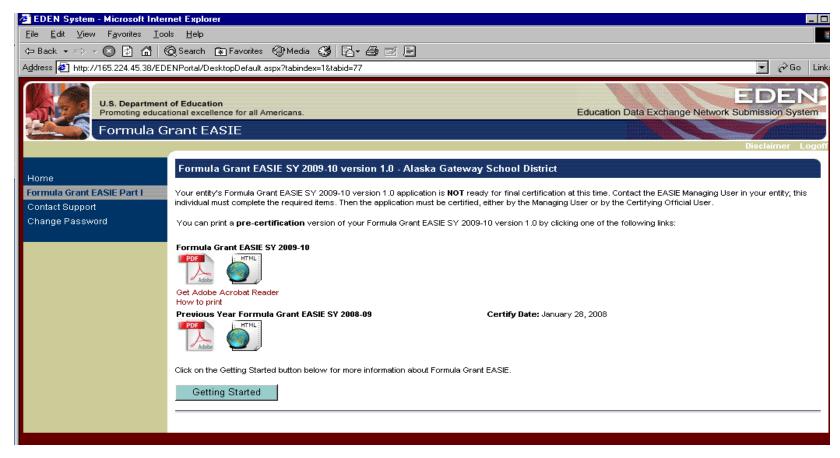# Part IA Main Menu (General User)

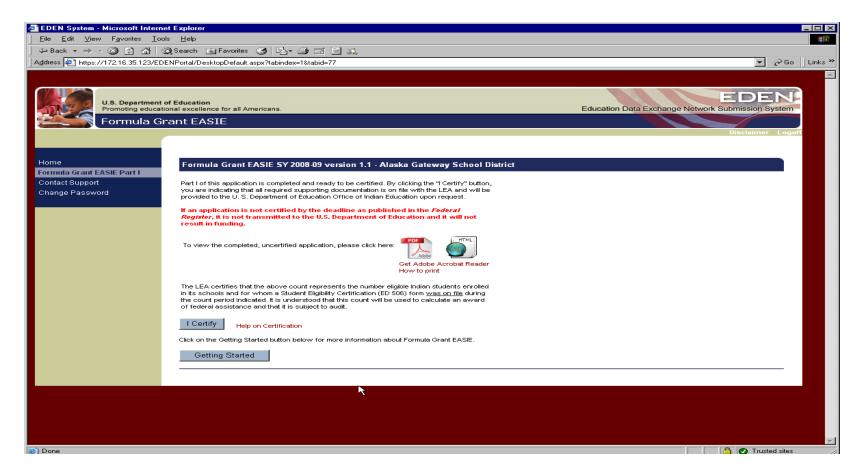# All Sections Finished Screen without "I Certify" (Gen)
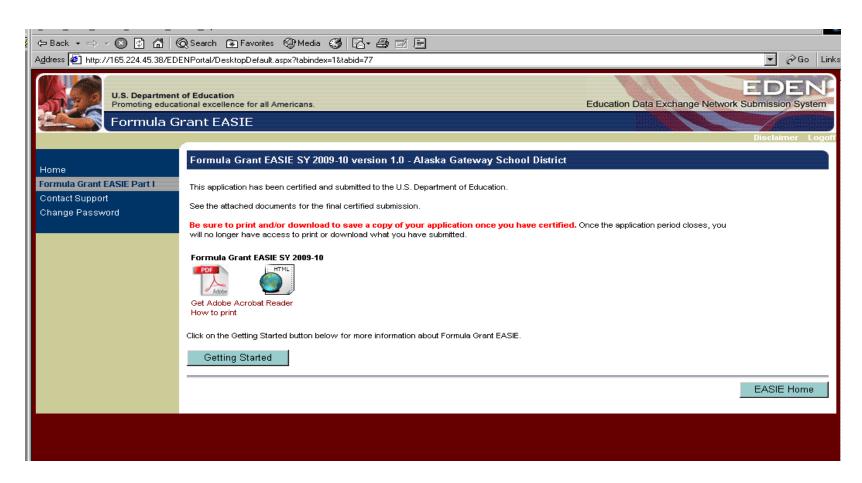
Main Menu After Certification (Gen)

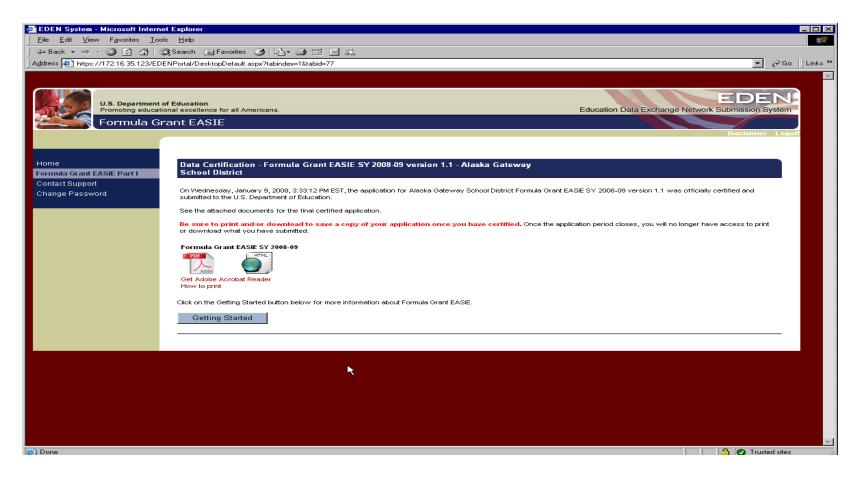# Not Ready to Certify Screen (Certifying Official User)

"I Certify" Screen (Cert)

Certified Screen (Cert)

Main Menu After Certification (Cert)

Main Menu After Certification (Cert)

Contact Support