1. Login to MyGrants Portal

<https://mygrantstrain.servicenowservices.com>

UserName: GrantorAOSTRN  
Password: Password123!

2. Navigate to School Applications

When on the MyGrants Homepage

On the Navigation ribbon click the Pre-Award tile

Under the Pre-Award tile select School Applications

When directed to the School Application Table

In the School Application Number field search and select *SCH0001239*

3. School Application

When the selected record opens

You should see the School Application in Full Form view

**NOTE:** If at any point user finds themselves in section specific view of School Application the following steps will guide user to Full Form view

* The Full Form view of School Applications will only be accessible after Initial Save
  + Required fields must be filled to complete Initial Save
* At the top of the School Application an Action Bar will be visible
* On the left side of the Action Bar there will be a Sections drop-down Navigator
  + Expand Sections Navigator and scroll to the bottom of menu
  + Click Review & Submit section
  + Will be directed to Full Form view