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