

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