# 2021 Monitoring Screenshot Instructions

1. Any ePlan user with an organization role can upload or download documents to the LEA Document Library for that organization.
   a. To request access, complete and submit the [ePlan User Access Form for LEAs](#) or [ePlan User Access Form for Charter Schools](#) (User Access forms are located in ePlan's TDOE Resources— Users do not need to log in to access **TDOE Resources)**.
   b. Below are screenshots of the a form, highlighting the common **LEA Data View** role, which allows a user to upload and download documents from ePlan's LEA Document Library.
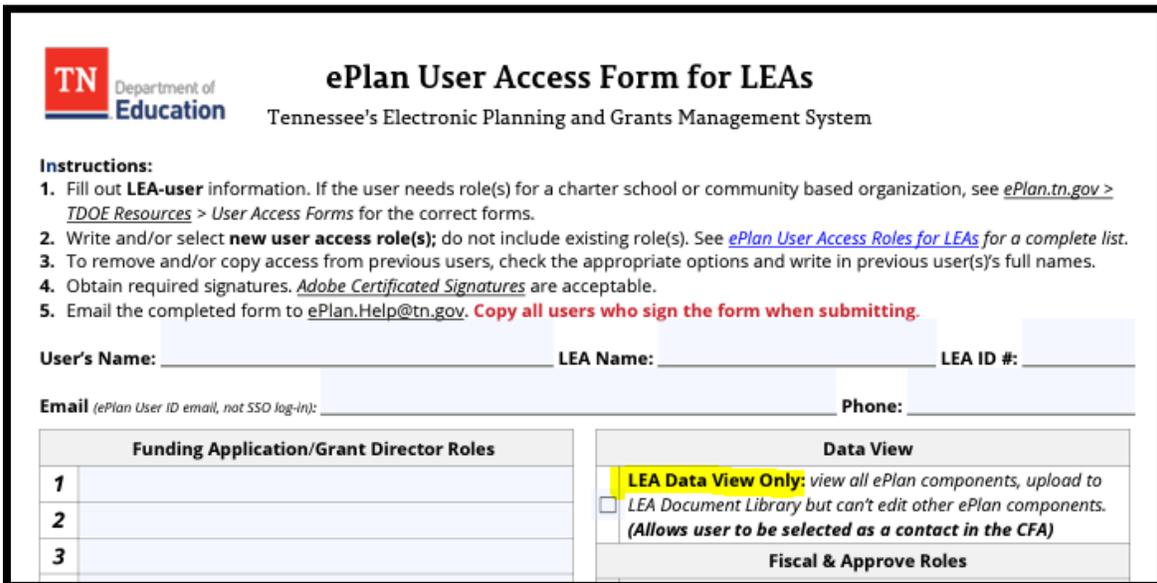
ePlan User Access Form for LEAs
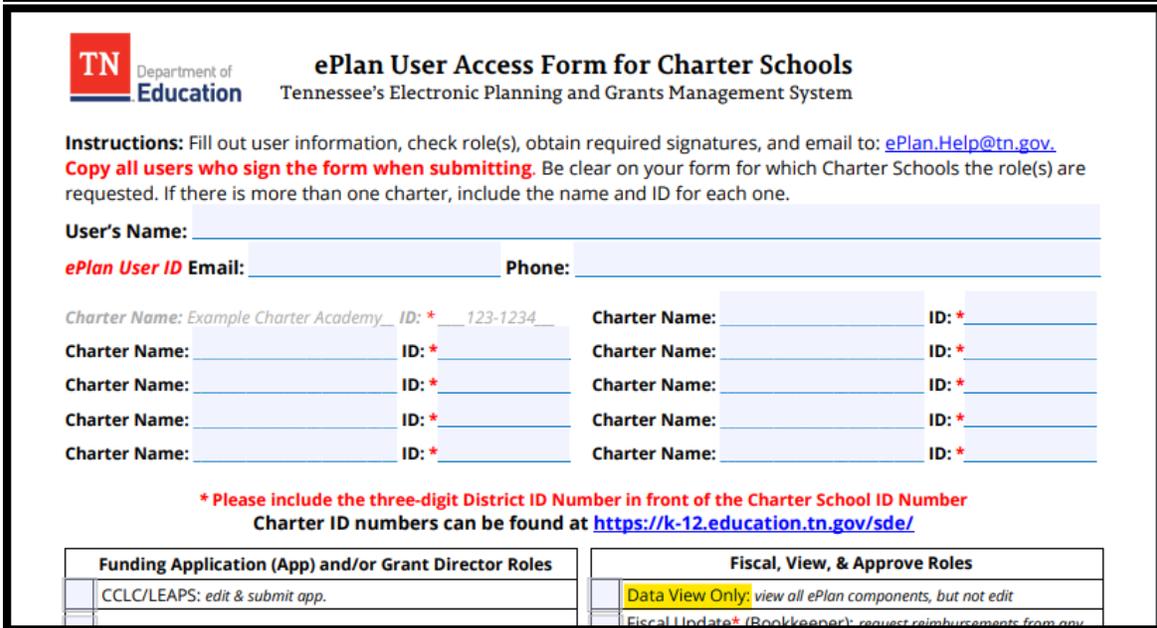### Tennessee's Electronic Planning and Grants Management System

Instructions:
1. Fill out **LEA-user** information. If the user needs role(s) for a charter school or community based organization, see *ePlan.tn.gov > TDOE Resources > User Access Forms* for the correct forms.
2. Write and/or select **new user access role(s)**; do not include existing role(s). See *ePlan User Access Roles for LEAs* for a complete list.
3. To remove and/or copy access from previous users, check the appropriate options and write in previous user(s)'s full names.
4. Obtain required signatures. *Adobe Certificated Signatures* are acceptable.
5. Email the completed form to *ePlan.Help@tn.gov*. **Copy all users who sign the form when submitting.**

User's Name: _____   **LEA Name:** _____   **LEA ID #:** _____

Email *(ePlan User ID email, not SSO log-in):* _____   **Phone:** _____

Funding Application/Grant Director Roles	Data View
1	**LEA Data View Only:** *view all ePlan components, upload to LEA Document Library but can't edit other ePlan components. (Allows user to be selected as a contact in the CFA)*
2	
3	**Fiscal & Approve Roles**

ePlan User Access Form for Charter Schools
Tennessee's Electronic Planning and Grants Management System

Instructions: Fill out user information, check role(s), obtain required signatures, and email to: *ePlan.Help@tn.gov*. **Copy all users who sign the form when submitting.** Be clear on your form for which Charter Schools the role(s) are requested. If there is more than one charter, include the name and ID for each one.

User's Name: _____

***ePlan User ID* Email:** _____   **Phone:** _____

Charter Name: Example Charter Academy **ID:** *____123-1234___*   **Charter Name:** _____ **ID:** *_____

Charter Name: _____ **ID:** *_____   **Charter Name:** _____ **ID:** *_____

Charter Name: _____ **ID:** *_____   **Charter Name:** _____ **ID:** *_____

Charter Name: _____ **ID:** *_____   **Charter Name:** _____ **ID:** *_____

**Charter Name:** _____ **ID:** *_____   **Charter Name:** _____ **ID:** *_____

* Please include the three-digit District ID Number in front of the Charter School ID Number
Charter ID numbers can be found at https://k-12.education.tn.gov/sde/

Funding Application (App) and/or Grant Director Roles	Fiscal, View, & Approve Roles
CCLC/LEAPS: edit & submit app.	Data View Only: *view all ePlan components, but not edit*
	Fiscal Update* (Bookkeeper): *request reimbursements from any*

Division of Federal Programs and Oversight   1 | October 2021
710 James Robertson Parkway • Andrew Johnson Tower • Nashville, TN 37243
tn.gov/education

2. Select the **LEA Document Library** from the main menu.

3. To open the 2021 LEA Document Library, select 2021 from the Root Folders list then click **Search Folders**. Then click the **+** symbol in front of the 2021 as shown below to expand the library.
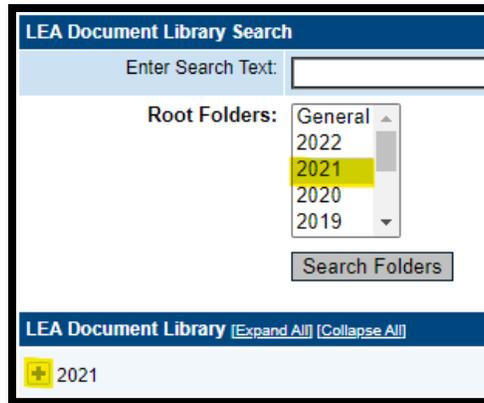
4. Locate **Connectivity Grant** in the list of folders then click the **+** symbol to expand the Connectivity Grant folder.

Division of Federal Programs and Oversight
710 James Robertson Parkway • Andrew Johnson Tower • Nashville, TN 37243
tn.gov/education

2 | October 2021

5. Open the **Connectivity Grant Monitoring** Folder by clicking the **+** symbol. There are two monitoring documents: *Connectivity Grant Monitoring* and *Connectivity Grant Monitoring Supporting Documents*. Click the **Edit Documents** link to download or upload documents.
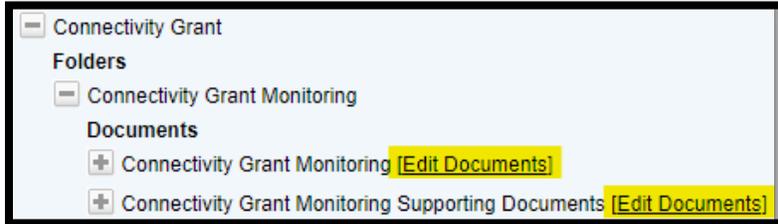
6. A document template has been provided for the Connectivity Grant Monitoring document. Click on the **Document Template link** as shown below to download the template.

Document Information	
Document Name	Connectivity Grant Monitoring
Folder Hierarchy	2021 Connectivity Grant Connectivity Grant Monitoring
Upload Begin Date ⓘ	10/20/2021
Upload End Date ⓘ	
Minimum Required Count	1
Maximum Allowed Count	
Document Template	Connectivity Grant Monitoring Document Template

7. Complete the template, then upload the completed monitoring document by clicking on the **Upload Document** link as shown below.

Document Information	
Document Name	Connectivity Grant Monitoring
Folder Hierarchy	2021 Connectivity Grant Connectivity Grant Monitoring
Upload Begin Date ⓘ	10/20/2021
Upload End Date ⓘ	
Minimum Required Count	1
Maximum Allowed Count	
Document Template	Connectivity Grant Monitoring Document Template

Upload Document

Division of Federal Programs and Oversight
710 James Robertson Parkway • Andrew Johnson Tower • Nashville, TN 37243
tn.gov/education

3 | October 2021

8. No document template is provided for the *Connectivity Grant Monitoring Supporting Documents.* Upload as many files to this document link as needed by clicking the Upload Document link. Ensure that each uploaded document is named clearly.

9. Repeat steps 4-8 for both the **Remote Learning Technology Grants** and the **Reopening and Programmatic Supports Grant Monitoring** folders.

Division of Federal Programs and Oversight
710 James Robertson Parkway • Andrew Johnson Tower • Nashville, TN 37243
tn.gov/education

4 | October 2021