School Security Equipment Grant Process
Steps for Entering Applications into SSWS

1. Log in to the Single Sign-on for Web-based Systems (SSWS) portal and select "Security Equipment Grant Management (SEGM)." A user name and password is required. Contact the SSWS manager in your school division if you do not have a user name and password.

2. On right-hand side menu bar, select "Maintain Grant." The "Maintain Grant" screen will appear.

3. Select the school you wish to apply for a grant from the listing – Click on the school name.

4. Screen "New School Grant" will appear.
    Answer the questions as they apply to that particular school. You must answer all questions to proceed.
    At the bottom of the screen is "Equipment Being Planned through this Grant."
    Under Project Description – list one (1) item per box (Example: Surveillance Cameras)
    Enter the estimated cost for this item.
    Click "Save."
    If you want to delete a project description from a school, just delete the description and the amount (leaving both fields blank).

5. At the bottom of this screen, you have these additional buttons.
    "Add More Projects" – This allows you to add additional items to this particular school application.
    "Delete"– This will erase all entries for this particular school.
    "Return" – This button returns to the "Maintain Grant" screen where the schools are listed.

6. To add additional schools to the grant application, click "Return" to go to the "Maintain Grant" screen. Select the next school you wish to apply for funding. Repeat step 4 for each school.

7. When all school application requests have been completed, return to the screen "Maintain Grant."
    On the "Maintain Grant" screen, you can click on each school to review the data.
    This screen will show all schools included in the grant application, the total project costs, estimated state grant award (subject to DOE evaluation and final approval for an award) and local match requirement. If changes need to be made to an entry, select the school that needs the correction and make the changes.

8. Click "View PDF" to view a report that shows a summary for all schools entered and a separate sheet for each school entered.

9. If applications are complete, click "Submit to Superintendent."

10. The Division Superintendent will log in to the "Security Equipment Grant Management (SEGM)" to approve the application. The screen will show the schools included in the grant application and the estimated dollar amounts for each school. By clicking on the school name, the superintendent can review the equipment requested for the school. The superintendent can either approve or disapprove the application. If approved, the application will be submitted to DOE for review. If disapproved, the application will be returned to the individual who

submitted the application for corrections or revisions. The process above will be followed to resubmit the application.