

## **Online Grant Application—Principal Instructions**

*This website works best with Google Chrome. If other browsers are used, it will affect speed and format.*

Go to <http://secure.fortbendisd.com/fbefgrants/>

Click the **FBISD Employees** box. Register or Login with Username and Password.

- Use district credentials for username and password.

Click on **Applications** in top menu bar. Choose **Search**.

### **Search Criteria**

Fill in Campus, Click **Search**

- Below Search Criteria a spreadsheet will appear of applicants from your campus.

Click on **AppID** to view a Grant Application.

At the dropdown box, Awaiting Principal Approval, choose one of the following:

- If you approve, click **Awaiting FBEF Acceptance**
- If you deny, the application process STOPS.
- If you want your teacher/staff to edit something, choose **Not Submitted** and an email notification will be sent letting them know the status has been changed. You may want to follow up with a personal email directly to them.

### **Printing**

- ***You may only print in if the reading mode is (on).*** To print the grant application, you must click the **Print** button rather than Control P (due to the different browsers, all pages will **ONLY** print using the **Print** button). Reading mode is located at the top of the page

Please note:

- *Guidelines are available within the online application for you to print and review for teacher/team and school-site grants.*