

# LEA Document Library – District Instructions

## Uploading Documents to the LEA Document Library

1. The LEA Document Library is found by clicking on the “LEA Document Library” link in the left-hand menu on the LEA’s home page.

**gems** MASSACHUSETTS Grants for Education Management System

### Grants for Education Management System Home

Clinton (0064) Public School District

**This is the GEM\$ TEST site. Please be sure to complete your work on the LIVE site.**

#### Associated Organizations

Organization Number	Organization
0064	<a href="#">Clinton</a>

#### Announcements

**May 23, 2023 Application Supplement Webinar (5/23/2023)**  
Please note that we have separated the training materials from the 5/23/2023 Application Supplements training into two parts:

Title I and Title IV Data Collection: Training Materials

- [FY23 Title I and IV Data Collection in GEM\\$: Slide deck](#)
- [Recording of FY23 Title I and Title IV Data Collection webinar](#) Passcode: d#n\*1qnV

Intent to Participate: Training Materials

- [FY24 Intent to Participate in GEM\\$: Slide deck](#)
- [Recording of FY24 Intent to Participate webinar](#) Passcode: : M#g+h6#y

**Slide Decks from LEA Training Sessions on March 1 and May 1 (5/1/2023)**  
Please go to DESE Resources > GEM\$ Training Documents to view and download the slide decks from the LEA Training Session. Additionally, you can click this link to view that documentation and video recordings:

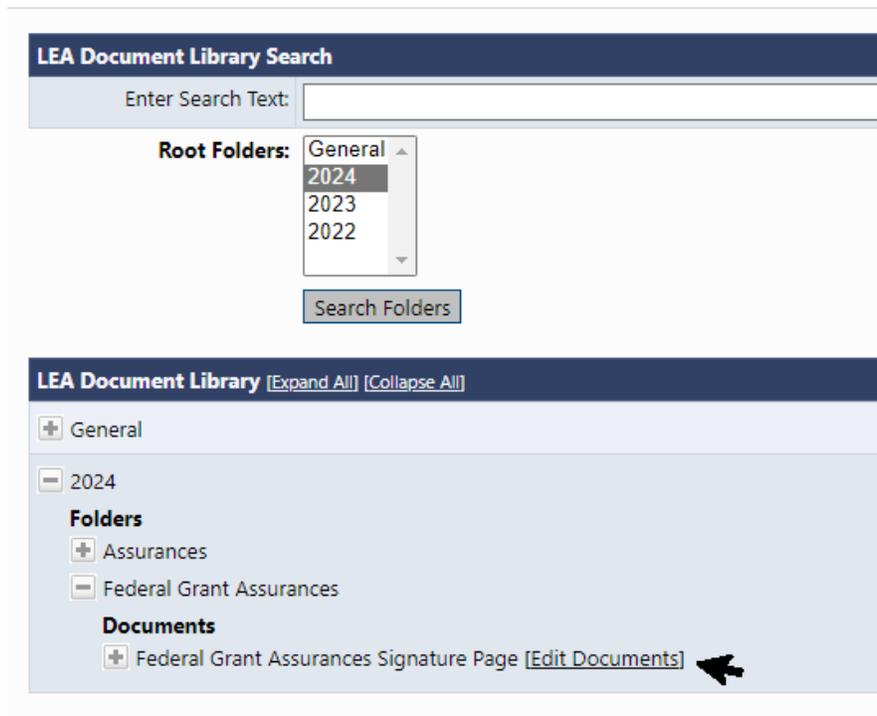
[Training Slide Decks](#)

[System Overview Training \(March 1, 2023\) Video Recording](#): (Passcode: %\$D2..Nm) (3 hours, focus on entitlement grant workf

2. A permitted user accesses the appropriate Root Folder by clicking on the relevant fiscal year, then on Search Folders and locates the Document type by expanding the folders (click on the plus sign next to 2024 in the LEA Document Library and continue to expand folder by clicking on plus signs until you reach the desired document).

**NOTE: Permitted users include LEA Grant writer, Fiscal Representative and Superintendent/Executive Director.**

- Beside the desired document, click Edit Documents, which opens the Update Documents and Links screen.



- Click on Upload Document to locate and load the user’s document. If there is a template on the Update Documents and Links screen, click on the underlined template name to download the template, complete it, and save it before uploading it.

Document Information	
<b>Document Name</b>	Federal Grant Assurances Signature Page
<b>Folder Hierarchy</b>	2024 Federal Grant Assurances
<b>Upload Begin Date</b> ⓘ	6/7/2023
<b>Upload End Date</b> ⓘ	
<b>Minimum Required Count</b>	1
<b>Maximum Allowed Count</b>	1

[Upload Document](#)

**Documents/Links**

- Once the document is uploaded, it can be updated by clicking on the name or deleted by clicking the trashcan icon.

Document Information	
<b>Document Name</b>	Federal Grant Assurances Signature Page
<b>Folder Hierarchy</b>	2024 Federal Grant Assurances
<b>Upload Begin Date</b> ⓘ	6/7/2023
<b>Upload End Date</b> ⓘ	
<b>Minimum Required Count</b>	1
<b>Maximum Allowed Count</b>	1

Documents/Links
<a href="#">FY24 Federal Grant Assurance</a>

- Once the document is uploaded, return to the LEA Document Library screen, and click on the “+” icon next to the document name to see the details of the document upload.

**LEA Document Library** [\[Expand All\]](#) [\[Collapse All\]](#)

- General
- 2024
  - Folders**
    - Assurances
    - Federal Grant Assurances
  - Documents**
    - Federal Grant Assurances Signature Page [\[Edit Documents\]](#)

- Any updates to the document can be viewed by clicking on document history. This is useful for official documentation, which must have auditing details.

**Documents**

- Federal Grant Assurances Signature Page [\[Edit Documents\]](#)
  - Document History

Document Name	Date Created	Created By	Date Modified	Modified By
<a href="#">FY24 Federal Grant Assurance</a>	6/7/2023 3:28:29 PM	eGrants Testuser	6/7/2023 3:29:13 PM	eGrants Testuser