

5. Organization: The district will be listed. **Click on the down arrow next to the district name to choose the school you are assigning.** The school not the district must be selected here.

6. Monitoring Program: Select Early Literacy Grant Annual Report

Fiscal Year: 2023

Organization: John Q Thomas Elementary School(4812)

Monitoring Program: Select Monitoring Program...

Cycle:

Assignment: [Users](#)

Early Literacy Grant Annual Report

7. Cycle: Select ELG Annual Report

Select the Fiscal Year, Organization, Monitoring Program and Cycle you would like your user to be assigned to. Click the Search button. [Learn more.](#)

Fiscal Year: 2023

Organization: John Q Thomas Elementary School(4812)

Monitoring Program: Early Literacy Grant Annual Report

Cycle: Select cycle...

Assignment: [Users](#)

ELG Annual report

8. Assign users if not already assigned. If the user you wish to assign is not in the dropdown please contact your Entity Administrator to have them add the role to the user. If listed, click Add User and they should appear in the user list below. If already assigned proceed to step 9.

Search Clear

Assignment Users

Select the user to add to the monitoring program cycle selected above.

Select the user to add to the monitoring program cycle selected above.

Cynthia

Linda

Assignment Users

Select the user to add to the monitoring program cycle selected above. Add User

User	Roles	Actions
Name : Frank	EMAC Administrator, EMAC LEA User	Remove
Name : Linda	EMAC Administrator, EMAC LEA User	Remove

1 - 2 of 2 items

9. Log out of EMAC and then log back in

10. Go to the school level and select EMAC. Ensure that you are not at the district level.



a. A new screen will appear

11. On the left side of the screen click on the current fiscal year. The Early Literacy Grant Annual Report should now be listed.



12. Under Upcoming Tasks: Select the current Fiscal Year ELG Annual Report.

Upcoming Tasks

21st CCLC Site Evaluation Report
W F Killip Elementary School (4808)

21st CCLC Summary of Classes (SOC II- June) Report
W F Killip Elementary School (4808)

FY23 ELG Annual Report
W F Killip Elementary School (4808)

a. An new screen will appear.

13. Scroll towards the bottom of the page. In red letters it will say **Not Started**, **In Progress** or **Completed**. Click on this to start the form, finish the form or check progress.

Online Forms



FY23 ELG Annual Report

Not Started

Evidence Documents



14. Once the form is complete and signed please submit it.

15. You will receive an email when the task has been accepted.