Directions for viewing CTE Funding Applications in eGAP
Electronic Grant Application Program (eGAP)

1. Go to the internet and enter www.alsde.edu
2. Across the top blue line click Schools and School Systems
3. On the far right, under Financial Information, click eGAP Application
4. Sign in using the following:
   - **Username:** first initial of your first name plus your last name
     (Example: Mary Simon – msimon)
   - **Password:** you create your own. If you have one you have forgotten, click to reset
5. Once you are signed in, look on the left side. This is where the document library is located.
6. Also on the left is the “Search” option. When you click search you can look for your LEAs by doing the following:
   - Hit the drop-down box by Search Organizations and click Search Applications
   - You can put the first letter of your system in the Name box to narrow responses
   - Make sure you are working in the correct Fiscal Year
   - Drop down to Career and Technical Education in Funding Application
   - Select the Application Status you want
   - Then click the Search button at the bottom and chose the LEA you wish to view
   - Every time you make a change in the choices above you need to hit the search button or it won’t reset.
7. If you are looking for the Program Application Documents stored in eGAP click on Related Documents under the Description section. You will see a table with a garbage can & pencil & pad, then the name of the document and beside that, if the document has been eGAP Directions provided by the LEA, the name of a form in green and underlined. Click on the form to see the information you need.