PERKINS V MONITORING PORTAL

User Training
FY 2022
**Participation Guidelines & Tips**

- Please stay muted during the training.
- Use the hand-raise feature for the presenter’s attention.
- Type your questions in the chat box. Questions will be answered at the end of the session.

### MS Teams Tools

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<tr>
<th>Feature</th>
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<td>Turn camera on/off</td>
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<td>Use the hand-raise feature</td>
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<td>Turn microphone on/off</td>
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<td>View and use the chat</td>
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Agenda

• Perkins Regional Coordinators (PRCs)
• General Guidelines
• Monitoring Checklist Sections
• System Login
• Submitting Evidence
• Questions & Answers
• Contact Information
# Perkins Regional Coordinators (PRCs)

<table>
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<tr>
<th>PRC</th>
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General Guidelines

• The Monitoring Portal will become available to each State 30 days prior to the monitoring visit for full visits.
  • The State will have 20 days to upload their evidence files.
  • The remaining 10 days will be used by the DATE monitoring team to review the evidence provided.

• Unless otherwise specified, evidence should pertain to the most recently completed program year.

• The user guide is posted on PCRN at: https://cte.ed.gov/grants/monitoring

• The training recording and slides will be posted on PCRN.
Monitoring Checklist Sections

1. State Administration
2. Local Applications
3. Fiscal
4. Accountability
5. Programs of Study
6. Special Populations
System Login

• To access the Perkins Web Portal, go to: https://perkins.ed.gov

• Click I Agree after reviewing the warning message.

• System will display the login page.
System Login (cont’d)

- Enter your email and password and click **Login**.
- Click **Forgot Password** if you need to reset your password.
Perkins Web Portal Home Page

- **Submit Your Report:** Provides access to all reporting modules.
- **View & Download Reports:** Provides access to previous reports and final monitoring report.
- **User Help Center:** Contains user guide, recorded training video, and Help Desk contact information.
User Access

- DATE staff will register accounts for new State Directors
- User account requests must be submitted by the State Director through Request Access feature.
Submitting Evidence

- Each section of the monitoring checklist is organized into sub-sections containing the required compliance items.
- A description of each compliance item, along with suggested methods of collection/examples of documentary evidence are displayed within the workspace.
Uploading Evidence

- To upload evidence click **Choose File/Browse** and select the file to be uploaded.
- Enter comments about the file(s) in the text field provided.
- Click **Save** to complete the upload.
- Multiple files may be uploaded for each compliance item.
- Once uploaded, the files are immediately available for the DATE monitoring team to review.
- Upon review, the Monitoring team could request additional documentation from the State.
Monitoring Portal

Live Demo!
Questions & Answers

- Please use the chat feature to enter your questions.

View & use the chat
Contact Information

• For questions during the reporting period, contact your Perkins Regional Coordinator/Monitoring Team Lead.
Thank You!

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