

PERKINS V MONITORING PORTAL

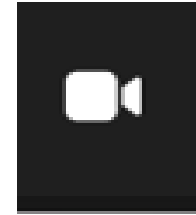
User Training
FY 2026



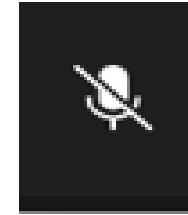
Participation Guidelines & Tips

- 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.

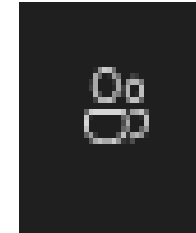
MS Teams Tools



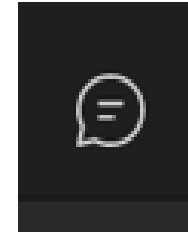
Turn
camera
on/off



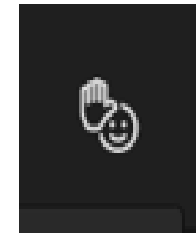
Turn
microphone
on/off



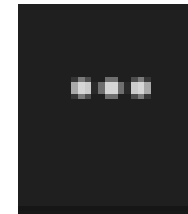
View
participant
list



View and
use the
chat



Use the
hand-raise
feature



Click on
Three dots to
turn live
captions

 Turn on live captions



Agenda

- Perkins Coordinators
- General Guidelines
- Monitoring Checklist Sections
- System Login
- Submitting Evidence
- Questions & Answers
- Contact Information



Perkins Coordinators

PRC

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Assigned States

AK, AR, CA, DE, FL, ID, KY, LA, MO, MT, NC, NH, NV,
ND, OH, OR, PA, PR, RI, SD, TN, VI, VT, VA, WA, WV,
WY

AL, AZ, CO, CT, DC, GA, HI, IA, IL, IN, KS, MA, MD,
ME, MI, MN, MS, NE, NM, NJ, NY, OK, PW, SC, TX,
UT, WI



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 [OCTAE.gov](https://cte.ed.gov/grants/monitoring) at:
<https://cte.ed.gov/grants/monitoring>
- The training recording and slides will be posted on [OCTAE.gov](https://cte.ed.gov/grants/monitoring).



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.

The Strengthening Career and Technical Education for the 21st Century Act (Perkins V)



PERKINS WEB PORTAL

Welcome to the Perkins Web Portal

Warning

You are accessing a U.S. Federal Government computer system intended to be solely accessed by individual users expressly authorized to access the system by the U.S. Department of Education. Usage may be monitored, recorded, and/or subject to audit. For security purposes and in order to ensure that the system remains available to all expressly authorized users, the U.S. Department of Education monitors the system to identify unauthorized users. Anyone using this system expressly consents to such monitoring and recording. Unauthorized use of this information system is prohibited and subject to criminal and civil penalties. Except as expressly authorized by the U.S. Department of Education, unauthorized attempts to access, obtain, upload, modify, change, and/or delete information on this system are strictly prohibited and are subject to criminal prosecution under 18 U.S.C § 1030, and other applicable statutes, which may result in fines and imprisonment. For purposes of this system, unauthorized access includes, but is not limited to:

- Any access by an employee or agent of a commercial entity, or other third party, who is not the individual user, for purposes of commercial advantage or private financial gain (regardless of whether the commercial entity or third party is providing a service to an authorized user of the system); and
- Any access in furtherance of any criminal or tortious act in violation of the Constitution or laws of the United States or any State.
- If system monitoring reveals information indicating possible criminal activity, such evidence may be provided to law enforcement personnel.

I AGREE

[Contact Us](#) | [Privacy Policy](#)



System Login (cont'd)

- Enter your email and password and click **Login**.
- Click **Forgot Password** if you need to reset your password.

The Strengthening Career and Technical Education for the 21st Century Act (Perkins V)



Welcome to the Perkins Web Portal

Please login below. If you have questions about accessing the Perkins Web Portal, contact us.

Email:

Password:

FORGOT PASSWORD **LOGIN**

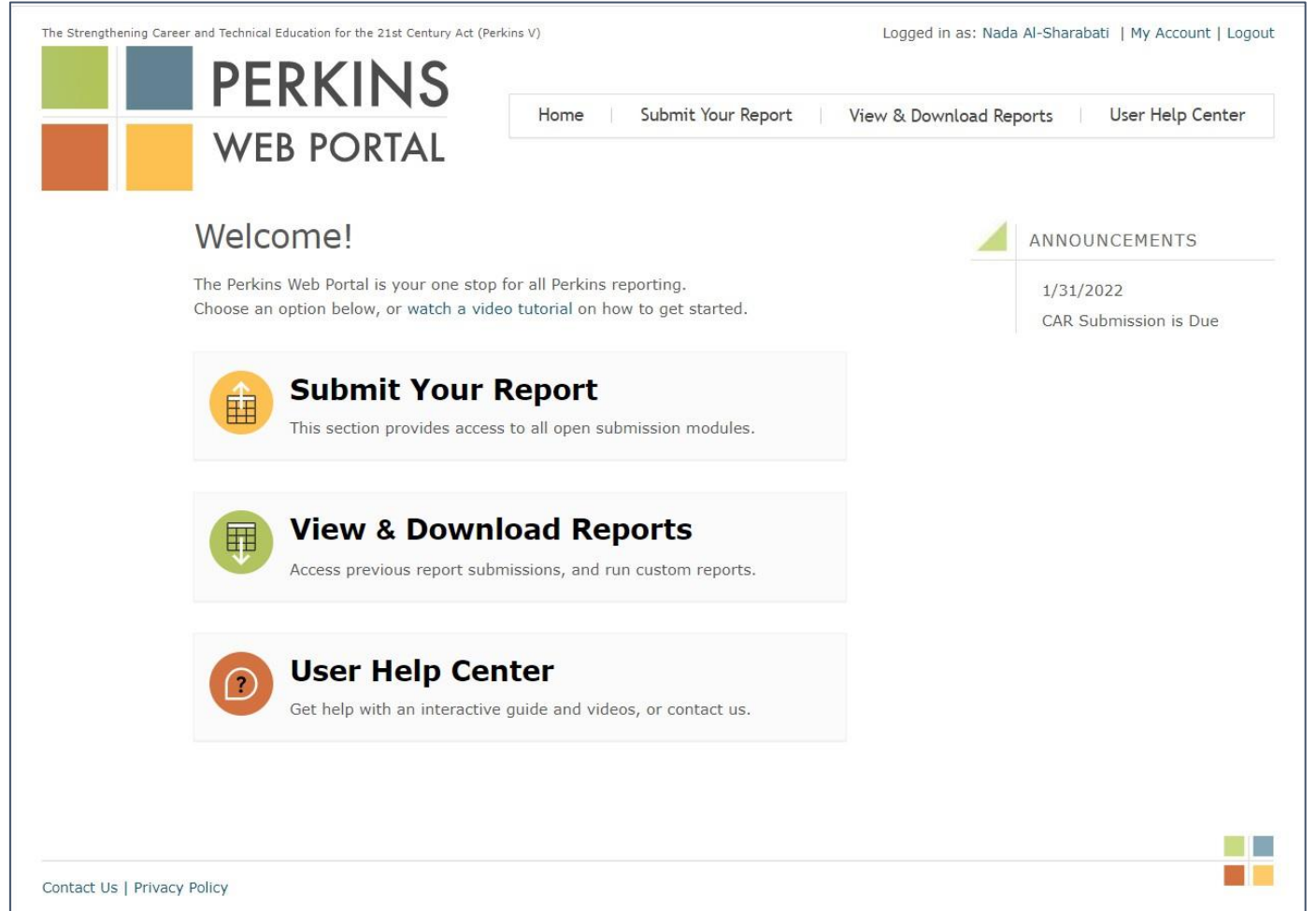
 **ANNOUNCEMENTS**

1/31/2022
CAR Submission is Due



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.



The screenshot displays the Perkins Web Portal Home Page. At the top, it identifies the portal as 'The Strengthening Career and Technical Education for the 21st Century Act (Perkins V)' and shows the user is logged in as 'Nada Al-Sharabati' with links to 'My Account' and 'Logout'. The Perkins logo, consisting of four colored squares (green, blue, orange, yellow) and the text 'PERKINS WEB PORTAL', is prominently displayed. A navigation bar includes links for 'Home', 'Submit Your Report', 'View & Download Reports', and 'User Help Center'. The main content area features a 'Welcome!' message and a brief description of the portal's purpose. Below this, three large, light-colored boxes with icons and text provide quick access to the main functions: 'Submit Your Report' (with an upload icon), 'View & Download Reports' (with a download icon), and 'User Help Center' (with a question mark icon). On the right side, an 'ANNOUNCEMENTS' section highlights a deadline: '1/31/2022 CAR Submission is Due'. The footer contains links for 'Contact Us' and 'Privacy Policy' and a small Perkins logo.

The Strengthening Career and Technical Education for the 21st Century Act (Perkins V)

Logged in as: Nada Al-Sharabati | My Account | Logout

PERKINS
WEB PORTAL

Home | Submit Your Report | View & Download Reports | User Help Center

Welcome!

The Perkins Web Portal is your one stop for all Perkins reporting.
Choose an option below, or watch a video tutorial on how to get started.

Submit Your Report
This section provides access to all open submission modules.

View & Download Reports
Access previous report submissions, and run custom reports.

User Help Center
Get help with an interactive guide and videos, or contact us.

ANNOUNCEMENTS

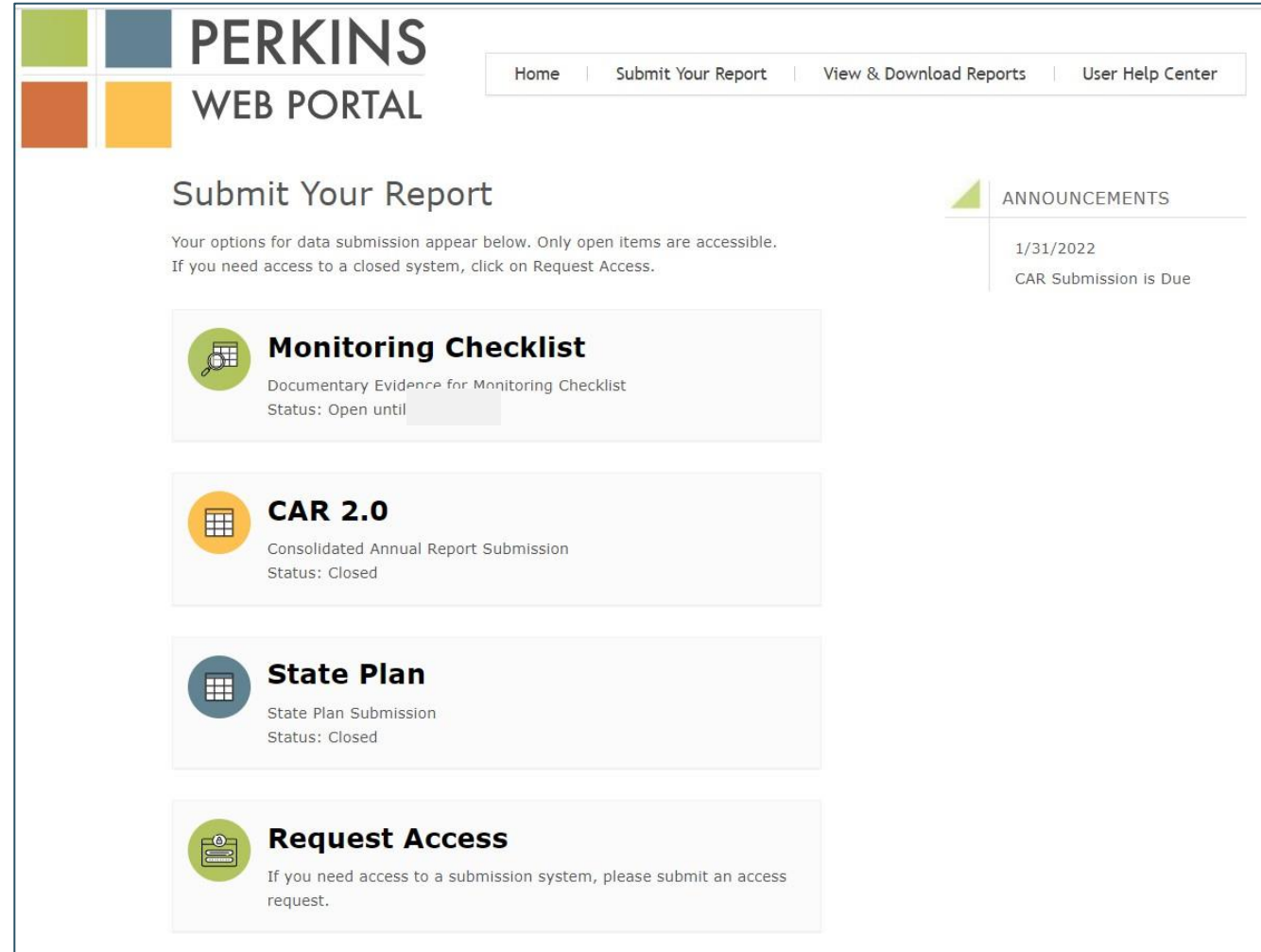
1/31/2022
CAR Submission is Due

Contact Us | Privacy Policy



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.



The screenshot displays the PERKINS WEB PORTAL interface. At the top, the logo consists of four colored squares (green, blue, orange, yellow) followed by the text "PERKINS WEB PORTAL". A navigation bar includes links for "Home", "Submit Your Report", "View & Download Reports", and "User Help Center". The main content area is titled "Submit Your Report" and includes a note: "Your options for data submission appear below. Only open items are accessible. If you need access to a closed system, click on Request Access." Below this, there are four featured sections: "Monitoring Checklist" (Documentary Evidence for Monitoring Checklist, Status: Open until), "CAR 2.0" (Consolidated Annual Report Submission, Status: Closed), "State Plan" (State Plan Submission, Status: Closed), and "Request Access" (If you need access to a submission system, please submit an access request). On the right side, an "ANNOUNCEMENTS" section shows the date "1/31/2022" and the message "CAR Submission is Due".



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.

REQUIRED SECTIONS	REPORT WORKSPACE ★ HELP ON THIS PAGE		
1. State Administration a. Eligible Agency Responsibilities b. State Plan Responsibilities c. State Plan Development d. Improvement Plans e. Subrecipient Monitoring f. State Leadership Activities 2. Local Applications 3. Fiscal 4. Accountability 5. Programs of Study 6. Special Populations	State Administration - Eligible Agency Responsibilities <i>Directions: Upload the required documentary evidence in the form below.</i> 1.1 Section 121(a)(1) – Coordination Activities The responsibilities of an eligible agency shall include coordination of the development, submission, and implementation of the State Plan, and the evaluation of the program services, and activities assisted under this title, including the preparation for non-traditional fields. Suggested Methods of Collection/Examples of Documentary Evidence: • Policy and procedure handbook. • Memoranda of understanding with agencies. • Administrative rules and regulations. • Professional development training manuals. • Program evaluation handbook • Services and activities evaluation instrument. • Emails, letters, official communications, agenda, meeting minutes regarding recipient input regarding the establishment of policies and procedures of the State Plan. Upload Documentary Evidence: Choose File No file chosen Uploaded file(s):<table><thead><tr><th>File Name</th><th>Upload Date</th></tr></thead><tbody></tbody></table> Comments: ABC B I U S Ix body p	File Name	Upload Date
File Name	Upload Date		



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.

1.2 Section 121(a)(3) – Convenings and Meetings

The responsibilities of an eligible agency shall include convening and meeting as an eligible agency (consistent with State law and procedure for the conduct of such meetings) at such time as the eligible agency determines necessary to carry out the eligible agency's responsibility under this title, but not less than 4 times annually.

Suggested Methods of Collection/Examples of Documentary Evidence:

- Emails, letters, official communications.
- Minutes from a minimum of 4 meetings during the year.
- Written policies and procedures that constitute requirements for the meetings.

Upload Documentary Evidence:

Example1.pdf

No uploaded files

Comments:

ABC **B** *I* U ~~S~~ *I*_x

The file Example 1 contains

body p



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 Coordinator/Monitoring Team Lead.



Thank You!

This webinar was produced and funded at least in part with federal funds from the U.S. Department of Education under Department of the Interior contract number 47QTCA18D00JV / 140D0421F0315 with Applied Engineering Management Corporation. Carolyn S. Lee served as the contracting officer's representative. The content of this webinar does not necessarily reflect the views or policies of the U.S. Department of Education nor does the mention of trade names, commercial products, or organizations imply endorsement by the U.S. government.

