FIPSE
Fund for the Improvement of Postsecondary Education

Quick Guide for Grantees

1. Login

See **Appendx A** of this document on page 4 for details on how to log into the HEPIS portal via the Login.gov service.

2. Dashboard

Click GO in the row with your PR Number to enter the system and work on your report.

If you don't see your grant on your Dashboard, contact the **Help Desk**.

3. Grant Identification

Information on the Grant Identification page is pulled from the IPEDS and G5 system. Please review this information and make any necessary changes. Updates made in the FIPSE system will *not* update the IPEDS and G5 systems.

Updates made to the *Project Director* and *Contact Information* fields on this page will *not* create or edit user accounts. Please contact the **Help Desk** to request new user accounts.

4. Cover Sheet

All questions on the Cover Sheet are required. Some questions have follow-up questions that will appear only when the appropriate responses are selected. All questions that appear on your report must be answered.

For a downloadable PDF version of the full report *for reference purposes only*, see the **Help** page. You may not fill out the PDF and upload it into the system. All questions must be answered in the online forms.

5. Executive Summary

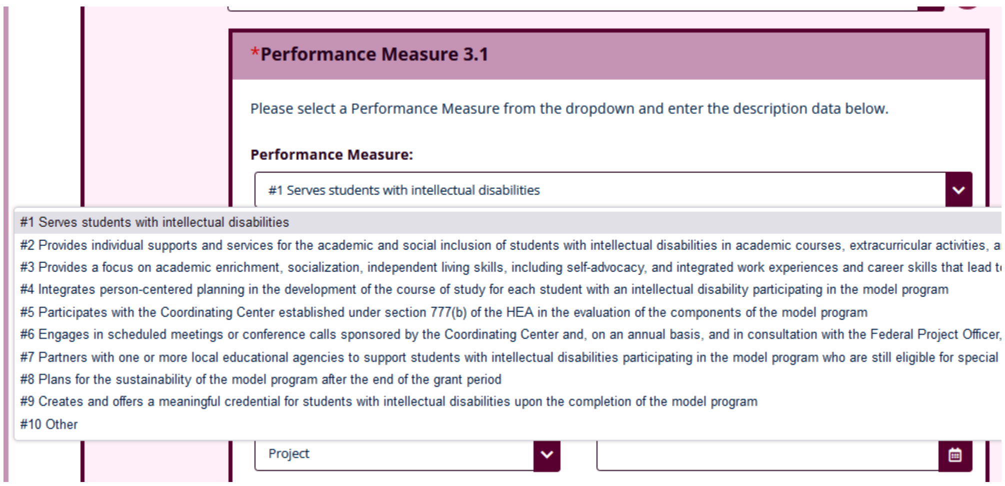
The Executive Summary question is required and has a limit of 4000 characters.

6. Section A: Performance Objectives

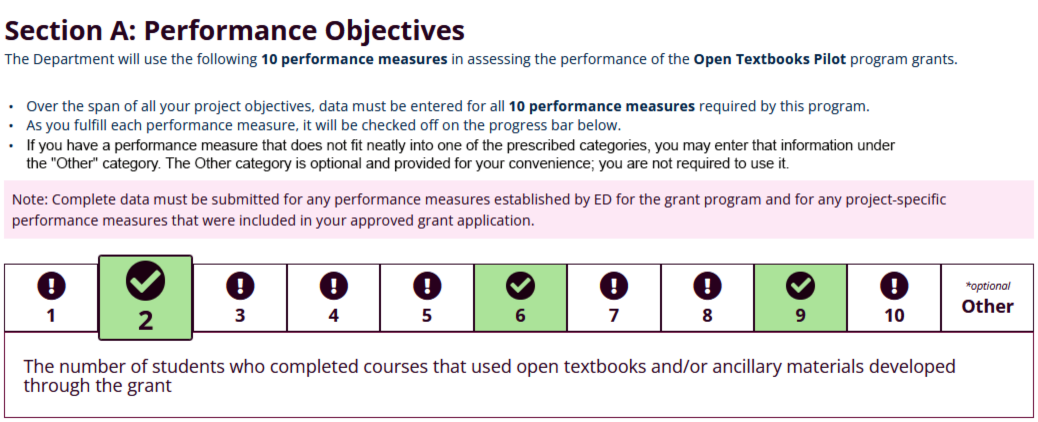
Click the "Add an Objective and Performance Measure" button to get started. You must enter at least one Objective with one Performance Measure to begin.

After you've entered and saved your first pair, you may enter **additional Performance Measures** to your first Objective by clicking the "Add Another Performance Measure" button, or you may enter **a second Objective/Performance Measure pair** by clicking the "Add an Objective and Performance Measure" button again.

Each FIPSE program has between 1 and 10 categories, or Priorities, that Performance Measures must fall under. While entering your Performance Measure data, select the category it applies to from the dropdown list as seen below (your categories may differ from this example):



Grantees should strive to ensure that all prescribed categories are represented by the work being performed on the grant. Each grant will have a progress bar like the one shown below, which is from the Open Textbooks Pilot grant program:



Click on each of the numbers in the progress bar to display a description of each category. After you assign a performance measure to a category, it will change color and be checked off in this progress bar, as shown above. The system will display which categories are being addressed under each Objective and will track your overall progress towards addressing each category, or Priority, on your report.

If you have a performance measure that does not fit neatly into one of the prescribed categories, you may select the "Other" category. The Other category is optional and simply provided for your convenience; you are not required to use it.

NOTE: As stated above, grantees should strive to ensure that all prescribed categories are represented by the work being performed on the grant. However, you will be able to submit your report even if all categories are not addressed.

7. Section B: Budget Information

The Budget Information question is required and has a limit of 4000 characters.

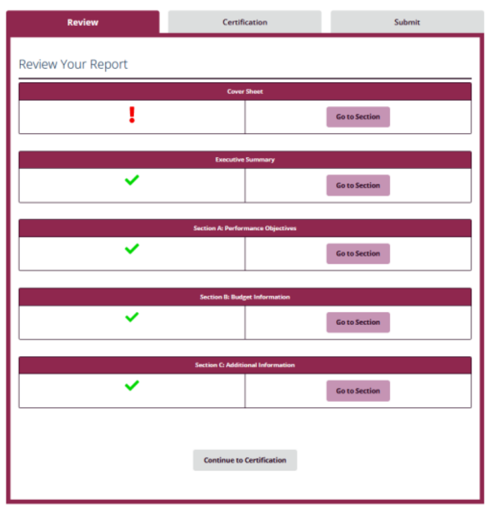
NOTE: this page also has a File Upload button where you may choose to supply an OPTIONAL detailed budget spreadsheet. There is no prescribed format for the budget, but a blank budget spreadsheet template is available to download from this page for your convenience.

8. Section C: Additional Information

The Additional Information question is required and has a limit of 4000 characters. If you have no additional information to provide, simply enter "N/A".

9. Review and Certification

This page will check each section and display whether it is complete or not. Once you have green check marks across the board, you may proceed to the Certification tab.



Your Certifying Official should log in, review your report, and complete the fields on the Certification tab to indicate that all information provided on the report is true and correct to the best of their knowledge. Once the report has been certified, you may proceed to the Submit tab.

Click the Submit button when ready to submit your report. If you need to make any changes to your report after it's been submitted, contact the **Help Desk** and they will unsubmit it for you.

10. View Report(s)

You may download a draft PDF copy of your report at any time which will show the responses entered into the system so far.

After it's been submitted, you may download a PDF copy of your report that includes a timestamp showing when it was submitted.

Appendix A: Logging into HEPIS with Login.gov

The Federal Government has transitioned to a new Single Sign-On (SSO) login and Multifactor Authentication (MFA) process that is managed by the Login.gov service. With one username and password, you will be able to access multiple Federal websites.

To use the HEPIS system, you will need:

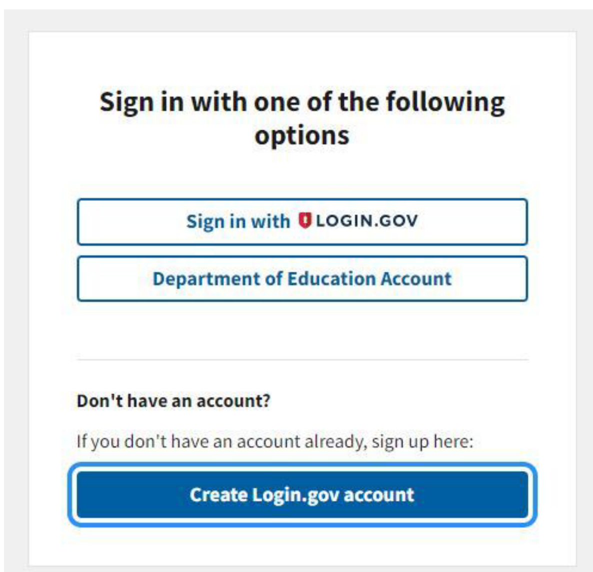
A. an account in HEPIS, *and*
B. an account in Login.gov using the ***same email address*** as your account in HEPIS.

Quick Links

Do you have a HEPIS account, but do not have a Login.gov account?
Do you have both a HEPIS account and a Login.gov account?
Do you need to create a new HEPIS account?
Do you need further assistance?

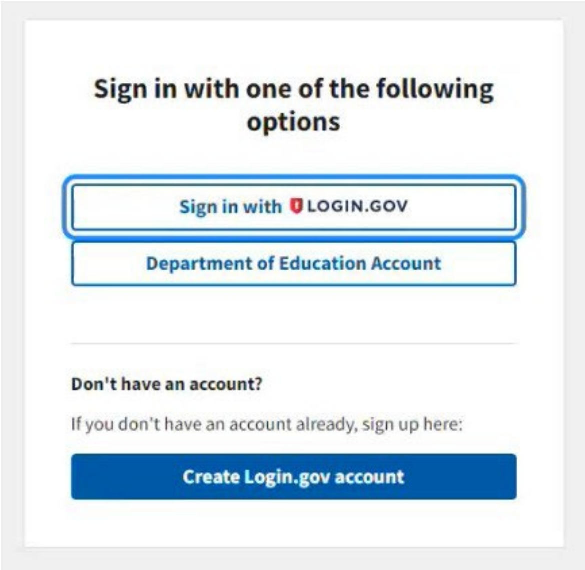
Do you have (A) a HEPIS system account, but do not have (B) a Login.gov account?

1. Go to the HEPIS system home page (https://hepis.ed.gov)
2. Click the "Login" button. You will be taken to the Login.gov website.
3. Click the "Create Login.gov account" button (*see image below*).
4. Follow the prompts to create your Login.gov account. **You must use the same email address for Login.gov that you use in HEPIS. If the emails do not match, you WILL NOT be able to access HEPIS**. ***Find detailed Login.gov instructions in the External Users Login.gov Guide***.
5. Once your Login.gov account is set up, you will be able to log in to HEPIS.



Do you have both (A) a HEPIS system account and (B) a Login.gov account?

1. The email address you use in Login.gov MUST match the address we have on file for you in HEPIS (i.e., your .edu work email).
2. Go to the HEPIS home page (https://hepis.ed.gov).
3. Click the “Login” button. You will be taken to a partner site called Login.gov.
4. Click the “Sign in with Login.gov” button and enter your username and password (*see image below*).



Do you need to create a new HEPIS account?

1. Click the Request Account link on the home page.
2. Fill out the form. Help Desk will create an account for you and send you an email with further instructions for creating your Login.gov account and logging in for the first time.

Do you need further assistance?

If you need further assistance, please reach out to the HEPIS Help Desk at the address below. (Note: this is a new email address, but the old address still works. Please consider adding this address to your Safe Senders list.)

- HEP IS: hepis@helpdesk.thetactilegroup.com