

LASSIE Home Page

The LASSIE Home page provides links to the five major steps that users will take in completing their LASSIE reports. Click on any of the links to go to that section of LASSIE. You can also use the grey "Navigation Bar" to move around LASSIE.

The grey **Navigation Bar** is on every page and can be used to go to any section of the site.

The **Online Help** section provides quick start guides, page-specific help information, and contact information for the LASSIE Help Desk.

The screenshot shows the LASSIE 2009 Home Page. At the top left is the LEA logo with the text "LEARN AND SERVE COMMUNITY SERVICE". At the top right, it says "LASSIE 2009" and "Current User: Grant Manager". Below this is a grey navigation bar with links: Home, Update Your Grant Profile, Enter Sub Grant Information, Manage Active Sub Grants, Complete Your Survey, Update Your LASSIE User Account, Print Survey, View Reports, Online Help, and Logout. The main content area is titled "LASSIE Home Page" and contains a welcome message. Below the welcome message are five steps, each with a description and a status indicator in a red box:

- Step 1: Update Your Grant Profile** - Status: **Incomplete**. Description: "Since you received a Learn and Serve grant, we ask that you take a minute to verify the information we have about your organization, users, etc. This is where you users to access this system, update your organization's name, address, website, etc. You must complete the profile before starting the survey."
- Step 2: Enter Sub Grant Information** - Status: **0**. Description: "In this section, you can review organizations you have funded previously, activate sub-grants for this year, and add new sub-grants."
- Step 3: Manage Active Sub Grants** - Status: **0**. Description: "After you set up your sub-grants for this year, you can update profiles, manage contacts, and monitor survey progress on this screen. If a sub-grant is not clicking on the Set up Your Sub Grants link at the top of the page." Below the description is a table with columns: Total, Funding Level, Never Logged In, Profile Incomplete, Not Started, In Progress, Submitted, Not Required.
- Step 4: Complete Your Survey** - Status: **Profile incomplete**. Description: "We ask all grantees who run Learn and Serve programs and all sub-grantees to complete a survey to tell us about those activities. In this section, you may complete your survey."
- Step 5: Submit Your Survey** - Status: **Not Submitted**. Description: "When you have answered all of the survey questions, we ask that you submit your survey (so we know you're done). If you would like to change any of your responses after you have submitted your survey, you must re-open your survey. **Changes can be made to your survey until June 30th, 2009.**"

Annotations with arrows point from the text above to the "Navigation Bar", "Online Help" link, and the status indicators for Step 1, Step 2, Step 3, and Step 4.

Before you can do anything else, you need to complete your grant profile.

You can click on any of the links to go to that section of LASSIE.