

- 1. Log into NexSys.
- 2. If the application has not been approved yet, the application will be in the "My Tasks" card.

Announce	ments				My Tasl	s			Initiate Related	Document	
Welcome to NexSys! Th application and cash ma	e Michigan Department o inagement system. Ques	f Education is excited to launch its new grant tions or concerns can be directed to:			Sec. 32p(4) - Home Visiting IER	32pHVIER- 2022-33000- 00034	Ingham ISD - 33000	Report In Progress	3/29/2022 10:07:01 AM		
4pplications: MDE-NexSys-Applications@Michigan.gov Cash Management: MDE-NexSys-Accounting@Michigan.gov Ωr vicit the NexSys wehatter: Michigan.gov/MDE-NexSys					Sec. 32p(4) - Home Visiting IER	32pHVIER- 2022-33000- 00035	Ingham ISD - 33000	Report In Progress	3/29/2022 10:07:59 AM		
					Sec. 32p(4) - Home Visiting IER	32pHVIER- 2022-33000- 00036	Ingham ISD - 33000	Report In Progress	3/29/2022 10:11:48 AM		
					Sec. 32p(4) - Home Visiting IER	32pHVIER- 2022-33000- 00037	Ingham ISD - 33000	Report In Progress	3/29/2022 10:16:50 AM		
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			_	-	Sec. 32p(4) -	2000	22000 111grain 130 -	Dengener	3/29/2022		
Ny Opport Plowthrough ARP Special Education: Preschool	Office of Great Start/Early Childhood Development & Family Education	12:00.00 AM 8/39/2021 12:00.00 AM - 8/39/2022 12:00:00 AM	-		Sec. 32p(4)-	2001 2000	22000	Report	3/29/2022		
Powthrough Powthrough ARP Special Education: Preschool CNP: Coordinated Application	Office of Great Start/Early Childhood Development & Family Education Office of Health and Nutrition Services	12:000.4M 8000201 12:0000 AAI = 49002021 12:000 AM 10/10:0201 12:00.00 AAI = 10/15:022 12:000 AM			Sec. 32p(4)-	1000 22000	22000	Report	3/19/2012		
ARP Special Exercises CVP: Coordinated Application Consolidated Application	Office of Great Start/Ent/ Childhood Development & Family Education Office of Fasth and Nutrition Services Office of Educational Supports	120000-M A4 50/2021 12:00 00 A4 50/2022 12:00 00 A4 - 50/2022 12:00 00 A4 - 61/2022 11:200 00 A4 - 61/2022 11:200 00 A4 - 50/2022 12:200 00 A5 - 50/2020 12:200 00 A5 - 50/200 00 A5 - 50/200 A5 - 50/200 00 A5 - 50/200 A5 - 50/200 A5		1	Sec.32p(4)-	1003 23000	22000 1001911 20-5	Reput Lin	3/39/2022 10:00:00:04		

3. If the application has already been approved, click on the Administration tab, and select Applications.



4. (a)Type the fiscal year in the text box. (b)Use the dropdown menu under My Application Task and (c)choose the application you want to add the person to, and (d)click Search.

Grant, Application and Cash Management System		
Home Administration - Searches -	0 6	Test OHNSIAO 🗸
Application Search		
Search Criteria		
Document Number	Fiscal Year	
	2023 (a)	
My Application/Task	Status	
CNP: Coordinated Application (c) (b) <		~
Annual Required Certifications	Person	(d)
ARP Special Education: Proven out		
Charter Schools Program CNP: Child and Adult Care Food Program – Centers		
CNP: Coordinated Application	Cle	ar Search
CNP: Fresh Fruit and Vegetable Program — CNP: NSLP Equipment Assistance Grant		
CNP: School Nutrition Program		



5. Scroll down and click on the Document Number in the first column to open the application.

Document Number	Entity T	My Application/Tasks	Status T	Fiscal Year T
COORDAPP-2024-185F01500-00725		CNP: Coordinated Application	Application Approved	2024
COORDAPP-2024-33010-00638		CNP: Coordinated Application	Application Approved	2024
COORDAPP-2024-330108389-00775		CNP: Coordinated Application	Application Cancelled	2024
COORDAPP-2024-330108389-00792		CNP: Coordinated Application	Application Approved	2024
COORDAPP-2024-33020-00186		CNP: Coordinated Application	Application Approved	2024
COORDAPP-2024-330202626-00356		CNP: Coordinated Application	Application Approved	2024

6. On the left side menu, scroll down and click on Add/Edit People.



7. Click on the "+" button.

DCUM Edit people assigned	ent Add/	Edit People	Э			
Template Annual Required Co	ertifications	<b>Instance</b> Annual Requir	red Certifications		Process NexSys Certifications	
Document Name		Document Sta Certification/F	itus Policy Completed			
Organization	Organization		ficial (5)		Period Date         Due Date           10/1/2021 12:00:00 AM         10/15/2021 11:00:00 PM           10/15/2021 11:45:00 PM         10/15/2021 11:00:00 PM	
People A	certification/Policy Com	pleted Certification/Policy Amendme Required	nt Certification/Policy Amer In Progress	dment Certification/Policy Ar Submitted	nendment Certification/Policy	Received Certification/Policy Cancelled
son	Organization	Role	Active Dates	Assigned By	Notes	•
	Sector Sector Sector	Authorized Official (5)	10/11/21 -	Grant System		
terres that an		Authorized Official (5)	10/11/21 -	Grant System		
1 >						



8. Choose Add User from Organization.

New Grant	, Applicat	ion and Cash Managen	ent System						
Home Adminis	tration +	Searches +						0 🗉	Test OHNSIAO •
GRUB-2023-21090-	-00137	Docume Add or Edit people assigned t		dit Peopl	е				New Not
	0	Template CNP: Coordinated Application Document Name			nated Application		Process NexSys CNP Applications		
ertification Statements Tools	0	Organization		Application I Your Role Authorized C	n Progress (fficial (5)		Period Date 10/10/2021 12:00:00 AM 10/15/2021 12:00:00 AM		
anding Page		Application in Progress	Submit Application Review	n Progress Modifications Re	quired Modifications In Prog	ress Submit Modifications	Application Approved Amendm	ent in Progress Amender	ent Submitted
tatus History		Y People A	ssigned to this	Document					Ð
		Person	Organization	Role	Active Dates	Assigned By	Notes	Add User Fro	m Organization
		DeMars, Laura	And the state of the	Authorized Official (5)	04/04/22 -	Grant System		Invite User	
		OHNSIAO, Test	and the second second	Authorized Official (5)	04/04/22 -	Grant System			1
<ul> <li>Status Options</li> </ul>									

9. Enter the person's information to search for active users or click Search to display all. **NOTE:** There may be multiple users with the same name. Double check the identity of the person you are choosing to make sure the MEIS number is correct.

Invite User			×
Person Search	Role	Organization Name	
No results returned.			_
		S	iave

10. Select the person you were searching for.





- 11. Assign the user a Role for the application. The role you choose should be the same as the level of access you are giving the person. (For example: If you are adding a level 4 to the application, you will give them the role of a Level 4 as well). The levels that apply to the child nutrition program applications are as follows:
  - a. Level 1 View Only
  - b. Level 2 Grant Writer
  - c. Level 4 Application Administrator
- 12. Select a date to make the user active in the system.
- 13. Click the Save button and the person will be added to the application. This can be checked on the green Add/Edit page of the application on the left side of the screen in the Tools section.

Home Administrati				D 🗐 🛛 Test PS/	
GRUB-2023-33170- 00267	Docur	Invite User	×	New	v N 📀
Meal Counting and Claiming O Permanent Agreements O Certification Statements O	Template CNP: Coordin Document N GRUB-2023-1 Organization Okemos Pub	Person Search		Applications	
TOOIS Landing Page Add/Edit People	Application In	Person Person Name Organization(s) Document Role Active Date Inactive Date Role Community			
Status History Attachment Repository	Progress  Progress	Schols - 19100 (Application Administrator (4)) Okenos Public Schols - 33700		Progress Submitted	
Modification Summary Document Validation	Person Balley, Stacy	(Application Administrator (4) Kalamazo REA 35000 (Application Administrator (4) Lansing Carefold Lansing Carefold		otes	
Notes Print Document	PSAO5, Test	PSAA, Test Central High School - 330/202656 (Application V Cal Application V Cal Application Administrator (4) Construit, Auchtorided Official (3) Construit, Member (3) Biotechical Construit, Member (3) Biotechical Construit, Member (3)			
Document Messages  Status Options		(Application Administrator (A) Greater Lansing Istermic School - 330108389 (Application			
Submit Application		Administrator (4)			
		service agency - souuu,	ave		