

# GEMS/MARS Help: Board Member Training

## Reimbursement Application Submission

The purpose of this help file is to walk, step-by-step, through the process of completing the application for Board Member Training Reimbursement.

Each of these steps assume you have already gotten access to the GEMS/MARS application. If you need access, please complete a security authorization form located here:

[https://mdoe.state.mi.us/GEMS/user/GEMS\\_Subrecipient\\_User\\_Security\\_Authorization\\_Form\\_499925\\_7.pdf](https://mdoe.state.mi.us/GEMS/user/GEMS_Subrecipient_User_Security_Authorization_Form_499925_7.pdf)

To login to GEMS/MARS, you can use this link: <https://mdoe.state.mi.us/GEMS/user/login.aspx?mode=Logout>

**IMPORTANT: Make sure Pop-Up windows are enabled and allowed.**

### Creating an Application

The application completion process allows a user to create an application for their district.

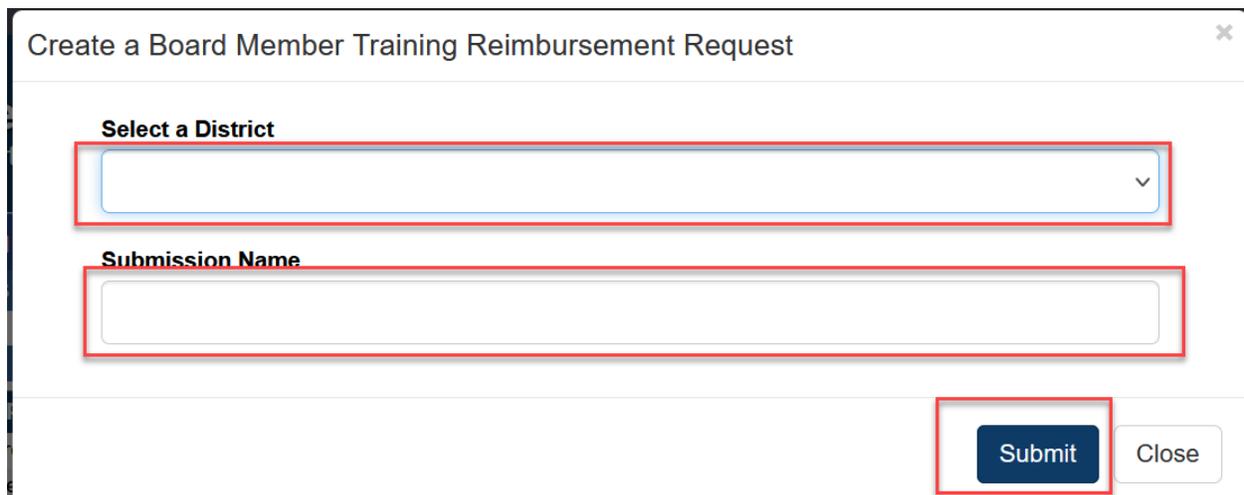
To start this process, click on the task that has been assigned to you that says “Create a Board Member training Reimbursement Request”.



The screenshot shows the top navigation bar of the GEMS/MARS application. It includes links for Home, Calendar, Respond to MDE, Documentation, Communication, and Logout. Below the navigation bar is a user welcome message: "Welcome GEMS DEMO User". To the right of the welcome message are search and timeout information: "Search Tip (\*) - Required Timeout : 60 mins Mar-07-22". Below the navigation bar is a section titled "My Pending Tasks" which contains a table with the following data:

Date	Task Description	Remove
03/03/2022	Create a Board Member Training Reimbursement Request	X

A modal window opens when you click on the task. It asks you to select a district and to give it a submission name. The submission name is something completely unique to the district. It is designed to allow a user to keep track of multiple submissions with a meaningful name such as “January 2022 training”. When done, click submit.



The screenshot shows a modal window titled "Create a Board Member Training Reimbursement Request". The window contains two input fields: "Select a District" (a dropdown menu) and "Submission Name" (a text input field). Both fields are highlighted with a red border. At the bottom right of the modal, there are two buttons: "Submit" (a dark blue button) and "Close" (a light gray button). The "Submit" button is also highlighted with a red border.

A new task will be created for you to use for the remainder of the submission process. It will refer back to the unique name you typed in during the application creation process above.

Welcome GEMS DEMO User				Search Tip (*) - Required	Timeout : 60 mins	Mar-07-22
My Pending Tasks						
Date	Task Description					Remove
03/04/2022	You have started the process for a board member training reimbursement called: july training. Please click here to submit your request.					X

Click on the task assigned to you; you will be taken to the “Submit Program Documents” page. Click on Search and click the blue “Application” link.

Home							Calendar	Respond to MDE	Documentation	Communication	Logout	Search Tip (*) - Required	Timeout : 59 mins	Mar-07-22
Respond to MDE > Submit Program Documents														
<input type="button" value="Upload"/> <input type="button" value="Review"/>														
Enter / Select required fields and click search.														
<b>Program</b> Code: BMTR Description: Board Member Training Reimbursement														
<b>Review Type</b> Code: SCR Description: Application Scoring														
<b>Sub-Recipient :</b> Code: 39010 Description: Kalamazoo Public Schools														
Due Date : <input type="text"/> Review Stage : <input type="text"/> Submission of Documents: <input type="text"/>														
Assignment <input checked="" type="radio"/> Assign <input type="radio"/> All														
Review Number: 2203-08236 <input type="button" value="Search"/>														
#	Type	Document	Document Name	Document Category	Instructions	Status	View	Errors						
1		Questionnaire	<a href="#">Application</a>	General		<input type="checkbox"/>								

**Make sure Pop-Up windows are enabled and allowed. If the application doesn't load, it means there is an issue where your browser is stopping pop-ups from loading.**

Once the application loads, you can fill in basic contact information at the top of the page. You can then select how many requests you would like to add and fill in the information requested. You can then upload supporting documentation (i.e. invoices) for your application request.

Contact Information		
Contact Name:	Contact Email:	Contact Phone:
<input type="text"/>	<input type="text"/>	<input type="text"/>
required	required	required

Requests					
How many requests would you like to enter?					
1					
Board Member Name	Approved Area of Training	Entity Name Providing Course/Training Program	Name of Course/Training Program	Date of Course/Training Program Completion	Amount Requested
	Conflicts of I				

Supporting Documentation (i.e. Training Invoices, etc.):	
<input type="button" value="Download Files"/>	Drop files here or click to upload
	<input type="button" value="Upload"/>
File Name	File Size

<input type="button" value="Save and Close"/>	<input type="button" value="Cancel"/>	<input type="button" value="Download All"/>
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Once you are done filling out the application, click “Save and Close”.

### ***Your application is not yet submitted at this point***

After you save/close the application, click “Submit” in the bottom right corner. Depending on your personal browser settings, you may need to scroll down to see it.

Enter / Select required fields and click search.

**Program**  
Code: BMTR Description: Board Member Training Reimbursement

**Review Type**  
Code: SCR Description: Application Scoring

**Sub-Recipient :**  
Code: 39010 Description: Kalamazoo Public Schools

Review Number: 2203-08236

Due Date : Review Stage : Submission of Documents

#	Type	Document	Document Name	Document Category	Instructions	Status	View	Errors
1		Questionnaire	<a href="#">Application</a>	General				

**Stage History**

Review Stage	Stage Start	Stage End	Completed By	Reason
Scheduling Reviews	03/04/2022	03/04/2022	GEMS DEMO User	
Submission of Documents	03/07/2022			The district has started the process of submitting a request.

Review Buttons  
Complete (Change Status To):  Go Global Comments

Download All Validate **Submit** Cancel

At this point, your application is submitted. Your task will be updated to reflect this.

## **Frequently Asked Questions:**

**Question:** When I try to log in, I’m told my account is inactive.

Answer: You need to complete a new security authorization form and submit it.

**Question:** When I log in, I don’t see a task to create a new application.

Answer: All users who are assigned to an ISD/LEA/PSA that qualifies will have a task. If you feel you don’t have one in error, please reach out to the GEMS/MARS Support Team at: [mde-gems@michigan.gov](mailto:mde-gems@michigan.gov).

**Question:** When I try and start an application, an ISD/LEA/PSA is missing from the list to choose from.

Answer: If an ISD/LEA/PSA is missing, that means you don’t have access to that particular entity and will need to turn in an authorization form.

**Question:** When I clicked to open the application, nothing happened.

Answer: You may have a pop-up blocker that blocks the application from loading.

**Question:** I don’t see a Submit button.

Answer: Make sure you’ve closed the application and scrolled down the page to see it.

**Question:** I received a task saying my application was approved two months ago, but I haven’t been paid for it yet.

Answer: The approved applications are paid out on a quarterly basis.