

# Navigating the EASIE Registration Website

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## **REGISTRATION:**

If your entity would like to register for access to EASIE for the SY 2015-16 Title VII Formula Grant go to the following Web site to register: <http://www.EASIE.org>.

EASIE's-step registration process:

1. From the "Are You Registered?" link, enter the last four digits of your PR Award number and click the Go button.
  - a. The last four digits of your PR Award number, NCES number (for LEAs or BIE schools) and DUNS number (for Tribes) have been provided above.
  - b. If your entity information is not displayed after Step 1, double-check the PR Award number, NCES or DUNS number you have provided and try Step 1 again. If this still does not work, click the Register link (see left side panel) and enter all your entity's information.
  - c. The Web site will query the pre-loaded database to confirm that your entity received a grant award last year.
2. Review the information displayed for your entity.
3. If the information for your entity is outdated, select the "Information needs update" button.
  - a. If you select the "Information needs update" button, you must call or e-mail the Partner Support Center (PSC) (phone number: 877-457-3336; e-mail address: EDEN\_OIE@ed.gov) with the updated information and then come back to the Web site later to complete and confirm your registration.
  - b. Once updates are made via PSC and confirmed by you by selecting the "Information is current" button, an e-mail confirmation will be sent to all contacts listed for your district providing you with information on submitting your Title VII Indian education formula grant application and your entity data will be loaded into EASIE for SY 2015-16.
4. If the information is current for your entity except for the title(s) of all user(s), select the "Update Title Only" button.
  - a. After you select the "Update Title Only" button, you will be redirected to an edit screen where you will be required to add the title of all users (such as project director, project coordinator, principal, superintendent, etc.); then select the "Submit" button.
  - b. Once you select "Submit" you will be directed back to the review page where the "Information is current" button will be enabled.
  - c. After clicking "Information is current", an e-mail confirmation will be sent to all contacts listed for your district. This e-mail will provide you with information on submitting your Title VII formula grant application and your entity data will be loaded into EASIE for SY 2015-16.

**Note:** Please be aware of the statement found on the top left side of the screen that reads, "**Are You Registered? – Yes**". This statement does not confirm that your entity is registered. Your entity will only be successfully registered after your review and confirmation that all information is up to date and selecting the "Information is current" button.