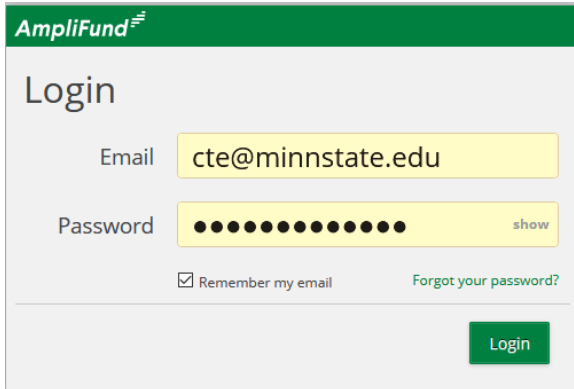


Instructions for Submitting Your FY20 APR in Amplifund

Amplifund login: www.gotomygrants.com

For assistance, contact: Yingfah.thao@minnstate.edu or karl.ohrn@minnstate.edu

1. Log in at www.gotomygrants.com
2. Enter your username and password
Forgot your password? Click on the Forgot your password link in green and follow the instructions.



AmpliFundSM

Login

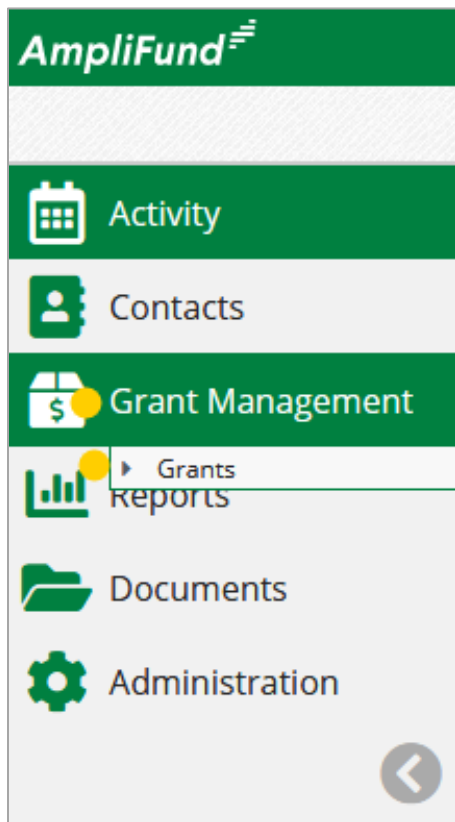
Email

Password [show](#)

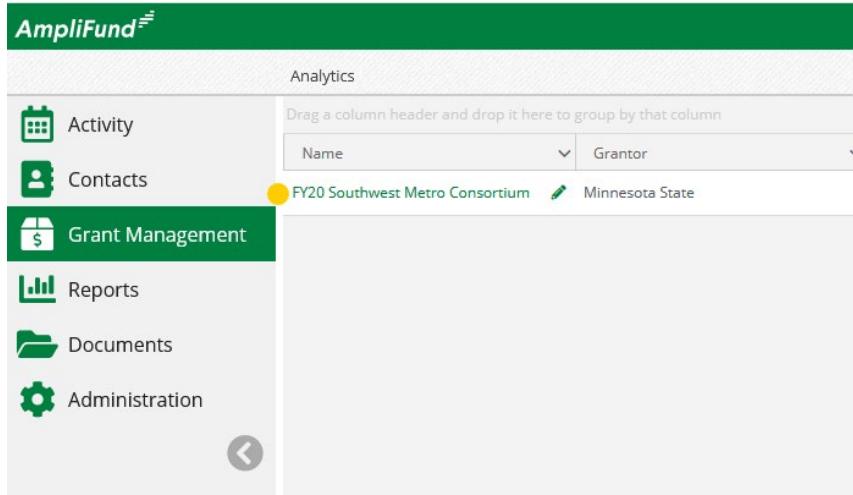
Remember my email [Forgot your password?](#)

[Login](#)

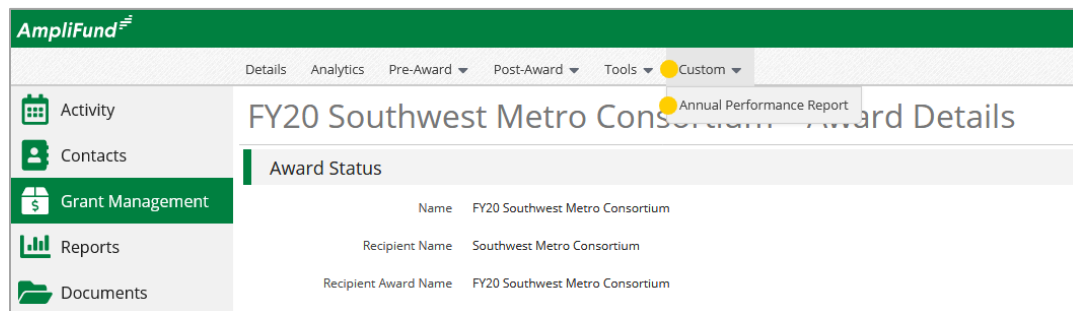
3. On the left side, you will see a menu bar. Click on **Grant Management**, then click on **Grants**.



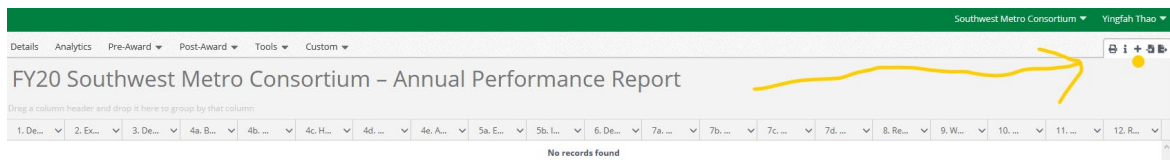
- A list of applications will appear. Click on the name of your application located in the first column and hyperlinked in green. **DO NOT Click on the pencil icon.**



- Across the top, you will see another menu bar appear. Click on **Custom**, then click on **Annual Performance Report**.



- A screen will appear with many columns, squished together. Ignore it. On the upper right corner, underneath your name is a small menu, click on the **plus (+)** sign to create your annual report. This will bring up the APR questions.



7. A list of the APR questions and text boxes will appear. **Enter your responses in the boxes provided or cut and paste them from another document.**

BEFORE YOU CONTINUE:

- Only one person in your consortium should start/create the APR. Decide who it is.
- The questions can be edited by more than one user, but they should not edit it simultaneously.
- You do not have to complete these questions in one sitting.

Annual Performance Report

FY20 Strengthening Career and Technical Education for the 21st Century Act Annual Performance Report

This APR is reporting on the Perkins V transition year, FY20, 1 July 2019-30 June 2020 and corresponds to the funding opportunity FY2019-2020.

1. Describe the consortium's efforts to design, implement, and/or improve programs of study during the Perkins V transition year.*

2. Explain how size, scope, and quality informed your data-determined decisions concerning programs of study and local uses of funds.

3. Describe the consortium's efforts to partner with business, industry, and local communities and to provide CTSO experiences to students. What were your successes and challenges?

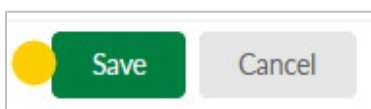
4. Describe successes and challenges in your efforts to improve service to special populations during the transition year.

4a. Based on the data, what student group(s) did you identify as needing specific attention. What resources were applied to address these concerns?

4b. How did your consortium provide support to students in special populations to ensure equitable access to programs leading to high-skill, high-wage, and in-demand occupations?

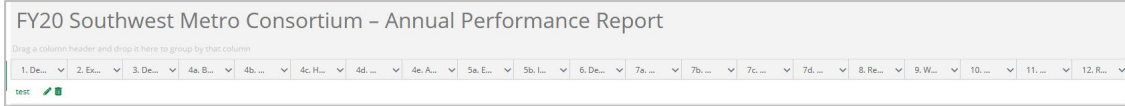
8. Once you've completed entering your responses into the text boxes, click on **Create**. If you don't see **create**, click on **save**. Both are located at the bottom of the page. You must scroll down to the bottom to see it.

Note: The first you start the APR, you'll see CREATE. After that, if you're going in to make edits, changes, and additions you'll see SAVE.



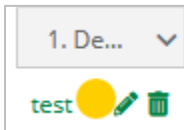
9. You are finished. You will be taken back to the APR screen.

Note: This screen is not very user-friendly, but it is what Amplifund has offered for building out our APR questions.



If you need to log out and return another day to finish completing your APR, please follow these steps.

1. Follow the instructions in steps 1-5 above.
2. Your screen will appear listing the APR questions and responses in a clunky-looking table format. **Look at the first column with the text hyperlinked in green.** Scroll all the way down to the bottom of the page, then **click on the small pencil icon** located in the first column.



3. Your APR responses will appear. Make the changes, additions or edits you need to then click **Save**.
4. You are done. Be sure to log out by clicking on the dropdown arrow next to your name (upper right side), then click on **Log out**.

Note: For the APR, there is no submit button; just a save button.

