

Executive of Education (EOE) EOE Grants Management System (EOE-Grants) FAQ

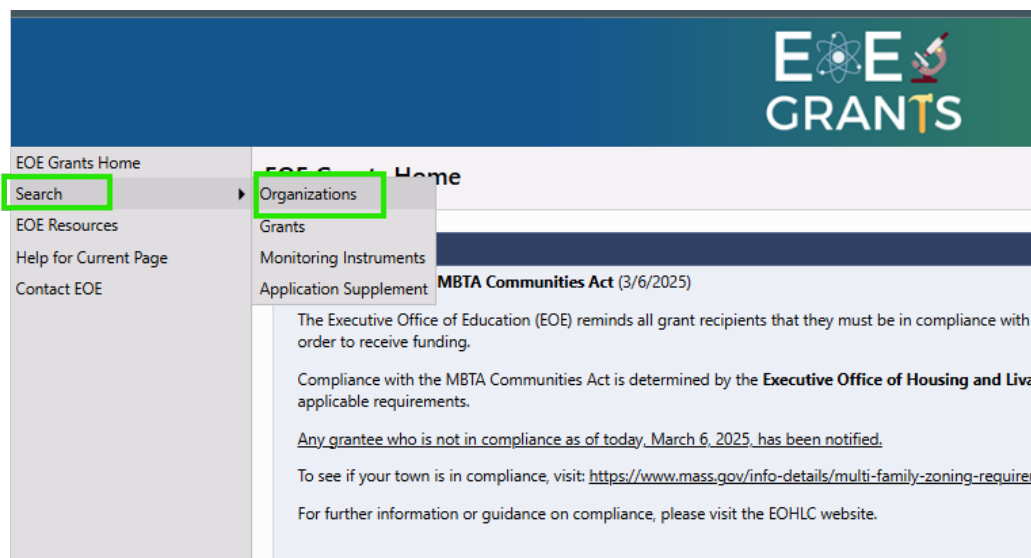
Updated 7/7/25

1. What is the link for the EOE site?

- a. <https://masseoe.egrantsmanagement.com>

2. How can I determine if my organization or school has an account set up? ***NEW**

- a. Grantees can check to see if their organization is set up by selecting Search -> Organizations. Please ensure that you update the Org Type to locate your organization.

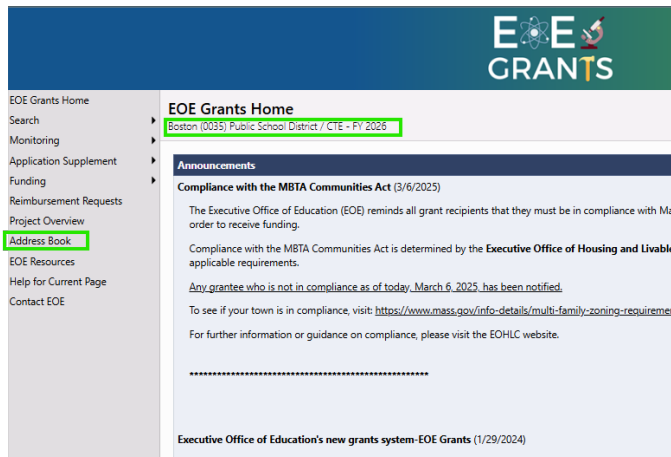


3. My organization is **not** listed. How do I get us set up? ***NEW**

- a. Select **EOE Resources** -> **User Access Administration**. You can view the instructions and form here. The form must be completed and submitted to EOEGrants@mass.gov for setup. Please note that this form must be completed by your Superintendent/Business Manager, President, Executive Director, or CFO.

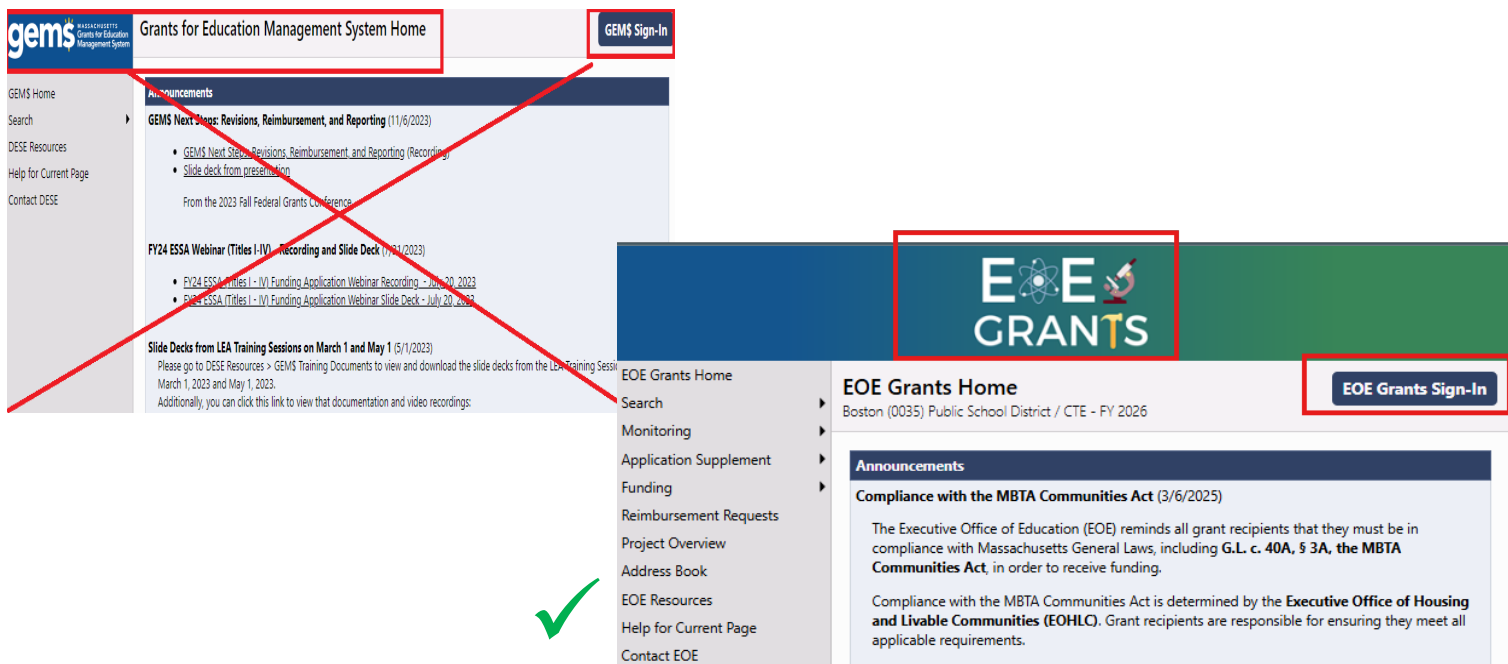
4. My organization is listed, now what do I do? ***NEW**

- a. Once you have selected your organization (name at the top of the page), go to Address Book:

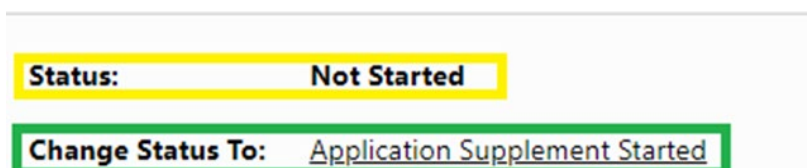


Your User Access Administrator (UAA) will be listed. Please contact your UAA to be assigned the proper role. The User Access Administrator (UAA) will maintain and assign all roles within your organization in the EOE Grants System (EOE Grants). *This role cannot submit any grant or application supplements without being assigned a role. If all UAAs listed are no longer with the organization, please see #3 to submit a change.*

5. I am unable to locate the Application Supplement/Grant Application. I logged in, but I cannot find it.
 - a. Please ensure you are in the EOE Grants system and not the GEM\$ system.



6. I am unable to start my application.
 - a. Ensure you have the correct role assigned to complete the Application Supplement or Grant Application
 - b. Once you have the correct role, to change the status of the application, you must click on Application/Grant Started



7. I do not remember my password. How can I get in?
- a. You can select 'Forgot Password' and a link will be sent to reset your password for the EOE Grants system.

EOE Grants Sign-In

Sign-In	
Email Address:	<input type="text"/>
Password:	<input type="password"/>
Forgot your password?	
<input type="button" value="Submit"/>	

8. How do I create a comment to respond to EOE? (Do not add any accounts or screenshots with account information.)
- a. In the Application Supplement or Grant, at the top of the page, click **Go To** -> **Sections**

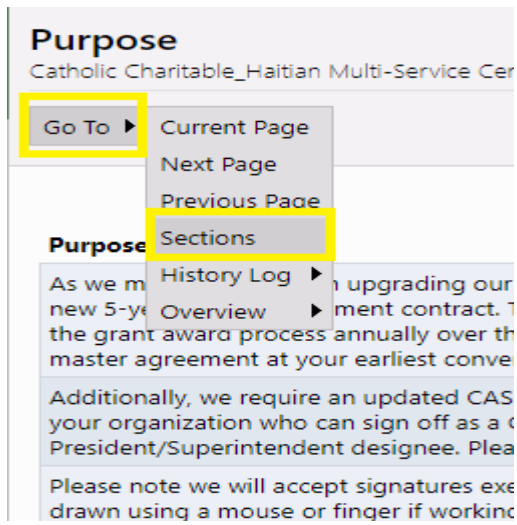
The screenshot shows a 'Go To' dropdown menu with the following options: Current Page, Next Page, Previous Page, Sections, History Log, and Overview. The 'Sections' option is highlighted with a yellow box. Below the menu, there is a 'Purpose' section with text: 'Catholic Charitable_Haitian Multi-Service Cer...', 'As we m...', 'new 5-yr...', 'the grant award process annually over th...', 'master agreement at your earliest conve...', 'Additionally, we require an updated CAS...', 'your organization who can sign off as a...', 'President/Superintendent designee. Plea...', and 'Please note we will accept signatures exe...', 'drawn using a mouse or finger if workinc...'.

and under History Log – Create Comment

The screenshot shows a 'Description' section with the following content: 'Description (View Sections Only View All Pages)', 'All', 'History Log', 'History Log', 'Create Comment', 'Overview', 'Purpose', 'Related Documents', and 'All'. The 'Create Comment' link is highlighted with a yellow box.

To post the comment, you will go back to the top of the page and click.

Go To -> Sections



And then you can check the history log to see if your
The comment has been posted.