

Program Tagging

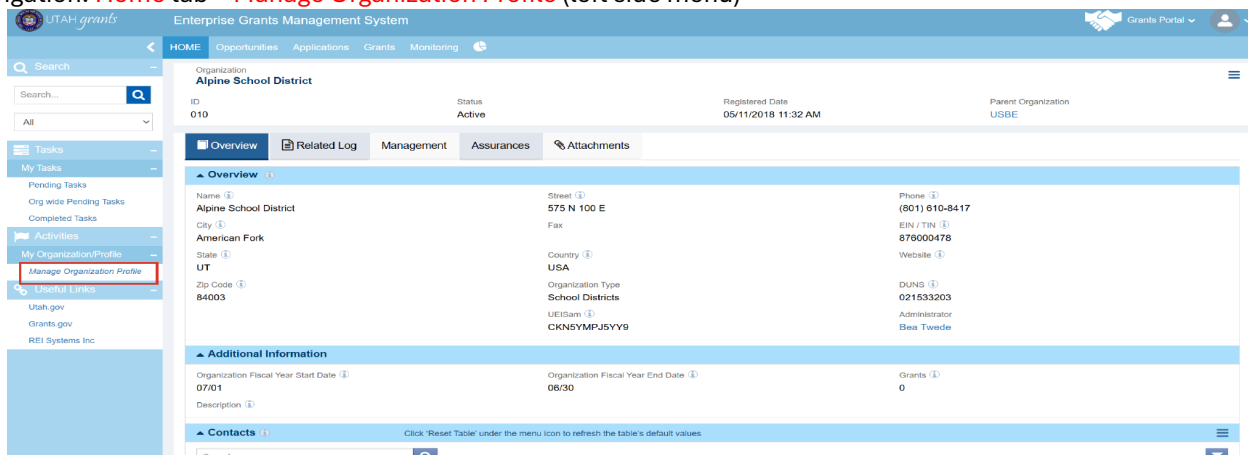
Program tagging reduces the administrative workload for grantee organizations by allowing users to subscribe to specific programs of interest. Users will only receive email notifications and tasks related to subscribed programs, ensuring they receive necessary information without being overwhelmed by excessive emails.

By default, users are automatically subscribed to all available program tags. Users can then unsubscribe and resubscribe to programs of interest. Users will manage their own program of interest.

The user assigned as the Administrator for the organization must be subscribed to all tags by default. This ensures that at least one user within the grantee organization receives notifications.

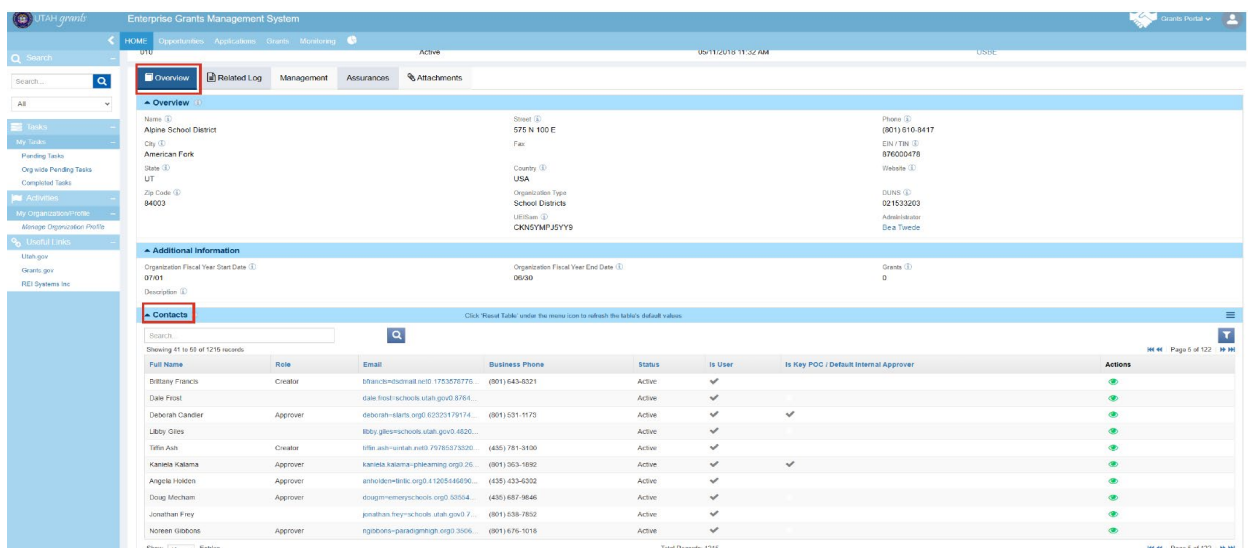
To Subscribe or Unsubscribe to a Program Tag –

1. Navigation: **Home** tab > **Manage Organization Profile** (left side menu)



The screenshot shows the 'Enterprise Grants Management System' interface. The left sidebar contains a 'Manage Organization Profile' link, which is highlighted with a red box. The main content area displays the profile for 'Alpine School District' with fields for Name, Street, City, State, Zip Code, Phone, Fax, Email, Website, and Organization Type. The 'Overview' tab is selected, and the 'Contacts' section at the bottom is highlighted with a red box.

2. In the **Overview** Tab > Scroll down to **Contacts** > Locate your Profile > Click the **Green Eye** Button.



The screenshot shows the 'Contacts' table for 'Alpine School District'. The table lists users with their roles, emails, business phones, and status. The 'Overview' tab is selected, and the 'Contacts' section is highlighted with a red box. The table has columns for Full Name, Role, Email, Business Phone, Status, Is User, Is Key POC / Default Internal Approver, and Actions. The 'Actions' column contains green eye icons for each user.

Full Name	Role	Email	Business Phone	Status	Is User	Is Key POC / Default Internal Approver	Actions
Bethany Francis	Creator	bethanyfrancis@alpine1753570776...	(801) 443-8321	Active	✓		
Dale Frost	Approver	dale.frost@schools.utah.gov/8764...	(801) 531-1172	Active	✓	✓	
Deborah Candler	Approver	deborah-candler.org.62025179174...	(801) 531-1172	Active	✓		
Libby Giles	Approver	libby.giles@schools.utah.gov/4620...	(801) 531-1172	Active	✓		
Tiffie Ash	Creator	tiffie.ash@schools.utah.gov/79785373320...	(435) 781-3930	Active	✓		
Kamela Kalama	Approver	kamela.kalama@schools.utah.gov/26...	(801) 363-1892	Active	✓	✓	
Angela Holden	Approver	angelaholden@schools.utah.gov/41205446936...	(435) 423-4302	Active	✓		
Doug Meacham	Approver	dougmeacham@schools.utah.gov/30354...	(435) 687-9846	Active	✓		
Jonathan Frey	Approver	jonathan.frey@schools.utah.gov/7...	(801) 538-7852	Active	✓		
Noreen Gibbons	Approver	ngibbons@paradigmhigh.org/3366...	(801) 676-1018	Active	✓		

3. Subscribed program tags for the user will be shown.

UTAH grants

Enterprise Grants Management System

Grants Portal

HOME

Opportunities

Applications

Grants

Monitoring

Search

Search

AI

Tasks

My Tasks

Pending Tasks

Org-wide Pending Tasks

Completed Tasks

Activities

My Organization Profile

Manage Organization Profile

Useful Links

Utah.gov

Grants.gov

REI Systems Inc

Additional User Contact

Solution

First Name

Last Name

Email

rebecca.nielsen@schools.utah.gov

Role

Approver

Lead Name

Jamian

Is Key POC / Default Internal Approver?

Sponsoring Agency

USBE

Phone

(801) 610-8400

Tags

Subscribe

Showing 1 to 20 of 39 records

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Tag Name	Tag Description	Actions
REI TAG1	REI TAG1	Subscribe
21st Century Community Learning Centers	21st Century Community Learning Center, Career Pathways	Subscribe
Adult Education	Adult Education Programs	Subscribe
Career & Technical Education (CTE)	Career & Technical Education Grants, Perkins, Computer Science, CTSD Organizations, ProStart, Summer Agriculture...	Subscribe
Child Nutrition Program (CNP)	CNP Equipment Grants, Farm to School, Local Food for School, TEFA	Subscribe
Consolidated Federal Pre-Application	Consolidated Federal Pre-Application	Subscribe
Covid	Pandemic Funding, ARP, ESSER, GEER	Subscribe
Curriculum	Curriculum Development Grants	Subscribe
Digital Teaching and Learning	Digital Teaching and Learning, ED Tech	Subscribe
Driver Education	Drivers Education	Subscribe
Early College, AP, IB, CE	Early College, Advanced Placement, International Baccalaureate, Concurrent Enrollment, Utah PRIME	Subscribe
Fine Arts	Beverly Taylor Sorenson, Arts Subsidy, Professional Outreach Programs (POPS)	Subscribe
Gifted and Talented	Gifted and Talented	Subscribe
Health	CPR Equipment and Training	Subscribe
Homeless & Migrant	Teen Center Grants, Migrant Education, McKinney-Vento	Subscribe
Instructional Materials	Early Interactive Software Support	Subscribe
Library Media	Library Materials	Subscribe
Literacy	Literacy, Reading Difficulties	Subscribe
MSP	Minimum School Program, funding not requiring application	Subscribe
Other	One-Time Funding and Other State Initiatives	Subscribe

Total Records: 39

4. To locate and subscribe to a new tag, click the **Subscribe** button (right side).

Tags

Subscribe

Showing 1 to 20 of 39 records

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Tag Name	Tag Description	Actions
REI TAG1	REI TAG1	Subscribe
21st Century Community Learning Centers	21st Century Community Learning Center, Career Pathways	Subscribe
Adult Education	Adult Education Programs	Subscribe
Career & Technical Education (CTE)	Career & Technical Education Grants, Perkins, Computer Science, CTSD Organizations, ProStart, Summer Agriculture,...	Subscribe
Child Nutrition Program (CNP)	CNP Equipment Grants, Farm to School, Local Food for School, TEFA	Subscribe
Consolidated Federal Pre-Application	Consolidated Federal Pre-Application	Subscribe
Covid	Pandemic Funding, ARP, ESSER, GEER	Subscribe
Curriculum	Curriculum Development Grants	Subscribe
Digital Teaching and Learning	Digital Teaching and Learning, ED Tech	Subscribe
Driver Education	Drivers Education	Subscribe
Early College, AP, IB, CE	Early College, Advanced Placement, International Baccalaureate, Concurrent Enrollment, Utah PRIME	Subscribe
Fine Arts	Beverly Taylor Sorenson, Arts Subsidy, Professional Outreach Programs (POPS)	Subscribe
Gifted and Talented	Gifted and Talented	Subscribe
Health	CPR Equipment and Training	Subscribe
Homeless & Migrant	Teen Center Grants, Migrant Education, McKinney-Vento	Subscribe
Instructional Materials	Early Interactive Software Support	Subscribe
Library Media	Library Materials	Subscribe
Literacy	Literacy, Reading Difficulties	Subscribe
MSP	Minimum School Program, funding not requiring application	Subscribe
Other	One-Time Funding and Other State Initiatives	Subscribe

Total Records: 39

- Select the appropriate Tag for the program of interest. Check the box next to the tag name. Once selected, click the **Add** button to subscribe to the Tag.

The screenshot shows the 'Enterprise Grants Management System' interface. A modal window titled 'Subscribe Tags' is open, displaying a list of tags. The 'Add' button is highlighted in red. The modal shows two tags: 'Science & Technology' and 'Professional Learning and Certification'. The 'Add' button is located at the top right of the modal.

Tag Name	Tag Description
Science & Technology	Science and technology are fields dedicated to understanding the natural ...
Professional Learning and Certification	Professional Learning and Certification

- To unsubscribe from a Program Tag, click the **Bell** in the action's column and then Yes in the confirmation box.

The screenshot shows the 'Enterprise Grants Management System' interface. A 'Confirm' dialog box is open, asking 'Are you sure you want to unsubscribe to this tag?'. The 'Yes' button is highlighted in red. The background shows a list of tags with a red box highlighting the 'Actions' column, which contains a bell icon for each tag.

Tag Name	Tag Description	Actions
REI TAG1	REI TAG1	[Bell Icon]
21st Century Community Learning Centers	21st Century Community Learning Center, Career Pathways	[Bell Icon]
Adult Education	Adult Education Programs	[Bell Icon]
Career & Technical Education (CTE)	Career & Technical Education Grants, Perkins, Computer Science, CTSO Organizations, ProStart, Summer Agriculture...	[Bell Icon]
Child Nutrition Program (CNP)	CNP Equipment Grants, Farm to School, Local Food for School, TEFA	[Bell Icon]
Consolidated Federal Pre-Application	Consolidated Federal Pre-Application	[Bell Icon]
Covid	Pandemic Funding, ARP, ESSER, GEER	[Bell Icon]
Curriculum	Curriculum Development Grants	[Bell Icon]
Digital Teaching and Learning	Digital Teaching and Learning, ED Tech	[Bell Icon]
Driver Education	Drivers Education	[Bell Icon]
Early College, AP, IB, CE	Early College, Advanced Placement, International Baccalaureate, Concurrent Enrollment, Utah PRIME	[Bell Icon]
Fine Arts	Beverly Taylor Sorenson, Arts Subsidy, Professional Outreach Programs (POPS)	[Bell Icon]
Gifted and Talented	Gifted and Talented	[Bell Icon]
Health	CPR Equipment and Training	[Bell Icon]
Homeless & Migrant	Teen Center Grants, Migrant Education, McKinney-Vento	[Bell Icon]
Instructional Materials	Early Interactive Software Support	[Bell Icon]
Library Media	Library Materials	[Bell Icon]
Literacy	Literacy, Reading Difficulties	[Bell Icon]
MSP	Minimum School Program, funding not requiring application	[Bell Icon]
Other	One-Time Funding and Other State Initiatives	[Bell Icon]

- The individual in the Administrator role can change the program tagging for other users by following the same steps above.