

Oklahoma Teacher Empowerment Program (OTEP) Application Access Guidance

The Teacher Empowerment Program is available in the **Grants Management System** in **FY2024**. To access the application:

1. Log in to **Single Sign On**
2. Proceed to **Grants Management and Expenditure Reporting**
3. Select **GMS Access/Select**
4. Select **Fiscal Year 2024** from the dropdown menu
5. Under the category listed **Available** will be a heading **Teacher Recruitment and Retention**
6. In the **Teacher Recruitment and Retention** area will be the **application** for **Teacher Empowerment Program Project 375**.
7. To the far right of the page is a blue box that says **Create**. Please select to create the **application**.
8. Once created, the **application** will be at the top part of the page under the heading **Teacher Recruitment and Retention**.
9. The **application** can now be accessed by selecting the **open** button.

