

**United States Department of Education (ED)  
Office of Postsecondary Education (OPE)  
Federal TRIO Programs (TRIO)**



**User Guide for Digital Signature of APR**

**November2024**

Submitted by

**The Tactile Group**

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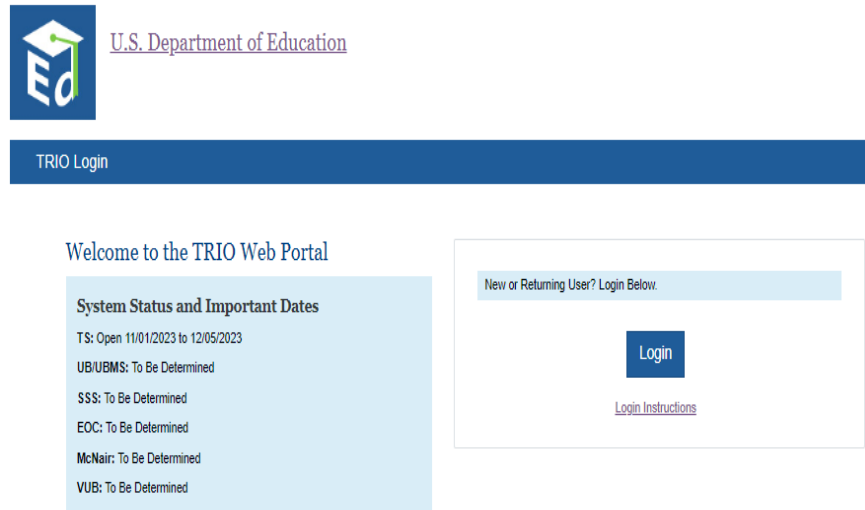
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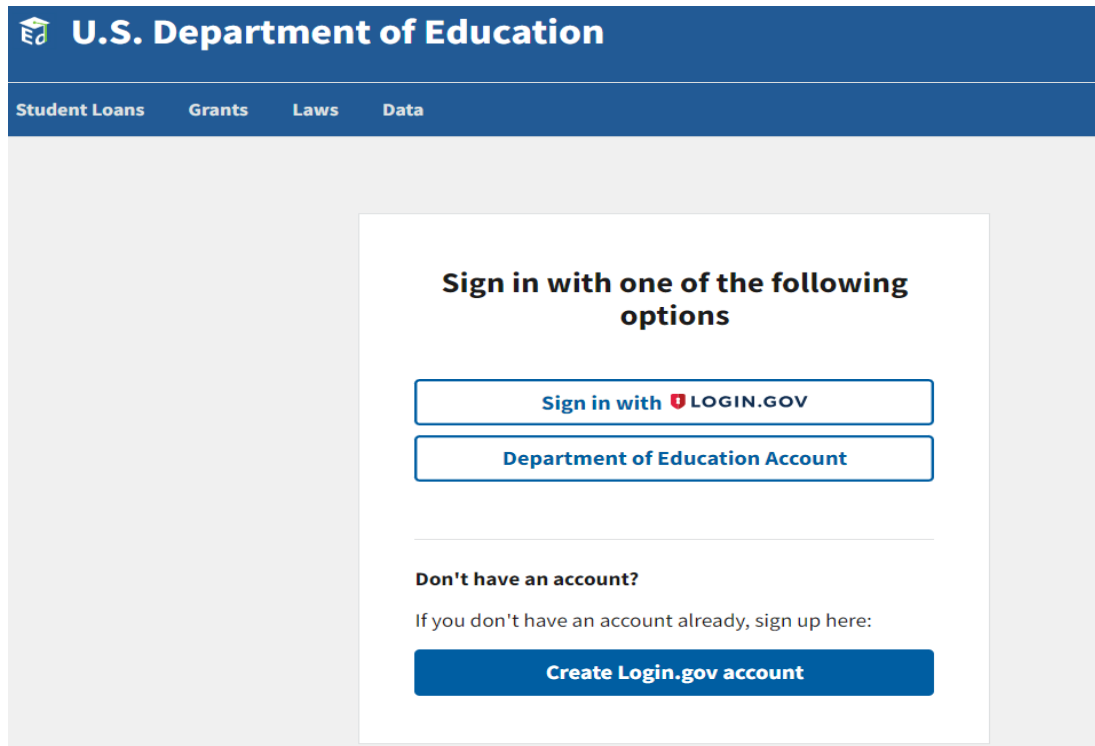
# Project Director Verifies or Designates Certifying Official

**Step 1. Go to the URL:** <https://trio.ed.gov>

The main page of the TRIO APR website is shown below. (Note: If you do not have a Login.Gov that is linked to the TRIO Web Portal, please go to [Login.Gov](https://login.gov) and create an account.)



**Step 2: Click “Sign in with Login.gov.”**



Step 3: Verify a certifying official—Click on the “Go” button for your grant award.

P042A200327	In Process	Pending	Project Director	<b>Go</b>
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- If the Certifying Official contact information is correct, click “Yes” and continue your APR data submission.

### Certifying Official Verification Logout

Please verify the Certifying Official contact information below

- Select “Yes” if the information is correct.
- Select “No” if the information is not correct, then enter the information requested.

NOTE: If you have multiple grants (i.e., PR numbers), please verify the certifying official contact information for each PR Number.

Certifying Official Name:  
Joe Bond

Certifying Official Email Address:  
joe.bond@seminole.edu

Certifying Official Phone #:  
[Redacted]

**Yes** **No** **Skip**

- If the Certifying Official is not correct, click “No” and enter the contact information for your certifying official and continue your data submission.

### Certifying Official Verification Logout

Please verify the Certifying Official contact information below

- Select “Yes” if the information is correct.
- Select “No” if the information is not correct, then enter the information requested.

NOTE: If you have multiple grants (i.e., PR numbers), please verify the certifying official contact information for each PR Number.

Certifying Official Name:  
Joe Bond

Certifying Official Email Address:  
joe.bond@seminole.edu

Certifying Official Phone #:  
[Redacted]

**Yes** **No** **Skip**

- Enter the Certifying Official contact information, click “**Send**” and continue your data submission. If you need to cancel the request, please click the “Cancel” button.

Request User Access

To request access for a certifying official, complete the form below.

Enter the PR/Award number(s) and the contact information for the user, then click the “Send” button. If providing multiple PR numbers, please use a comma and do not enter a space (e.g., P044A21xxx,P044A21xxx, etc.). An e-mail will be automatically sent to the TRIO APR Helpdesk. A Help Desk representative will contact you within two business days.

Reminder: In order for a person to access the TRIO APR Web Portal, they must also have a Login.gov account.

If you want to cancel this request, please click on the “Cancel” button.

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**Date and Time** Tuesday, October 29, 2024 4:26 PM

**PRNO(s): \***

**First Name: \***

**Last Name: \***

**E-mail address: \***

**Phone Number:**

**Role: \*** Certifying Official ▼

Send
Cancel

- If you wish to skip the verification process, click “**Skip**”, and continue your data submission.

**Certifying Official Verification**
**Logout**

Please verify the Certifying Official contact information below

- Select “Yes” if the information is correct.
- Select “No” if the information is not correct, then enter the information requested.

**NOTE:** If you have multiple grants (i.e., PR numbers), please verify the certifying official contact information for each PR Number.

**Certifying Official Name:**

**Certifying Official Email Address:**

**Certifying Official Phone #:**

Yes
No
Skip

#### Step 4: Project Director Designates a Certifying Official

If the information is missing in G6 or the information does not meet certain criteria (e.g., Project Director cannot share the same email with the Certifying Official), you will need to designate a certifying official.

- Click on “**Designate Certifying Official**” button if you wish to designate now. Click on “**Skip**” if you wish to designate later.

#### Certifying Official Designation

Logout

According to our records, you do not have a certifying official on file. In order to complete the APR submission, you need to designate a certifying official.

If you would like to do so now, please click the “Designate Certifying Official” button; otherwise, click “Skip”, and continue your data submission.

Designate Certifying Official

Skip

- Enter the contact information for your certifying official, click “**Send**” and continue your data submission. If you need to cancel this request, click on the “Cancel” button.

#### Request User Access

To request access for a certifying official, complete the form below.

Enter the PR/Award number(s) and the contact information for the user; then click the “Send” button. If providing multiple PR numbers, please use a comma and do not enter a space (e.g., P044A21xxxx,P044A21xxxx, etc.). An e-mail will be automatically sent to the TRIO APR Helpdesk. A Help Desk representative will contact you within two business days.

Reminder: In order for a person to access the TRIO APR Web Portal, they must also have a Login.gov account.

If you want to cancel this request, please click on the “Cancel” button.

---

**Date and Time** Tuesday, October 29, 2024 4:26 PM

**PRNO(s): \***

**First Name: \***

**Last Name: \***

**E-mail address: \***

**Phone Number:**

**Role: \***

## APR Certification – Digital Signature

Following the submission of your data, the Project Director will be asked to approve the APR. Approval occurs entirely within the TRIO APR system and consists of two roles. A Project Director and a Certifying Official will separately be required to log in and approve the APR. Only the Project Director has the authority to sign the APR even if the data entry person submits the APR data.

The PR numbers associated with your Institution will be displayed. If you are the Project Director, you will see your role as ‘Project Director’. The Signature Status column shows the status of Digital Signature process.

**Pending** means both the Project Director and Certifying Official have not certified the APR data.

**PD only** means the Project Director has submitted the APR data and has signed the APR; however, the Certifying Official has not yet certified the data.

**Approved** means both the Project Director and Certifying Official have signed and certified the APR; therefore, your APR data submission is considered complete.

PR Number	Web Status	Signature Status	Role	Action
P042A200151	Unsubmit	Pending	Project Director	<a href="#">Go</a>
P042A200166	Web Submit	Approved	Project Director	<a href="#">Go</a>
P042A200327	Web Submit	PD Only	Project Director	<a href="#">Go</a>

# Project Director APR Certification

To certify APR data, check the box under “**Certification (Required)\***”, then, click **Approve**.

Once the Project Director checks the box, an email will be sent to the Project Director notifying they have approved the APR data submission. In addition, the Certifying Official will receive an email requesting they login to the TRIO Web Portal and approve the submission.

APR Submitted!

### 2023-24 SSS Annual Performance Report Preliminary Submission

Your annual performance report (APR) data for 2023-24 is now in preliminary submission status; however, before we can consider your submission complete, you must certify your data. To certify the information, please check the box under "2023-24 APR Data Certification".

**Obtain Annual Performance Report PDF:**

The final PDF format APR report for your grantee has been generated in our system. Please click on the PDF file name to display a printable version of your APR submission in PDF format or right click on it to save the file on your local PC. Or click the Generate HTML button to display a printable version of your APR submission in HTML format. Adobe Acrobat Reader is required to view the file. To download a free copy, go to the [Adobe web site](#).

**PDF Report**   **HTML Report**

**Generate Excel file for Section II - Individual Participant Data for 2023-24:**

Click the "Download Data" button to obtain an Excel file of the individual participants records (Section II of the APR).

**Download Data**

**Obtain a Copy of the Appendix: PE Formulas:**

Please click this link to download a copy of the [Brief summary of policies and procedures for assessing your Prior Experience points](#).

### 2023-24 APR Data Certification:

**Note:** Beginning in reporting period 2023-24, all grantees will be required to provide a digital signature of both the project director and certifying official attesting the annual performance report data is accurate, complete, and verifiable. As such, your APR submission is not complete until you and the certifying official have certified the data. **Your project has two (2) business days from the point of this submission to provide the required signatures.**

**Signature Page**

Please certify the information submitted by completing the form below.

**PR/Award Number:** P042A200327

**Date and Time:** 10/29/2024 5:43:19 PM

**Role:** Project Director

**Full Name:** Julie Laurel

**Email:** Julie.Laurel2@ed.gov

**Certification (Required) \***

To the best of my knowledge and belief, I certify that all of the information in this report is accurate, complete, and verifiable.

**By Certifying:** I acknowledge that failure to submit true and correct information or failure to remain in compliance with the terms and conditions of this grant may result in liability under the False Claims Act, 31 U.S.C. § 3729, et seq.; OIG Guidelines to Agencies on Governmentwide Debarment and Suspension (non-procurement) in 2 C.F.R. part 101, as adopted and amended as regulations of the Department in 2 C.F.R. part 3436; and 18 U.S.C. § 1001, as appropriate, and/or other enforcement actions.

**Warnings:** I acknowledge that any person who knowingly provides false or misleading information in this certification may be subject to a \$250,000 fine per individual, a \$500,000 fine per organization, and/or imprisonment up to five years under the provisions of 18 U.S.C. § 1001. Furthermore, Federal funds or other benefits may be withheld under this program unless this report is completed and filed as required by existing law (20 U.S.C. 1231a) and regulations (34 CFR 75.590 and 75.720).


**Approve**



## Certifying Official APR Certification

Once the Project Director has certified the APR data, the Certifying Official will receive an email from TRIO Help Desk notifying them to login to the [TRIO Web Portal](#) and digitally certify the data. **Note:** The Certifying Official must have established a Login.gov account using the contact information as verified or designated by the Project Director.

- To certify APR data, login to the TRIO Web Portal and click on the “Go” button for the grant you wish to certify.

P042A200166	Web Submit	PD Only	Certifying Official	
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Note: If you login to TRIO Web Portal before the APR data is submitted, you will not see a “Go” button as the APR is still “In Process”.

- Check the box under “**Certification (Required)\***”, then, click **Approve**.

2023-24 SSS Annual Performance Report Preliminary Submission

Your annual performance report (APR) data for 2023-24 has been submitted and signed by your Project Director. Please see the "Note" below for next steps.

**Obtain Annual Performance Report PDF:**

For recordkeeping purposes, you can click on the PDF Report button to generate a printable version of your APR submission in PDF format. In addition, you may click the HTML Report button to display a printable version of your APR in that format. Adobe Acrobat Reader is required to view the file. To download a free copy, go to the [Adobe web site](#).

[PDF Report](#) [HTML Report](#)

**Generate Excel file for Section II - Individual Participant Data for 2023-24:**

Click the "Download Data" button to obtain an Excel file of the individual participants records (Section II of the APR).

[Download Data](#)

**Obtain a Copy of the Appendix: PE Formula:**

Please click this link to download a copy of the [Brief summary of policies and procedures for assessing your Prior Experience points](#).

**Next Steps:**

**Note:** In order for the APR submission to be considered complete, you, as the certifying official for this grant, must also certify that the APR information is accurate, complete, and verifiable. As such, if you are ready to certify the APR information, please check the box below and click the button "Approve".

**Signature Page**

Please certify the information submitted by completing the form below.

PR/Award Number: P042A200166

Date and Time: 10/29/2024 5:46:20 PM

Role: Certifying Official

Full Name: Demarco Laurel

Email: jsais@gmail.com

**Certification (Required) \***

To the best of my knowledge and belief, I certify that all of the information in this report is accurate, complete, and verifiable.

By Certifying: I acknowledge that failure to submit true and correct information or failure to remain in compliance with the terms and conditions of this grant may result in liability under the False Claims Act, 31 U.S.C. § 3729, et seq.; OMB Guidelines to Agencies on Governmentwide Debarment and Suspension (Non-procurement) in 2 C.F.R. part 180, as adopted and amended as regulations of the Department in 2 C.F.R. part 3485; and 18 U.S.C. § 1001, as appropriate, and/or other enforcement actions.

Warnings: I acknowledge that any person who knowingly provides false or misleading information in this certification may be subject to a \$250,000 fine per individual, a \$500,000 fine per organization, and/or imprisonment up to five years under the provisions of 18 U.S.C. § 1001. Furthermore, Federal funds or other benefits may be withheld under this program unless this report is completed and filed as required by existing law (20 U.S.C. 1231a) and regulations (34 CFR 75.500 and 75.720).

[Approve](#)