Appendix B – MSDE Secure Web Client Access and Submission Procedures

The Maryland State Department of Education (MSDE) Division of Early Intervention and Special Education Services (DEI/SES) provides grantees with access to an account on the MSDE Secure Web Client for each grant program. This access enables the secure outbound submission of the grantee's grant related documents at any time of day, 365 days per year. Access is also provided to an inbound folder to receive grant documents disseminated by the grant program. **Grantees must submit all required submissions, including pdf-formatted grant application, reporting, and amendment request documents, through the MSDE Secure Web Client.**

Grantees must upload documents to the "To MSDE" folder and will receive documents sent by the MSDE, DEI/SES in the "From MSDE" folder. After a document is uploaded to the MSDE Secure Web Client, the file name will be displayed with the time-stamp of the upload**. The MSDE, DEI/SES recommends that grantees save a screen shot of this information as proof of submission.** The MSDE, DEI/SES does not routinely search the MSDE Secure Web Client Server for submitted documents. **After uploading documents, grantees must notify their designated fiscal grants liaison of the upload by email, specifying the names of the uploaded documents, to ensure timely processing.**

The MSDE Secure Web Client is intended for file transfer only; not file storage. **Files sent by the MSDE, DEI/SES to grantees are subject to deletion from each account's inbound directory 90 days from the date of posting.** Therefore, the MSDE, DEI/SES recommends that documents sent to the grantees be immediately downloaded and saved to local storage facilities.

The MSDE, DEI/SES has designated the program director/project manager for each grant as a Grants Submission Coordinator (GSC). Each GSC has been given access to the grant files on the MSDE Secure Web Client and can log in at https://sst.msde.maryland.gov ,using his/her email address registered with the grant and a provided password. Separate access is provided for each individual user (No shared accounts). To change the designated GSC or to request access for additional personnel, the GSC must contact the designated fiscal grants liaison. **The GSC has ongoing responsibility for ensuring that only authorized individuals have access to the MSDE Secure Web Client and must immediately notify the designated fiscal grants liaison by email to deactivate access for, as an example, an employee who leaves the employ of the grantee.**

Upon the initial log on, users will be required to create a new password. Usernames and passwords are case sensitive. Passwords will expire after 90 days and must contain at least:

- 6 characters;

- One alpha character

- One numeric character; and

- One special character.

Pictured below is the screen that users will see after successfully logging on to the MSDE Secure Web Client. Users will see the Shared Folders (with "SF" prefix) to which they have been granted access.
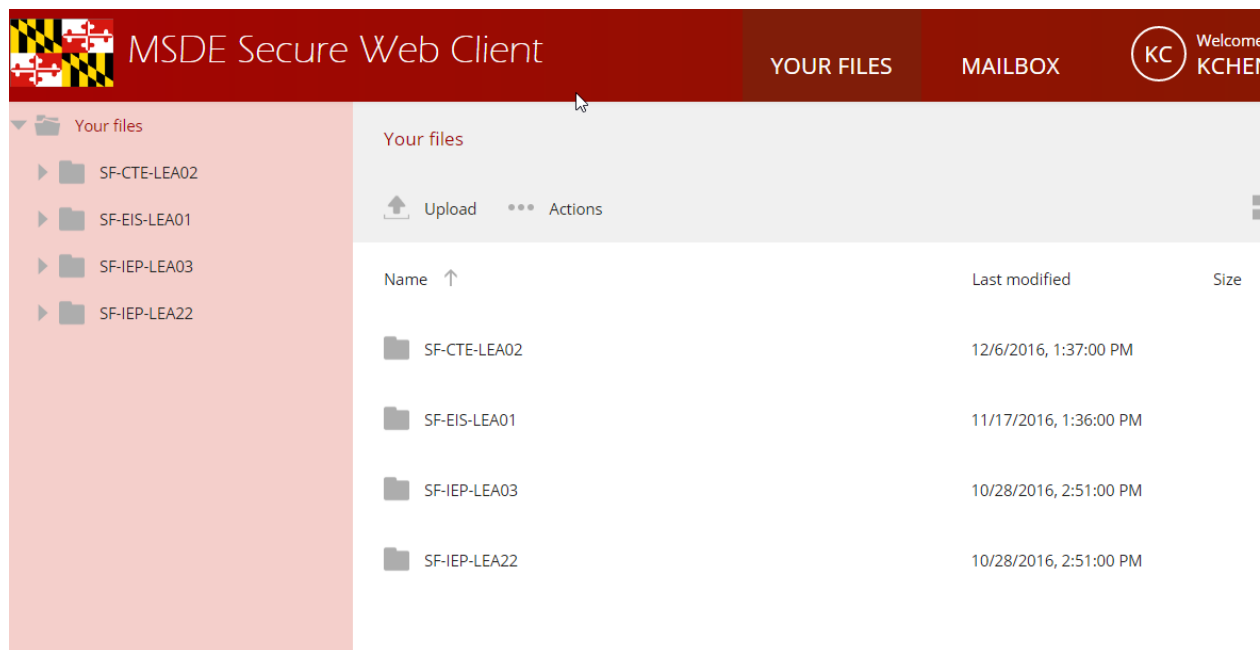
To upload files to those folders:

1. Double click on the folder to which you want to upload a file.

2. Either drag and drop a file into the web browser or click the upload button.

<div align="center">File Naming Convention</div>

Grantees are responsible for ensuring that each submission is uploaded separately and is labeled according to the following specifications.

For all grant applications, the name of the file must be constructed as follows:

FileCode_EntityID_SFY_GrantNameCode_APP.pdf

1. **FileCode and EntityID**, each followed by an "_" correspond to the sections after the prefix "SF" of the MSDE Secure Web Client folder name to which the submission is being uploaded.

   The options are:

   - PBG – IDEA Part B Grants

   - NONG – Non-LSS Grants

2. **Four-digit State Fiscal Year (SFY)** followed by "_",

3. **Grant Name Code** from the list below followed by "_",

4. The word **APP** followed by the file extension, ".pdf."

Example: PBG_LSS02_2020_LAFF_APP.pdf (This would be the file name for Anne Arundel County Public Schools' submission of the SFY 2021 LAFF Grant application.)

For all grant amendment requests and reports, the name of the file must be constructed as follows:

FileCode_EntityID _SFY_GrantNameCode_Grant #_TypeCode.pdf

1. **FileCode and EntityID**, each followed by an "_" correspond to the sections after the prefix "SF" of the MSDE Secure Web Client folder name to which the submission is being uploaded.

   The options are:

   - PBG – IDEA Part B Grants

   - NONG – Non-LSS Grants

2. **Four-digit State Fiscal Year (SFY)** followed by "_",

3. **Grant Name Code** from the list below followed by "_",

4. **Grant Number**, including the **Line Number** from the Notice of Grant Award, followed by "_",

5. **Type Code** from the list below, followed by the file extension, ".pdf."

Example: PBG_LSS13_2021_PPPSS_21542302_FPR.pdf (This will be the file name for Howard County's submission of its Final Progress/Cumulative Variance Report for its SFY 2021 LAFF Line 2 of hypothetical grant number 215423.)

GRANT NAME CODES

LAFF (Initial Application)	LAFF
Passthrough	PASS
Passthrough PPPSS	PPPSS
Passthrough CCEIS	PTCCEIS
Special Education Citizens Advisory Committee	SECAC
Consortia	PTCON/PSCON
Early Childhood Implementation	ECLIR
Secondary Transition Implementation	STLIR
Access, Equity and Progress Implementation	AEPLIR
Family Support Systems	FSS
Professional Learning Opportunity	PLO
Preschool Passthrough	PSPASS
Preschool PPPSS	PSPPPSS
Preschool CCEIS	PSCCEIS
State Systemic Improvement Plan	SSIP
TIES Center for State Support	TIES

GRANT TYPE CODES

Application	APP
Amendment	AMD
Interim Progress Report &	IPCVR
Cumulative Variance	
2nd Interim Progress Report &	IPCVR2
Cumulative Variance	
Final Financial Report (Paper)	FFR
Payment Code 0 Invoice	INV#
Annual Financial Report (Paper)	AFR

LSS/PA CODES

01 = Allegany	09 = Dorchester	17 = Queen Anne's	27 = MSDE/JSE
02 = Anne Arundel	10 = Frederick	18 = St. Mary's	28 = Not used
03 = Baltimore County	11 = Garrett	19 = Somerset	29 = Adult Corrections
04 = Calvert	12 = Harford	20 = Talbot	30 = Baltimore City
05 = Caroline	13 = Howard	21 = Washington	32 = SEED School
06 = Carroll	14= Kent	22 = Wicomico	33 = MD School/Blind
07 = Cecil	15 = Montgomery	23 = Worcester	34 = MD School/Deaf
08 = Charles	16 = Prince George's		