



Learner Outcomes Tracking System (LOTS)

Introduction to the LOTS Grantee Portal
February 2024



Agenda

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1. Accessing the System
2. Navigating in the LOTS Grantee Portal
3. Grantee Information- Edit Grantee
4. New Skills Development and New Self-Sufficiency
5. View Project List
6. Project List - Action Options (delete and print)



Good to Know

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1. Purpose of the new LOTS system
2. Grant application and management will now occur entirely within the LOTS system for Skills Development Fund and Self-Sufficiency Fund
3. Applications for Skills for Small Business will still be paper based however, participant data will need to be entered into the new LOTS system
4. Project Status – review project status Job Aid
5. Training materials are available on the [TWC LOTS webpage](#)

Navigation - Learning Outcomes

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By the end of this module, learners will be able to complete the following outcomes:

1. Navigate to the Home page.
2. Sign out of LOTS.
3. View Project ID, Name, and Status.
4. Review details of the Summary page.
5. Print the Summary Page
6. Delete Grant



1 – Accessing the System

Accessing the System – Getting Started

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The Users from each Grantee organization will receive an email from Okta containing a link to the system and an invitation to join LOTS.

Clicking the link will take the User to the Okta login page where a username and password will be created to gain access to the system.



Accessing the System - Good to Know

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1. A new user account **SHOULD NOT** be created if there is a change in point of contact. If changes to organization or point-of-contact information are needed, the organization should login to LOTS and update information through the system and within the current system record for that organization.
2. Creating a new User account for an existing organization could cause multiple records for the same organization to be created within the system.

2 – Navigation

Navigation - Steps to Complete Task

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1. Log into the LOTS Grantee Portal.
2. Review icons and buttons from the Home page.

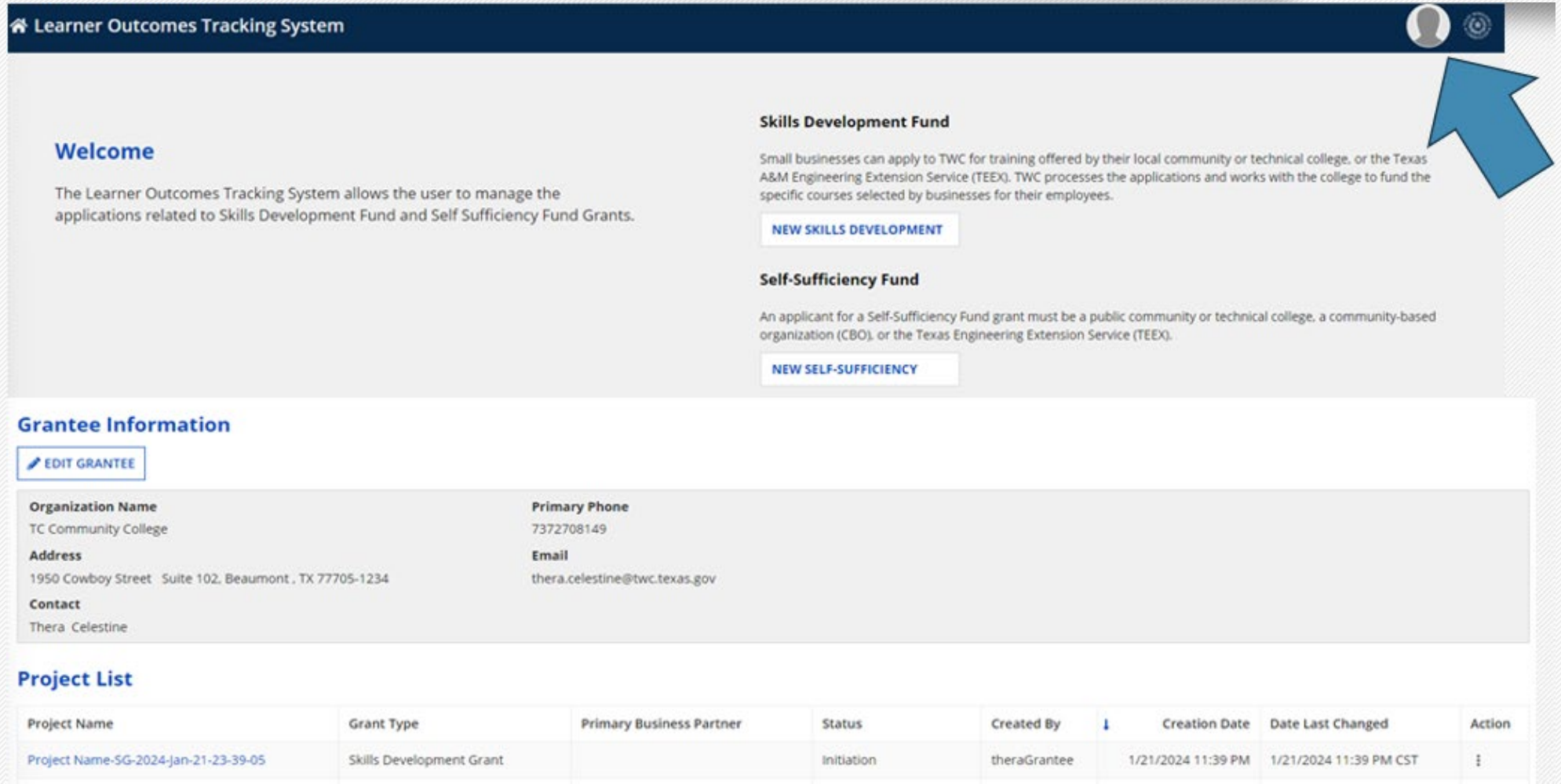


Home Page

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Click on the profile icon to:

- Update your profile
- Change your user settings
- Sign Out of the system



Learner Outcomes Tracking System

Welcome

The Learner Outcomes Tracking System allows the user to manage the applications related to Skills Development Fund and Self Sufficiency Fund Grants.

Skills Development Fund

Small businesses can apply to TWC for training offered by their local community or technical college, or the Texas A&M Engineering Extension Service (TEEX). TWC processes the applications and works with the college to fund the specific courses selected by businesses for their employees.

[NEW SKILLS DEVELOPMENT](#)

Self-Sufficiency Fund

An applicant for a Self-Sufficiency Fund grant must be a public community or technical college, a community-based organization (CBO), or the Texas Engineering Extension Service (TEEX).

[NEW SELF-SUFFICIENCY](#)

Grantee Information

[EDIT GRANTEE](#)

Organization Name TC Community College	Primary Phone 7372708149
Address 1950 Cowboy Street Suite 102, Beaumont, TX 77705-1234	Email thera.celestine@twc.texas.gov
Contact Thera Celestine	

Project List

Project Name	Grant Type	Primary Business Partner	Status	Created By	Creation Date	Date Last Changed	Action
Project Name-SG-2024-Jan-21-23-39-05	Skills Development Grant		Initiation	theraGrantee	1/21/2024 11:39 PM	1/21/2024 11:39 PM CST	⋮

3 – Grantee Information

Grantee Information-Edit Grantee

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- The EDIT GRANTEE button allows users to edit the General Information and Contact Information for the organization.
- Editing any of the General Information or Contact Information, applies to all projects.



Grantee Information

[EDIT GRANTEE](#)

Organization Name TC Community College	Primary Phone 7372708149
Address 1950 Cowboy Street Suite 102, Beaumont, TX 77705-1234	Email thera.celestine@twc.texas.gov
Contact Thera Celestine	

Grantee Information-Edit Grantee Page

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Grantee Information

General Information

Organization Name*
TC Community College

please enter at least 4 characters to check if Organization already exist

Street* 1950 Cowboy Street <small>No P.O. Boxes</small>	Apt, suite, etc. Suite 102
City* Beaumont	State* TEXAS
ZIP Code (5 digit)* 77705 <small>5/5</small>	ZIP Code (4 digit) 1234 <small>4/4</small>

Institution Type*
College or University: two year

House - Texas Legislative District*
3-Cecil Bell Jr.

Senate - Texas Legislative District*
3-Robert Nichols

Lookup Texas Legislative District [Clear Auto filled information](#)

Contact Information

First Name* Thera	Middle Name	Last Name* Celestine
Title* Workforce Director		
Primary Phone Number* (737) 270-8149	Primary Phone Extension	
Secondary Phone Number	Secondary Phone Extension	
Email Address* thera.celestine@twc.texas.gov	Fax	

4 – View Project List

View Project List

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Within the Project List grid, users can view the following:

1. Project Name and Status.
2. Grant Type
3. Primary Business partner
4. Created By, Creation Date, and Date Last Changed
5. Action Buttons



View Project List - Grid

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Project List

Project Name	Grant Type	Primary Business Partner	Status	Created By	Creation Date	Date Last Changed	Action
Project Name-SG-2023-Dec-22-16-10-40	Skills Development Grant	BP - Tamara 12	Project Development	tamaraGrantee	12/22/2023 4:10 PM	12/22/2023 5:04 PM CST	⋮
Project Name-SG-2023-Dec-19-04-25-33	Skills Development Grant		Initiation	tamaraGrantee	12/19/2023 4:25 AM	12/19/2023 4:25 AM CST	⋮
Project Name-Self-Sufficiency-2023-Dec-12-15-18-55	Self Sufficiency Grant		Expired	tamaraGrantee	12/12/2023 3:18 PM	1/10/2024 2:51 PM CST	
Project Name-Self-Sufficiency-2023-Dec-12-14-53-47	Self Sufficiency Grant		Active	tamaraGrantee	12/12/2023 2:53 PM	12/20/2023 3:51 PM CST	

- Some columns can be sorted by clicking on the header column.
- Once you click the column header, an arrow appears that allows you to sort in alphabetical order or reverse alphabetical order.



View Project List – Action Buttons

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Use the Action buttons to Print or Delete an application or grant. The print action can be completed in all status types but the Delete action can only be completed when a project is in initiation status.

Project List

Project Name	Grant Type	Primary Business Partner	Status	Created By	Creation Date	Date Last Changed	Action
Project Name-SSBG-2023-Nov-22-11-00-15	Skills for Small Business Grant	Tamara's Business	Active	blakeStaff	11/22/2023 11:00 AM	11/27/2023 3:32 PM CST	⋮
Project Name-SSBG-2023-Dec-08-13-52-40	Skills for Small Business Grant		Active	blakeStaff	12/8/2023 1:52 PM	1/26/2024 12:24 PM CST	⋮
Project Name-Self-Sufficiency-2023-Dec-12-14-53-47	Self Sufficiency Grant		Active	tamaraGrantee	12/12/2023 2:53 PM	12/20/2023 3:51 PM CST	⋮
Project Name-SSBG-2023-Nov-22-10-20-39	Skills for Small Business Grant		Expired	tamaraStaff	11/22/2023 10:20 AM	1/1/2024 1:00 AM CST	⋮
Project Name-Self-Sufficiency-2023-Dec-12-15-18-55	Self Sufficiency Grant		Expired	tamaraGrantee	12/12/2023 3:18 PM	1/10/2024 2:51 PM CST	⋮
Project Name-Self-Sufficiency-2023-Nov-30-14-10-08	Self Sufficiency Grant		Initiation	tamaraGrantee	11/30/2023 2:10 PM	12/20/2023 2:49 PM CST	⋮
Project Name-Self-Sufficiency-2023-Nov-30-15-23-57	Self Sufficiency Grant		Initiation	tamaraGrantee	11/30/2023 3:23 PM	11/30/2023 3:23 PM CST	⋮
Project Name-Self-Sufficiency-2023-Dec-01-09-37-47	Self Sufficiency Grant		Initiation	tamaraGrantee	12/1/2023 9:37 AM	12/1/2023 9:37 AM CST	⋮
Project Name-SG-2023-Dec-08-09-59-44	Skills Development Grant	Nursing Home 01	Initiation	tamaraGrantee	12/8/2023 9:59 AM	12/20/2023 2:55 PM CST	⋮
Project Name-SDF-2023-Dec-08-13-02-30	Skills Development Grant	TS Electric LLC	Initiation	tamaraStaff	12/8/2023 1:02 PM	1/10/2024 4:02 PM CST	⋮

1-1  Delete Grant  Print



1. Job Aid: View the related Job Aid for this course – Introduction to LOTS
2. Related Courses
 1. Self-Sufficiency Fund
 2. Skills Development Fund
 3. Skills for Small Business

All training documents are available on the [TWC LOTS webpage](#).

Wrap-up

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