



LIBRARY SERVICE AND TECHNOLOGY ACT (LSTA) MID-PROJECT PROGRAM NARRATIVE REPORT FAQ

1. What email address should I use when setting up my account?

Each library can decide which email address to use for the account – typically this would be the library director, project director or person completing the form online (Submitter). Remember that these login credentials (username, password, email address associated with account) will be needed for continued access to the report, as you work through it, and they may need to be shared with others who work on the report.

2. If my library has multiple grants should I set up a separate login for each separate grant report?

The State Library recommends that each library only set up one login for all reports, and use this same login if multiple reports need to be filed. The login can be used to create separate reports for each grant received by your library, using the same online form. Multiple users can use the same login simultaneously and access different reports simultaneously.

You can choose to set up separate logins for each grant; however, most libraries have found it easier to just establish one login, regardless of the number of grant reports you need to file. If you use one login for all reports, then you will be able to access all reports for all your separate grants through that one login. However, it does mean that all users who share that login can access all reports, not just the one for their specific project – which could lead to problems if a user accesses someone else's report. With the one login for all grant reports, if the director wanted to access all reports to review them that could be done easily through the one login.

If each grant project has a unique login, then that login would only be able to access the report created for that grant, eliminating the potential problem above, but then you would need to track the specific logins for each grant. Additionally, the director would need to log in to each account separately to review each report.

3. How can my grant monitor access the report?

You can share the login with your grant monitor if you need their assistance or review in completing the report. When your report is submitted online, your grant monitor will receive a copy by email.