How to Complete a Training Grant Application in PRS (EMS)

1. Go to the Program Reporting System (PRS) link at
   https://secure.apps.nd.gov/doh/prs/Security/LoginForm/LoginForm?ReturnUrl=%2fdoh%2fprs%2f and add to your Favorites. (Or, go to your "Favorites" if you have already saved PRS as a Favorite.)
2. Enter Login ID and Password.
3. Click on the "Contractor Programs" name/link. (Note: If you have access to more than one agency and need to switch to a different agency, click on the "(change)" link next to the agency name, click on the drop-down arrow, select the agency you need access to and click on the "Ok" button.)
4. Click on the "Application" link of the program/grant you are applying for. (Note: Several applications are available, please be sure to select the correct application. You may select another application by going back to Step 3 above when you are ready to complete another application).
5. Click on the drop-down arrow and select the earliest date listed. Click on the "Ok" button.
6. See left side of the screen. Click on the "Check Out Application" button.
7. Complete the information in the application.
8. Click on the "Save" button on the bottom of the page. (Note: Due to security, the system is designed to automatically log you off the system after approximately 10 minutes of no activity. Therefore, it is important to click on the "Save" button on the bottom of the page if you are interrupted or if need to complete at a later time, otherwise, you will lose any unsaved information.)
9. If you need to attach a document, click on the "Attachments" link located below the "Generate PDF" button. Click on the "Add Attachment" button. Click on the "Browse…" button to locate the document to attach. Once you have located the document, click on the document and click on the "Open" button. Click on the "Ok" button. Repeat this step until all documents have been added.
10. If you need to delete an attachment, click on the "Attachments" link located below the "Generate PDF" button. Click on the "garbage can" symbol which is the delete feature to remove the attachment. A message will display asking if you want to delete, click on the "Ok" button.
11. If you have completed the application, click on the "Save" button on the bottom of the page.
12. See left side of the screen. Click on the "Check In Application" button.
13. See left side of the screen. Click on the "Validate" button to determine if there are any questions required to be answered. If no questions are shown, you are ready to submit the application. If questions are shown, click on the "X" on the screen and go to the question(s) as noted which need to be completed. You will need to click on the "Check Out Application" button to answer the question(s). Once you have completed all the questions, go back to Step 11 above.
14. Once you are ready to submit the application, make sure that "Check Out Application" button is displayed on the left side of the screen. If the "Check In Application", button is displayed, click on the button. When you are ready to submit the application, click on the "Submit" button.

15. Click on the "Generate PDF" button if you want a printout. Note: A copy of the report is stored in PRS and may be accessed at any time.
16. If you need to complete another application, return to Step 4.
17. Click on the "Log Out" link located next to your name to exit PRS.

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