How to Submit an Instrument in Tracker

If you uploaded files to the LEA/BOCES – 0000 entity, you will NOT need to *submit the instrument* (or use these instructions).

If you uploaded all appropriate files to your district entity and completed the LEA Self-Review sections (detailed in separate instructions called *How to Upload a File to Your District Entity*), you will also need to Submit the Instrument so that your information can be reviewed by CDE.

1. Log into Tracker at https://tracker.cde.state.co.us with your e-mail address and password.

2. Click on **Your District.** (Denver County 1 is used in this example.)
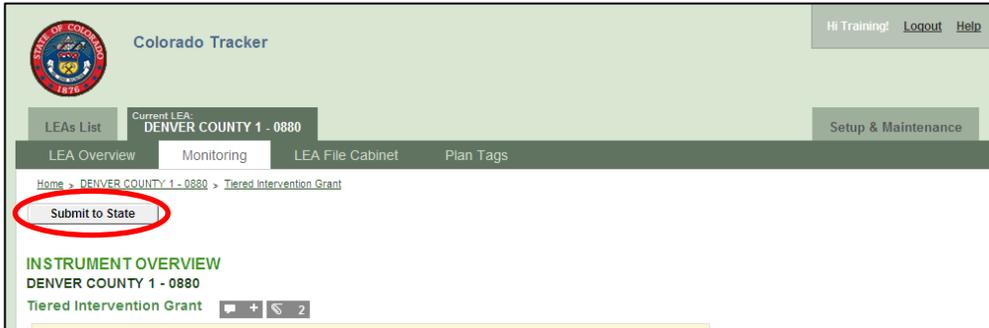

3. Under instruments, click on the **appropriate instrument**. (Tiered Invention Grant used in this example.)

4. Click on the **Submit to State** button. This generates an e-mail to CDE reviewers that your district's instrument is ready for review.
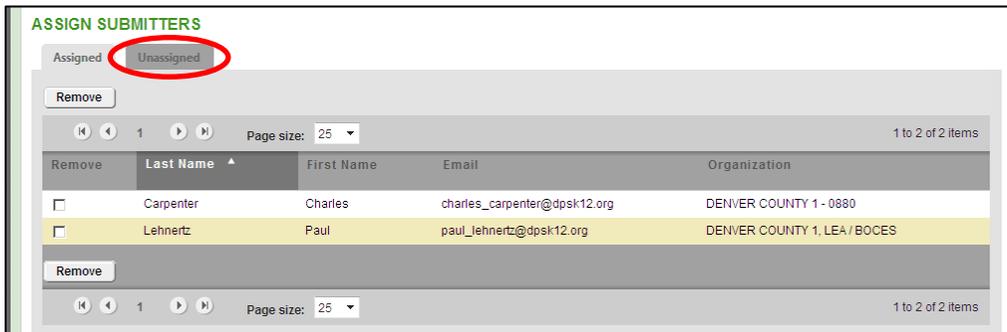
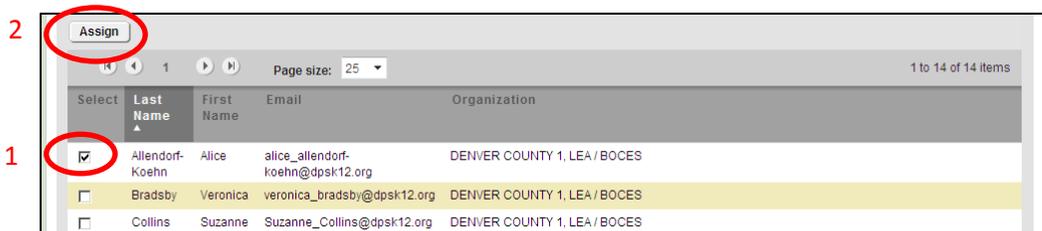   If you do not see the *Submit to State* button, go to step 5.

5. To access the *Submit to State* button, click on the **Edit** link next to LEA Submitters.
   (If you do not see the *Edit* link, contact personnel at your district with Tracker Administrator access or contact the Tracker help desk at cotrackerhelp@cde.state.co.us.)

6. Click on the **Unassigned** tab.

7. Click on the **checkbox** next to your name. Then click the **Assign** button.

8. Click on the **Return to Instrument Overview** link.

9. Click the **Submit to State** button which now appears near the top of the page.