

# **GAINING EARLY AWARENESS AND READINESS FOR UNDERGRADUATE PROGRAMS**

## **GEAR UP**

Final Performance Report  
Website User's Guide

U.S. Department of Education



Updated 9/15/2019

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## **I. Introduction**

Under Section 75.590 of the Education Department General Administrative Regulations (EDGAR), State and Partnership projects funded under the Gaining Early Awareness and Readiness Programs (GEAR UP), U.S. Department of Education (ED), must submit a Final Performance Report (FPR). FPR data is used to report on 1993's Government Performance and Results Act (GPRA) to Congress which evaluate the effectiveness of the grant program.

The FPR collects data on three critical areas: the number of seniors graduating from high school with a diploma, the number of enrolled in postsecondary institutions, and the efficiency measure of cost per student.

The FPR consists of a grantee profile sheet and six sections.

**GRANTEE PROFILE** – Grantee Profile requires grantees to provide grantee and institutional information, such as PR Award Number, Name of Grantee, Address, etc.

**SECTION I** – Executive Summary requires grantees to provide a brief description of the project's overall accomplishments, highlighting major outcomes, successes, and challenges.

**SECTION II** – Narrative allows grantees to provide data on project successes and areas of greatest impact; barriers or challenges; progress towards meeting proposed objectives; lessons learned; effect of the project on participants' academic achievement and/or performance; and sustainability of activities and outcomes.

**SECTION III** – Grant Administration Information requires grantees to provide data on changes in project design; changes in partners; and details about scholarship components, if applicable.

**SECTION IV** – Demographic Data requires grantees to provide data on students served and ethnicity/racial background.

**SECTION V** – Student Outcomes requires grantees to provide data on cumulative course completion, graduation rates, FAFSA completion, and postsecondary enrollment.

**SECTION VI** – Grant Budget requires grantees to provide data on actual Federal expenditures and actual matching contributions in a variety of budget categories over the life of the grant.

## II. Disclaimer Screen

Every time you access the system you must accept the terms of the following disclaimer.

### Warning

You are accessing a U.S. Federal Government computer system intended to be solely accessed by individual users expressly authorized to access the system by the U.S. Department of Education. Usage may be monitored, recorded, and/or subject to audit. For security purposes and in order to ensure that the system remains available to all expressly authorized users, the U.S. Department of Education monitors the system to identify unauthorized users. Anyone using this system expressly consents to such monitoring and recording. Unauthorized use of this information system is prohibited and subject to criminal and civil penalties. Except as expressly authorized by the U.S. Department of Education, unauthorized attempts to access, obtain, upload, modify, change, and/or delete information on this system are strictly prohibited and are subject to criminal prosecution under 18 U.S.C § 1030, and other applicable statutes, which may result in fines and imprisonment. For purposes of this system, unauthorized access includes, but is not limited to:

- Any access by an employee or agent of a commercial entity, or other third party, who is not the individual user, for purposes of commercial advantage or private financial gain (regardless of whether the commercial entity or third party is providing a service to an authorized user of the system); and
- Any access in furtherance of any criminal or tortious act in violation of the Constitution or laws of the United States or any State.

If system monitoring reveals information indicating possible criminal activity, such evidence may be provided to law enforcement personnel.

[CLICK HERE TO ACCEPT](#)

If you don't accept the terms on this screen, you may not use the system.

### Browser Compatibility and Security Information

Recommended browsers for this website include:

- Chrome version 41 and newer
- Firefox version 44 and newer
- Safari version 10 and newer
- Internet Explorer 11 on Windows 10
- Microsoft Edge

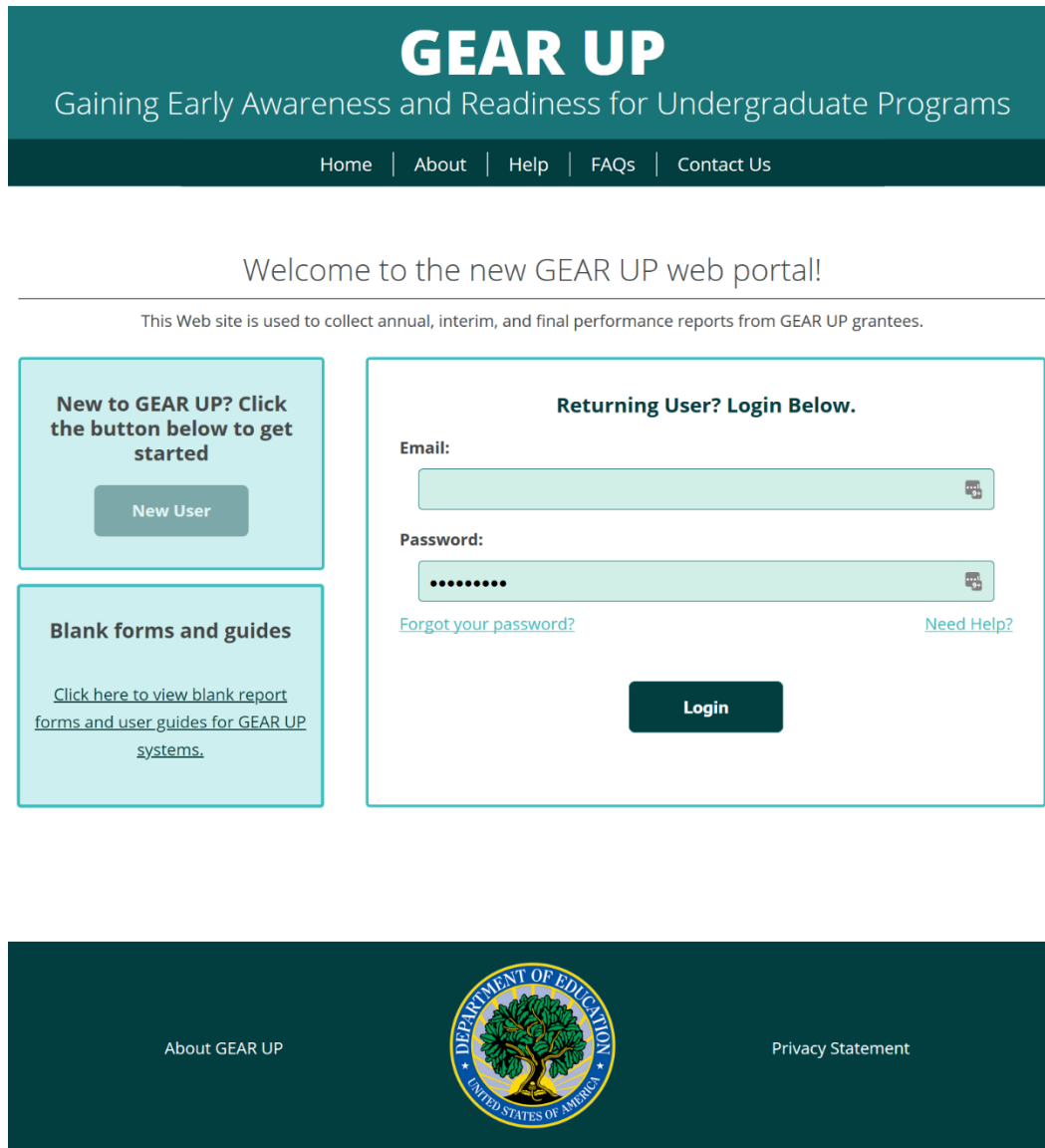
Please be aware that versions of Internet Explorer less than 11 (IE 10, IE 9, etc.), and versions of Windows less than 10 (Windows 8.1, Windows 7, Windows Vista) are no longer supported by Microsoft, and therefore are no longer receiving security patches, bug fixes, or updates.

If you are running software that is no longer supported by its manufacturer, it is **strongly** recommended that you upgrade to a supported version.

If that is not an option, please switch to a more secure browser.

### III. Home Page

After accepting the Disclaimer you will be taken to the home page of the GEAR UP website.



The screenshot shows the GEAR UP Home Page. At the top is a teal header with the text "GEAR UP" in large white letters, followed by "Gaining Early Awareness and Readiness for Undergraduate Programs" in smaller white text. Below this is a dark teal navigation bar with links: Home | About | Help | FAQs | Contact Us. The main content area has a white background. It starts with a welcome message: "Welcome to the new GEAR UP web portal!". Below this is a disclaimer: "This Web site is used to collect annual, interim, and final performance reports from GEAR UP grantees." There are two main sections. On the left, a light blue box contains the text "New to GEAR UP? Click the button below to get started" and a "New User" button. Below this is another light blue box titled "Blank forms and guides" with a link: "Click here to view blank report forms and user guides for GEAR UP systems." On the right, a white box titled "Returning User? Login Below." contains login fields. It has an "Email:" label and a text input field, a "Password:" label and a password input field (represented by dots), and a "Login" button. There are also links for "Forgot your password?" and "Need Help?". At the bottom of the page is a dark teal footer. On the left is a link "About GEAR UP", in the center is the Department of Education seal, and on the right is a link "Privacy Statement".

#### a. Returning Users

If you have logged into the GEAR UP system before, enter your email address and password into the appropriate fields and click the **Login** button.

**Do not share your username or password with anyone!**

If your password has expired, you will be prompted to create a new one. Be sure to follow the guidelines displayed for password requirements. Federal security requirements dictate that passwords must expire every 90 days.

## **b. New Users**

If you have never logged into the GEAR UP system before, click the **New User** button and fill out the new user request form.

Identities of new users must be verified with their grant institutions. Please allow up to five business days for new account creation.

## **c. Two Factor Authentication**

Federal security requirements now dictate that users must provide at least two factors of identification when logging into a Federal data system.

Your first factor is something you *know*, in other words, your username and password.

Your second factor is something you *have*. The GEAR UP website is designed to use your phone as your second factor of identification (note – “your phone” may be a cell phone or a landline).

The first time you log in, you will have to set up your phone to be your second factor of identification. The website will walk you through the process, which will take less than five minutes.

You have three options for setting up your phone as your second factor:

1. **Authy** – receive a notification in an app on your smart phone (*note: this is the recommended and most secure option; Authy is free to download, but a smart phone running iOS or Android and Internet access are required.*)
2. **Text** – receive an SMS text message on any text-enabled cell phone (*note: charges may apply based on the terms with your carrier*)
3. **Voice** – receive a voice phone call on any phone of any type, including landlines

Select an option when prompted and follow the on-screen instructions to set up your phone as your second factor of identification. The option you select will be your default authentication method. After you log in you can go to Account settings to set up additional authentication methods, or to change your default.

You must set up at least one second factor of authentication in order to access the GEAR UP website, but you do not have to set up more than one if you don't care to.

## **d. Forgot Your Password**

If you have forgotten your password, click the **Forgot Your Password** link and enter your email address. The system will send a temporary Password Reset link to your email address. The link will expire after 24 hours. Click the link in your email and follow the instructions on screen to create a secure password that meets Federal requirements.

# GEAR UP

Gaining Early Awareness and Readiness for Undergraduate Programs

[Home](#) | [About](#) | [Help](#) | [FAQs](#) | [Contact Us](#)

**Forgot Password:**

**Send reset password link to above email**

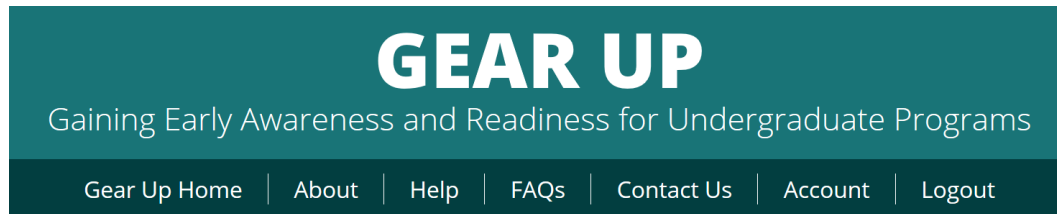
## **e. Blank Forms and User Guides**

To access copies of blank forms and user guides for both the FPR and the APR reporting tools, click **Blank Forms** link or the **Help** link in the top menu.



## IV. Dashboard

Once you are logged in and authenticated you will see your GEAR UP Dashboard.



### Welcome to the new GEAR UP web portal!

This Web site is used to collect annual, interim, and final performance reports from GEAR UP grantees.

Choose between the options below

PR#	Status	Enter System
<a href="#">P777S888999</a>	Complete	<a href="#">GO</a>
<a href="#">P111A222333</a>	In Progress	<a href="#">GO</a>
<a href="#">P000A111222</a>	In Progress	<a href="#">GO</a>

#### a. Grants Access Panel

The Grants Access Panel lists all the grants you have permission to access. For some users this will be one grant, for others it may be more than one. If you are listed as the Project Director, Additional Contact/Data Entry Person, or Certifying Official on a grant, it will appear on your access panel.

For each of your grants, the access panel will display the PR Number, Report Type (APR, Interim, or FPR) and the Status of each report.

Click the appropriate **GO** button to enter the system and access that grant's report.

If a report is Not Started or In Progress you will be taken to the data entry forms for that report. If a report is Submitted, you will be able to request it be unsubmitted, if necessary.

You will be able to access copies of previously submitted reports from within the system regardless of your report status.

## V. Final Performance Report

Your Final Performance Report is due no later than 90 days after the end date of your grant.

The website now has a “save-as-you-go” feature to help prevent lost data from website timeouts. Every time you change fields, the system will automatically save the data that you entered in the previous field. You will still need to click the **Save and Continue** button to move to the next page, but you can rest assured that the site will not lose all of your work if you accidentally get logged out while working on a long page with lots of data entry fields.

### a. Welcome

The Welcome page provides information about completing the grant and system requirements. Please make note of the following changes in the new system:

1. Grantees are no longer required to upload a signed certification form. There is now a section where the Certifying Official is able to electronically sign the document.
2. Grantees are no longer required to upload a Word template for Sections I and II. Those sections have been converted into standard online data entry forms.
3. Grantees are expected to complete all questions in all sections of the report. Please write “Not Applicable” or “N/A” in a text field, or “0” in a number field, if you have no answer or if a question does not pertain to your project.

Reports with blank fields will not pass the Completion Check process, which is required prior to Submission.

[GEAR UP Home](#)

### Welcome!

Your GEAR UP Final Performance Report is due 90 days after the end date of your grant. If you received a No Cost Extension, it is due 90 days after your new end date.

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#### INSTRUCTIONS:

In accordance with 34 CFR Section 75.590 (\$75,590) of the Education Department General Administrative Regulations (EDGAR), all grant recipients are required to submit a final performance report. Before we can officially close out your grant, you must submit a final performance report to us by no later than 90 days after the grant expires.

This set of forms is the Financial Status and Program Performance Final Report for GEAR UP State and Partnership projects (hereafter cited as Final Report). A Final Report is used by the Department of Education to determine whether recipients of discretionary grants have made substantial progress towards meeting the objectives of their respective projects, as outlined in their grant applications and/or subsequent work plans. In addition, the final report allows the Department of Education to evaluate each grant project's fiscal operations for the entire grant performance period, and compare total expenditures relative to federal funds awarded, and actual cost-share/matching relative to the total amount in the approved grant application. The GEAR UP Final Report is also used to collect data addressing the performance of the program on a national level and thereby includes information for the Department to use when reporting outcome data regarding the GEAR UP performance indicators under the Government Performance and Results Act of 1993 (GPRA).

## b. Grantee Profile

The Grantee Profile provides information about the grant recipient. This form will be prepopulated with information from your account. Please review and update the information as necessary.

GEAR UP Home / [Grantee Profile](#)

### Grantee Profile

Please verify the information below and click the 'Save and Continue' button to begin your report. If someone other than the project director is entering the report, please enter your name and contact information in the data entry fields. To submit your report, you must click Save on this page even if there are no changes.

Address				
Address:				
<input type="text" value="1 Road Street"/>				
Address:				
<input type="text" value="1 Road Street"/>				
City:	State:	Zip:	Zip +4:	
<input type="text" value="place"/>	<input type="text" value="st"/> ▼	<input type="text" value="00000"/>	<input type="text" value="00000"/>	

Project Director		
First Name:	MI:	Last Name:
<input type="text" value="first name"/>	<input type="text" value="M"/>	<input type="text" value="last name"/>

## c. Section I: Executive Summary

The Executive Summary requires grantees to provide a brief description of the project's overall accomplishments, highlighting major outcomes, successes, and challenges.

Formerly, Section I was entered into a downloadable Word template and then uploaded into the system.

Now, Section I is entered into data entry form fields just like the rest of the FPR.

Welcome / [Executive Summary](#)

### Section 1: Executive Summary

Please verify the information below and click the 'Save and Continue' button to begin your report. If someone other than the project director is entering the report, please enter your name and contact information in the data entry fields. To submit your report, you must click Save on the page even if there are no changes.

- 
1. Please describe the extent to which you have implemented all program activities and components planned for your grant. Highlight your major outcomes, successes, and concerns.

You have 4000 character(s) left.

Save

Save and Continue

## d. Section II: Narrative Information

The Narrative section allows grantees to provide data on project successes and areas of greatest impact; barriers or challenges; progress towards meeting proposed objectives; lessons learned; effect of the project on participants' academic achievement and/or performance; and sustainability of activities and outcomes

Formerly, Section II was entered into a downloadable Word template and then uploaded into the system.

Now, Section II is entered into data entry form fields just like the rest of the FPR.

Welcome / [Narrative Information](#)

### Section 2: Narrative Information

Please address the following questions

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1. What aspects of your program do you think are most successful (have the greatest impact)? Why?

*You have 1000 character(s) left.*

1a. What barriers or problems have you encountered in administering your grant, and how have you addressed these problems?

## e. Section III: Grant Administration Information

Grant Administration Information requires grantees to provide data on changes in project design; changes in partners; and details about scholarship components, if applicable.

Welcome / [Grant Administration Information](#)

### Section 3: Grant Administration Information

Please address the following questions in less than 3,000 characters and spaces. The counters show the remaining number of characters.

1. Please describe any significant changes in your project design since the approval of your grant application (e.g., changing from individual tutoring to group tutoring or placing more emphasis on enrichment activities rather than remediation). How did these changes affect your budget, federal expenditures, or matching contribution?

You have 1000 character(s) left.

2. Please describe any changes to the roles of your partners during the six or seven years of your project. Describe any partners who have been added to your grant since the onset. Did the role of any of your partners in your final year change significantly since they initially served your project Did any partner(s) discontinue their participation in your grant?

## f. Section IV: Demographic Data

Demographic Data requires grantees to provide data on students served and ethnicity/racial background.

Welcome / [Demographic Data](#)

### Section 4: Demographic Data

Please complete the following tables requesting demographic data on GEAR UP students.

#### 1. Student Served

Please complete the following table indicating the number of students served by your project.

Year	Actual Number of Students Served by your GEAR UP Project	Number of Students proposed to serve during the grant period (total years 1-7):
1	<input type="text" value="0"/>	<input type="text" value="6,747"/>
2	<input type="text" value="0"/>	
3	<input type="text" value="0"/>	Actual Number of Students served during the grant period (total years 1-7):
4	<input type="text" value="0"/>	<input type="text" value="0"/>
5	<input type="text" value="0"/>	

## g. Section V: Student Outcomes

Student Outcomes requires grantees to provide data on cumulative course completion, graduation rates, FAFSA completion, and postsecondary enrollment.

Welcome / [Student Outcomes](#)

### Section 5: Student Outcomes

This section of the report requests information for the students you served during the entire performance period of your GEAR UP project. Please base your responses on information that is relevant at the termination date of your GEAR UP project. These student academic achievement data are directly linked to the performance measures and outcome data that are part of GEAR UP' GPRA Performance Indicators.

#### 1. Cumulative Course Completion

Please complete the following table indicating the number of GEAR UP students from the 9th, 10th, 11th, 12th grades and/or postsecondary in your final year of your project. In providing the number of students served in each those grades, the grade determination should be based on the credits required for each grade level.

**If you have completed a full year no-cost extension (NCE), please include the number of students in your first cohort who completed grade 12 by June 2018 in the first row student count. Also, include their numbers in the course completion rows in the grade 12 column.**

We have split the reporting of course completions into years and ask for completion data by year to get a sense for the trends in students completing college-ready courses earlier or in greater numbers as the grant progressed.

The names of math classes can vary among schools. Classify courses based on the content of the course.

**AP class information is not included in this table.** Any Information on AP classes should be provided in the narrative of Section II, #7. This may include increased number of AP subject offerings, increased enrollment, or perhaps you did not offer AP classes but now you do.

Number of Students	9th	10th	11th	12th	Postsecondary	Total
In final project year	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
Completed Pre-Algebra by the end of	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>



## h. Section VI: Grant Budget Information

Grant Budget requires grantees to provide data on actual Federal expenditures and actual matching contributions in a variety of budget categories over the life of the grant.

Welcome / [Grant Budget Information](#)

### Section 6: Grant Budget Information

Please Complete the 6-Year Federal Matching Contributions table below. This table takes the place of the Financial Status Report (SF269)

Please complete the following table indicating the number of GEAR UP students from the 9th, 10th, 11th, 12th grades and/or postsecondary in your final year of your project. In providing the number of students served in each those grades, the grade determination should be based on the credits required for each grade level.

In the following table, please provide information about your Federal and matching expenditures for previous, completed budget periods. For example, if your grant began in fiscal year 2011, the Year 1 budget period would be September 2011 through August 2012. Fill out information for ALL completed periods, year 1-6/7. All the values should be whole dollar amounts. Please round the values to the nearest dollar.

	1. Salaries & Wages	2. Employee Benefits	3. Travel	4. Materials & Supplies	5. Consultants & Contracts	6. Other
<b>Year One</b>						
Actual Federal Expenditures	\$ <input type="text"/>	\$ <input type="text"/>	\$ <input type="text"/>	\$ <input type="text"/>	\$ <input type="text"/>	\$ <input type="text"/>
Actual Matching Contributions	\$ <input type="text"/>	\$ <input type="text"/>	\$ <input type="text"/>	\$ <input type="text"/>	\$ <input type="text"/>	\$ <input type="text"/>
<b>Year Two</b>						
Actual Federal Expenditures	\$ <input type="text"/>	\$ <input type="text"/>	\$ <input type="text"/>	\$ <input type="text"/>	\$ <input type="text"/>	\$ <input type="text"/>
Actual Matching	\$ <input type="text"/>	\$ <input type="text"/>	\$ <input type="text"/>	\$ <input type="text"/>	\$ <input type="text"/>	\$ <input type="text"/>

Grantees must follow the guidelines below when entering data for in the tables.

- Whole dollar values only (e.g., 100)
- Negative values are not accepted
- Totals will be automatically calculated by the system.

## i. Review and Certification

The Review and Certification page consists of three tabs: Review, Certification, and Submit.

The Review tab performs a check, making sure that all fields are complete prior to submission. Please note that ALL FIELDS are required. If a question does not apply to your grant or if you have no data to supply, please enter “n/a” or “not applicable” in text fields, and a zero in number fields.

Welcome / [Review and Certification](#)

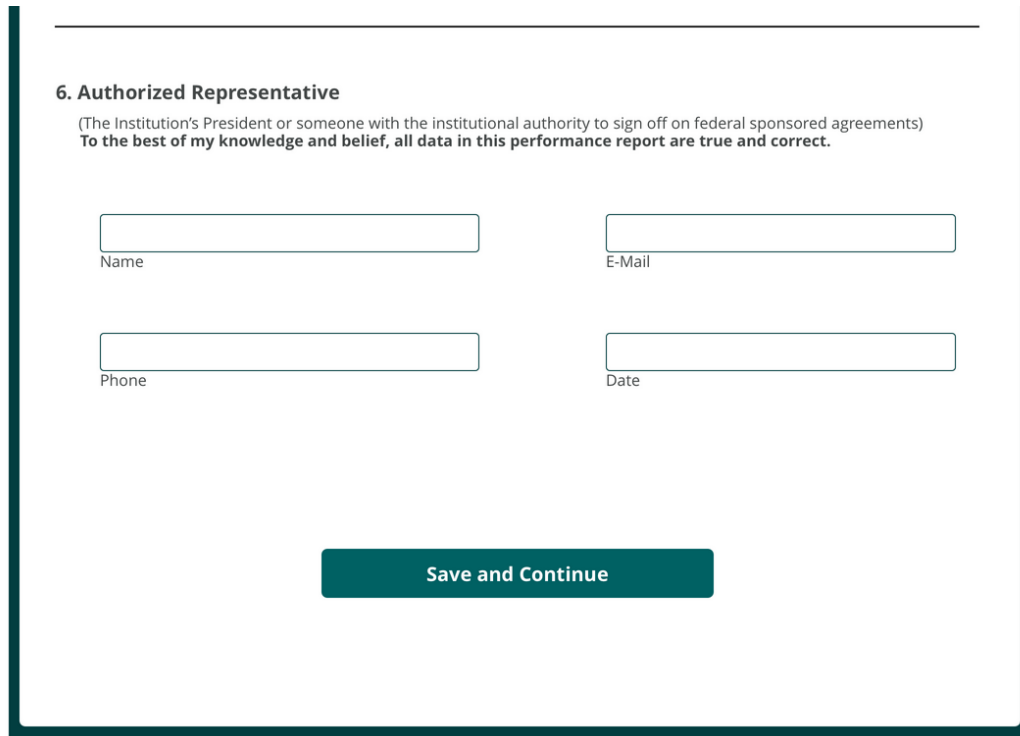
### Review and Certification

This is the final step to complete your Final Performance Report. Once you have completed all six sections and uploaded your signed certification page, the "Submit Report" button will display. Click the button to submit your report. After you submit the report, it is no longer updateable. If you need to edit the submitted information, please contact your program officer and request that your report be unsubmitted.

Review	Certification	Submit
<h3>Review Your Report</h3> <p>Please ensure that all sections below are complete (green check mark). If a section is incomplete, click the "Go to Section" button and add the missing information.</p>		
<h4>Profile</h4>		
✓	Profile is Complete	
<h4>Section 1: Executive Summary</h4>		
✗	Section is Incomplete	<a href="#">GO TO SECTION</a>
<h4>Section 2: Narrative Information</h4>		
✗	Section is Incomplete	<a href="#">GO TO SECTION</a>

## j. Certification

The GEAR UP system no longer requires you to upload a signed PDF version of the Certification Form. Now your Certifying Official need only log in and enter their name, email address, phone number, and date.



The screenshot shows a web form titled "6. Authorized Representative". Below the title is a line of text: "(The Institution's President or someone with the institutional authority to sign off on federal sponsored agreements)". Below that is a bold statement: "To the best of my knowledge and belief, all data in this performance report are true and correct." There are four input fields arranged in a 2x2 grid. The top-left field is labeled "Name", the top-right is "E-Mail", the bottom-left is "Phone", and the bottom-right is "Date". At the bottom center of the form is a dark green button with the text "Save and Continue" in white.

Go to the Review and Certification page and click on the Certification tab.

Verify that the information about your grant and institution are correct. If you need to make changes, click the button or go to the Grant Profile page.

The Certifying Official should enter their name email address, phone number, and date on this tab. By completing these fields and saving the page, they are certifying that all data in the performance report are true and correct to the best of their knowledge.

Click the **Save and Continue** button when done.

## k. Submit

When all required data has been entered and your Certification page has been completed, the Submit tab will become available. The Submit tab will not be available until the system determines that your report is finished.

Review Certification **Submit**

Ready to Submit

Your report and certification are complete.

Click the button below to submit.

If you have questions before you submit, contact the Help Desk or your Program Officer.

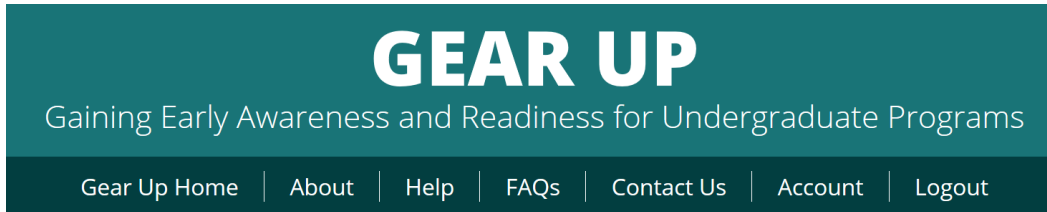
**Submit**

When ready to submit your report, click the **Submit** button.

Once the report is submitted, it is locked and cannot be edited. If you need to make changes, contact your Program Officer or the Help Desk before the report deadline and request that your report be unsubmitted so you can make edits.

## VI. User Menu

The top user menu provides access to the following sections.



### a. Home

If you're logged in, the Home link will take you to your account Dashboard. If not, it will take you to the home page and the login fields.

### b. About

The About page provides information about the GEAR UP program and the reporting website.

### c. Help

The Help page provides links to blank forms, user guides, and other user resources.

### d. FAQs

The FAQ page provides answers to frequently asked questions.

### e. Contact Us

The Contact Us page provides a form you can fill out to contact the Help Desk. If you are logged in, certain fields will be filled out for you automatically.

Please remember to provide your PR Number in your message.




### f. Account

The Account settings page provides you with tools to manage your user account.

**User Profile**

Email: user.name@awesomestate.edu

[Change Password](#)**Two Factor Authentication**

Method	Phone Number	Default	Update Information
Authy (recommended) 	(800) 555-1212	<input checked="" type="radio"/>	<a href="#">Update</a>
SMS 	(800) 555-1213	<input type="radio"/>	<a href="#">Update</a>
Voice 	(800) 555-1214	<input type="radio"/>	<a href="#">Update</a>

**i. Change Password**

Click the **Change Password** button to change your password. You must enter your current password once and your new password twice.

**Change Password**  
  
Current Password:  
  
  
New Password:  
  
  
Re-Type New Password:  
  
  
[Submit](#)  
[Need Help?](#)

Federal security requirements dictate that passwords must expire after 90 days.

All passwords must adhere to the following Federal security requirements:

1. Must be at least 8 characters and no more than 64 characters in length
2. Must contain at least one upper case letter, one lower case letter, one number, and one special character
3. Must not duplicate any of your previous 25 passwords
4. All passwords will expire after 90 days

## ii. Two Factor Authentication

After you log in you can go to Account settings to set up additional authentication methods, or to change your default. You must set up at least one second factor of authentication in order to access the GEAR UP website, but you do not have to set up more than one if you don't care to.

Click the **Setup** button to configure an additional authentication method, or the **Update** button to make changes to an existing method. The website will walk you through the process, which will take less than five minutes.

If you have more than one method configured, click the **Default** toggle to select which method will be preselected for you the next time you login.

You have three options for setting up your phone as your second factor:

1. **Authy** – smart phone application required (*note: this is the recommended method*)
2. **Text** – receive an SMS text message on any text-enabled cell phone
3. **Voice** – receive a voice phone call on any phone of any type

## g. Logout

Click the **Logout** link on the top menu to exit the system.

The system will timeout and log you out automatically after 30 minutes of inactivity, but it will alert you when you are getting close to the time limit. To remain logged in, click the **OK** button in the pop-up alert window.