

# STEM SCALE-UP PROGRAM Online Application Management System

## Help Guide: Educator Application

### Creating a User Account



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As an applicant, the first step in the application process is to create a user account. You will be required to create a username and password. This will allow you to access and manage your application throughout the course of the year.

### Iowa STEM Application System

#### Create your account

\*required field

Email address\*

  

Password\*

  

Confirm Password\*

  

First Name\*

  

Last Name\*

  

**Create Account**

— Already have an account? —



**STEP #1** Enter your email address, create a password, enter your first and last name.

**STEP #2** Click on “Create Account”

**STEP #3** An email will be sent to you indicating your account has been created

**STEP #4** Click on the link within the email to activate your account. Your User Account has been COMPLETED and ACTIVATED.

### Iowa STEM Application System

#### Sign in to your account

Email address (required)

  

Password (required)

[Forgot password?](#)

**Sign In**

— Don't have an account? —



**STEP #5** You may now go back to the sign in page.

**STEP #6** Enter your email address and password. Click “Sign In” to access the application portal.

**NOTE:** If you forget your password, click “Forgot password?” and an email will be sent to you to reset the password.

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### Starting an Application



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Iowa STEM Application System



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Start New Application

STEP #1 Click on "Start New Application"

Iowa STEM Application System



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Start New Application

Create New Application

What type of application do you wish to submit?\*

Scale Up

What is the program you are applying for?

NOTE: If you are applying for more than one program, you will need to fill out an application for each program you desire. \*



Start

Cancel

STEP #2 In the pop-up screen select "Scale Up" in the first drop down.

STEP #3 In the second drop down select the Scale Up program you are applying for.

STEP #4 Click "Start"

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### Completing the Application



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**STEP #1** Complete your answer by typing in the information in the box below the question.

Iowa STEM Application System



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Scale Up Application: Name of Scale-Up Program

Applicant First Name \*

Applicant Last Name \*

City \*

D|

Dakota City /School Building \*

Dallas

Dallas Center

Danbury (Region Map) \*

Danville

Davenport

Dayton /ization/School \*

De Witt

Decorah

Delhi /School Address \*

Delmar

Denison

Denver /School Address 2

Des Moines

DeSoto

**STEP #2** City - When you type the first letter of the City in which you work, a dropdown box will appear for you to select the appropriate City.

**STEP #3** A list of organizations will automatically populate. If your organization is not listed, you may type in the name of your organization. If you select an organization that is in the system, upon selection the questions below will self-populate. If your organization is not in the system already, you will need to complete the questions as outlined.

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### Identifying Educators



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#### STEP #1

List all educators that will participate in the program and the training. If you, as the applicant, are one of the educators, you will need to list your name as well.

**Educator 1 Information**

**First Name \***

**Last Name \***

**E-mail \***

**Position Title \***

**Grade Level \***  
 K  1  2  3  4  5  6  7  8 [Expand Options](#)

Who are your intended participants? (check all that apply) \*

K  1  2  3  4  5  6  7  8 [Expand Options](#)

#### What is a “Placeholder”

In certain circumstances, an educator may be unknown at the time you submit the application due to current vacancy, upcoming retirement, or a new position. In these scenarios, you may identify an extra educator by clicking on the placeholder button. If your organization is selected for a scale-up award, the placeholder educator will need to be identified prior to June 1. Prior to June provide your regional STEM manager with the educators first and last name and email address. Whenever possible, always enter a name.

#### STEP #2

Click “Add Educator” to enter the next educator. All educators participating in the scale-up program need to be identified in the application.

### Who should be listed as an Administrator?



#### **DEFINITION:**

Someone within your organization having the authority to sign contracts or agreements for your organization.

Someone within your organization that can validate a background check has occurred with each educator listed in the application.

#### **EXAMPLES:**

For a school, the administrator could be your principal, school board chair, or superintendent.

For an organization offering an out-of-school program, the administrator could be an executive director or board chair.

# STEM SCALE-UP PROGRAM Online Application Management System

## Help Guide: Educator Application

Save and Exit or Submit

GREATNESS  
STEMS  
FROM IOWANS

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How did you hear about the Scale-Up program opportunity? \*

### Prior to Submitting!

- Please review your application.
- To submit, please click the "SUBMIT" button at the bottom of the screen.
- The application will be sent to the building Principal or Executive Director and all educators listed on the application for approval.
- If the building Principal or Executive Director rejects the application, the applicant can edit the application and resubmit.
- If the building Principal or Executive Director approves the application, the application has been successfully submitted for consideration.
- If an educator fails to approve the application before the deadline, that educator will not be considered for the program.



Save and Exit

Submit

Download Application

### Save and Exit

The “**Save and Exit**” button allows you to come back later if you are not able to complete the application.

**STEP #1** If everything is accurate, select the “**Submit**” button at the bottom of the screen. That is the final step of submitting your application.

**STEP #2** An email is generated and sent to the applicant confirming the application has been submitted.

### Submit

**STEP #3** An email is generated and sent to the administrator identified in the application for their approval.

**STEP #4** After the administrator approves the application, an email is sent to all educators identified in the application to make them aware that the application was submitted and to receive their approval for participation.

### NOTE:

**Your application will not be considered until your administrator approves the application.**

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## Help Guide: Educator Application

### Application Status



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Once the administrator or any educator has approved the application, an email is sent to the applicant. The applicant also has the ability to log in to the system to review the status of their online application.

Once you have submitted your application, one of the following terms will be assigned to your application:

- INCOMPLETE** The application has not been finalized or submitted by applicant.
- IN PROCESS** The application has been submitted but the administrator has not approved or rejected the application.
- COMPLETED** Everything has been completed and approved by the administrator.
- REJECTED** The application has been submitted but rejected by the administrator. You may go back in to adjust or edit your application and resubmit. Resubmitting your application will trigger a new set of approvals to the individuals listed in your application.”

				<a href="#">Show Filter Options</a>
Last Updated	Due Date	Submitted	Status	
08/25/2020	10/05/2020	08/13/2020	COMPLETED	<input type="button" value="Copy"/> <input type="button" value="View"/>
08/12/2020	10/05/2020	08/12/2020	COMPLETED	<input type="button" value="Copy"/> <input type="button" value="View"/>
08/28/2020	10/05/2020	08/13/2020	COMPLETED	<input type="button" value="Copy"/> <input type="button" value="View"/>
09/01/2020	10/05/2020	08/14/2020	COMPLETED	<input type="button" value="Copy"/> <input type="button" value="View"/>
09/10/2020	10/05/2020		INCOMPLETE	<input type="button" value="Edit"/> <input type="button" value="Copy"/> <input type="button" value="Delete"/>

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### Edit / Copy / View / Delete



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- Edit** Prior to submission, the applicant may edit the application up until the application deadline.
- Copy** The applicant may submit another application under the same scale-up program by clicking **Copy**. Once the administrator has approved the application, the application can no longer be copied.
- View** You may view your application after it has been submitted and after it has been approved by the administrator.
- Delete** The applicant may delete the application prior to submission.

Last Updated	Due Date	Submitted	Status ▼	
11/20/2017	12/30/2017	11/20/2017	SUBMITTED	Copy View
12/21/2017	12/30/2017		INCOMPLETE	Edit Copy Delete
12/21/2017	12/30/2017		INCOMPLETE	Edit Copy Delete
11/14/2017	12/30/2017	11/14/2017	INCOMPLETE	Edit Copy Delete
11/28/2017	11/30/2017	11/15/2017	COMPLETED	View



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### Sending Email Reminders



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If an administrator or instructor has not approved the application, the applicant may send an email reminder by clicking on the **“Send Reminder”** button.

Scale Up Application: Name of Scale-Up Program

Download Application

#### Application Approvals

Approver	Approver Type	Response	Response Date
Jack Doe	Lead Admin		

Send Reminder

The screen shot to the left indicates the administrator and all of the educators have approved the application.

Scale Up Application: Name of Scale-Up Program

Download Application

#### Application Approvals

Approver	Approver Type	Response	Response Date	
Admin Name	Lead Admin	APPROVE	11/14/2017 1:29 PM	View
Educator Name	Educator	APPROVE	11/14/2017 1:33 PM	View
Educator Name	Educator	APPROVE	11/14/2017 1:34 PM	View
Educator Name	Educator	APPROVE	11/14/2017 1:37 PM	View

Back to Application List

Click **“View”** and the screen shot below will appear.

The screenshot shows the application management interface with a modal window open. The modal window displays the following information:

- Approver: Admin name
- Email:
- Approval Type: Lead Admin
- Response: APPROVE
- Response Date: 11/14/2017 1:29 PM
- Comments:

The background shows the application approval table with the following data:

Approver	Approver Type	Response	Response Date	
Admin Name	Lead Admin	APPROVE	11/14/2017 1:29 PM	View
Educator Name	Educator	APPROVE	11/14/2017 1:33 PM	View
Educator Name	Educator	APPROVE	11/14/2017 1:34 PM	View
Educator Name	Educator	APPROVE	11/14/2017 1:37 PM	View