

STEM SCALE-UP PROGRAM Online Application Management System

Help Guide: Educator Application

Save and Exit or Submit

GREATNESS
STEMS
FROM IOWANS

GOVERNOR'S STEM ADVISORY COUNCIL
dedicated to building a strong STEM education foundation for all Iowans

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.