

# STEM SCALE-UP PROGRAM Online Application Management System

## Help Guide: Educator Application

### Sending Email Reminders



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

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