Student Participant User Guide

User guide for the Idaho LAUNCH Grants Management Solution for participants in the Idaho LAUNCH programs.

Ignyte Group 4-11-2025

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Introduction to User Persona: Participant

Participants include users who receive an Idaho LAUNCH offer. Through the Idaho LAUNCH Grants Management Solution, participants can accept their final offer and manage their award through to closeout.

Login

Visit: Home - Participant Site

Select I am a Participant and enter your login credentials (provided via email).

LAUNCH
How are you connected with Idaho LAUNCH? For questions contact launchadmin@wdc.idaho.gov.
I am a Participant.
I am a Provider.
I am a WDC Employee.
I am a Department of Labor Career Planner.
I am an EQUUS Career Planner.

Home

After signing in, participants land on their Home Page. Here you can:

• View assigned tasks

- See key award and closeout information
- Apply for an Extension (after all tasks have been completed and approved)

	O ANT INFORMATION	A LAUNCH APPLICATION	PROGRAMS & INSTITUTIONS	DOCUMENTS PAYMENTS	0 SUPPORT		BY LAUNCH appian
Bryn \ Welcome, B	לang's אי ראה Yang (Particip	ward ^{pant)}					APPLY FOR EXTENSION
After completing y	our tasks, the page r	nay take a minute to refr	resh.				
My Tasks The table below provide been completed.	s a list of all tasks as	sociated with you. "Actio	nable Tasks" tab has tasks tha	t are ready for you to complete, the "i	Pending Tasks" tab are tasks that a	e being worked on by othe	ers, and "Completed Tasks" tab are past tasks that have
Actionable	Tasks	Pending Tasks	Completed Tasks				
Q Search Tasks		SEARCH TASK T	NPE Any	▼ TASK PHASE Any		▼ TASK STATUS Any	- ± T- 2
Task Id 🛛	Task 🕖		Task Type 🕜	Task Status 🕖	Created Date 📀 🕴 1	Task Deadline 🛛	Task Actions 📀
1308	Confirm Eligibility		Initial Info Confirmation	Participant Assigned	April 11, 2025	April 25, 2025	E CONFIRM ELIGIBILITY
1309	Add Demographic	Information	Initial Info Confirmation	Participant Assigned	April 11, 2025	April 25, 2025	ADD DEMOGRAPHIC INFORMATION
Award De The details of your awar	t ails ded LAUNCH grant						
Total Award Amou Award Balance	int \$8,000.00 \$8,000.00		Issue Dat Close Ou	te t Date Ø		Date Extended Extension Reason	-
Remaining Award Status 🕑	Final Offer Sen	t	Close Ou	t Reason 🤪		Anticipated Return Date	-

Figure 2: Home Page

Apply for an Extension: Select the option and upload the required documents. Choose the appropriate type and securely upload your file.

• This cannot be completed until all tasks have been completed and approved.

Participant Information

Navigate to the **Participant Information** tab to view and manage:

- Identity
- Contact Information
- Residence
- Demographics (if disclosed)
- Parent/Guardian details (for participants under 18)

HOME PARTICIPANT	O LAUNCH APPLICATION PROGRAMS		ENTS PAYMENTS SUPPORT		
Particip Welcome, Ali Po	ortella (Participant)				🖍 EDIT INFO
Personal In	fo				
Name Preferred Name Username Birthday	Ali Portella czyt9.test-batch-update- status i @inbox.testmail.app May 07, 2005	E-Mail Phone Number Secondary Phone Number Is text messsaging allowed?	czył9 test-batch-update- status 1@inbox.testmail.app (123) 456-7890 - X No	SSN X0X-XX-XXXX	show D
Permanent Address	123 Main St Apt 1 Rexburg, ID 83440	Mailing Address	123 Main St Apt 1 Rexburg, ID 83440		
Demograph	iics				
Gender Race	-	Ethnicity Tribal Affiliation	-	First Generation – College Student Marital Status – Family/Dependents –	

Figure 3: Participant Info

Use the **Edit** action in the upper right corner to make updates.

LAUNCH Application

View your original application details submitted through Scholarship Idaho, Grants Management Apply Link.

You will see:

- Program and Provider grouped
- High School Academic Information (if you are part of the Student LAUNCH program)

HOME PARTICIPANT	PROGRAMS & INSTITUTIONS DOCUMENTS	PAYMENTS SUPPORT		
	tion Information			
neicome, bryn				
Application	Details			
Application ID Status	1015 Final Offer Sent			
Applied Date	Sep 11, 2024			
High Schoo	Academic Information			
High School Current School			Graduation Date GPA	
Status				
Training Pro	ogram Details			
	-			
Program Details				
Program Name Program Description	Kinesiology- Human Performance and Exercise Science Emphasis		Program Award Level	
For Credit?	✓ Yes		Program Skills	
Brogram Statur	Arthu	Good Academic		
Program Length		Standing for Program?		
		Account Balance for Program		
Provider Details				
Provider Name Provider Type	College of Eastern Idaho			
Provider Category	2 Year			
Provider Status	Active			
-igure 4: L/	алисн Арр			

Programs & Institutions

View the history of programs and institutions attended using LAUNCH Grant funds.

- Most participants will see one program; some may see more.
- Click Edit Program(s) and Funds (if available) to modify program selections and fund allocation.
- You may also update your intended career field here.



Figure 5: Programs & Institutions

Participants who have completed their intake tasks and are awarded can edit their programs and allocated funds by selecting Edit Program(s) and Funds.

Progra Welcome, Ali	Portella (Participant)			EDIT PROGRAM(S) AND FUNDS
Current Pr	ogram(s)			
Example State U	niversity - Humanities and Cultural Studies			
Program	Humanities and Cultural Studies	Good Academic	✓ Yes	
Provider	Example State University	Standing?		
Award Level	-	Program Funds Balance	\$8,000.00	

Figure 6: Edit Program(s) Button

They will also be able to modify their intended career.

Ali Portella	Awarded	Applied Date 11/25/2024	Application ID# 921	Balance Remainin \$8,000.00
h Studies Undecided - Not I	inrolled			
Health Studies Undecid	ed			
Have you previously 💿	es 🔿 No		Upload Proof of	nn file here
nrolled in this program or do you plan to enroll? 🕑 *			Enrollment @*	
	- (d) (d)		Enrollment End Date mm/dd/ww	曲

Figure 7: Edit Program – Confirm Academic Information

After clicking **Edit Program(s)**, participants are prompted to first verify their enrollment details before making any updates to their selected program(s). Participants must enter both an enrollment start and end date, as well as provide **Proof of Enrollment**.

The *Enrollment Start Date* is either the actual start date or, if the program has not yet begun, the anticipated start date. Similarly, the *Enrollment End Date* refers to either the actual end date or the projected end date if the program is still in progress.

Proof of Enrollment must also be uploaded and can include a class schedule, an enrollment agreement or contract, or a waitlist letter. Once enrollment is verified, participants may proceed to adjust their program selection(s) and allocate funds accordingly.

	Participant Name		Application	Status		Applied Date		^	pplication	ID#	Balance Re	maining	
	All Portella		Awart	ieu		10/17/2024			033		\$0,00		
ograr tase se rolime	ms - Selected 2 Program(s) elect the program(s) you intend to participate int in the program.	in far which you would like i	o use Idaho LAUNC	H Grant funds. You may adjust the funds allocat	ted to your	programs. Whenever you select/de	lesele	t a program, please reselect your intend	ed career	r. If a program is disabled in the grid, please go	to the previous page an	i confirm yo	our
P	I Programs 'rogram Name	Provider		Length	Enroll	ment Start Date 😡		Enrollment End Date 😡		Total Program Cost	Award Funds Allocat	ed 😡	
н	lumanities and Cultural Studies	Example State University		-	11/01	2024	8	12/30/2024	-	\$14,990.00	\$7,000.00		
¢ A	dministrative Dental Assistant (GES101)	College of Eastern Idaho		-	mm/d	±/////	8	mm/dd/yyyy	8	\$1,375.00	\$100.00		
											Total Allocat Fur	ed ds	\$7,100
sean	ns ch Proerams by Name or Description	SEARCH				PROGRAM INDUSTRY Any			•	PROGRAM LENSTH Any		•	τ.
N	lame		t	Provider		Description				Industry	Length		Cr
	dministrative Dental Assistant (GES101)			College of Eastern Idaho		Learn how to perform the admin aspects of a denta Show More	inistri	tive tasks essential for managing the b	usiness	Healthcare	-		\$1,375)
- A	Anthropology			Example State University		-				Education	-		\$7,641.
A	Anthropology Cultural Anthropology Empha	sis		Example State University		-				Technology	-		\$16,977.
	Anthropology, Forensic Science Emphasis			Example State University		-				Technology	-	:	\$17,898)
	applied Mathematics			Example State University		-				Business	-		\$6,828
												1 - 5 of 133	> »
/eer *						Program Unavaila	able 🤅	•					
antal.	Assistants					• 0							



In addition to confirming dates, participants are asked to allocate their award funds across the selected programs. Idaho LAUNCH covers up to 80% of the cost of a program, with a maximum total benefit of \$8,000. If a participant selects more than one program, they will need to manually divide the funds between them. It is important to allocate funds carefully and ensure that all information is accurate before submission.

Documents

View and manage documentation related to your application and award.

- All documents are listed in a grid
- Click + Add Supporting Documentation to upload new documents
- Uploaded files appear in the grid

HOME	O PARTICIPANT INFORMATION LA	UNCH APPLICATION PROGRAMS & IN		S PAYMENTS	③ SUPPORT		
0	Bryn Yang's Doc Welcome, Bryn Yang (Candidate	uments				+ ADD SUPPORTING DOCUMENTATION	Ĵ
Docu	uments olds all of your documents.						
C	Doucment preview will only be available t Q <i>Search Documents</i>	for PDFs and images.	4			T - 2	
	Document Name	Document Type	Docum	ent Description		Submitted Date	
	Bryn Agreement Form	Agreement	Particip	ant Agreement Docur	nent	Apr 10, 2025 6:00 PM	
	ID	Proof of Address	Proof th	nat the participant live	s at address on document.	Apr 11, 2025 1:47 PM	
	Career Pathway	Career Pathway Documentation	Visual p Scholar	proof that student has ship Idaho.	completed his/her Career Pathway on	Apr 11, 2025 1:47 PM	
	ID	Proof of Identity	Proof o	f participant's identity		Apr 11, 2025 1:47 PM	

Figure 9: Documents

Users can view all documentation supporting their application and award process. Users can add additional documentation by clicking on the **'+ Add Supporting Documentation'** button in the upper right.

It's important to note that documents uploaded in this section are considered general supporting documentation and are **not** tied to specific tasks. If you are completing a task that requires documentation (such as confirming eligibility or verifying graduation), you must upload the required files **within the task itself** and then **submit the task** to ensure your information is reviewed. Uploading documents here alone will not complete or satisfy task requirements.

Document Details				
Select an extension do	cument type, and provide a document supporting the exte	ension		
~Extension Types				
There are five allowab	le reasons for applying for an extension which includes:			
Structured Volum Medical/Health Is Program Availabi Visit this link to read n	eer Service (specific to AmeriCorps or Peace Corps) sues (when your education/training provider is unable t ity (if you have been waitilisted for a program that begin ore information about extension requests in the Idaho	o meet your needs consistent with reasonable accorr s after Fall 2024) LAUNCH framework document. Gap years and takinj	modations) ; time to work are not an allowable reason to defer th	ne Idaho LAUNCH funding. If a
Structured Volum Medical/Health Is Program Availabi Visit this link to read n student were to not ei Document Type *	eer Service (specific to AmeriCorps or Peace Corps) sues (when your education/training provider is unable t ity (if you have been waitilisted for a program that begin nore information about extension requests in the Idaho aroll in their program due to working or taking a gap yea <i>Choose A Document Type</i>	o meet your needs consistent with reasonable accorr s after Fall 2024) LAUNCH framework document. Gap years and taking r, they would lose the grant funds.	modations) ; time to work are not an allowable reason to defer th UPLOAD Of Drop file here	ne Idaho LAUNCH funding. If a

Figure 10: Add Supporting Documentation

Users can view all documentation supporting their application by clicking on any of the items in their document grid. The documents will be added to the grid on the 'Documents' site tab.

Payments

On the **Payments** tab, you can:

- View all provider-submitted payments
- See your total grant balance
- Use filters to search by provider, program, or payment number
- Export data to Excel if needed

			IN PROGRAMS & INS	TITUTIONS DOCUMENT		? SUPPORT		AP	LAU	NCH
Pay	ments le, Ali Portella (Partici	ipant)								
3,00	0.00 Accour Balanc	nt :e								
Paym	ent History	y ts the providers have	submitted to WDC on	behalf of you.						
Paym	ent History v displays all the payment	y ts the providers have	submitted to WDC on	behalf of you.						
Paym he grid belov	ent History of displays all the payment th Payments	y ts the providers have SE#	submitted to WDC on RCH PROVIDER Any	behalf of you.	-	PROGRAM Any		Ţ	± ₹.	C
Paym he grid below Q Seard Paymen	ent History e displays all the payment th Payments tt Number	ts the providers have SEA Payment Date	submitted to WDC on	behalf of you.	• Provider	PROGRAM Any	Program	•	÷ T.	Ð

Support

Visit the Support tab to access:

- Frequently Asked Questions (FAQs)
- Helpful resources
- Program contact information

CD HOME	O PARTICIPANT INFORMATION	A LAUNCH APPLICATION	PROGRAMS & INSTITUTIONS		S PAYMENTS			BY	LAUNCH appian
S Ha	upport Cente w can we help you, Bryn Y	Yang?					RESOURCI My Dist Career Pat Idaho W Maho-L Contingen	s ict's hway lorks AUNCH- -Award-	CONTACT idaholaunch@wdc.ida ho.gov
		Freque Click subject area ~ <u>Account Ma</u>	ntly Asked Q or question to expand the que	uestior estions and answ	IS ers respectively.				
		Have l hea	rd of Idaho LAUNCH bef	ore?			^		
		How does	he application cycle wo	ork for Idaho I	LAUNCH?		^		
		Are studen	ts required to apply for	FAFSA to rec	eive Idaho LA	UNCH fundin	ng? ^		
		How will st	udents be notified if th	ey have been	awarded LAU	JNCH funding	g? ^		
		What happ application	ens if there isn't enoug Is?	h LAUNCH fui	nding for all e	ligible	^		
Figure 12	: Support	What if sch	ool, parents, and stude	nts have que	stions about t	the Idaho	^		

Student Participant Intake Tasks

Once logged in, your Home Page displays a list of tasks.

- Confirm Eligibility
- Add Demographic Information
- Graduation Verification (appears after completing eligibility confirmation)

Confirm Eligibility

Action	able Tasks	Pending	Tasks	Completed	Tasks					
Q Search Tas	iks	SEARCH TAS	к түре Алу	1	•	TASK PHASE Any		•	TASK STATUS Any	▼ ± ▼ - ;
Task Id 🔞	Task 😡		Task Type	0	Task	Status 😧	Created Date 🚱	t	Task Deadline 🚱	Task Actions 😡
1308	Confirm Eligibili	ity	Initial Inf	o Confirmation	Par	ticipant Assigned	April 11, 2025		April 25, 2025	CONFIRM ELIGIBILITY
1309	Add Demograp	hic Information	Initial Info	o Confirmation	Par	icipant Assigned	April 11, 2025		April 25, 2025	ADD DEMOGRAPHIC INFORMATION

Figure 13: Confirm Eligibility

Participants will begin to confirm eligibility by clicking on the task action **CONFIRM ELIGIBILITY.**

Confirm Eligibility Please confirm the information on your award eligibility.	Any changes made will be sent to your program technical specialist for app	roval.
Application Status Final Offer Sent	Applied Date 9/11/2024	Application ID# 1015
	Accept or Decline Award Before you begin reviewing information regarding your eligibility, please confirm whether you would like to accept or reject your award. To decline your award, type 'I decline my award'. CANCEL DECLINE ACCEPT	

Figure 14: Confirm Eligibility - Accept

Participants will be prompted to accept or decline their award. If they choose to reject their award, they will have to manually type in "I decline my award" and then click "Decline". The task will be complete, and their award will be closed out.

If they choose to accept their award, they will go through a form to review and correct information that affects their eligibility. Participants will have to review their identity, residency, career pathway (this may not apply to everyone), and program. If participants want to complete this task later, they may click "Cancel" at any point during the task. However, their progress will not be saved.

Identity

Application Status Final Offer Sent			Applied Date 9/11/2024		Application ID# 1015
esidency	>	Identity Please confirm that y be aware that your e	our personal information is correct. You may make ligibility may be affected. In addition, please upload	e corrections by clicking the "Ei your government issued ID.	nable Edits" button on the bottom right. Please
AREER PATHWAY	>	First Name	Bryn	Username	czyt9.userGuide1@inbox.testmail.app
POGRAMS	<u>```</u>	Last Name	Yang	Birthday	Jun 18, 2003
		Preferred First Nan	ne	SSN*	123-45-6789
EVIEW & SUBMIT	>	Preferred Last Nan E-Mail Phone Number	czyt9.userGuide1@inbox.testmail.app (123) 456-7890	Secondary Phone Number Is text messsaging allowed?	Yes
		Do you have an Ida	ho state-issued ID or driver's license?*	Upload Government	ID*
		○ Yes ○ No		UPLOAD	ile here

Figure 15: Confirm Eligibility - Identity

Participants will review information about their identity. If they wish to make edits, they can click on "Enable Edits" to make corrections. A pop-up will appear to confirm that they want to enable edits. Note that this will enable edits for ALL sections.

In addition to reviewing information about their identity, participants will also be required to upload a form of identification and verify it. Regardless of verification result, the confirm eligibility form along with any uploaded documents will be sent to a technical records specialist for review.

Residency

Confirm Eligi Please confirm the information	ibility n on your award elig	bility. Any changes made will be sent to your program technical specialist for approval.	
Application Status Final Offer Sent		Applied Date 9/11/2024	Application ID# 1015
IDENTITY RESIDENCY	>	Residency Please confirm your residency is correct. You may make corrections by clicking the 'Enablic eligibility may be affected. In addition, if your ID does not serve as proof or residency, plea	e Edits' button on the bottom right. Please be aware that your ase upload proof of residency.
CAREER PATHWAY	>	Permanent Address 123 Main St Juliaetta, ID 83535	
PROGRAMS	`	Does your ID serve as proof of your residency?*	
REVIEW & SUBMIT	>	NO Upload Proof of Residency The Drap file here UPLOAD Charles Drap file here CANCEL PREVIOUS	ENABLE EDITS NEXT

Figure 16: Confirm Eligibility - Residency

Participants will review information about their residency. If they wish to make edits, they can click on "Enable Edits" to make corrections. A pop-up will appear to confirm that they want to enable edits. Note that this will enable edits for ALL sections.

If your ID does not serve as proof of residency, participants will also be required to upload a form of identification and verify it. Regardless of verification result, the confirm eligibility form along with any uploaded documents will be sent to a technical records specialist for review.

Career Pathway

Confirm Eligibi	lity 1 your award elig	ibility. Any changes made w	ill be sent to your program technical specialist for appro	val.
Application Status Final Offer Sent			Applied Date 9/11/2024	Application ID# 1015
IDENTITY RESIDENCY CAREER PATHWAY PROGRAMS	>	Career Pathway Please verify that you h will be sent to a technik CLICK By clicking on this butt	ave completed your Career Pathway. If it fails to verify, ple cal records specialist for review. HERE TO BEGIN VERIFICATION on, you will allow us to verify if your career pathway	ase upload proof that you've completed your Career Pathway and it
REVIEW & SUBMIT	>	As been continued by X Verification failed If you're still having tro Upload Documentation * CANCEL PREVIOUS	Scholarship loano. If you haven't already, please create a career pathway puble, click here to upload a screenshot of your complet UPLOAD C Drop file here You may upload a screenshot of your completed Career I	using this link. Led verification from your NextSteps account. Pathway. ENABLE EDITS NEXT

Figure 17: Confirm Eligibility – Career Pathway

Participants must verify their Career Pathway has been confirmed on Scholarship Idaho. If it fails to verify, participants will be required to upload documentation to prove their graduation. This will be sent to a technical records specialist for review. Note that not every participant will be required to review their Career Pathway; this is dependent on their high school.

Programs

Application Status Final Offer Sent			Applied Date 9/11/2024		Aş	iplication ID# 1015
DENTITY RESIDENCY CAREER PATHWAY	> > >	Programs Please confirm th right. Be warned Selected Progra	ne program(s) you plan to particij that your eligibility may be affect Ims	oate is listed correctly. You may n ed.	hake corrections by clicking the 'Er	able Edits' button on the bottom
PROGRAMS		Program Name	Provider	Length	Total Program Cost	Award Funds Allocated 🚱
EVIEW & SUBMIT	>	Kinesiology- Human Performance and Exercise Science Emphasis	Example State University		\$16,314.00	\$8,000.00
					Tota	I Allocated \$8,000.00 Funds
		Career	Electrical and Electronic Technologists and Tech	c Engineering micians		

Figure 18: Confirm Eligibility – Programs

Participants will review the program they are enrolled in. If they wish to make edits, they can click on "Enable Edits" to make corrections. A pop-up will appear to confirm that they want to enable edits. Note that this will enable edits for ALL sections.

Participants will be allowed to select multiple programs. If they select multiple programs, they will have to indicate how much of their award funds they would like to apply to each selected program. Idaho LAUNCH only supports 80% of a program's cost, with an allocated total of \$8,000.

Review and Submit

	Application Status Final Offer Sent			Applied Date 9/11/2024			Application ID# 1015	
DENTITY	>	Review and Submi						
SIDENCY	>	Please take the time to	review your information one last time b	efore submitting. You can always go back to t	the previous sections to make correction	225.		
REER PATHWAY	>							
OGRAMS	>	Identity						
VIEW & SUBMIT		Bryn Yang Identification:	Uploaded					
		Residency Proof of Resider	(c): Uploaded					
		Career Pathway Career Pathway Career Pathway Verified:	ry Uploaded Submit for Manual Review					
		Programs Selected Progra	ms					
		Program Name	Provider	Length	Total Program Cost		Award Funds Allocated @	
		Kinesiology- Human Performance and Exercise Science Emphasis	Example State University			\$16,314.00	\$8,000.00	
		Career	Electrical and Electronic Engine	ering Technologists and Technicians	Program Unavailable @ ①		Total Allocated Funds	\$8,000.00

Figure 19: Confirm Eligibility – Review and Submit

Participants will be able to see their progress and navigate back to previous sections to make corrections.

• Please upload your government issued ID.	
O Please indicate whether your ID serves as proof of residency.	
O Please upload proof that you've completed your Career Pathway.	
CANCEL PREVIOUS	PROCEED TO AGREEMENT

Figure 20: Confirm Eligibility – Missing Docs

All sections must be completed in full before submitting. If any required fields are missing, an error message will appear highlighting the incomplete areas. Participants will not be able to proceed to the agreement stage until all listed items at the bottom of the form are addressed.

Agreement

Confirm Elig	gibility tion on your award eligib	ility. Any changes made will be sent to your program technical specialist for approv	ral.
Application Status Final Offer Ser	nt	Applied Date 9/11/2024	Application ID# 1015
IDENTITY	>	Student Agreement	
RESIDENCY	>	IDAHO WORKFORCE DEVELOPMENT COUNCIL FINANCIAL	ASSISTANCE FOR IN-DEMAND OCCUPATIONS
CAREER PATHWAY	>	GRANT AGREEM	IENT
PROGRAMS REVIEW & SUBMIT	>	THIS GRANT AGREEMENT ("Agreement") is made as of <u>Apr 11, 2025</u> by and b established within the executive office of the Governor of the State of Idaho, w and ("Recipient"), whose address is <u>123 Main St, Juliaetta, 1D 83535</u> (colle	etween the Idaho Workforce Development Council ("Council"), hose address is 514 West Jefferson, Suite 131, Boise, ID 83720 ctively "Parties"). The Parties, in consideration of the warranties,
		Recitals	
		 Whereas, the Workforce Development Council has created the Idaho LAUH education grants for eligible students who are seeking skills to align with in careers" has the meaning set forth in Idaho Code section 72-1204(j); 	NCH Program to be administered by the Council to provide n-demand careers. For purpose of this Agreement, "in-demand
		2. Whereas, the Recipient submitted an Application ("Application") for award	under the Program;
		3. Whereas, the Council has approved the Application for award of a grant un	nder the terms set forth herein:
		Agreement	
		NOW THEREFORE, in consideration of the mutual promises and consideration l acknowledged, and the recitals set forth above, which are incorporated herein,	herein, the receipt and sufficiency of which is hereby the parties agree as follows:
		 AWARD. The Council awards the Recipient a grant in the amount of (<u>\$8,00</u> the Request, the Program rules, and this Grant Agreement ("Agreement"). aware of the terms of the program rules and Agreement 	0.00) (the "Grant"). Recipient will use the Grant as set forth in The Recipient understands that it is his/her responsibility to be

Figure 21: Confirm Eligibility – Agreement

Participants will now be taken to the Agreement screen

IMPORTANT	T NOTICE TO RECIPIENTS AND PARENTS OF RECIPIENTS UNDER THE AGE OF EIGHTEEN (18)	
Your signature below in idaholaunch@wdc.idah	ndicates that you understand and agree to all terms set forth in this Agreement. If you have any questions, please co o.gov prior to signing.	ntact
IN WITNESS WHEREOF, respective representation	the Idaho Workforce Development Council and the Recipient have caused this Agreement to be executed by their ves duly authorized so to do on the date and year written below.	
* Participant 🕢		
	By typing your name in this box, you acknowledge that it serves as your electronic signature, carrying the same legal effect a handwritten signature.	is a
1		
After signing this docur	ment and submitting, please refresh the page on the home dashboard to make sure the task is cleared from the task	grid.
CANCEL	SIGN AND	CONFIRM

Figure 22: Confirm Eligibility – Sign and Confirm

You will then type in your name to add your signature. This serves as your electronic signature, carrying the same legal effect as a handwritten signature. Click **Sign and Confirm** to complete the task.

Confirm Graduation – This should not be completed until after Graduation

After completing the eligibility confirmation process, participants are required to verify graduation details through the **Graduation Verification** task on their home page. Please wait until you have documents to prove your graduation to complete this task. Note that this might be months after you have completed your initial Confirm Eligibility task.

		en completeu.						
Actior	able Tasks	Pend	ling Tasks	Completed Tasks				
Q. Search Tas	īks	SEARCH	TASK TYPE Any	•	TASK PHASE Any	• 1/	SK STATUS Any	• ± T•
Task Id 😡	Task 😡		Task Type 😡		Task Status 🚱	Created Date 🚱 1	Task Deadline 😡	Task Actions 🚱
1309	Add Demograph	ic Information	Initial Info Co	nfirmation	Participant Assigned	April 11, 2025	April 25, 2025	ADD DEMOGRAPHIC INFORMATION
1312	Graduation Verif	ication	Eligibility - Hig	gh School Academic Infor	Participant Assigned	April 11, 2025	June 25, 2025	GRADUATION VERIFICATION

Figure 23: Graduation Verification

From the **Home** page, scroll to the **Actionable Tasks** grid. Locate the task labeled **Graduation Verification**, then click the **Graduation Verification** button to begin.

	Application Status Final Offer Sent	Applied Late 1/4/2025		Application ID# 976
cademic Inform	ation			
igh School *	Select a high school	- Graduation Da	ate mm/dd/3339/	
urrent School atus *	Select a status	▼ GPA		
ocument Type	Choose A Document Type	Upload • Documentatio	UPLOAD C Drop file here	

Figure 24: Graduation Verification Task

Fill out the required fields in the **Academic Information** section, including relevant graduation details.

• On the second box "Current School Status" please ensure you choose "Graduated" this will allow the student to input their Graduation Date.

Once complete, click **Submit** to finish the process.

The system will return the participants to the **Home** page. The **Graduation Verification** task will now be removed from the actionable task list.

Add Demographic Information

You may be asked to complete a separate task to provide your demographic data. This is not reviewed but helps improve program insights.

Student LAUNCH participants have the option to add demographic information. This includes gender, races, ethnicity, tribal affiliation and familial status.

Task ble below pro tab are past	S ovides a list of all tas tasks that have bee	sks associated w n completed.	vith you. "Actional	ble Tasks" tab has tasks that a	ire ready for you to complete	, the "Pending Tasks"	tab are tasks that are b	eing worked on by others, and "Complete	
Actionable Tasks Pend		ng Tasks Completed Tasks							
Q. Search Tasks SEARCH		SEARCH	таѕк туре Апу	•	TASK PHASE Any	TASK PHASE Any TASK STATUS		ny • ± •	
Task Id 😧	Task 🛛 Task		Task Type 😡		Task Status 😧	Created Date 😡	† Task Deadline 🛛	Task Actions 😧	
1309	Add Demographic Information		Initial Info Co	nfirmation	Participant Assigned	April 11, 2025	April 25, 2025	ADD DEMOGRAPHIC INFORMATION	
1312	2 Graduation Verification		Eligibility - High School Academic Infor		Participant Assigned	April 11, 2025	June 25, 2025	GRADUATION VERIFICATION	

Figure 25: Demographic Information Task Grid

From the **Home** page, scroll to the **Actionable Tasks** grid. Locate the task labeled **Add Demographic Information**, then click the **Add Demographic Information** button to begin.

dentity			
5ender*		Tribal Affiliation	
Select Your Gender	•	Yes	
tace			
Select Racial Demographics	•	NO	
thnicity			
Select Your Ethnicity	•		
Familial Status			
Marital Status		First Generation College Student	
Select Marital Status	•	Yes	
amily/Dependents			
Select Dependent Number	•	No	

Fill out the required fields. Once complete, click **Submit** to finish the process.

The system will return the participants to the **Home** page. The **Add Demographic Information** task will now be removed from the actionable task list.

Correction Tasks

If your submitted information needs adjustments, a Technical Records Specialist may assign a correction task. You may be required to fix:

- Identity
- Residency
- High School Academic Info
- Career Pathway

Tas ble below e past task	provides a list of all tas that have been comp	iks associat pleted.	ed with you. "Actional	ble Tasks" tab has tasl	ks that are	e ready fe	for you to complete	e, the "Pena	ling Tasks" (tab a	ere tasks that are i	being worked on by othe	ers, and	l "Comj	oleted
Acti	ionable Tasks	P	ending Tasks	Completed T	Tasks										
Q. Search Tasks SEA		SEARC	H TASK TYPE Any		•	TASK PH	IASE Any		•	TAS	K STATUS Any		. 7	т	• ƙ
Task Id 🕑	Task 😧	١	Task Type 😡			Task Status 😧 Crea Date			Created Date 🚱	t	Task Deadline 🕑	Task Actions 😧			
1314	Correct & Review Ide	entity	Eligibility - Identity		Correct Identity			April 14, 2025		April 28, 2025	CORRECT & REVIEW	IDENTI	ΓY		
1315	Correct & Review Career Pathway		athway	Correct Career Pathway		April 14, 2025 April 28, 2025		April 28, 2025	E CORRECT & REVIEW CAREER PATHWAY						
1316	316 Correct & Review Address Eligibility - Address		Correct Address Information 2		April 14, 2025	^{4,} April 28, 2025		CORRECT & REVIEW ADDRESS INFORMA							
Correct & Review High 1317 School Academic Eligibility - High School Academic Information			ool Academic Info	Corre	ct High S	School Academic Ir	nfor	April 14, 2025		April 28, 2025	CORRECT & REVIEW	HIGH S	CHOOL	ACAD.	

Figure 27: Correction Tasks

Each correction task will appear on your Home Page under actionable tasks.

Identity

If there is an issue with your identification, you will be assigned a **Correct & Review Identity** task.

Ī	Correct Identification
	A technical records specialist has sent this back for corrections. Please correct your identification and reupload for review

Task Information	Stars emissibili document et a oddi loan orono. Ella tuna viskulitad osooc ka visuad		
Instructions	Plase refer to the lis below for allowable documentation for the labelity verification. All documentation Plases refer to the lis below for allowable documentation for the labelity verification. All documentation m ID Verification: Government issued ID with photo, i.e., Idaho State driver's license, Idaho State identification	nust be valid and not expired a card, Idaho State learner's	d. permit, Idaho State temporary driver's license, Idaho State temporary ID card, U.S. passport
Identification Inform	hation		
First Name *	Alan	Username	czyt9.partGuide1@inbox.testmail.app
Last Name *	Hayhurst	Birthday*	02/24/2001
Preferred First Name		SSN*	123456789
Preferred Last Name			
E-Mail*	czyt9.partGuide1@inbox.testmail.app	Secondary Phone	
Phone Number *	(123) 456-7890	Is text messsaging	No
Identification *	D PDF - 67.17 KB	allowed? *	
Supporting Documentation 🖗	UPLOAD C , Drop file here Please upload additional documentation If instructed by WDC.		
ANCEL			sua

Figure 28: Identity Correction Task

You will see **Task Information** at the top of the screen which includes details on why your Identification was sent back, and what is required to correct it. After making the necessary corrections, you can submit the updated version

Residency

If there is an issue with your identification, you will be assigned a **Correct & Review Address Information** task.

A technical re	CT RESIDENCY cords specialist has sent this back for corrections. Please correct your permanent and/or i	mailling addresses and submit for review.	
Task Information			
Additional Instructions	Please resubmit document as a pdf, jpeg, or png. File type submitted cannot be viewed Please refer to the list below for allowable documentation for the Residency verification Residency Verification: Idaho State driver's license, Idaho State identification card, Idah bill, voter registration/configuration card, transcript or car registration. All documentati	l. n. All documentation must be valid and not exp o State learner's permit, Idaho State temporary ion must have your name and address	red. driver's license, Idaho State temporary ID card, government issued ID, utility bill, cellular phone bill, insurance
Permanent Addre Please make any edits	55 needed for your permanent address.		
Address Line 1 *	405 Sample Lane	City*	Driggs
	Street Address	State*	ID v
Address Line 2	Apt. 2		
		Zipcode * Is your Mailing Add Yes	83230
Upload Proof of Res D ID PDF - 67.17 K	idency®*	<u>Uno</u>	
ANCEL			SUBM

Figure 29: Identity Correction Task

You will see **Task Information** at the top of the screen which includes details on why your residency was sent back, and what is required to correct it. After making the necessary corrections, you can submit the updated version

High School Academic Info

If there is an issue with your graduation verification, you will be assigned a **Correct & Review High School Academic Information** task.

Task Information				
Additional nstructions	Please resubmit document as a pdf. jpeg, or png. File type submitted cannot Please submit your diploma or transcript with graduation date for verificat	be viewed. ion.		
Academic Informa	tion			
Academic Informa High School *	tion ABERDEEN HIGH SCHOOL	Graduation Date *	03/01/2025	
Academic Informa High School * Current School itatus *	ABERDEEN HIGH SCHOOL	 Graduation Date * GPA * 	03/01/2025 iii 3.5	

Figure 30: High School Academic Information Correction Task

You will see **Task Information** at the top of the screen which includes details on why your high school academic information was sent back, and what is required to correct it. After making the necessary corrections, you can submit the updated version.

Career Pathway

If there is an issue with your career pathway, you will be assigned a **Correct & Review Career** Pathway task.

Corr A technical	ect Career Pathway I records specialist has sent this back for corrections. Please correct your Career Pathway and reupload for review.
Task Informatio	n
Additional Instructions	WDC cannot verify your Career Pathway Plan. Please log back into the Idaho Grant Management System and upload a screenshot of your dashboard on Next Steps Idaho that shows your name on the screen and shows you have completed all necessary tasks. There are four (4) specific activities that must be completed for Idaho LAUNCH Career Pathway Plan. Please use the link below for information on completion of your Career Pathway Plan. https://acrobat.adobe.com/link/review?uri=urn:aaidiscds:US:ad773535-5601-3e23-9929-f535ad98f3b8
Career Pathway	Information
Upload Documentation *	Career Pathway PDF - 67.17 KB
CANCEL	SUBMIT

Figure 31: Correct Career Pathway Task

You will see **Task Information** at the top of the screen which includes details on why your career pathway was sent back, and what is required to correct it. After making the necessary corrections, you can submit the updated version.

End of Guide