



Student Participant User Guide

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

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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).



Figure 1: Login Prompt

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)

My Tasks
The table below provides a list of all tasks associated with you. "Actionable Tasks" tab has tasks that are ready for you to complete, the "Pending Tasks" tab are tasks that are being worked on by others, and "Completed Tasks" tab are past tasks that have been completed.

Task Id	Task	Task Type	Task Status	Created Date	Task Deadline	Task Actions
1308	Confirm Eligibility	Initial Info Confirmation	Participant Assigned	April 11, 2025	April 25, 2025	CONFIRM ELIGIBILITY
1309	Add Demographic Information	Initial Info Confirmation	Participant Assigned	April 11, 2025	April 25, 2025	ADD DEMOGRAPHIC INFORMATION

Award Details
The details of your awarded LAUNCH grant

Total Award Amount	\$8,000.00	Issue Date	--	Date Extended	--
Award Balance Remaining	\$8,000.00	Close Out Date	--	Extension Reason	--
Award Status	Final Offer Sent	Close Out 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)

Participant Information
Welcome, Ali Portella (Participant) [EDIT INFO](#)

Personal Info

Name	Ali Portella	E-Mail	czyt9.test-batch-update-status1@inbox.testmail.app	SSN	XXX-XX-XXXX	Show	<input type="checkbox"/>
Preferred Name	--	Phone Number	(123) 456-7890				
Username	czyt9.test-batch-update-status1@inbox.testmail.app	Secondary Phone Number	--				
Birthday	May 07, 2005	Is text messaging allowed?	<input checked="" type="checkbox"/> No				
Permanent Address	123 Main St Apt 1 Rexburg, ID 83440	Mailing Address	123 Main St Apt 1 Rexburg, ID 83440				

Demographics

Gender	--	Ethnicity	--	First Generation College Student	--
Race	--	Tribal Affiliation	--	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)

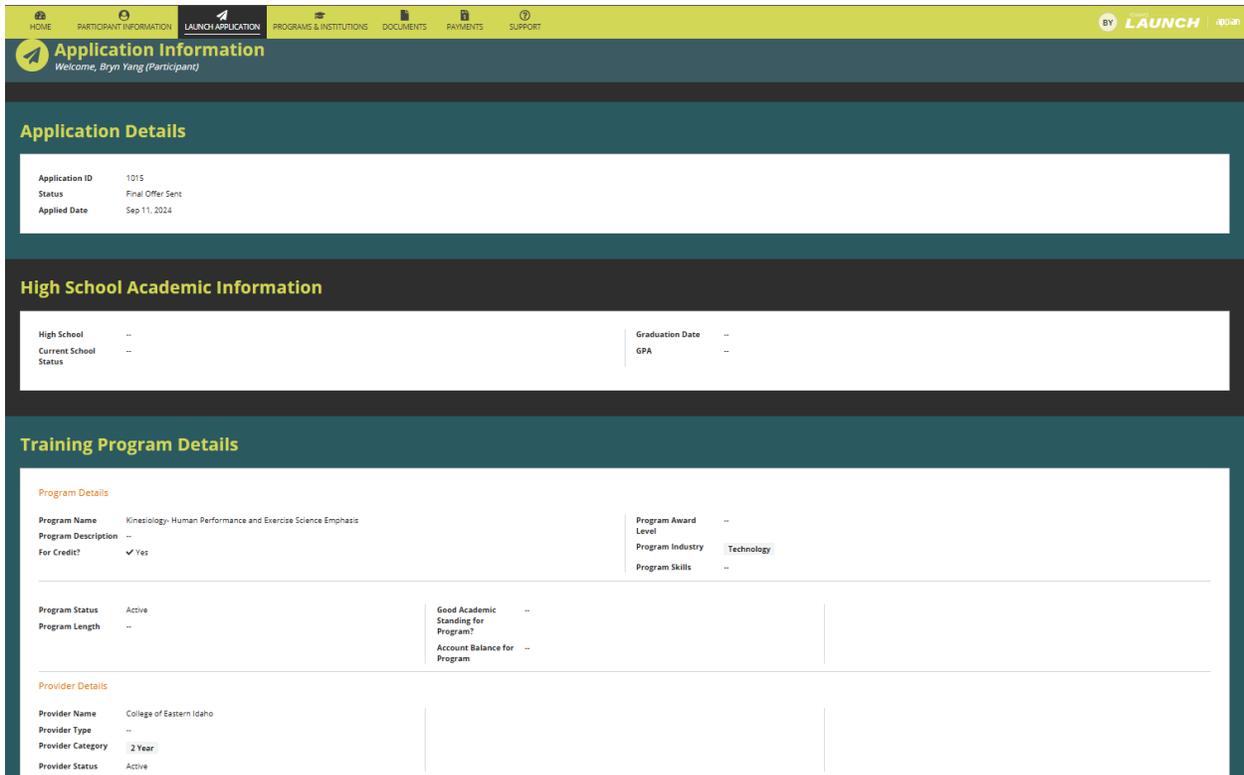


Figure 4: LAUNCH App

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.

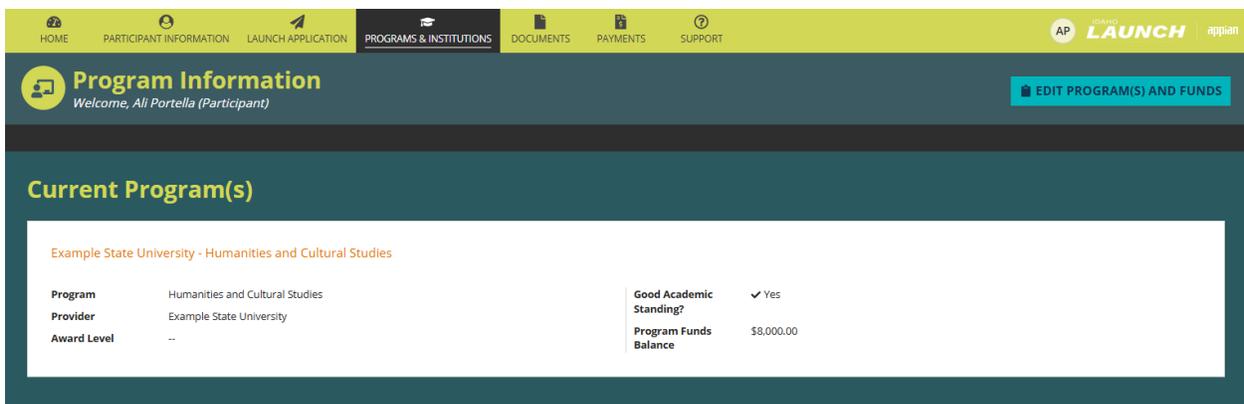


Figure 5: Programs & Institutions

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

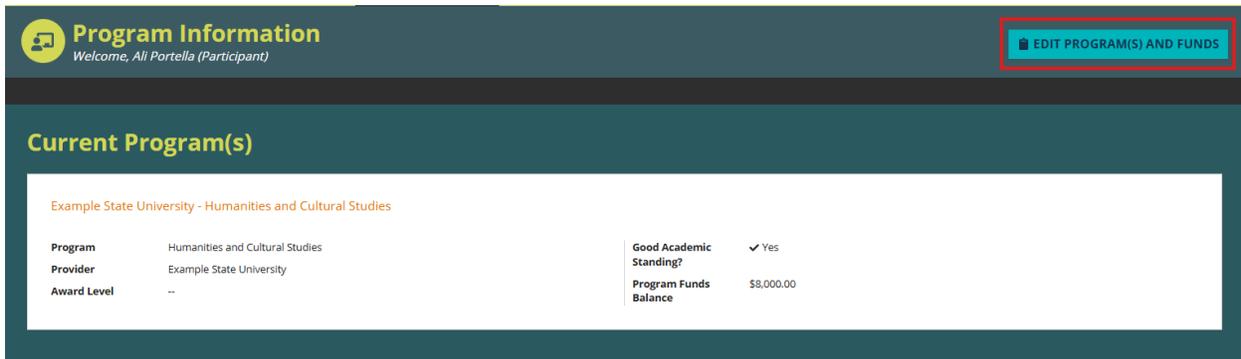


Figure 6: Edit Program(s) Button

They will also be able to modify their intended career.

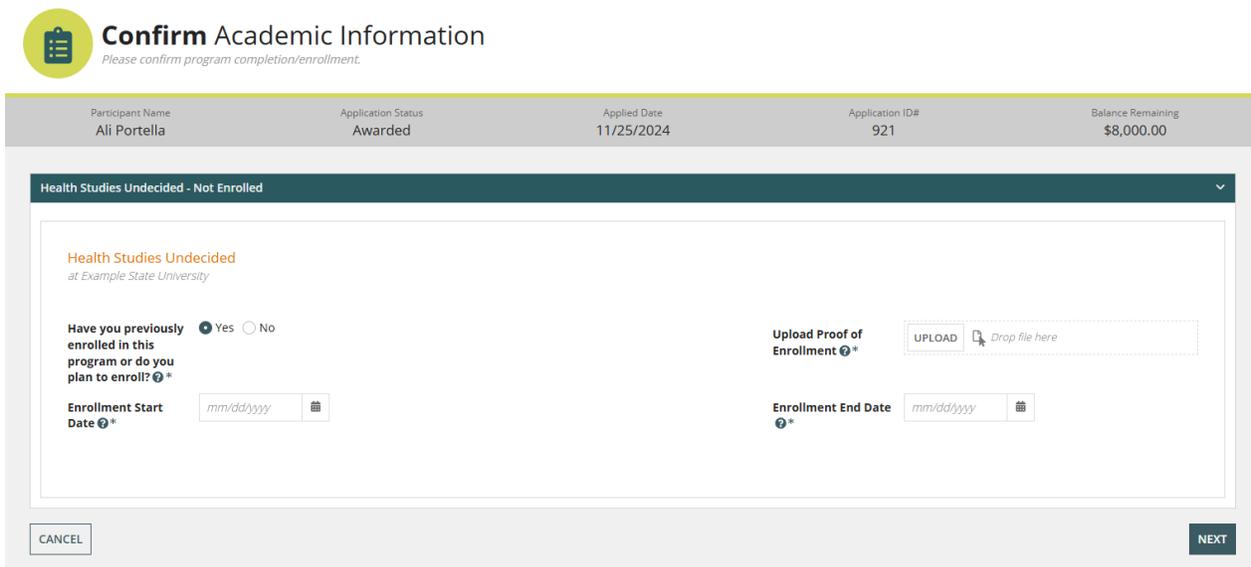


Figure 7: Edit Program – Confirm Academic Information

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.

Figure 8: Edit Programs View

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

Document preview will only be available for PDFs and images.

Search Documents ▼ ↺

Document Name	Document Type	Document Description	Submitted Date
Bryn Agreement Form	Agreement	Participant Agreement Document	Apr 10, 2025 6:00 PM
ID	Proof of Address	Proof that the participant lives at address on document.	Apr 11, 2025 1:47 PM
Career Pathway	Career Pathway Documentation	Visual proof that student has completed his/her Career Pathway on Scholarship Idaho.	Apr 11, 2025 1:47 PM
ID	Proof of Identity	Proof of 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.

Add Supporting Documentation

Select one of the Document Types and supply the requisite documents for to add to the Award

Document Details
Select an extension document type, and provide a document supporting the extension

▼ Extension Types

There are five allowable reasons for applying for an extension which includes:

- Religious Service
- Military Service
- Structured Volunteer Service (specific to AmeriCorps or Peace Corps)
- Medical/Health Issues (when your education/training provider is unable to meet your needs consistent with reasonable accommodations)
- Program Availability (if you have been waitlisted for a program that begins after Fall 2024)

Visit [this link](#) to read more information about extension requests in the Idaho LAUNCH framework document. Gap years and taking time to work are not an allowable reason to defer the Idaho LAUNCH funding. If a student were to not enroll in their program due to working or taking a gap year, they would lose the grant funds.

Document Type * Document *

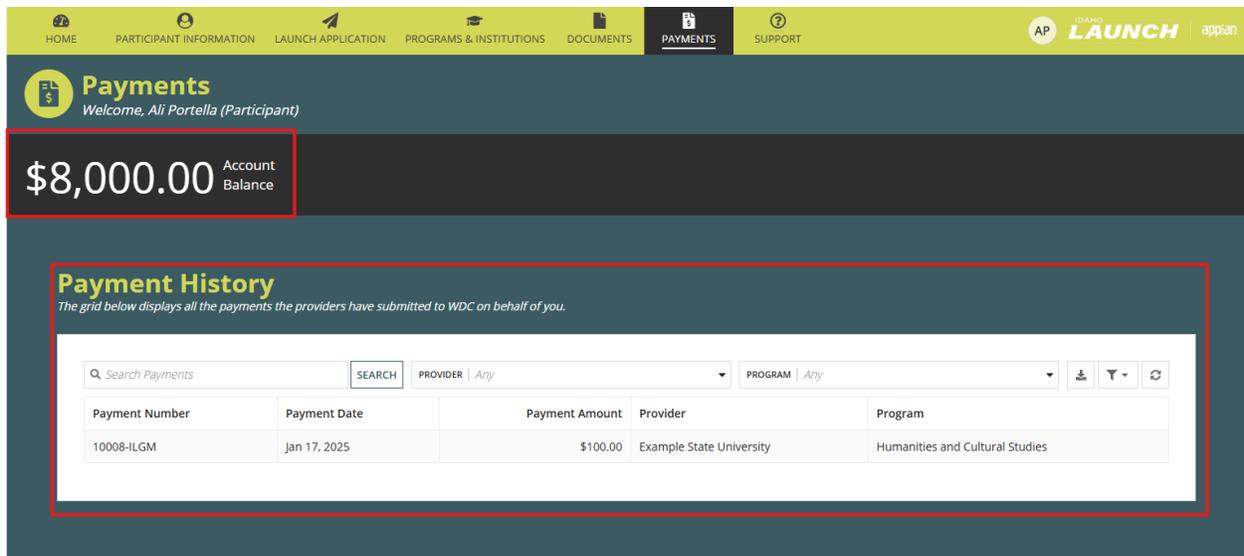
Figure 10: Add Supporting Documentation

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



The screenshot displays the 'Payments' tab interface. At the top, a navigation bar includes links for HOME, PARTICIPANT INFORMATION, LAUNCH APPLICATION, PROGRAMS & INSTITUTIONS, DOCUMENTS, **PAYMENTS**, and SUPPORT. A 'LAUNCH' button is also visible. Below the navigation bar, the page title is 'Payments' with a subtitle 'Welcome, Ali Portella (Participant)'. A large box shows the 'Account Balance' as '\$8,000.00'. The 'Payment History' section includes a search bar and filters for 'PROVIDER' and 'PROGRAM'. A table lists the following payment:

Payment Number	Payment Date	Payment Amount	Provider	Program
10008-ILGM	Jan 17, 2025	\$100.00	Example State University	Humanities and Cultural Studies

Figure 11: Payments tab

Support

Visit the **Support** tab to access:

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

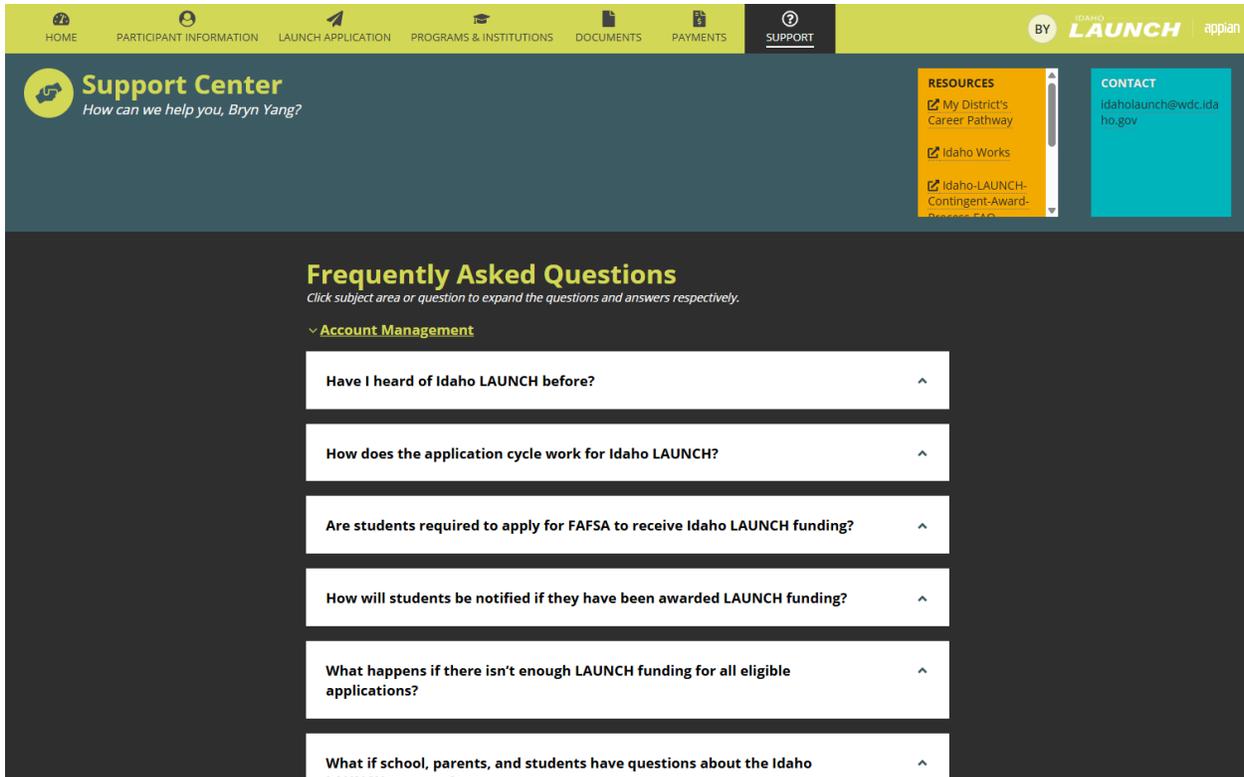


Figure 12: Support

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

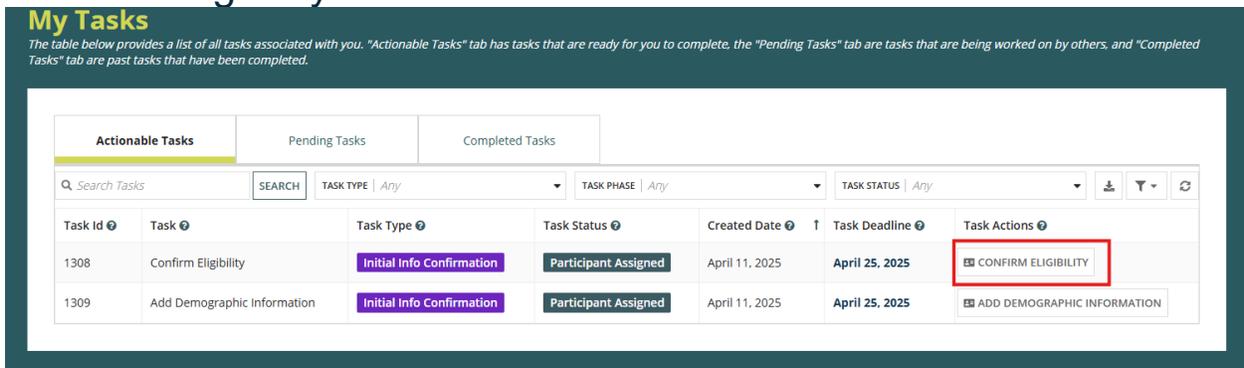


Figure 13: Confirm Eligibility

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 approval.

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



Confirm Eligibility

Please confirm the information on your award eligibility. 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 >

CAREER PATHWAY >

PROGRAMS >

REVIEW & SUBMIT >

Identity

Please confirm that your personal information is correct. You may make corrections by clicking the "Enable Edits" button on the bottom right. Please be aware that your eligibility may be affected. In addition, please upload your government issued ID.

First Name	Bryn	Username	czyt9.userGuide1@inbox.testmail.app
Last Name	Yang	Birthday	Jun 18, 2003
Preferred First Name		SSN #	123-45-6789
Preferred Last Name		Secondary Phone Number	
E-Mail	czyt9.userGuide1@inbox.testmail.app	Is text messaging allowed?	Yes
Phone Number	(123) 456-7890	Upload Government ID *	<input type="button" value="UPLOAD"/> Drop file here

Do you have an Idaho state-issued ID or driver's license? *

Yes

No

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 Eligibility

Please confirm the information on your award eligibility. 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

CAREER PATHWAY >

PROGRAMS >

REVIEW & SUBMIT >

Residency

Please confirm your residency is correct. You may make corrections by clicking the 'Enable Edits' button on the bottom right. Please be aware that your eligibility may be affected. In addition, if your ID does not serve as proof of residency, please upload proof of residency.

Permanent Address 123 Main St
Juliaetta, ID 83535

Does your ID serve as proof of your residency? *

Yes

No

Upload Proof of Residency *

UPLOAD Drop 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 Eligibility

Please confirm the information on your award eligibility. 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 >

CAREER PATHWAY

PROGRAMS >

REVIEW & SUBMIT >

Career Pathway

Please verify that you have completed your Career Pathway. If it fails to verify, please upload proof that you've completed your Career Pathway and it will be sent to a technical records specialist for review.

✓ CLICK HERE TO BEGIN VERIFICATION

By clicking on this button, you will allow us to verify if your career pathway has been confirmed by Scholarship Idaho.

✗ Verification failed. If you haven't already, please create a career pathway using this link. If you're still having trouble, click [here](#) to upload a screenshot of your completed verification from your NextSteps account.

Upload Documentation *

You may upload a screenshot of your completed Career Pathway.

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



Confirm Eligibility

Please confirm the information on your award eligibility. 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 >

CAREER PATHWAY >

PROGRAMS

REVIEW & SUBMIT >

Programs

Please confirm the program(s) you plan to participate is listed correctly. You may make corrections by clicking the 'Enable Edits' button on the bottom right. Be warned that your eligibility may be affected.

Selected Programs

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

Total Allocated Funds \$8,000.00

Career Electrical and Electronic Engineering Technologists and Technicians

CANCEL PREVIOUS ENABLE EDITS NEXT

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

Confirm Eligibility

Please confirm the information on your award eligibility. 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 >

CAREER PATHWAY >

PROGRAMS >

REVIEW & SUBMIT

Review and Submit

Please take the time to review your information one last time before submitting. You can always go back to the previous sections to make corrections.

Identity

Bryn Yang
 Identification: Uploaded

Residency

Proof of Residency: Uploaded

Career Pathway

Career Pathway: Uploaded

Career Pathway Verified: Submit for Manual Review

Programs

Selected Programs

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 Engineering Technologists and Technicians				Program Unavailable @
				Total Allocated Funds \$8,000.00

CANCEL
PREVIOUS

PROCEED TO AGREEMENT

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.

❌ Please indicate whether your ID serves as proof of residency.

❌ 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 Eligibility**
Please confirm the information on your award eligibility. 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 >
- CAREER PATHWAY >
- PROGRAMS >
- REVIEW & SUBMIT

Student Agreement

**IDAHO WORKFORCE DEVELOPMENT COUNCIL FINANCIAL ASSISTANCE FOR IN-DEMAND OCCUPATIONS
GRANT AGREEMENT**

THIS GRANT AGREEMENT ("Agreement") is made as of Apr 11, 2025 by and between the Idaho Workforce Development Council ("Council"), established within the executive office of the Governor of the State of Idaho, whose address is 514 West Jefferson, Suite 131, Boise, ID 83720 and ("Recipient"), whose address is 123 Main St, Juliaetta, ID 83535 (collectively "Parties"). The Parties, in consideration of the warranties, terms and conditions contained herein, agree as follows:

Recitals

- Whereas, the Workforce Development Council has created the Idaho LAUNCH Program to be administered by the Council to provide education grants for eligible students who are seeking skills to align with in-demand careers. For purpose of this Agreement, "in-demand careers" has the meaning set forth in Idaho Code section 72-1204(j);
- Whereas, the Recipient submitted an Application ("Application") for award under the Program;
- Whereas, the Council has approved the Application for award of a grant under the terms set forth herein;

Agreement

NOW THEREFORE, in consideration of the mutual promises and consideration herein, the receipt and sufficiency of which is hereby acknowledged, and the recitals set forth above, which are incorporated herein, the parties agree as follows:

- AWARD.** The Council awards the Recipient a grant in the amount of ~~(\$8,000.00)~~ (the "Grant"). Recipient will use the Grant as set forth in the Request, the Program rules, and this Grant Agreement ("Agreement"). The Recipient understands that it is his/her responsibility to be aware of the terms of the program rules and Agreement.

Figure 21: Confirm Eligibility – Agreement

Participants will now be taken to the Agreement screen

IMPORTANT NOTICE TO RECIPIENTS AND PARENTS OF RECIPIENTS UNDER THE AGE OF EIGHTEEN (18)

Your signature below indicates that you understand and agree to all terms set forth in this Agreement. If you have any questions, please contact idaholaunch@wdc.idaho.gov prior to signing.

IN WITNESS WHEREOF, the Idaho Workforce Development Council and the Recipient have caused this Agreement to be executed by their respective representatives 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 as a handwritten signature.

 After signing this document and submitting, please refresh the page on the home dashboard to make sure the task is cleared from the task grid.

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.

My Tasks
The table below provides a list of all tasks associated with you. "Actionable Tasks" tab has tasks that are ready for you to complete, the "Pending Tasks" tab are tasks that are being worked on by others, and "Completed Tasks" tab are past tasks that have been completed.

Actionable Tasks							Pending Tasks		Completed Tasks	
Task Id	Task	Task Type	Task Status	Created Date	Task Deadline	Task Actions				
1309	Add Demographic Information	Initial Info Confirmation	Participant Assigned	April 11, 2025	April 25, 2025	ADD DEMOGRAPHIC INFORMATION				
1312	Graduation Verification	Eligibility - High 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.

Confirm Graduation
Please confirm the information on your award eligibility. Any changes made will be sent to your program technical specialist for approval.

Application Status: Final Offer Sent | Applied Date: 1/4/2025 | Application ID#: 976

Academic Information

High School * | Graduation Date

Current School Status * | GPA

Document Type | Upload Documentation

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.

My Tasks
The table below provides a list of all tasks associated with you. "Actionable Tasks" tab has tasks that are ready for you to complete, the "Pending Tasks" tab are tasks that are being worked on by others, and "Completed Tasks" tab are past tasks that have been completed.

Actionable Tasks							Pending Tasks			Completed Tasks		
Task Id	Task	Task Type	Task Status	Created Date	Task Deadline	Task Actions						
1309	Add Demographic Information	Initial Info Confirmation	Participant Assigned	April 11, 2025	April 25, 2025	ADD DEMOGRAPHIC INFORMATION						
1312	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.



Provide Demographic Information

Use this form to provide your demographic information. If there are fields you not wish to answer, leave empty unless required.

Identity

Gender*
Select Your Gender

Race
Select Racial Demographics

Ethnicity
Select Your Ethnicity

Tribal Affiliation
Yes
No

Familial Status

Marital Status
Select Marital Status

Family/Dependents
Select Dependent Number

First Generation College Student
Yes
No

CANCEL SUBMIT

Figure 26: Demographic Information Task

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

My Tasks
The table below provides a list of all tasks associated with you. "Actionable Tasks" tab has tasks that are ready for you to complete, the "Pending Tasks" tab are tasks that are being worked on by others, and "Completed Tasks" tab are past tasks that have been completed.

Actionable Tasks							Pending Tasks	Completed Tasks
Task Id	Task	Task Type	Task Status	Created Date	Task Deadline	Task Actions		
1314	Correct & Review Identity	Eligibility - Identity	Correct Identity	April 14, 2025	April 28, 2025	CORRECT & REVIEW IDENTITY		
1315	Correct & Review Career Pathway	Eligibility - Career Pathway	Correct Career Pathway	April 14, 2025	April 28, 2025	CORRECT & REVIEW CAREER PATHWAY		
1316	Correct & Review Address Information	Eligibility - Address	Correct Address Information	April 14, 2025	April 28, 2025	CORRECT & REVIEW ADDRESS INFORMA...		
1317	Correct & Review High School Academic Information	Eligibility - High School Academic Info...	Correct High School Academic Infor...	April 14, 2025	April 28, 2025	CORRECT & REVIEW HIGH SCHOOL 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.



Correct Identification

A technical records specialist has sent this back for corrections. Please correct your identification and reupload 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 Identity verification. All documentation must be valid and not expired. ID Verification: Government issued ID with photo, i.e., Idaho State driver's license, Idaho State identification card, Idaho State learner's permit, Idaho State temporary driver's license, Idaho State temporary ID card, U.S. passport

Identification Information

First Name *	<input type="text" value="Alan"/>	Username	czyr9.partGuide1@inbox.testmail.app
Last Name *	<input type="text" value="Heyhurst"/>	Birthday *	<input type="text" value="02/24/2001"/>
Preferred First Name	<input type="text"/>	SSN *	<input type="text" value="123456789"/>
Preferred Last Name	<input type="text"/>	Secondary Phone Number	<input type="text"/>
E-Mail *	<input type="text" value="czyr9.partGuide1@inbox.testmail.app"/>	Is text messaging allowed? *	<input type="text" value="No"/>
Phone Number *	<input type="text" value="(123) 456-7890"/>		

Identification * ID PDF - 67.17 KB

Supporting Documentation *Drop file here*

Please upload additional documentation if instructed by WOC.

CANCEL

SUBMIT

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.



Correct Residency

A technical records specialist has sent this back for corrections. Please correct your permanent and/or mailing 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. All documentation must be valid and not expired.
Residency Verification: Idaho State driver's license, Idaho State identification card, Idaho State learner's permit, Idaho State temporary driver's license, Idaho State temporary ID card, government issued ID, utility bill, cellular phone bill, insurance bill, voter registration/configuration card, transcript or car registration. All documentation must have your name and address

Permanent Address
Please make any edits needed for your permanent address.

Address Line 1 * 405 Sample Lane
Street Address

Address Line 2 Apt. 2
Apartment, suite, unit

City * Driggs

State * ID

Zipcode * 83230

Is your Mailing Address the same as your Permanent Address? *
 Yes
 No

Upload Proof of Residency *
 ID PDF - 67.17 KB

CANCEL SUBMIT

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.



Correct High School Academic Information

A technical records specialist has sent this back for corrections. Please correct your high school academic information and submit for review.

Task Information

Additional Instructions Please resubmit document as a pdf, jpeg, or png. File type submitted cannot be viewed.
Please submit your diploma or transcript with graduation date for verification.

Academic Information

High School * ABERDEEN HIGH SCHOOL

Graduation Date * 03/01/2025

Current School Status * Graduated

GPA * 3.5

Document Type * Proof of Graduation - Diploma

Upload Documentation * Diploma2 PDF - 67.17 KB

CANCEL SUBMIT

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.

Correct Career Pathway
A technical records specialist has sent this back for corrections. Please correct your Career Pathway and reupload for review.

Task Information

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:aaid:scds:US:a4773535-5601-3e23-9929-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