



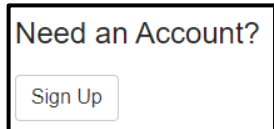
## Appendix A – Application Portal Instructions

### Helpful Tips for IDEAS Program Grant Competition Applicants

Thank you for your interest in the IDEAS (Increase and Diversify Education Abroad for U.S. Students) Program grant competition. Below are some tips to help you complete your application.

#### Password and Login Information

- If you have previously applied for an IDEAS Program grant in 2019 or 2020, your login information remains the same.
- New applicants will need to register using the ‘Sign Up’ button on the login page.
- Your username will be the email address you used when you registered for the applicant portal. Write down your password and keep this information in a safe place. If you forget your password, you will need to reset it.
- If you forget your password, DO NOT continue guessing your password. If you type the incorrect password a few times, you will be locked out of the account. If you cannot remember your password, please always click on the ‘Forgot Password’ link.



#### Request for help with your account

- If you have difficulties with your account, please contact [IDEAS@worldlearning.org](mailto:IDEAS@worldlearning.org). Please include “IDEAS Program 2022 Application – Your Institution Name” in the subject line.
- Please include as much information as possible (including the name and email address you used register) with your message to explain the problem. If possible, include screenshots.
- Note that it may take up to 2-3 business days to receive a response to your question.

#### Questions Regarding the Program

- For questions regarding the program please refer to the program website: <http://www.studyabroadcapacitybuilding.org/>

#### Please Follow Steps 1-6 to Complete the Application

##### Step 1: Create an Account

1. Click on the ‘Apply for the Grant Competition’ link on the website; you will then be directed to the Applicant Portal.
2. If you have an existing account, please use the login information previously used. Use the “Forgot Password” link to reset your password if needed.
3. If you do not have an existing account, click on the ‘Sign Up’ button under ‘Need an Account?’
4. Enter your email address and password, following the password restrictions.
5. Click the blue ‘Sign Up’ button



##### Step 2: Create or Edit a Profile

1. Once you have signed up your email and created a password, you will be directed to the Homepage where you will create your institution profile.



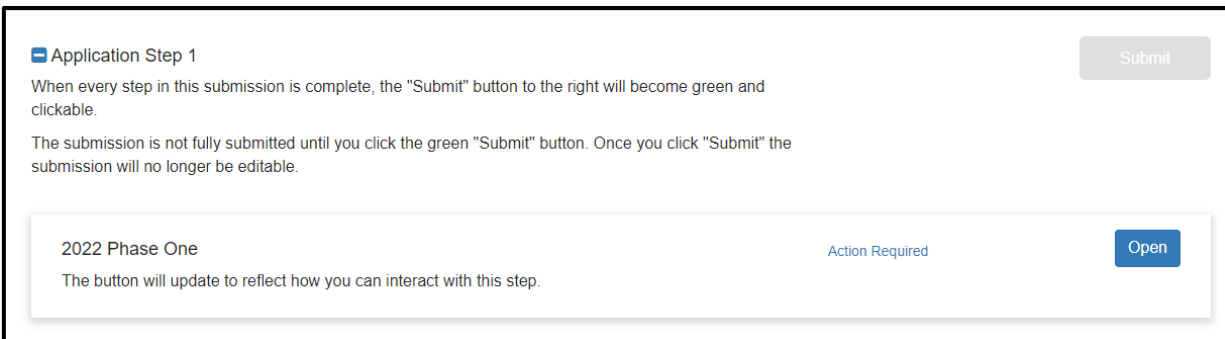
- a. If you have an existing account, you may update your profile at this time.
2. New accounts will start by clicking in on the ‘+Create a Profile to Get Started’ button.
3. Enter all required information.
4. You may save a draft of your profile by clicking on the ‘Save Draft’ button. Note that you will not be able to start an application without a completed profile.
5. Once you have successfully completed your profile, click the ‘Save’ button. You will now be able to start your application.
6. You may view or edit your institution profile by clicking on the ‘View’ or ‘Edit’ buttons in the Profile box.



7. To navigate back to the Homepage screen from the application at any time, click the blue ‘Homepage’ button at the top of the screen.

**Step 3: Start a New Application**

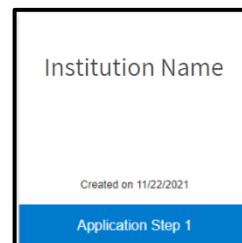
1. To create a new application, click the ‘Get Started’ button at the bottom of the Homepage.
2. On the screen pictured below, you will select ‘Open’ to begin filling out your application. A ‘View’ button will appear once the application is started and can be used to print the application or review it as it would be seen during the proposal review process.



3. You may save a draft of your application at any time by clicking on the ‘Save Draft’ button at the bottom of the screen.
4. To return to the Application page or Homepage, click on the ‘Homepage’ or ‘(Institution Name)’ button at the top of the screen.

**Step 4: Return to Complete an Existing Application**

1. Once you have started an application, you can return to it at any time until the application deadline. To return to an existing application, browse to the following link:  
[https://webportalapp.com/sp/ideas\\_applications\\_2022](https://webportalapp.com/sp/ideas_applications_2022)
2. Enter your email address and password information and click ‘Log In’. You will automatically be directed to the Homepage.
3. When you return, to complete an application, the Homepage view will list your in-progress application. You can continue your existing application by clicking the blue bar titled “Application Step 1”.
4. Click on the ‘Edit’ button to continue filling out your application.





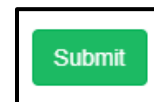
### Step 5: Track Your Progress

1. You can track your application progress on the Homepage of the application. To navigate back to the Homepage from your Profile or Application, click on the blue 'Homepage' text at the top of the screen.
2. If the status bar below your institution name is gray in color, your application is in a review status, and no action needs to be taken at the moment.
3. If the status bar is blue, that means that there is an action/step that you need to take (a form needs to be filled out, etc.)
4. If the status bar is red, that means that there is an error and you should reach out to an administrator of this program.
5. On the application page, an 'Action Required' or 'Completed' notification will also show next to the 'Open' button.



### Step 6: Submit Application

1. Once you have completed all required sections of the application, click the blue 'Save' button at the bottom of the screen.
2. Your application status should show as 'Complete' and the 'Submit' button on the application screen will become green and clickable. Once you click the green 'Submit' button, you will no longer be able to edit your application.
3. Your application is not fully submitted until you click the green 'Submit' button.
4. You will receive an automated email confirming the submission of your application.



### Additional Guidance

#### Forgotten Password

1. If you have forgotten your password and you need to reset it, you can do so from the Login page and click the 'Forgot Password' button below the login boxes.
2. If you forgot your password, DO NOT continue guessing your password. If you type the incorrect password a few times, you will be locked out of the account. If you cannot remember your password, always click on 'Forgot Password'.
3. Once you click the link, enter your email address in the Username field and click 'Reset Password'. Instructions on changing your password will be emailed to you.
4. Once you click the link sent to your email address, you will be directed to the 'Change Your Password' page. Please make sure your new password meets the requirements listed.

**Contact World Learning for assistance:** If you have question or if you need help completing your application, email [IDEAS@worldlearning.org](mailto:IDEAS@worldlearning.org). Please include "IDEAS Program 2022 Application – Your Institution Name" in the subject line.