



INDIANA
WORKFORCE
DEVELOPMENT

Training Acceleration Grant Web Portal User Help Guide

With a Training Acceleration Grant, employers can advance the skills of their existing workforce in various educational and training methods. The program established by the Indiana General Assembly is a primary workforce training program in the state operated by the Indiana Economic Development Corporation and Indiana Department of Workforce Development.

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Registering on the Portal

The screenshot shows the login page for the Training Acceleration Grant on the IN.gov portal. The page header includes the IN.gov logo on the left and the Indiana Workforce Development logo on the right. The main content area is titled "Login Page - Training Acceleration Grant" and contains the following text and form elements:

Please enter your username and password and click *Login*.

If you do not have a login, please [create a username and password](#).

Username **** NOTE: Your user name will be your email address.**

Password

Forget your [password](#)?

If you would like to change your password, [click here](#).

At the bottom of the page, there are links for "TAG Home" and "Contact DWD".

➔ Click on the “create a username and password” link and you will be redirected to the User Registration page

User Registration - Training Acceleration Grant

Establish Username and Password

Enter a username and password in the fields provided. Your email address will be used as your username when you log in.

First Name

Last Name

Email - Username (name@email.com)

Retype Email

Password

Retype Password

Phone Number

Phone Extension

[TAG Home](#) :: [Contact DWD](#)

➔ Enter the registration information and click the “Submit” button. Your information will be registered in the system. You will then be redirected back to the login page. Enter the e-mail address and password that was submitted on the User Registration Page.



- **Your login information is case-sensitive.**
- **Your password cannot contain all upper-case or all lower-case letters.**
- **You must enter your login information exactly as it was entered during the registration for web portal.**

➔ Once you have logged in, you will see your home page.

Home

Training Acceleration Grant Home Page

Account

- [Edit Account Information](#)

Create a new...

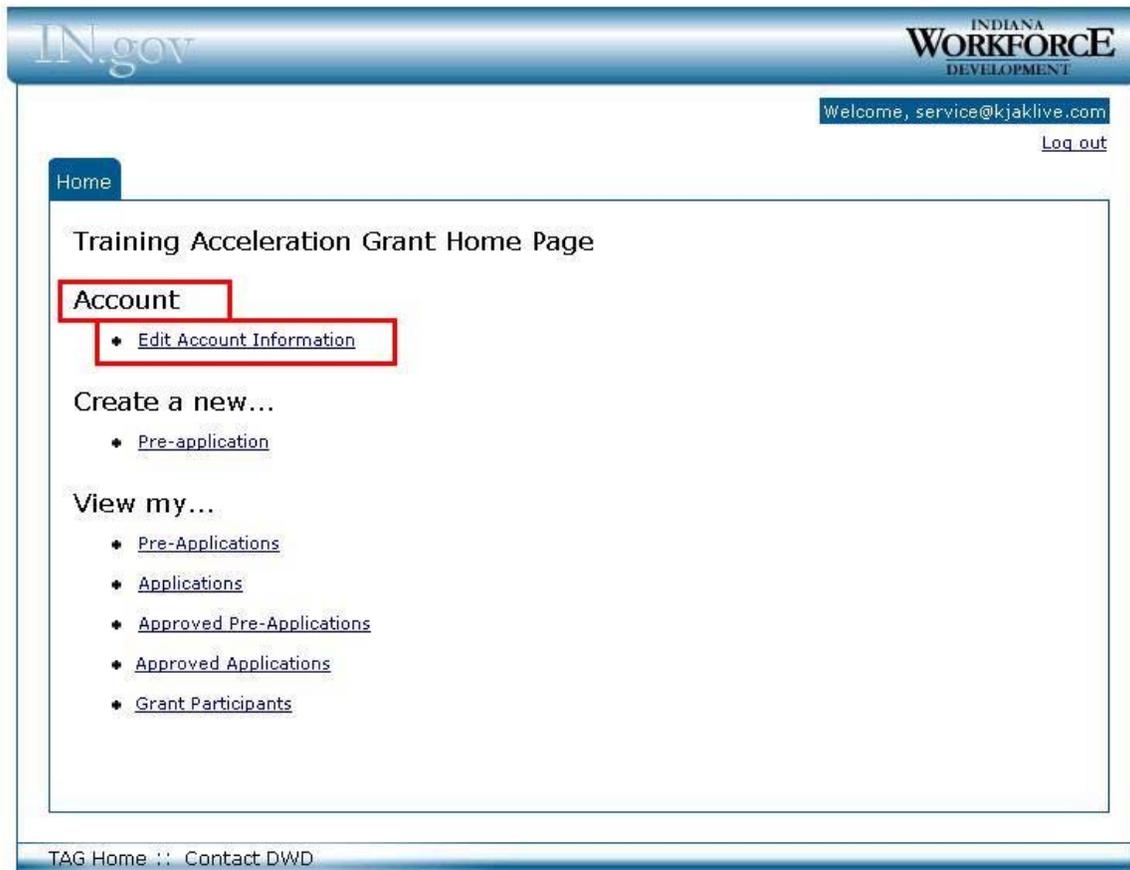
- [Pre-application](#)

View my...

- [Pre-Applications](#)
- [Applications](#)
- [Approved Pre-Applications](#)
- [Approved Applications](#)
- [Grant Participants](#)

Modifying Personal Information

When you login to your account, you will see your home page. Located at the top of the home page is your [Account] section. Under this section you have the option to “edit account information.”



The screenshot displays the IN.gov website interface. At the top left is the IN.gov logo, and at the top right is the INDIANA WORKFORCE DEVELOPMENT logo. Below the logos, a blue bar contains the text "Welcome, service@kjaklive.com" and a "Log out" link. The main content area is titled "Home" and "Training Acceleration Grant Home Page". Under the "Account" section, the "Edit Account Information" link is highlighted with a red box. Below this, there are sections for "Create a new..." with a "Pre-application" link, and "View my..." with links for "Pre-Applications", "Applications", "Approved Pre-Applications", "Approved Applications", and "Grant Participants". At the bottom of the page, there is a footer with the text "TAG Home :: Contact DWD".

➔ Click on the link and you will be redirected to the Account Information page

IN.gov INDIANA
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Welcome, service@kjaklive.com
[Log out](#)

Home Account Information

Training Acceleration Grant - DWD

Please enter the following information. When you have entered all of the required information select **Save**.

Required field

✖ Account Information		— hide
Email Address >	service@kjaklive.com	cancel
First Name >	Kerry	
Last Name >	Meagher	
Phone Number >	(317) 233-4012	
Phone Extension >		

TAG Home :: Contact DWD

➔ You will see your current information.

NOTE:

- You cannot edit your e-mail address or password this way. See pages 9 -10 for information on what options are available for this.

➔ Once you have edited the information, click the “Save” button and your information will be updated to the system. You will then be redirected to the Home page. The “Save” button will not appear until after information has been edited.

Before Change:

IN.gov INDIANA WORKFORCE DEVELOPMENT

Welcome, service@kjaklive.com [Log out](#)

Home Account Information

Training Acceleration Grant - DWD

Please enter the following information. When you have entered all of the required information select Save.

Required field

Account Information		hide
Email Address >	service@kjaklive.com	cancel
First Name >	Kerry	
Last Name >	Meagher	
Phone Number >	(555) 555-5555	
Phone Extension >		

TAG Home :: Contact DWD

After Change:

IN.gov INDIANA WORKFORCE DEVELOPMENT

Welcome, service@kjaklive.com [Log out](#)

Home Account Information

Training Acceleration Grant - DWD

Please enter the following information. When you have entered all of the required information select Save.

Required field

Account Information		cancel
Email Address >	service@kjaklive.com	save
First Name >	Kerry	
Last Name >	Meagher	
Phone Number >	(317) 233-4012	
Phone Extension >		

TAG Home :: Contact DWD

Changing Your Username and Password

If you are logged into the system, you will need to click the [Log out](#) link located in the top right corner of the page to return to the login screen



The screenshot shows a web browser window with a blue header. On the left, it says "IN.gov". On the right, it says "INDIANA WORKFORCE DEVELOPMENT". The main content area is titled "Login Page - Training Acceleration Grant". Below the title, there is a prompt: "Please enter your username and password and click *Login*." followed by a link: "If you do not have a login, please [create a username and password](#)." There are two input fields: "Username" with a note: "** NOTE: Your user name will be your email address." and "Password". Below the password field is a link: "Forget your [password](#)?" and a red-bordered box containing the text: "If you would like to change your password, [click here](#)." At the bottom of the form is a "Login" button. The footer of the page contains the text: "TAG Home :: Contact DWD".

➔ Near the bottom of the login page you will see a link that says, "If you would like to change your password, [click here](#)". Click the link to be directed to the Change Password page

Change Password - Training Acceleration Grant

Change Password

Please type in the new password that you would like to use and retype it to confirm the change and select Change Password.

Username

Old Password

New Password

Retype New Password

Change Password

TAG Home :: Contact DWD

1. Complete the fields
2. Click on the [Change Password] button.

NOTE:

- *A temporary page will open informing you that you will be redirected in a few seconds. At this time the system is updating your information. When it has finished it will redirect you back to the login page at which time you will then be required to enter your new password in order to access the system.*

Retrieving Lost Passwords

To retrieve a lost password, go to the TAG web portal login page.

IN.gov INDIANA
WORKFORCE
DEVELOPMENT

Login Page - Training Acceleration Grant

Please enter your username and password and click *Login*.

If you do not have a login, please [create a username and password](#).

Username **** NOTE: Your user name will be your email address.**

Password

Forget your [password?](#)

If you would like to change your password, [click here](#).

TAG Home :: Contact DWD

Find “Forgot your [password](#)” and click on the link. The Forgot Password page will appear.

IN.gov INDIANA
WORKFORCE
DEVELOPMENT

Password Reset - Training Acceleration Grant

Please enter your username click *Submit*.

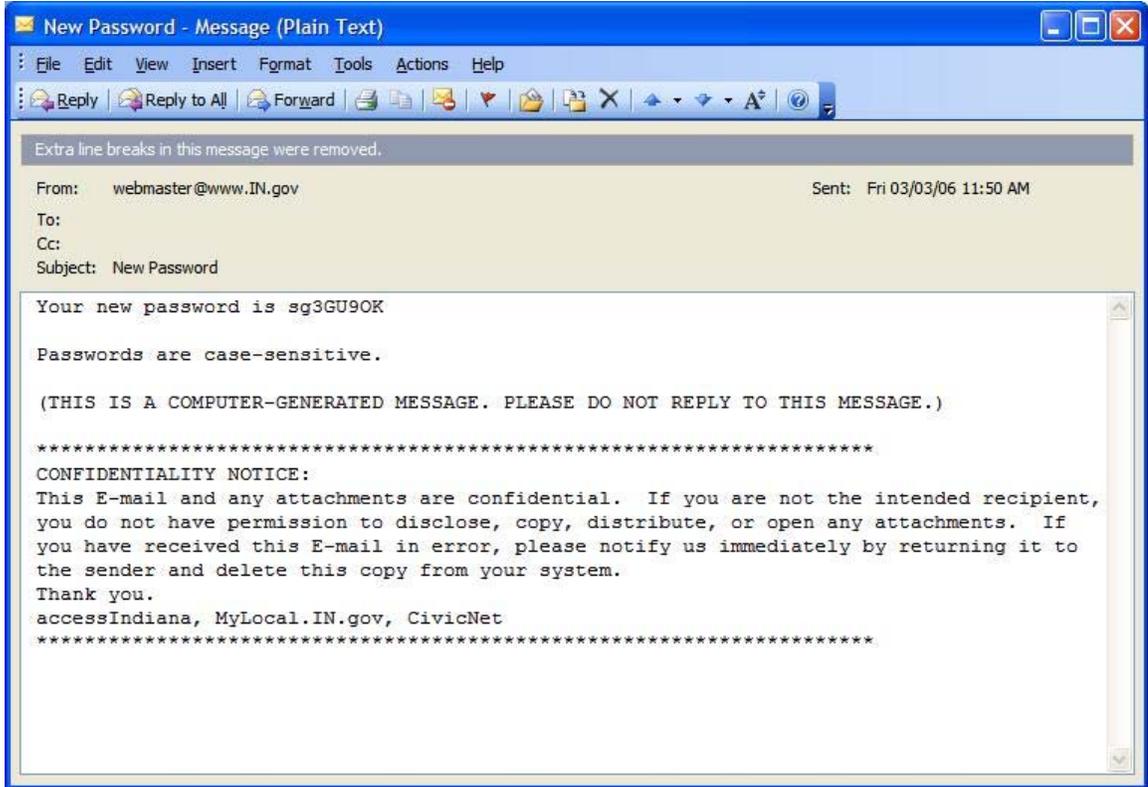
Username **** NOTE: Your user name will be your email address.**

TAG Home :: Contact DWD

Enter your username into the textbox and click on the [Forgot Password] button. Another page will appear informing you that a new password has been sent to your e-mail address.



The message you find in your e-mail will read (with a different password):



Now that you have your new password, click on the link to return to the Training Acceleration Grant portal login page. Enter your e-mail address, making sure that you are entering it correctly with all upper-case and lower-case letters in the appropriate places. Next, you must enter the password that was sent to you in the e-mail. The easiest way to do this is to copy and paste the new password, as these are not easy passwords to remember and you want to assure that you have them entered correctly.

Click on the login button. You should now be logged into the system.

Printing out Applications

Printing a pre-application is exactly the same as printing an application. There are two methods you may use to print your pre-application or application.

The first method is from within the pre-application/application. Open a pre-application/application. Locate the "Printable Version" link at the top, right corner of the page.

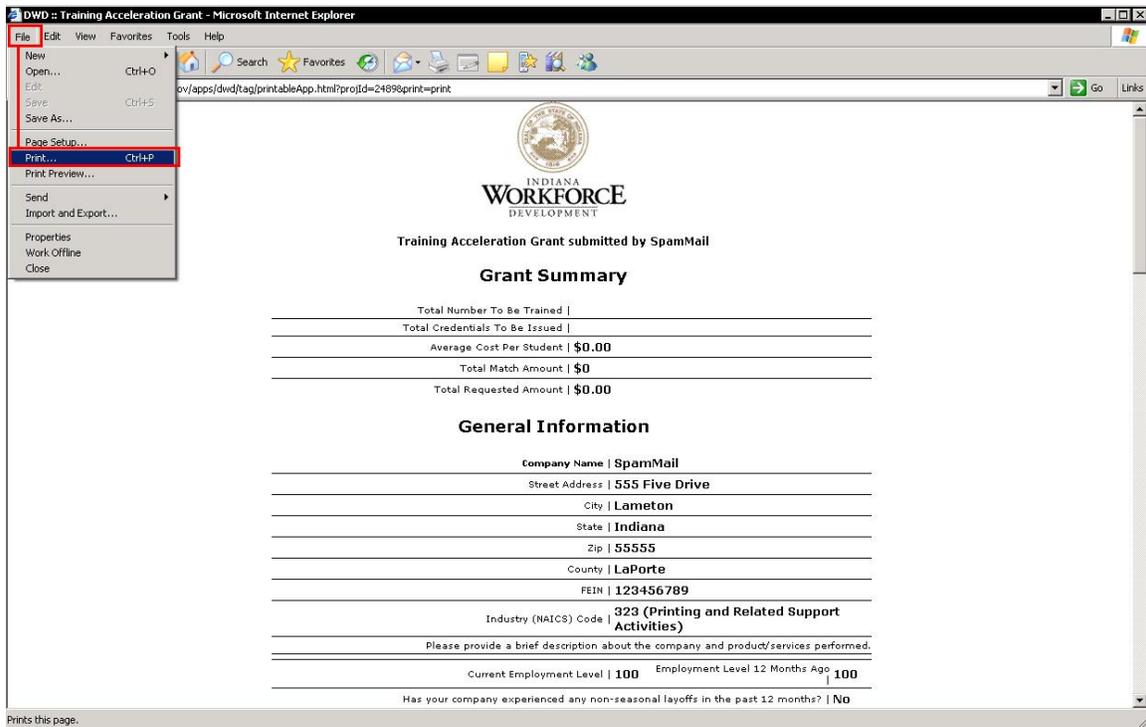
The screenshot shows the Indiana Workforce Development website interface. At the top, there is a blue header with 'IN.gov' on the left and 'INDIANA WORKFORCE DEVELOPMENT' on the right. Below the header, a user is logged in as 'spamme@kjaklive.com' with a 'Log out' link. The main content area is titled 'Training Acceleration Grant - DWD' and includes a 'Printable Version' link highlighted with a red box. Below this, there is a table of application sections with checkboxes indicating their completion status and '+ view' links for each section.

Required field	<input checked="" type="checkbox"/> Complete Section	<input type="checkbox"/> Incomplete Section	Printable Version
<input checked="" type="checkbox"/> General Information			+ view
<input checked="" type="checkbox"/> Company Information			+ view
<input checked="" type="checkbox"/> Employment Information			+ view
<input checked="" type="checkbox"/> Average hourly wages without fringe benefits			+ view
<input checked="" type="checkbox"/> Contact Information			+ view
<input checked="" type="checkbox"/> Project Information			+ view
<input checked="" type="checkbox"/> Project Description			+ view
<input checked="" type="checkbox"/> TAG Core Objectives Help?			+ view
<input checked="" type="checkbox"/> Project Metrics			+ view
<input checked="" type="checkbox"/> Currently Used Services			+ view
<input checked="" type="checkbox"/> Credentials Help?			+ view
<input checked="" type="checkbox"/> Budget Narratives Help?			+ view
<input checked="" type="checkbox"/> Consortium Information Help?			+ view
<input checked="" type="checkbox"/> Attachments Help?			+ view

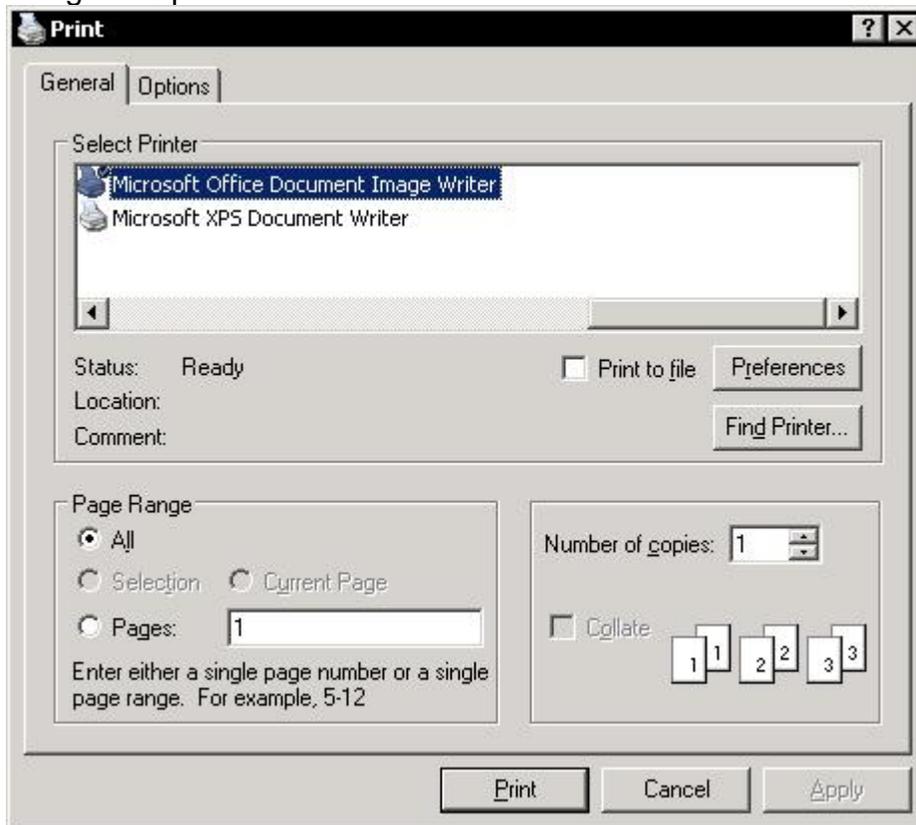
Click on the link to view the printable version of the pre-application/application. At this point, you will need to use your web browser's print options to print the page.

NOTE: Most web browsers will work very similar to Internet Explorer. Therefore Internet Explorer 6 has been used for this example.

From the file menu, select [File]->[Print]



A dialog will display. Select the printer you would like to print the document to. Then click the [Print] button. Your document should be available at the designated printer location.



Creating a Pre-Application

When you log into your account you will see your Account Home page

IN.gov

INDIANA
WORKFORCE
DEVELOPMENT

Welcome, service@kjaklive.com

[Log out](#)

Home

Training Acceleration Grant Home Page

Account

- [Edit Account Information](#)

Create a new...

- [Pre-application](#)

View my...

- [Pre-Applications](#)
- [Applications](#)
- [Approved Pre-Applications](#)
- [Approved Applications](#)
- [Grant Participants](#)

TAG Home :: [Contact DWD](#)

Under the “Create a new...” section, select the “Pre-application” link. This will open a new pre-application.

Saving an Application for Later Completion

The Application allows for you to save and exit at any time with the ability to return at a later time for completion. When you open an Application, whether it be for revision or for the first time, you will see “Edit” buttons along the right-hand side of the page. The information from your Pre-Application has been transferred to your Application, so even if you are just beginning an Application, you will see the “edit” buttons and information pre-populated in some of the fields.

IN.gov INDIANA WORKFORCE DEVELOPMENT

Welcome, spamme@kjaklive.com [Log out](#)

Home Application

Training Acceleration Grant - DWD

Need Help? Contact your [business consultant](#),
[General Help?](#) [Internet Explorer Users Please Read](#)

Required field Complete Section Incomplete Section [Printable Version](#)

<input checked="" type="checkbox"/> General Information		— hide
<input checked="" type="checkbox"/> Company Information		— hide
Company Name »	SpamMail	<input type="button" value="edit"/>
Address »	555 Five Drive	
City »	Lameton	
State »	Indiana	
Zip Code »	55555	
County »	LaPorte	
Fein »	12-3456789	
NAICS »	323 (Printing and Related Support Activities)	
Please provide a brief description about the company and product/services performed. »		
<input checked="" type="checkbox"/> Employment Information		— hide
Current Employment Level »	100	<input type="button" value="edit"/>
Employment Level 12 Months Ago »	100	
Has your company experienced any non-seasonal layoffs in the past 12 months? »	No	
<input checked="" type="checkbox"/> Average hourly wages without fringe benefits		— hide
Professional/Managerial »	\$0.00	<input type="button" value="edit"/>
Skilled Trades »	\$0.00	
Semi-skilled / production / administrative »	\$0.00	
Total Annual Payroll For Business Location »		

➔ When you select the “Edit” button next to a section of the Application, the fields in that section become editable fields. That “edit” button disappears and a “Save” button appears in its place.

✖ General Information		— hide
✖ Company Information		cancel
Company Name »	<input type="text" value="SpamMail"/>	save
Address »	<input type="text" value="555 Five Drive"/>	
City »	<input type="text" value="Lameton"/>	
State »	<input type="text" value="Indiana"/>	
Zip Code »	<input type="text" value="55555"/>	
County »	<input type="text" value="LaPorte"/>	
Fein »	<input type="text" value="12-3456789"/>	
NAICS »	<input type="text" value="323 (Printing and Related Support Activities)"/>	
Please provide a brief description about the company and product/services performed. »	<input type="text" value="Blah blah blah"/>	
☑ Employment Information		— hide

➔ Enter your desired changes and then select the “Save” button. You may now return to your home page to see the status of your Application under the “Recently worked on...” section. At this time the status of the application is likely “Draft.”

Home

Training Acceleration Grant Home Page

Account

- [Edit Account Information](#)

Create a new...

- [Pre-application](#)

Recently worked on...

- [SpamMail](#) **Type:** Formal Application **Status:** Draft

Actions

[Submit](#)
[Printable Version](#)

View my...

- [Pre-Applications](#)
- [Applications](#)
- [Approved Pre-Applications](#)
- [Approved Applications](#)
- [Grant Participants](#)

Submitting a Pre-Application or Application

There are a few options for how to submit a pre-application or application. The first option is from within the pre-application/application itself. Once the pre-application/application has been completed a [Submit for Review] button will appear at the bottom of the screen. Click on the [Submit for Review] button to submit the application to the local business consultant.

The screenshot shows the IN.gov Workforce Development portal. The header includes the IN.gov logo and the Indiana Workforce Development logo. A user is logged in as spamme@kjaklive.com. The page title is 'Training Acceleration Grant - DWD'. Below the title, there are links for 'Need Help? Contact your business consultant', 'General Help?', and 'Internet Explorer Users Please Read'. A legend indicates that checked boxes represent 'Complete Section' and unchecked boxes represent 'Incomplete Section'. A 'Printable Version' link is also present. The main content area is a table of sections, all of which are marked as complete. A 'Submit for Review' button is located at the bottom of the table and is highlighted with a red box.

Required field	<input checked="" type="checkbox"/> Complete Section	<input type="checkbox"/> Incomplete Section	Printable Version
<input checked="" type="checkbox"/> General Information			+ view
<input checked="" type="checkbox"/> Company Information			+ view
<input checked="" type="checkbox"/> Employment Information			+ view
<input checked="" type="checkbox"/> Average hourly wages without fringe benefits			+ view
<input checked="" type="checkbox"/> Contact Information			+ view
<input checked="" type="checkbox"/> Project Information			+ view
<input checked="" type="checkbox"/> Project Description			+ view
<input checked="" type="checkbox"/> TAG Core Objectives Help?			+ view
<input checked="" type="checkbox"/> Project Metrics			+ view
<input checked="" type="checkbox"/> Currently Used Services			+ view
<input checked="" type="checkbox"/> Credentials Help?			+ view
<input checked="" type="checkbox"/> Budget Narratives Help?			+ view
<input checked="" type="checkbox"/> Consortium Information Help?			+ view
<input checked="" type="checkbox"/> Attachments Help?			+ view

The second option applies to your most recent project. If your pre-application/application is the last item you made changes to within to TAG web portal, it will be listed on the home page under the “Recently worked on...” section. In the [Actions] area of this section you will see a “Submit” link. Click on the link to submit the pre-application/application.

[Home](#)

Training Acceleration Grant Home Page

Account

- [Edit Account Information](#)

Create a new...

- [Pre-application](#)

Recently worked on...

- [SpamMail](#) **Type:** Formal Application **Status:** Draft

Actions

[Submit](#)
[Printable Version](#)

View my...

- [Pre-Applications](#)
- [Applications](#)
- [Approved Pre-Applications](#)
- [Approved Applications](#)
- [Grant Participants](#)

The third and final option for submitting a pre-application/application is accessed from the “View my...” section of the home page. Although there are separate pages for the pre-applications and applications, the process for submitting is the same. We will use applications for this example.

On the home page under the “View my...” section, click on the “Applications” link. This will display all of the applications that have not been approved by DWD.

On the applications page there will be a column called “Actions.” Under the “Actions” column, there will be a “Submit” link for each application listed. Click on the “Submit” link located in the same row as the application that you would like to submit.

[Home](#) [Applications](#)

Training Acceleration Grant Home Page

STATUS COLUMN LEGEND

[Draft](#) [Submitted](#) [In Review](#) [Approved](#) [Denied](#)
To see what each status means, place your mouse over the status name above.

ACTIONS COLUMN LEGEND

[Submit](#) [Apply](#) [View Comments](#) [Print](#)
To see what each action means, place your mouse over the action name above.

Applications:

#	Application	Created	Status	Action
1	SpamMail	Sep 11, 2008	Draft	Submit Print Delete
2	SpamMail	Sep 11, 2008	Draft	Submit Print Delete
3	SpamMail	Sep 11, 2008	Draft	Submit Print Delete

Checking the Status of an Application

You may check the status of your project under the “Recently work on...” section of the home page. If you would like to see the status of a project that is not in your “Recently worked on...” section, you may select the “Pre-applications” or “Applications” link in the “View my...” section of the home page. Both of these page will display similar information, which includes the status of the pre-application/application.

There are four columns to look at: #, Pre-Application/Application, Status, and Action.

#	Pre-Application	Status	Action
#	Application	Status	Action

The “Status” column allows you to track any of your Pre-applications/Applications.

The following are labels that appear in the “Status” column:

- Draft
 - Pre-Application/Application has been created and data has been saved. These items are editable
- Submitted
 - Pre-Application/Application has been submitted and are now available for the Regional Business Consultant to view. These items are editable.
- In Review
 - Pre-Application/Application has been viewed by the Regional Business Consultant. These items are not editable.
- Approved
 - Pre-Application/Application has been approved by the Regional Business Consultant. If a pre-application is in the Approved status, an Application can now be made using the “Apply” link in the Actions column.
- Denied
 - Pre-Application/Application has been denied by the Regional Business Consultant. Contact the consultant for detailed information on the denial.

Receiving Feedback on an Application

On your “Approved Applications” or “Approved Pre-applications” page you will see the four columns. One of which is entitled “Action.” If there are any comments left by your Regional Business Consultant, there will be a “view comments” link next to the respective Pre-application/Application.

The screenshot shows the IN.gov website interface. At the top right, it says "INDIANA WORKFORCE DEVELOPMENT" and "Welcome, spamme@kjaklive.com" with a "Log out" link. Below the navigation bar, there are tabs for "Home" and "Pre-Applications". The main content area is titled "Training Acceleration Grant Home Page". It contains two legend boxes: "STATUS COLUMN LEGEND" with links for Draft, Submitted, In Review, Approved, and Denied; and "ACTIONS COLUMN LEGEND" with links for Submit, Apply, View Comments, and Print. Below these is a section titled "Pre-Applications:" containing a table with the following data:

#	Pre-Application	Created	Status	Actions
1	SpamMail	Sep 11, 2008	Approved	Apply View Comments Delete

Click [here](#) to create a new pre-application.

At the bottom of the page, it says "TAG Home :: Contact DWD".

Click on the link to view the comments.

Adding Additional Degrees and Customized Certificates

This process is done only on the Application under the “Credentials” section. Once you open the Application, click on the “Edit” button next to the Credentials to enter edit mode.

<input checked="" type="checkbox"/> Credentials Help?		edit
<input type="checkbox"/> Apprenticeships	0 -	<input type="button" value="Add Other Degree"/> <input type="button" value="Add Other Customized Certificate"/>
<input type="checkbox"/> Journey Level Upgrade	0 -	
<input type="checkbox"/> Associate Degrees	0 -	
<input type="checkbox"/> Other Degrees	0 -	
<input type="checkbox"/> Certificate of Technical Achievement (CTA)	0 -	
<input checked="" type="checkbox"/> Other/Customized Certificates	1 - CNA Supervisor Certification	
<input checked="" type="checkbox"/> Other Credentials	751 - CNC Certification	
<input checked="" type="checkbox"/> Budget Narratives Help?		+ view
<input checked="" type="checkbox"/> Consortium Information Help?		+ view
<input checked="" type="checkbox"/> Attachments Help?		+ view

➔ You can now “Add other Degree” or “Add other Customized Certificate” using the buttons that now appear at the bottom of the “Credentials” section. Clicking one of the buttons will add a checkbox to the page. Check the box next to the credential you wish to enter and fill in the information. You may add as many credentials applicable.

<input checked="" type="checkbox"/> Credentials Help?		cancel	save	
<input type="checkbox"/> Apprenticeships	0 (Title) 0 (Projected Number)	<input type="button" value="Add Other Degree"/> <input type="button" value="Add Other Customized Certificate"/>		
<input type="checkbox"/> Journey Level Upgrade	0 (Title) 0 (Projected Number)			
<input type="checkbox"/> Associate Degrees	0 (Title) 0 (Projected Number)			
<input checked="" type="checkbox"/> Other Degrees	Associates in Science (Title) 15 (Projected Number)			
<input checked="" type="checkbox"/> Other Degrees	Bachelors in Science (Title) 15 (Projected Number)			
<input type="checkbox"/> Certificate of Technical Achievement (CTA)	0 (Title) 0 (Projected Number)			
<input checked="" type="checkbox"/> Other/Customized Certificates	CNA Supervisor Certificat (Title) 1 (Projected Number)			
<input checked="" type="checkbox"/> Other/Customized Certificates	CNA Certification (Title) 1 (Projected Number)			
<input checked="" type="checkbox"/> Other Credentials	CNC Certification (Title) 751 (Projected Number)			
<input checked="" type="checkbox"/> Budget Narratives Help?				+ view
<input checked="" type="checkbox"/> Consortium Information Help?				+ view
<input checked="" type="checkbox"/> Attachments Help?		+ view		

➔ You can add both degrees and customized certificates as you wish.

Creating an Application

You CANNOT create an Application until you have a Pre-application that has approved by the regional Business Consultant. In the “View my...” section of the home page, select the “Approved Pre-applications” link to view all of the pre-applications that have been approved.

A link item that titled “Apply” will appear under the “Actions” column on the Approved Pre-applications page. Click on “Apply” and an application will open with information from your pre-application. After the page has loaded, fill in the required fields. Then save and/or submit your application.

The screenshot shows the IN.gov website interface. At the top right, it says "INDIANA WORKFORCE DEVELOPMENT". Below that, a user is logged in as "spamme@kjaklive.com" with a "Log out" link. The main content area is titled "Training Acceleration Grant Home Page" and includes two legends: "STATUS COLUMN LEGEND" with links for Draft, Submitted, In Review, Approved, and Denied; and "ACTIONS COLUMN LEGEND" with links for Submit, Apply, View Comments, and Print. Below these is a table of "Pre-Applications:" with one entry: #1, Pre-Application "SpamMail", Created "Sep 11, 2008", Status "Approved". The "Actions" column for this entry contains "Apply", "view Comments", and "Delete". The "Apply" link is highlighted with a red box. At the bottom, there is a link "Click here to create a new pre-application." and a footer "TAG Home :: Contact DWD".

#	Pre-Application	Created	Status	Actions
1	SpamMail	Sep 11, 2008	Approved	Apply view Comments Delete

Understanding Required Fields

All fields that have the | sign next to them indicate a required field. They must be filled in order to proceed with the rest of the application.

<input checked="" type="checkbox"/> General Information	+ view	
<input checked="" type="checkbox"/> Company Information	- hide	
Company Name »	SpamMail	cancel
Address »	555 Five Drive	
City »	Lameton	
State »	Indiana	
Zip Code »	55555	
County »	LaPorte	
Fein »	12-3456789	
NAICS »	323 (Printing and Related Support Activities)	
Please provide a brief description about the company and product/services performed. »	Blah blah	

Further Support

There are several ways to find more answers.

1. The regional Business Consultants are available to answer your questions. To find the contact information for the Business Consultant in your area go to <http://www.in.gov/dwd/2721.htm>.
2. The Training Acceleration Grant web portal contains Help? links throughout the entire site. To view the help text, place your mouse pointer over the link and the help text will appear.