



Student Participant User Guide

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

Ignyte Group 4-23-2026

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INTRODUCTION

Upon receiving and accepting an Idaho LAUNCH offer, the portal becomes the primary tool for managing the grant lifecycle. Access to the system's features is only granted once an offer is issued; at that point, the "Participant" status is active, and the award can be managed through to closeout.

Functional Capabilities

The management solution allows for the completion of all requirements necessary to maintain and utilize the grant:

- **Information Validation:** Following acceptance, the system requires a one-time verification of identity and Idaho residency.
- **Financial Oversight:** The portal tracks the \$8,000 lifetime benefit. This includes reviewing enrolled programs and confirming that fund allocations do not exceed the 80% coverage limit per program.
- **Task Completion:** The dashboard serves as a live queue for mandatory actions. Post-acceptance requirements—such as graduation verification—appear as tasks that must be cleared to keep the award in good standing.
- **Award Maintenance:** The system facilitates communication with Technical Records Specialists. If information requires adjustment, the portal host "Correction Tasks" to resolve discrepancies. It also serves as the formal channel for requesting award extensions.

NAVIGATING THE AWARD LIFECYCLE

Portal Login

Navigate to <https://wdc.appiancloud.us/suite/sites/participant-site>. Select **I am a Participant** and log in using the credentials provided via email.



Figure 1: Idaho LAUNCH Login

Navigation Menu

Home Page/ Dashboard

After signing in, the Participant is directed to the Home Page. The home screen is the central hub of the grant. It remains dormant until an offer is made. Once active, the Actionable Tasks table and the Award Details section provide a real-time view of the grant's balance, current phase, and any outstanding requirements. From this page Participants can;

- **View assigned tasks:** Monitor the **Actionable Tasks** table for pending requirements.
- **See key award and closeout information:** Review the **Award Details** section for funding totals, remaining balances, and the current status of the grant.
- **Apply for an Extension:** Utilize the **APPLY FOR EXTENSION** feature if a deferral is necessary for an approved life event.

The Home Page's Dashboard is organized to provide a real-time snapshot of the award lifecycle.

- **Actionable Tasks Tab:** Displays all items currently requiring attention, including deadlines and specific task actions.
- **Award Details Section:** Provides financial transparency regarding the \$8,000 lifetime benefit and the current phase of the grant (e.g., Final Offer Accepted).
- **Navigation Header:** Allows for quick access to **Participant Information, Documents, and Payments** records.
-

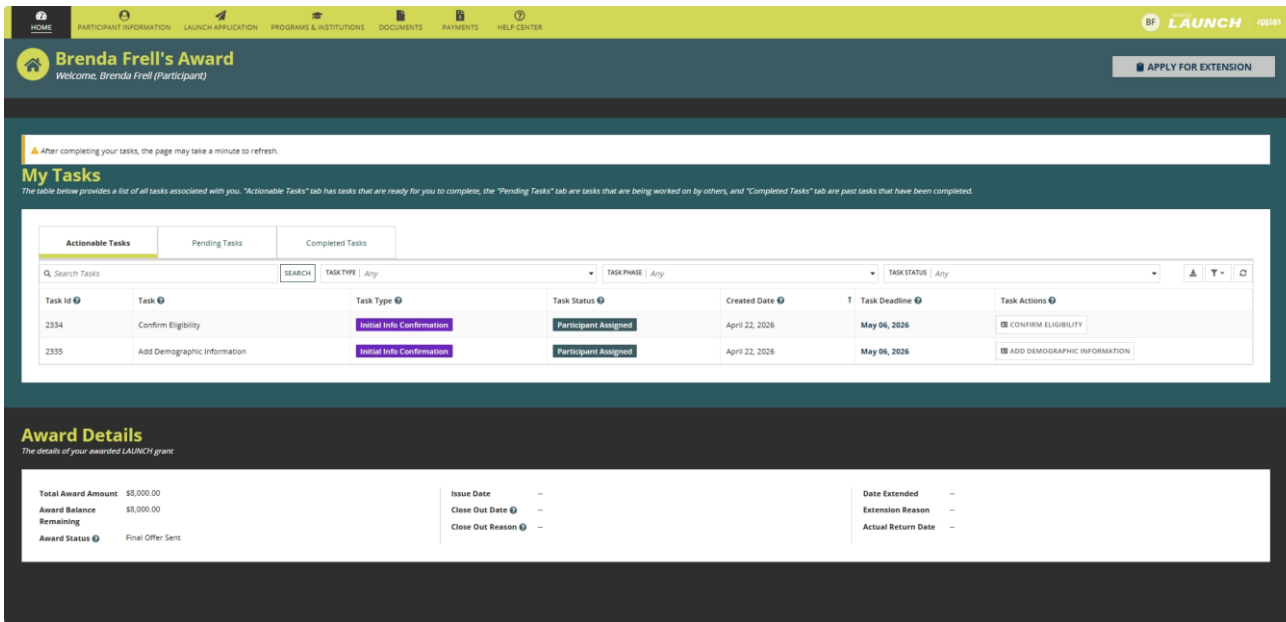


Figure 2: Home Page Dashboard

LAUNCH Application

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

You will see:

- **Program & Provider Details:** Your selected training or education tracks.

- Academic History: High school information.

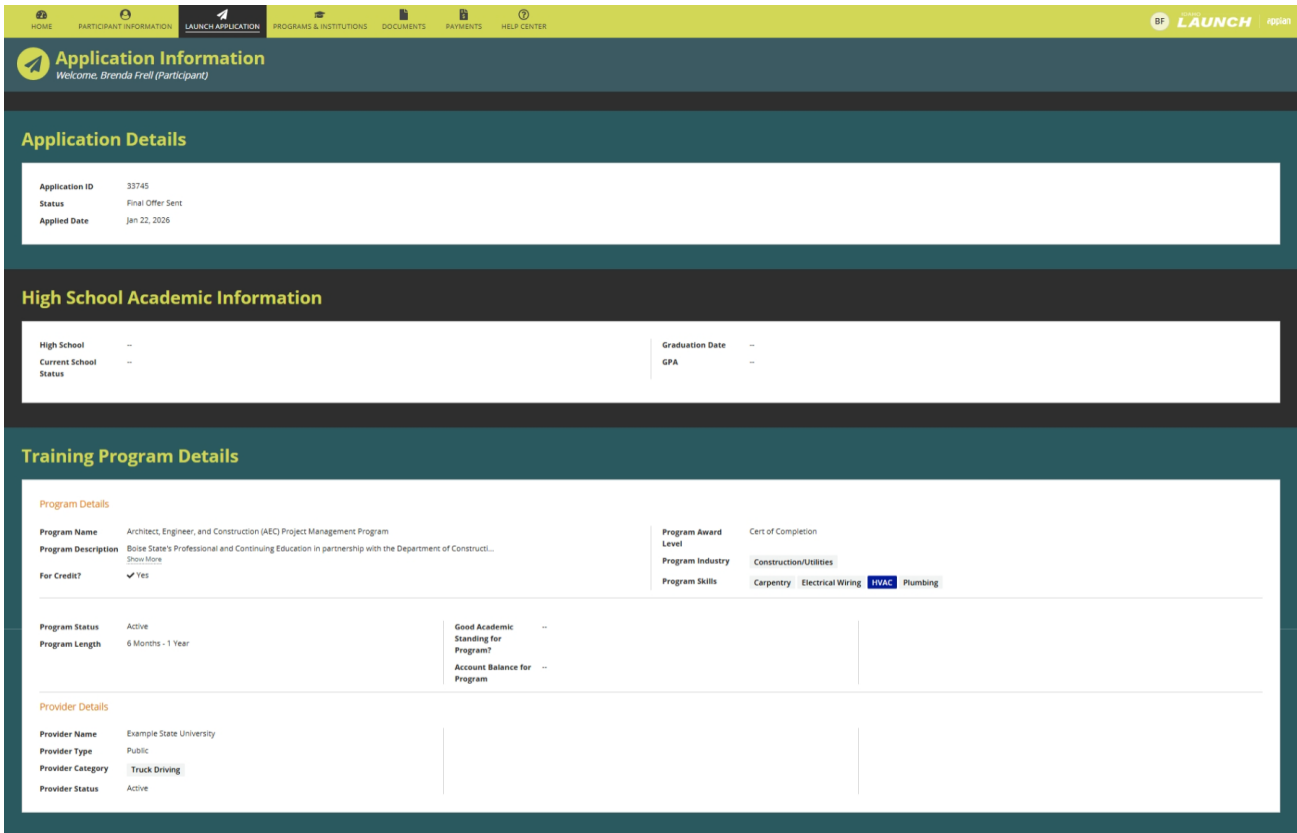


Figure 3: LAUNCH Application Tab

Upon completion of all assigned tasks, a history of the programs and institutions attended using Idaho LAUNCH funds becomes available for review. While most Participants will see a single program listed, some may have multiple entries depending on their specific educational track.

Modifying Selections and Allocations

If the **Edit Program(s) and Funds** button is visible, it can be used to modify program selections and adjust fund allocations.

Career Pathway Updates: This section also allows for the update of the intended career field to ensure it remains aligned with the current educational path.

Programs & Institutions Tab

Once all required tasks are finalized, the portal provides a history of the programs and institutions utilizing Idaho LAUNCH grant funds. While most records will reflect a single program, some may display multiple entries depending on the Participant's educational path.

Adjusting Program Details

The **Edit Program(s) and Funds** feature (when active) allows for the modification of program selections and the redistribution of fund allocations.

Career Pathway: This section also serves as the location for updating the intended career field to ensure alignment with current academic goals.

Participant Name: Ali Portella
Application Status: Awarded
Applied Date: 10/17/2024
Application ID#: 899
Balance Remaining: \$8,000.00

Programs - Selected 2 Program(s)
Please select the program(s) you intend to participate in for which you would like to use Idaho LAUNCH Grant funds. You may adjust the funds allocated to your programs. Whenever you select/deselect a program, please reselect your intended career. If a program is disabled in the grid, please go to the previous page and confirm your enrollment in the program.

Program Name	Provider	Length	Enrollment Start Date	Enrollment End Date	Total Program Cost	Award Funds Allocated
Humanities and Cultural Studies	Example State University	--	11/01/2024	12/30/2024	\$14,990.00	\$7,000.00
Administrative Dental Assistant (GES101)	College of Eastern Idaho	--	mm/dd/yyyy	mm/dd/yyyy	\$1,375.00	\$100.00
Total Allocated Funds						\$7,100.00

Programs
Search Programs by Name or Description: [SEARCH] PROVIDER: Any PROGRAM INDUSTRY: Any PROGRAM LENGTH: Any

Name	Provider	Description	Industry	Length	Cost
<input checked="" type="checkbox"/> Administrative Dental Assistant (GES101)	College of Eastern Idaho	Learn how to perform the administrative tasks essential for managing the business aspects of a dental...	Healthcare	--	\$1,375.00
<input type="checkbox"/> Anthropology	Example State University	--	Education	--	\$7,641.00
<input type="checkbox"/> Anthropology Cultural Anthropology Emphasis	Example State University	--	Technology	--	\$16,977.00
<input type="checkbox"/> Anthropology, Forensic Science Emphasis	Example State University	--	Technology	--	\$17,898.00
<input type="checkbox"/> Applied Mathematics	Example State University	--	Business	--	\$6,828.00

Career * Dental Assistants Program Unavailable
Reason *

CANCEL PREVIOUS SUBMIT

Figure 4: Programs & Institutions Tab

Documents

All supporting materials are organized within a structured grid. To view a specific record, click on any item within the grid to open the file. This repository serves as a permanent record of all files submitted throughout the award lifecycle.

Uploading Supporting Documentation

Additional files can be added to the record at any time to support the application or award:

Initiating Uploads: Click the **+ Add Supporting Documentation** button located in the upper-right corner of the screen.

Grid Updates: Once a file is uploaded, it is automatically added to the document grid for immediate visibility and future reference.

Payments Tab

The **Payments** tab provides a comprehensive overview of all financial transactions and the current status of the grant funds.

- **Payment Monitoring and Search :** This section allows for the detailed tracking of fund disbursements:
- **Provider Submissions:** View all payments submitted by educational providers for reimbursement.
- **Grant Balance:** Monitor the total remaining grant balance in real-time.
- **Search and Filtering:** Utilize filters to narrow down the payment list by specific **Provider**, **Program**, or **Payment Number**.
- **Data Management:** For record-keeping or personal reconciliation, the portal offers data export capabilities:
- **Excel Export:** The payment data can be exported directly to an Excel file for offline review or detailed financial tracking.

Payments
Welcome, Ali Portella (Participant)

\$8,000.00 Account Balance

Payment History
The grid below displays all the payments the providers have submitted to WDC on behalf of you.

Search Payments [SEARCH] PROVIDER | Any PROGRAM | Any [Download] [Filter] [Refresh]

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

Help Center

The **Help Center** tab serves as a dedicated support hub, providing the information and contacts necessary to navigate the award process successfully.

- **Support Tools and Contact Information:** Users can access a variety of materials designed to resolve common inquiries and provide program guidance:
- **Frequently Asked Questions (FAQs):** Access a library of common questions and detailed answers regarding grant rules, deadlines, and portal usage.
- **Helpful Resources:** Download guides, policy documents, and supplemental materials to assist with award management.
- **Program Contact Information:** Find direct contact details for the Idaho LAUNCH administrative team and technical support for personalized assistance.

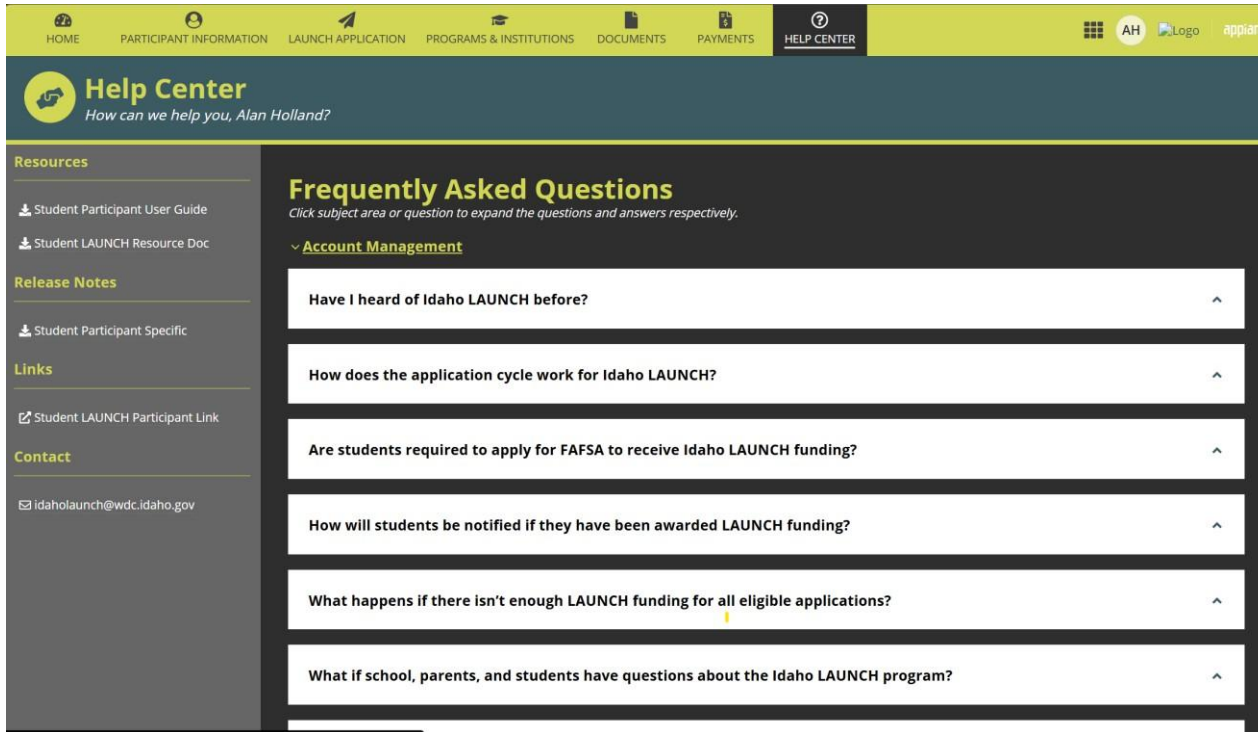


Figure 5: Help Center Tab

Participant Intake Tasks

Before an award can be finalized and disbursed, specific requirements must be completed within the **Actionable Tasks** section of the homepage. These tasks follow a sequential workflow to ensure all state requirements are met.

Sequential Task Workflow

The system triggers tasks in the following order:

1. **Confirm Eligibility:** The primary requirement where identity, Idaho residency, and program alignment are verified.
2. **Add Demographic Information:** A mandatory reporting task used to collect data required for state grant administration.
3. **Graduation Verification:** This task is dynamic; it will only appear on the dashboard once the **Confirm Eligibility** phase has been successfully completed and reviewed.

Completion of this entire sequence is necessary to move the grant from an "Offer" status to an active, funded "Award" status.

Confirm Eligibility

To begin the mandatory verification process, select the **CONFIRM ELIGIBILITY** action located within the Actionable Tasks table on the dashboard. This serves as the primary entry point for validating the residency and educational requirements necessary to secure the award.

Brenda Frell's Award
Welcome, Brenda Frell (Participant)

After completing your tasks, the page may take a minute to refresh.

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
2334	Confirm Eligibility	Initial Info Confirmation	Participant Assigned	April 22, 2026	May 06, 2026	CONFIRM ELIGIBILITY
2335	Add Demographic Information	Initial Info Confirmation	Participant Assigned	April 22, 2026	May 06, 2026	ADD DEMOGRAPHIC INFORMATION

Award Details

The details of your awarded LAUNCH grant

Total Award Amount	\$5,000.00	Issue Date	--	Date Extended	--
Award Balance	\$5,000.00	Close Out Date	--	Extension Reason	--
Remaining		Close Out Reason	--	Actual Return Date	--
Award Status	Final Offer Sent				

Figure 6: Confirm Eligibility Task

Participants will be prompted to accept or decline their award.

Task Cancellation

The process may be exited at any point before completion:

- **Selection:** Click the **CANCEL** button located within the task interface.
- **System Result:** The task will be closed and the user will be returned to the Home Page.
- **Data Retention:** Note that progress is not saved during cancellation. Any information entered or corrected during the session will be lost, and the process must be restarted from the beginning upon re-entry.

Award Decline Process

- Enter the required confirmation text: "I decline my award."
- Click the **Decline** button.
- The task will be marked as "Complete" and the award file will be closed.

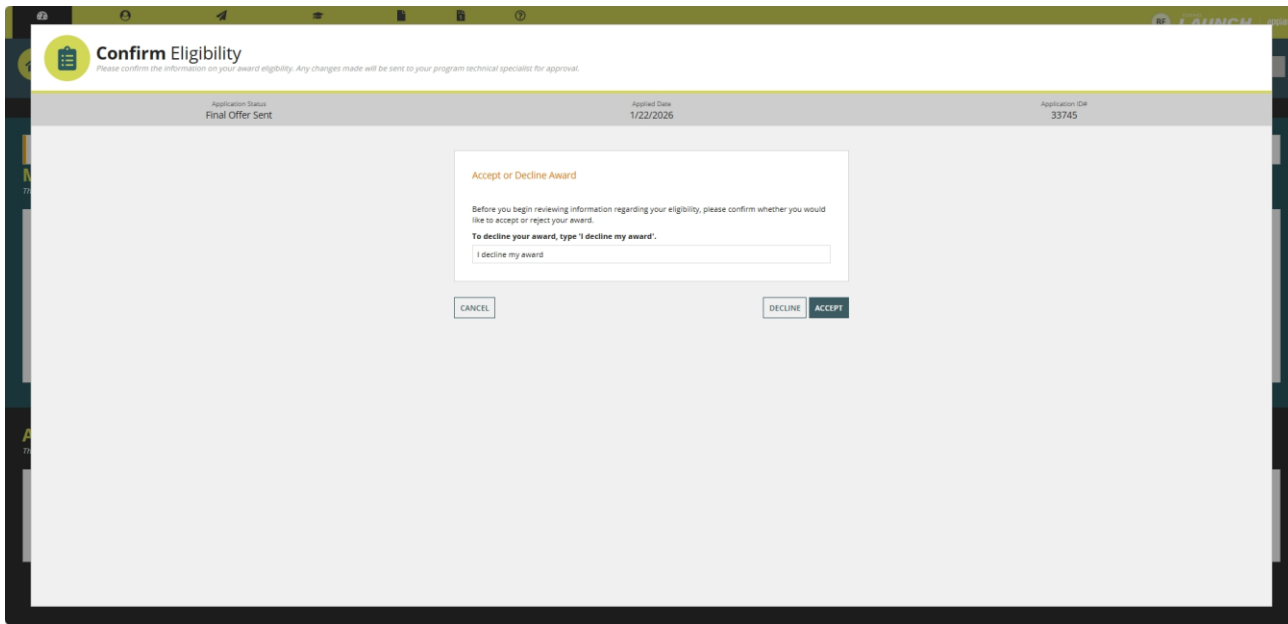
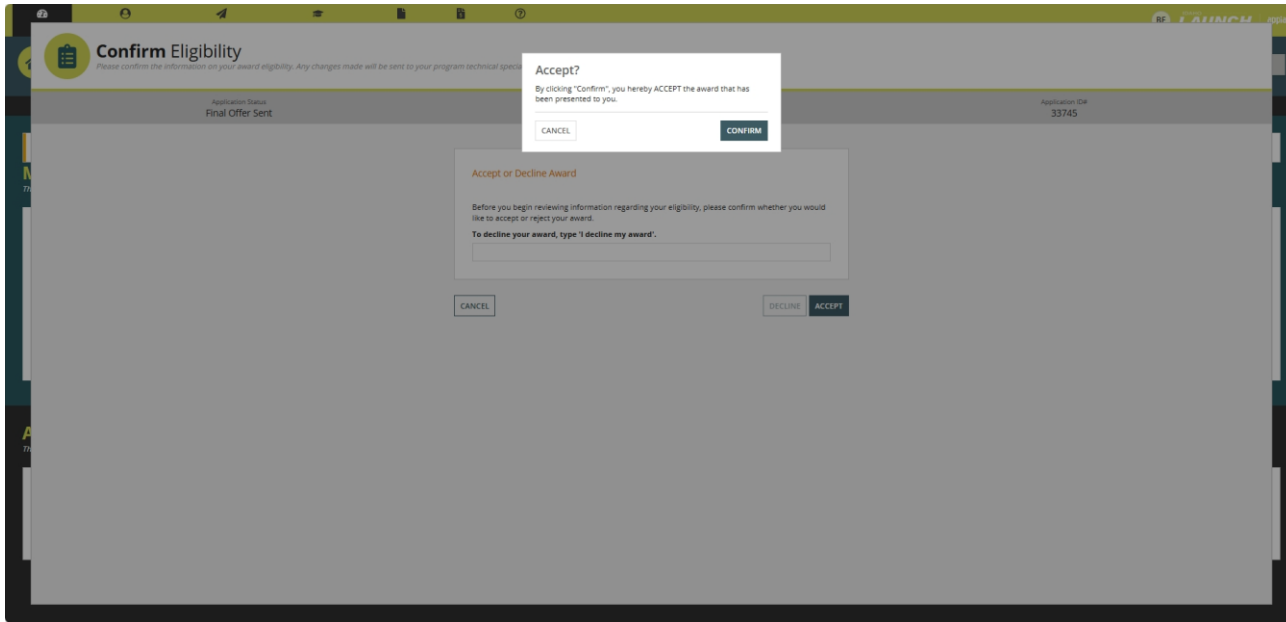


Figure 7: Award Acceptance Screen

Award Acceptance Process

To accept an award and proceed to the eligibility review, a two-step confirmation is required:

1. **Initial Selection:** Click the **ACCEPT** button on the "Accept or Decline Award" screen.
2. **Authorization:** When the "Accept?" confirmation modal appears, click **CONFIRM**.
3. **Information Review:** Upon confirmation, the system will load a review form. All data regarding identity, residency, career pathway (where applicable), and program details must be verified or corrected.



After accepting the award, a verification check for the Idaho Opportunity Scholarship is required. This step ensures eligibility and prevents duplicate grant funding.

Opportunity Scholarship Verification

1. **Initiate Verification:** Click the orange **CLICK HERE TO BEGIN VERIFICATION** button.
2. **Authorization:** Selecting this button authorizes the system to cross-reference records regarding the Idaho Opportunity Scholarship.
3. **Completion:** Once the check is performed, the **CONTINUE** button will become active. Click **CONTINUE** to proceed to the next section of the eligibility form.
4. **Exit Option:** To exit without performing the check, select **CANCEL**. Note that progress will not be saved and the verification must be completed to finalize the award acceptance.

Verification Completion

Once the verification process is initiated, the system will provide an immediate eligibility status.

- **Status Confirmation:** Upon a successful check, the central button text will update to **✓ VERIFICATION COMPLETED**.
- **Eligibility Result:** A confirmation message will appear stating, "You are eligible to receive the Idaho LAUNCH grant."
- **Progression:** The **CONTINUE** button will be enabled. Click **CONTINUE** to advance to the final stages of the eligibility form.

- **Exceptions:** If the verification indicates a conflict with the Idaho Opportunity Scholarship, the screen will display specific instructions on how to resolve the eligibility discrepancy before the award can be accepted.

Identity Verification Section

Upon selecting **CONTINUE**, the system navigates to the **Identity** section. This step is used to confirm that all personal details are accurate and to provide required documentation.

Information Review and Editing

- **Verification:** Review the displayed name, contact details, and Social Security Number (SSN) for accuracy.
- **Modifying Data:** If changes are required, click the **ENABLE EDITS** button in the bottom right corner. Note that making corrections may affect eligibility status.

Identification Requirements

1. **State ID Confirmation:** Indicate whether a valid Idaho state-issued ID or driver's license is held by selecting **Yes** or **No**.
 - **Idaho ID Holders:** Selecting **Yes** prompts an additional mandatory field. The specific **State ID or Driver's License Number** must be entered into the text field.
2. **Document Upload:** A government-issued ID must be uploaded to proceed. Files can be added by clicking **UPLOAD** or by using the "drag and drop" feature in the designated field. Ensure the entered ID number matches the uploaded document exactly.

Navigation

- **Next Steps:** Once all mandatory fields (marked with an asterisk *) are completed and the ID is uploaded, click **NEXT** to move to the **Residency** section.
- **Exit:** To exit the form at any point, select **CANCEL**. Note that progress will not be saved.

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: 1/22/2026 | Application ID#: 33745

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: Brenda
 Last Name: Fretl
 Preferred First Name:
 Preferred Last Name:
 E-Mail: cty9.screenshots1@inbox.testmail.app
 Phone Number: (123) 456-7890

Username: cty9.screenshots1@inbox.testmail.app
 Birthday: Jun 25, 2006
 SSN*: 123-45-6789

Secondary Phone Number:
 Is text messaging allowed?: No

Upload Government ID*:
 UPLOAD Drop or paste file here

Do you have an Idaho state-issued ID or driver's license? *
 Yes
 No
 State ID or Driver's License Number *

CANCEL ENABLE EDITS NEXT

Figure 8: Identity Verification

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

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 9: Figure 15: Confirm Eligibility - Residency

The **Residency** section is used to confirm Idaho residency status and verify that the addresses on file are correct.

Information Review and Edits

- **Read-Only Information:** Fields such as **Permanent Address** are initially set to read-only. To update this information, click the **ENABLE EDITS** button.

- **Global Edit Access:** Clicking this button triggers a pop-up confirmation. Once confirmed, editing is enabled for all sections of the form.
- **Interactive Fields:** Certain fields, including **Yes/No** selections and the **Upload Proof of Residency** tool, are interactive by default and do not require the "Enable Edits" function to be activated.

Proof of Residency

1. **ID Verification:** Select **Yes** or **No** to indicate if the previously uploaded ID serves as proof of residency.
2. **Document Upload:** If **No** is selected, a separate document must be provided. Click **UPLOAD** or use the "drag and drop" area to submit a valid proof of residency document.
 - **Note:** This is a mandatory requirement marked with an asterisk (*).

Navigation

- **Proceeding:** After all residency information is verified and required documents are uploaded, click **NEXT** to move to the **Career Pathway** section.
- **Previous Screen:** Click **PREVIOUS** to return to the initial identity verification screen.
- **Exit:** Click **CANCEL** to exit. Progress will not be saved, and the task must be restarted from the beginning upon return.

Career Pathway

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 10: Career Pathway Verification

Verification

The Career Pathway section is used to confirm graduation status and academic eligibility. Note that this section is dependent on high school records; if the information is already verified through Scholarship Idaho, this step may be bypassed automatically.

Verification Process

- **System Verification:** The system attempts to verify the Career Pathway automatically using data from Scholarship Idaho.
- **Manual Upload Requirement:** If the system is unable to verify the status, a request for documentation will appear. A graduation certificate or official transcript must be uploaded to proceed.
- **Specialist Review:** Any documentation uploaded in this section is sent to a technical records specialist for manual review and approval.

Navigation

- **Proceeding:** Once the pathway is verified or the required documentation is uploaded, click NEXT to advance to the Programs section.
- **Backtracking:** Click PREVIOUS to return to the Residency section.
- **Exit:** Select CANCEL to close the task. As with previous sections, progress will not be saved.

Programs

Application Status
Final Offer Sent

Applied Date
9/11/2024

Application ID#
1015

CONFIRM ELIGIBILITY

IDENTITY >

RESIDENCY >

CAREER PATHWAY >

PROGRAMS

REVIEW & SUBMIT >

Confirm Eligibility

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

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 11: Programs Verification

Programs Verification

The **Programs** section allows for the review and management of the educational tracks associated with the award.

Program Review and Selection

- **Current Selection:** Review the **Selected Programs** table to verify the program name, provider, length, and total cost.
- **Making Changes:** To add or remove programs, click the **ENABLE EDITS** button.
 - **Global Edit Access:** Confirming the pop-up will enable editing across all sections of the form.
- **Multiple Programs:** Participants may select more than one program from the list. If multiple programs are chosen, the intended **Career** must be reselected from the dropdown menu to ensure alignment with the new selections.

Fund Allocation

- **Award Distribution:** When multiple programs are selected, the specific amount of award funds to be applied to each must be manually entered in the **Award Funds Allocated** column.
- **Funding Limits:** Idaho LAUNCH supports up to 80% of a program's cost.

- **Maximum Benefit:** The total combined allocation across all programs cannot exceed the maximum lifetime limit of \$8,000.

Navigation

1. **Proceeding:** Once programs are finalized and funds are correctly allocated, click **NEXT** to advance to the **Review & Submit** section.
2. **Backtracking:** Click **PREVIOUS** to return to the Career Pathway section.
3. **Exit:** Select **CANCEL** to close the task. Progress will not be saved.

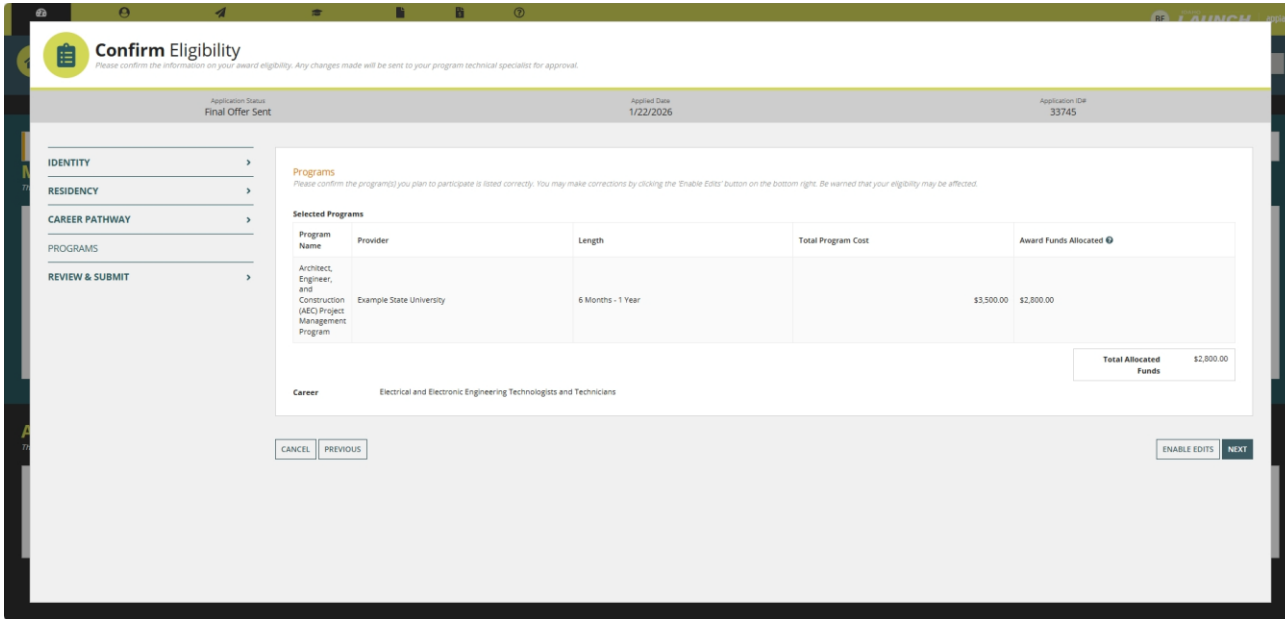


Figure 12: Read Only Programs Section

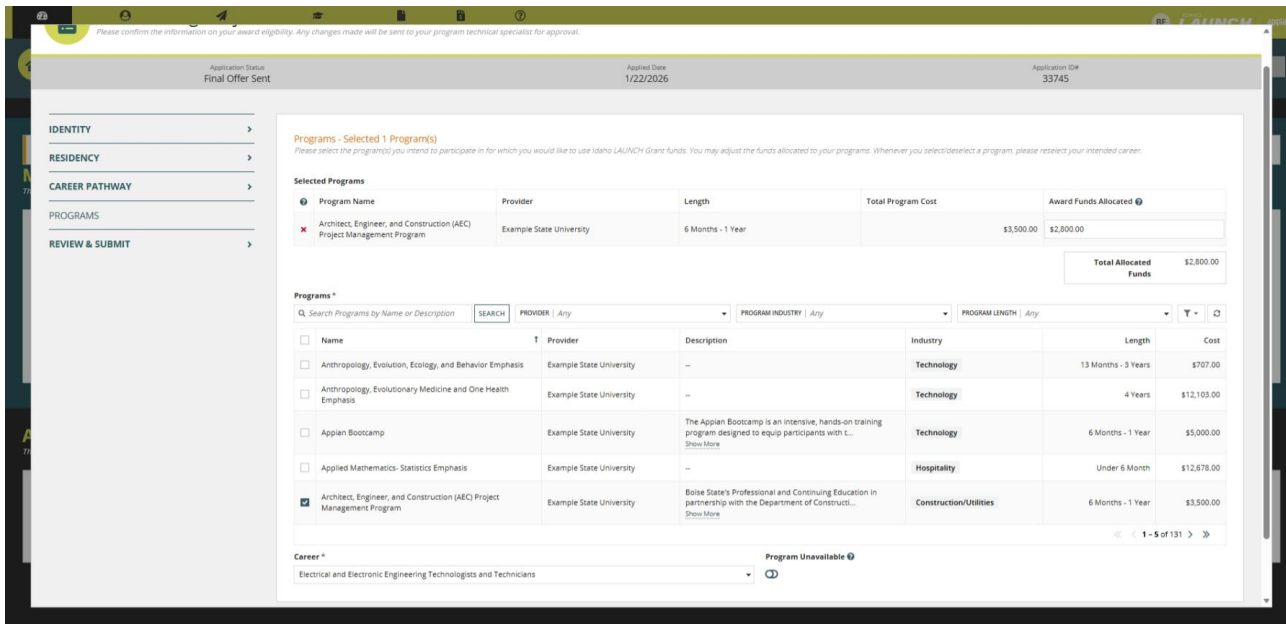


Figure 13: Editable Programs Section

Review & Submit

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

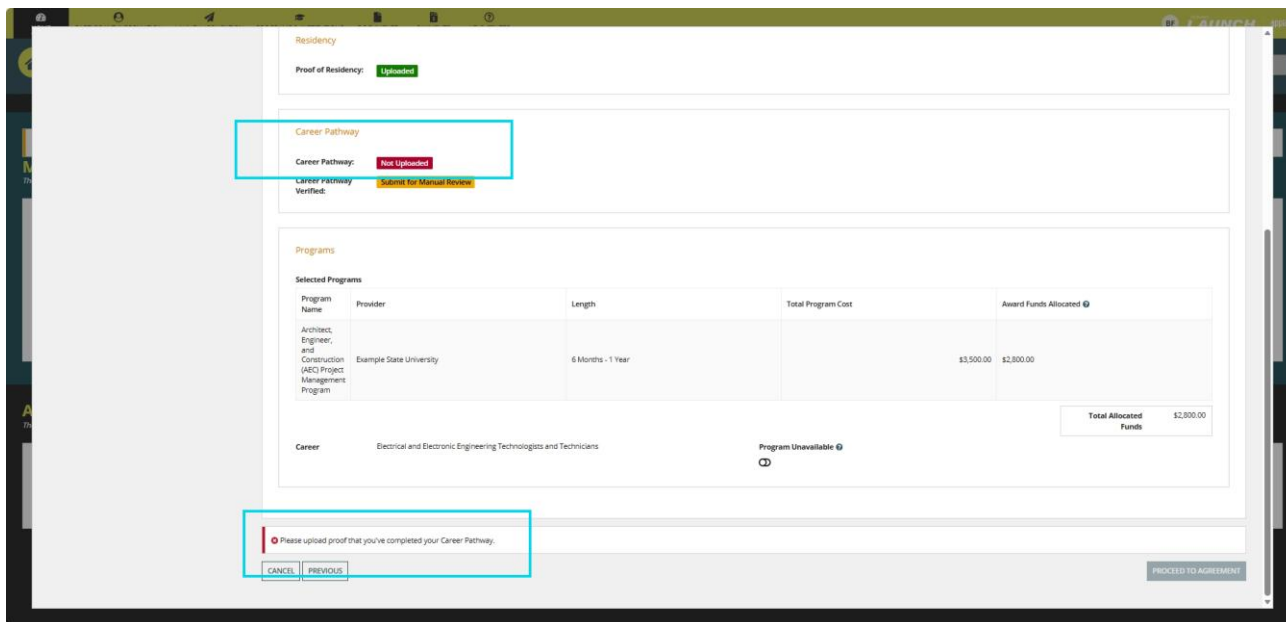


Figure 14: Missing Information Example

Confirm Eligibility

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

Applied Date

9/11/2024

Application ID#

1015

Application Status

Final Offer Sent

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 15: Submission ready example

Agreement

Participants will now be taken to the Agreement section displaying the Grant Agreement.

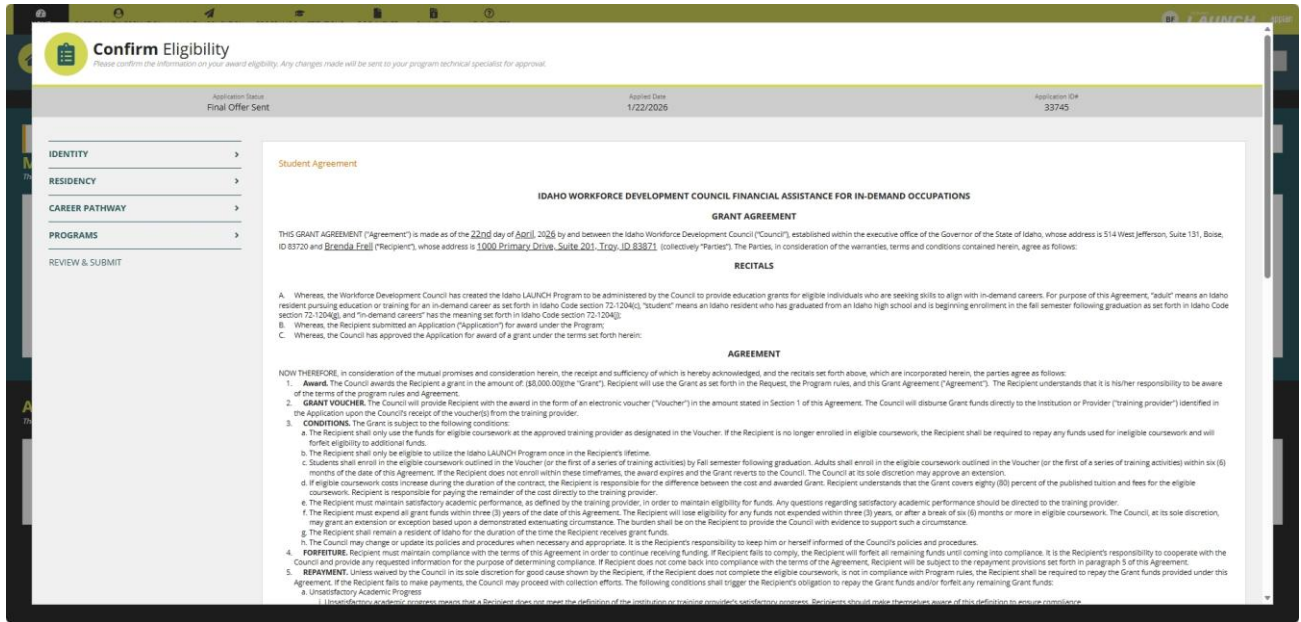


Figure 16: Grant Agreement

To complete the verification, the Participant's name must be typed into the signature field. This entry serves as a formal electronic signature, carrying the same legal weight and effect as a handwritten signature.

Once the name is entered, select **Sign and Confirm** to officially submit the task for review.

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.

CANCEL
PREVIOUS
SIGN AND CONFIRM

Once the **Confirm Eligibility** process is finished, the dashboard will update with two new assignments. These tasks are found under the **Actionable Tasks** tab on the home screen and must be completed to move forward with the grant process.

Add Demographic Information

After completing the eligibility confirmation, a new task labeled Provide Demographic Information will appear on the home screen. This form is used to collect data for program reporting and support services.

Completing the Form

- **Identity Details:** Select the appropriate options for Gender, Race, and Ethnicity from the dropdown menus.
- **Tribal Affiliation:** Indicate whether you have a tribal affiliation by selecting Yes or No.
- **Familial Status:** Provide information regarding your current Marital Status and the number of Family/Dependents.
- **Educational Background:** Indicate whether you are a First Generation College Student by selecting Yes or No.

Optional Fields: If there are fields you do not wish to answer, they may be left empty unless they are marked with a blue asterisk (*).

Submission and Exit

Finalizing: Once the information is entered, click the SUBMIT button in the bottom right corner to complete the task.

Cancel: To leave the form without saving changes, select CANCEL. This task will remain on your home screen until it is successfully submitted.

Graduation Verification

The **Graduation Verification** task is the final step in confirming academic eligibility. This task ensures that high school completion records are officially documented.

Important: Do not attempt this task until graduation has occurred and physical or digital copies of proof (diploma, transcript, or other graduation documents) are available. This task may appear on the dashboard months after the initial eligibility confirmation is completed.

Completing the Academic Information

- **High School Selection:** Select the graduated **High School** from the dropdown menu.
- **Current School Status:** Update the status to reflect completion (e.g., Graduated).
- **Graduation Details:** Enter the **Graduation Date** and final **GPA**.
- **Document Type:** Choose the type of proof being submitted (e.g., Diploma, Transcript) from the **Document Type** dropdown.
- **Proof of Graduation Upload**
- **Upload Documentation:** Use the **UPLOAD** button or the "drag and drop" area to provide the required proof.

- **Specialist Review:** Once submitted, these documents are sent to a technical records specialist for manual review.

Submission and Exit

Submit: Click **SUBMIT** once all fields marked with an asterisk (*) are complete and the document is uploaded.

Cancel: Select **CANCEL** to exit without saving. The task will remain in the "Actionable Tasks" list on the home screen until it is successfully submitted.

Figure 17: Graduation Verification Section

Correction Tasks

If any submitted information requires adjustment, a **Technical Records Specialist** may assign a correction task. These will appear on your home screen dashboard under **Actionable Tasks**.

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 18: Correction Actions

Reviewing Specialist Feedback

To understand what needs to be fixed, you must first open the assigned task from your dashboard. Once the task is open:

Task Information: You will see a **Task Information** section at the top of the screen.

Specialist Comments: This section contains specific details on why your information was sent back and exactly what is required to correct it.

Possible Correction Areas

A specialist may request updates to any of the following:

- **Identity:** Correcting personal details or re-uploading a clearer government-issued ID.
- **Residency:** Providing additional proof of residency or fixing address discrepancies.
- **High School Academic Info:** Updating graduation dates, GPA, or providing a more legible diploma/transcript.
- **Career Pathway:** Verifying your career track to ensure it matches program requirements.

How to Resubmit

1. **Open the Task:** Click the correction button (e.g., **IDENTITY CORRECTION**) in the Task Actions column.
2. **Read the Comments:** Carefully review the instructions at the top of the task screen.
3. **Update Information:** Make the necessary changes or upload the new documents as requested.
4. **Submit Updated Version:** Click **SUBMIT** to send the corrected information back to the specialist for final review.

Note: Your award status will remain pending until the specialist reviews and approves your updated submission.

How to Complete a Correction

1. **Open the Task:** Click the specific correction button (e.g., **IDENTITY CORRECTION**) in the Task Actions column.
2. **Review Specialist Notes:** Look for any comments provided by the specialist explaining what specifically needs to be fixed.
3. **Update and Resubmit:** Make the necessary changes or upload the requested documents, then click **SUBMIT**.
4. **Pending Review:** Once resubmitted, the task will move back to the specialist for a final review. The status of your award will remain pending until the correction is approved.

Correction Task Examples

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

<p>First Name * <input type="text" value="Alan"/></p> <p>Last Name * <input type="text" value="Heyhurst"/></p> <p>Preferred First Name <input type="text"/></p> <p>Preferred Last Name <input type="text"/></p> <p>E-Mail * <input type="text" value="czyt9.parrGuide1@inbox.testmail.app"/></p> <p>Phone Number * <input type="text" value="(123) 456-7890"/></p> <p>Identification * <input type="file" value="ID PDF - 67.17 KB"/></p> <p>Supporting Documentation <input type="file" value="UPLOAD Drop file here"/></p> <p><small>Please upload additional documentation if instructed by WDC.</small></p>	<p>Username <input type="text" value="czyt9.parrGuide1@inbox.testmail.app"/></p> <p>Birthday * <input type="text" value="02/24/2001"/></p> <p>SSN * <input type="text" value="123456789"/></p> <p>Secondary Phone Number <input type="text"/></p> <p>Is text messaging allowed? * <input type="text" value="No"/></p>
---	--

Figure 19: Identity Correction Task Example

Residency

In the event of an issue regarding identity verification, the system generates 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 * City *
Street Address

Address Line 2 State *
Apartment, suite, unit

Zipcode *

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


Upload Proof of Residency  *
 PDF - 67.17 KB

Figure 20: Residency Correction Example

High School Academic Info

If a discrepancy is identified within the graduation verification, the system generates 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 * Graduation Date * 
Current School Status * GPA *


Document Type * Upload Documentation *  Diploma2 PDF - 67.17 KB

Figure 21: Academic Info Correction Task Example

Career Pathway

If a discrepancy is identified within the selected career pathway, the system generates 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:sdds:US:a4773535-5601-3e23-9929-f535ad98f3b8>

Career Pathway Information

Upload Documentation Career Pathway PDF - 67.17 KB

CANCEL SUBMIT

Figure 22: Career Pathway Correction Task Example

Extensions:

Apply for Extension

If a deferral of Idaho LAUNCH funding is required, an extension can be requested directly from the home page by clicking the **APPLY FOR EXTENSION** button. Note that grant funds are typically lost if a gap year or time off for work is taken; extensions are only granted for specific, allowable reasons.

Extension Details

- **Extension Explanation:** Provide a detailed explanation of why the extension is necessary.
- **Expected Return Date:** Enter the exact or estimated date of the intended return to the program. This field is mandatory.

Extension Types & Documentation

To qualify for an extension, the reason must fall into one of the six allowable categories. Select the **Extension Document Type** and upload supporting documentation for the request:

- **Religious Service:** Proof of official service commitment.
- **Military Service:** Military orders or enlistment documentation.
- **Structured Volunteer Service:** Specific to AmeriCorps or Peace Corps.
- **Medical/Health Issues:** Documentation showing the provider is unable to meet your needs with reasonable accommodations.

- **Program Availability:** Proof that you have been waitlisted for your specific program.
- **Incarceration:** Official legal documentation.

Submission

1. **Review Guidelines:** It is recommended to visit the provided framework link within the form to ensure your reason meets the state's requirements.
2. **Finalize:** Once all required fields (marked with an asterisk *) are filled and documents are uploaded, click **APPLY** to submit your request for review.
3. **Exit:** Click **CANCEL** to return to the home page without saving your request.

The screenshot shows the user interface for 'Brenda Frell's Award'. At the top, there is a navigation bar with links for HOME, PARTICIPANT INFORMATION, LAUNCH APPLICATION, PROGRAMS & INSTITUTIONS, DOCUMENTS, PAYMENTS, and HELP CENTER. The user's name 'Brenda Frell (Participant)' is displayed, along with an 'APPLY FOR EXTENSION' button. Below this is a notification: 'After completing your tasks, the page may take a minute to refresh.' The 'My Tasks' section includes tabs for 'Actionable Tasks', 'Pending Tasks', and 'Completed Tasks'. A search bar and filters for 'TASK TYPE', 'TASK PHASE', and 'TASK STATUS' are present. The task table is currently empty, showing 'No items available'. The 'Award Details' section provides the following information:

Total Award Amount	\$0,000.00	Issue Date	--	Date Extended	--
Award Balance Remaining	\$0,000.00	Close Out Date	--	Extension Reason	--
Award Status	On Hold-Funds Available July 1st	Close Out Reason	--	Actual Return Date	--

Figure 23: Extension Request