How to create an account:

Visit stem.idaho.gov

Click on “Apply for Funding”

Go to “Create a New Account”
Enter your first name, last name, and the email address associated with your organization. For the organization, only enter the first three letters of your school or organization. Hit Submit.

Select your organization and click “Continue.” If you do not find your organization, try again. All public schools and libraries should already exist. If you cannot find your organization, you may input your organization’s information to create a new account, or you may email grants@stem.idaho.gov and we can help you create an account.
After you have selected or created your organization, create a password for your account by typing it into the "Password" box and confirm. Click "Submit" and you will receive an email welcoming you to the portal.
How to submit a report:

Go to the Community Grants Portal (idahostem.force.com/gms). Log into your account.
Click on “My Applications”

Select the application you would like to create a report for by clicking on the application number.
Click “New Report” to go to the reports page.

Select “New” at the right of the opportunity.
Fill out each section of your report.

After each section is answered, click “Submit Final Report.”