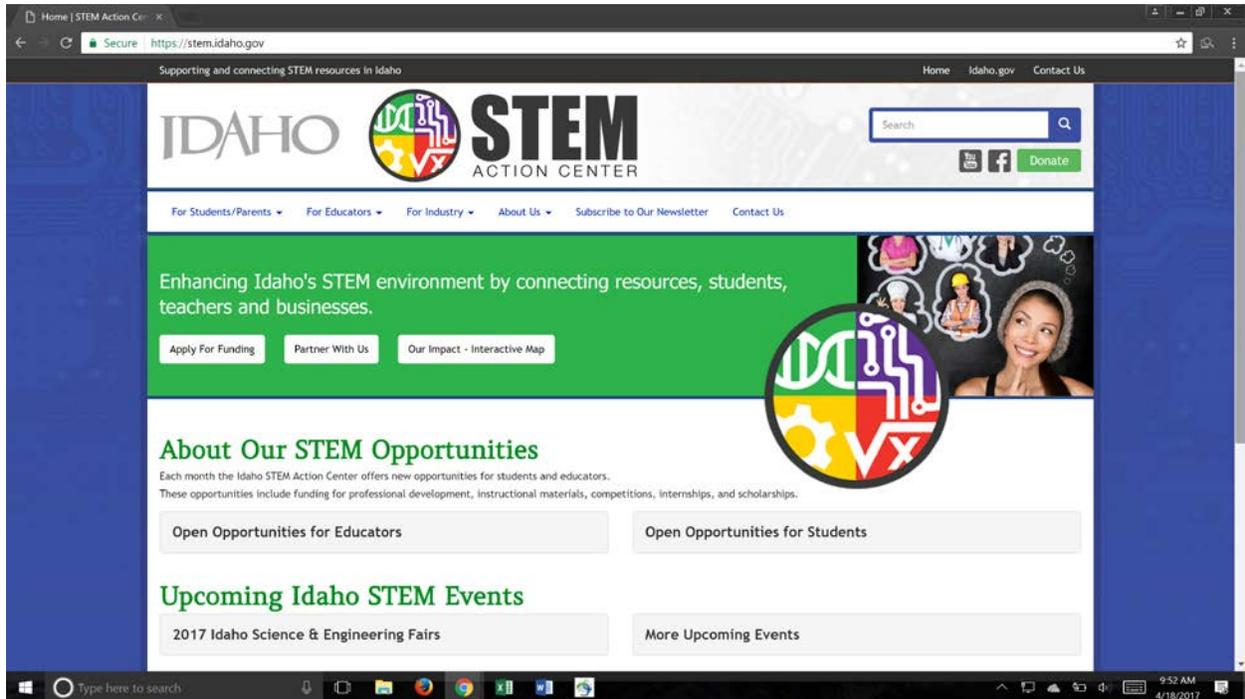


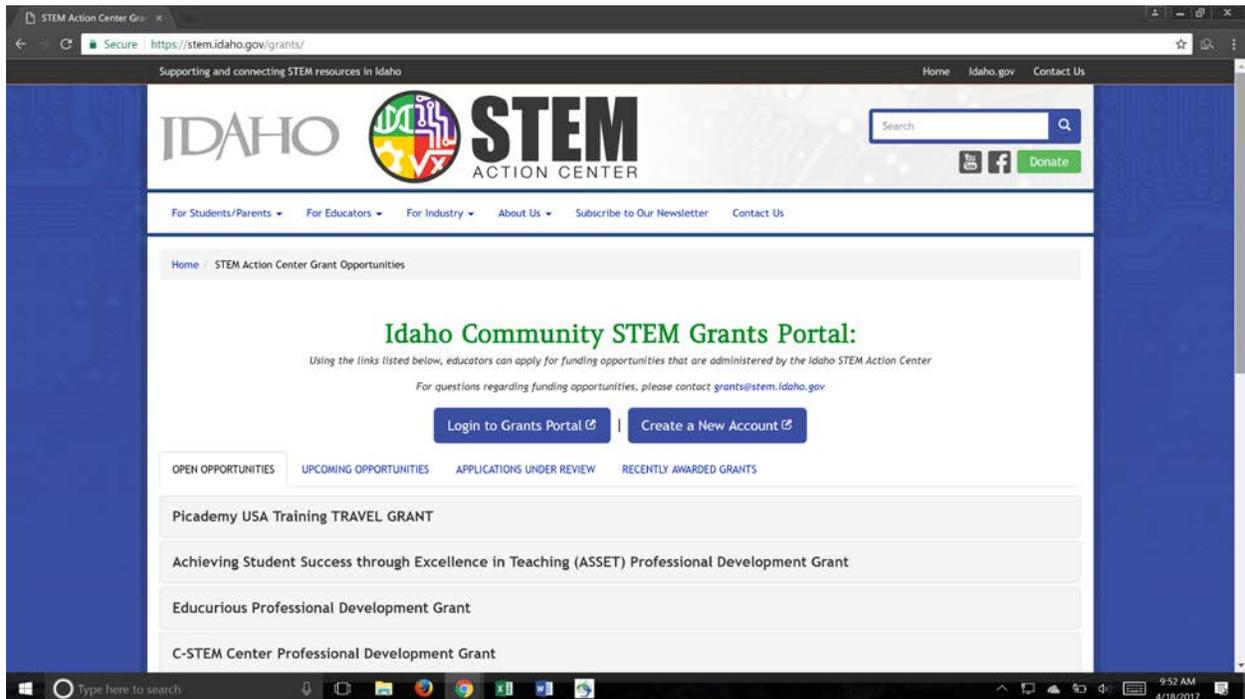
How to create an account:

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.

STEM Action Center Grants Register

Secure | https://idahostem.force.com/gms/Grant_PtIRegister

IDAHO STEM ACTION CENTER

Login

New User Registration

1. Contact 2. Organization 3. Portal User 3. Registration Complete

1. Please enter your First Name, Last Name, and a valid email address.
2. Please enter ONLY the first one to two words of your Organization. You will select your Organization on the next screen. If you do not see your Organization among the selections, then go back and try another word to find the Organization.

First Name:

Last Name:

Email:

Organization:

Submit

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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.

STEM Action Center Grants Register

Secure | https://idahostem.force.com/gms/Grant_PtIRegister?refURL=http%3A%2F%2Fidahostem.force.com%2Fgms%2FGrant_PtIRegister

IDAHO STEM ACTION CENTER

Login

New User Registration

1. Contact 2. Organization 3. Portal User 3. Registration Complete

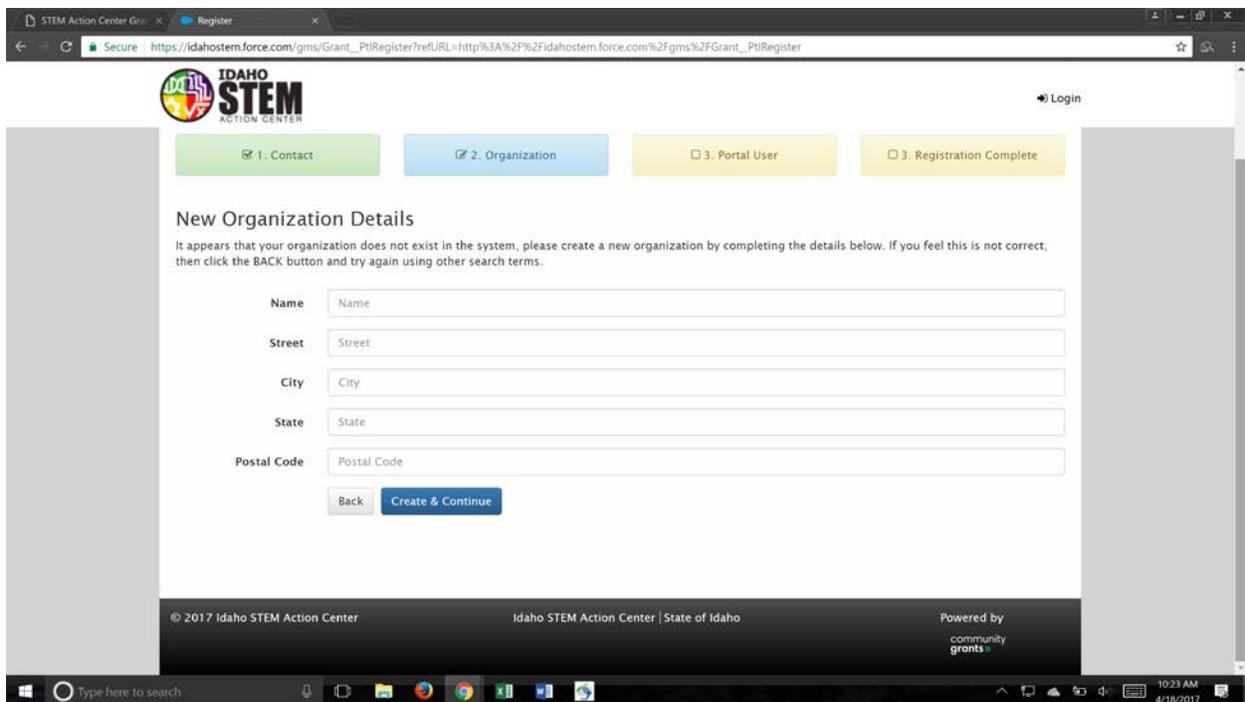
Organization

The following matches were found containing the Organization Name: ste. Please Find and Select your Organization from the list or click the BACK button and add another word.

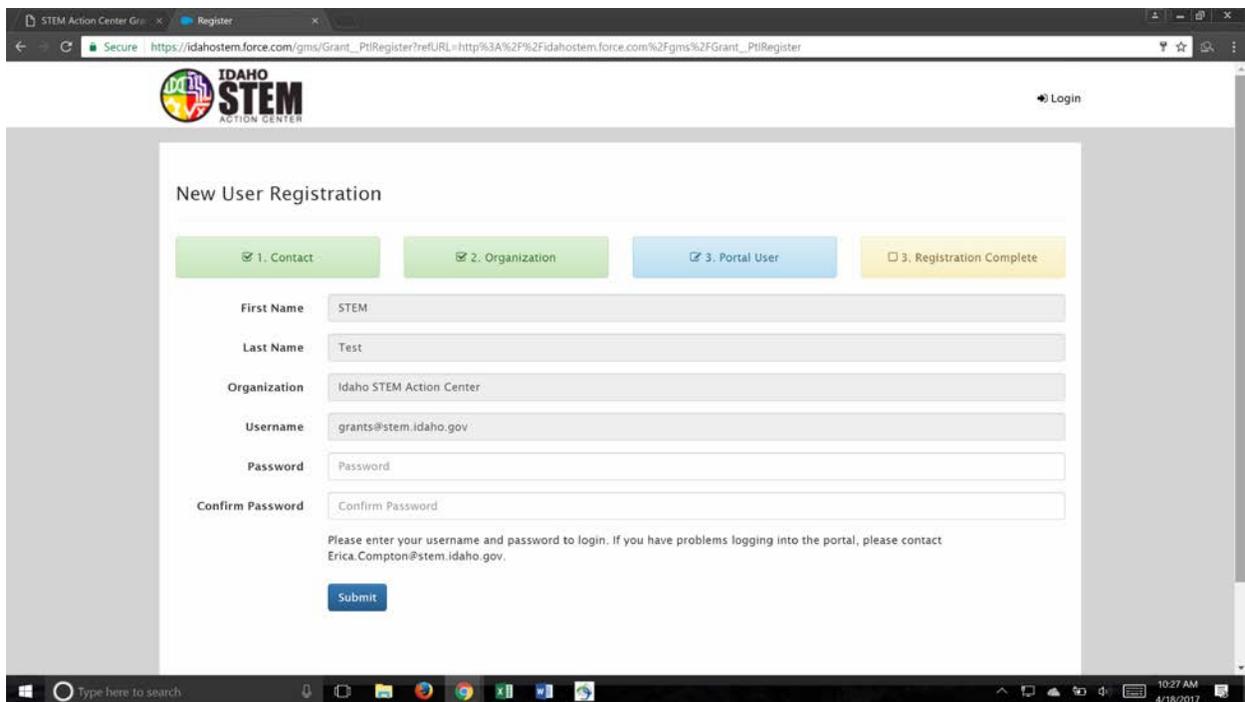
Organization:

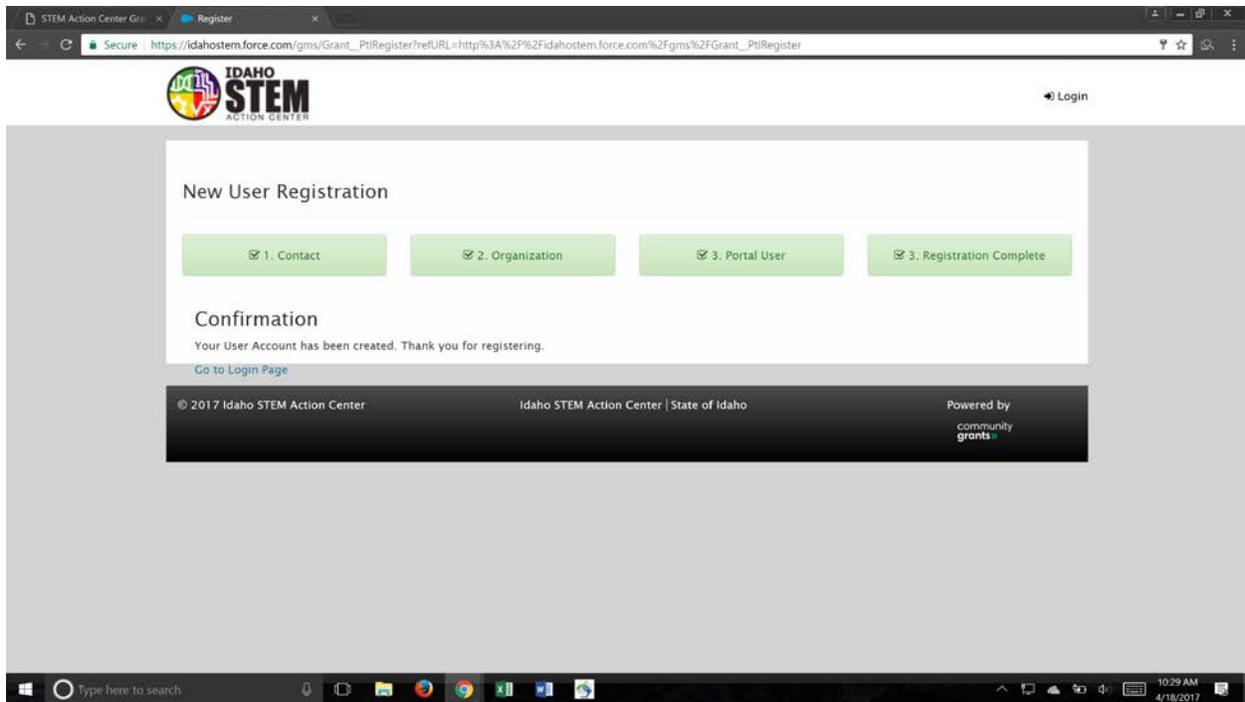
Back Continue

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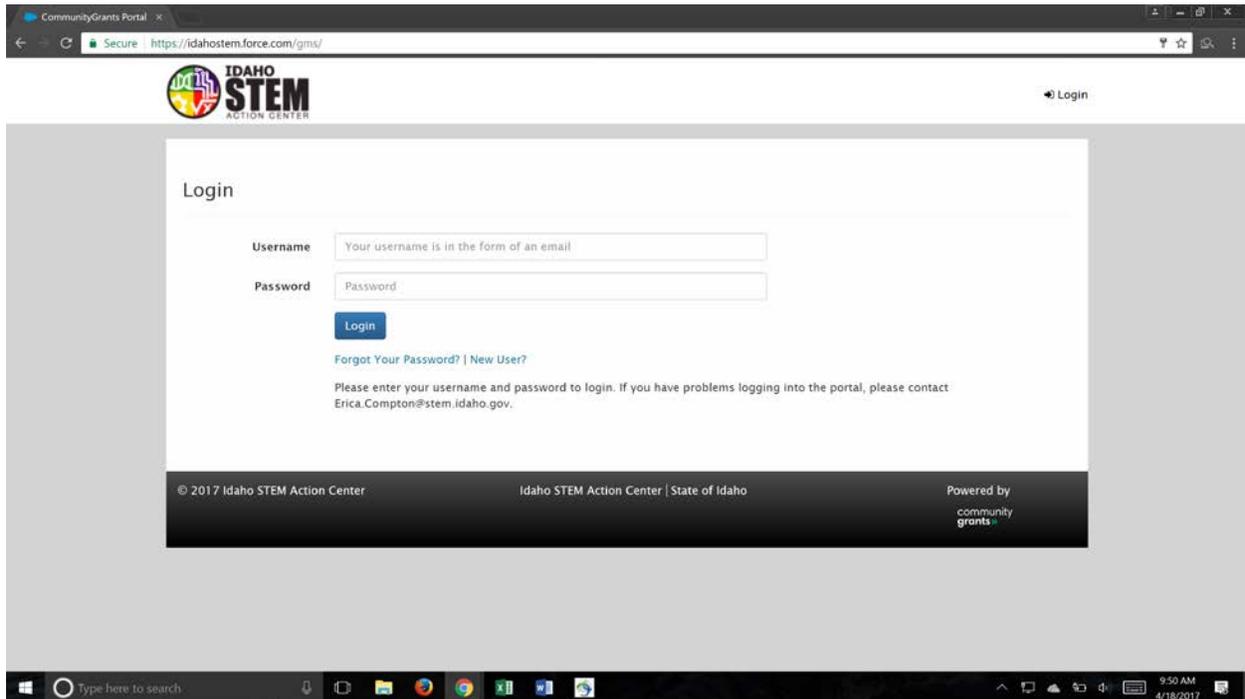
After you have selected or created your organization, create a password for your account by typing it into the "Password" box and confirm. Click "Submit" and you will receive an email welcoming you to the portal.



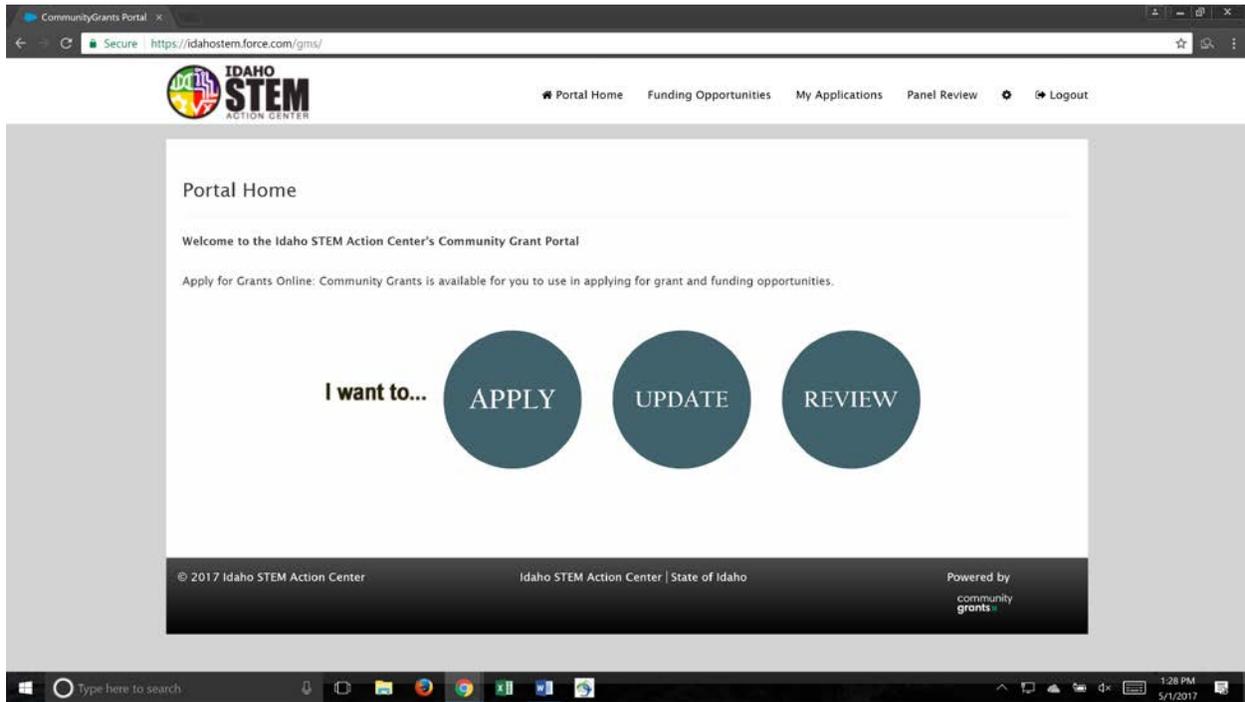


How to submit a report:

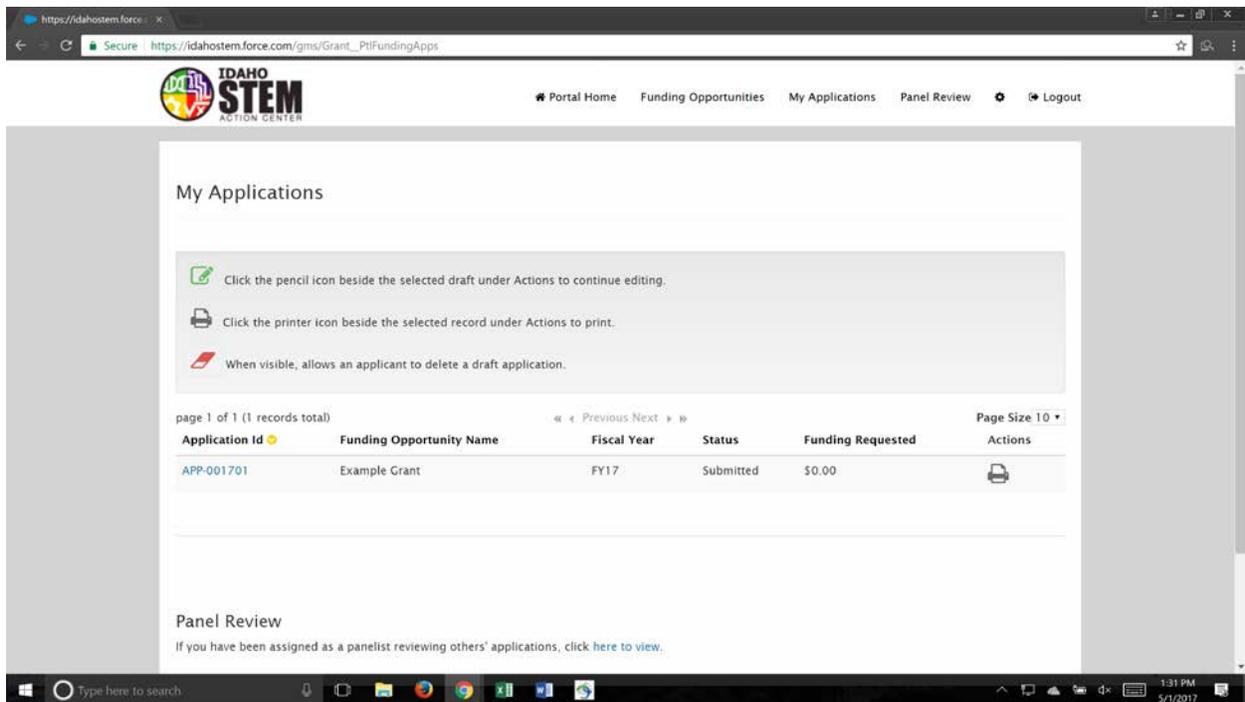
Go to the Community Grants Portal (idahostem.force.com/gms). Log into your account.



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.

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Portal Home Funding Opportunities My Applications Panel Review Logout

Back to My Applications

Funding Application for: Example Grant

Final Reports

[New Report](#)

No reports found.

Funding Summaries

Funding Summary Name	Activity Type	Total Transactions Amount	Award Amount Remaining
a08500000NFFLG		\$0.00	\$0.00

Funding Application Details

[Print](#)

Information

Application ID	APP-001701
Funding Opportunity Name	Example Grant
Organization Name	Idaho STEM Action Center
Status	Submitted
Contact Name	STEM Test

Select "New" at the right of the opportunity.

IDAHO STEM ACTION CENTER

Portal Home Funding Opportunities My Applications Panel Review Logout

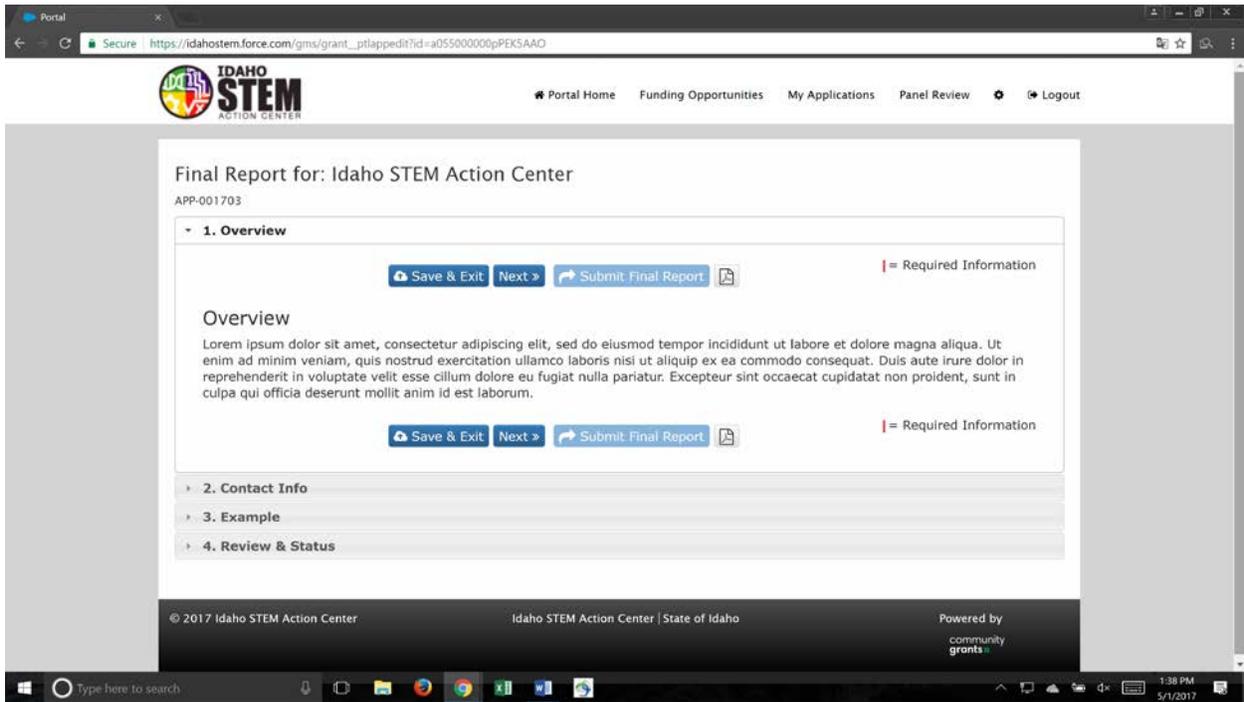
New Reports

page 1 of 1 (1 records total)

Name	Category	Close Date/Time	Fiscal Year	Status	Page Size	Action
Example Grant Report				Published	10	New

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Fill out each section of your report.



After each section is answered, click "Submit Final Report."

