**INTraining**

GET THE SKILLS YOU NEED TO SUCCEED

# REGIONAL STAFF PORTAL USER MANUAL

# INTraining Portal

## Creating a User Account

To establish a regional user account, please follow the below steps:

1. Go to **INTraining.dwd.in.gov**
2. Select **Create a Training Provider User Account**
3. Follow the prompts to create an account
4. Once the account is created, **email INTraining@dwd.in.gov** with the following information:
   a. **Email used to create the account**
   b. **Region in which you are associated with**
5. DWD IT will link your user account with the appropriate region and activate the account

## Regional Staff Dashboard

Once logged into the user account, the user will land on the *Regional Staff Dashboard* and automatically be directed to the *Provider Search* page*.* The *Dashboard* is the homepage of the user account. A user can always return to this homepage by selecting the *Dashboard* button in the top left-hand corner. The *Dashboard* will display provider information for all training providers. **Regional users have read-only access.**



## Provider Search

This page will display all training providers listed within INTraining. To the left of the page, users can search for a specific provider. To view more information about a training provider, the user will need to select the *Provider Name.*

After selecting the *Provider Name*, the user will be redirected to that training provider's page and land on the **Provider Action Needed** tab. From the training provider page, users can navigate to the following pages: **Provider Action Needed**, **Staff Action Needed**, **Users**, **Provider Locations**, **Programs**, and **Reports**.



## Provider Action Needed

This page will always display three categories: **Information Requested, Pending Data,** and **Annual Review Required.** If there is any information or action needed from the training provider, this task will display under the appropriate category. In parenthesis, next to the category, the number of items requiring action will also be displayed. Users can click into the category to get more information. In the example below, there are 17 items that require action from the training provider in the *Pending Data* category, 1 item in the *Annual Review* category that require action from the training provider and 1 item that require action in the *Information Requested* category. Any application in an *Information Requested* or *Pending Data* status will not display as approved or fundable.

## Staff Action Needed

This page will display any application that is pending review by INTraining staff. Any application in a *Pending Staff Review* status will not display as approved or fundable.

To view more information **about any application listed under Provider Action Needed** or **Staff Action Needed**, the user can select the category with pending items. The selected category will expand and display all the applications that require additional information. The user will need to select "**View Details**" on a specific application. The user will be redirected to the *Provider Location* or *Program* page.



If directed to the *Provider Location* page, the user can select **Status History.**



**-OR-**

If directed to the *Program* page, the user will need to select on the *Program Location ID* that is requesting information.

This will take the user to the *Program Location* page. The user will need to navigate to the *Comments* page. From here, the user will be able to view what information is being requested.



## Users

This page will display all users for the training provider, their status, and portal administrative level. There are two administrative user levels or roles: *training provider admin* and *training provider*. A *training provider* is a read-only role and only has access to the dashboard but is not able to edit or submit information. A *training provider admin* role has full access. This role can submit applications, edit, and add or disable other users.

## Provider Locations

This page displays all the provider location or training location applications a training provider has submitted. Both *active* and *inactive* applications are located on the respective tabs. The far-right column labeled "*Program Locations*" indicates how many training programs are offered at that location.



When selecting a *Provider Location*, the user will be redirected to the application page for that location. From here, the user can review the application information which is now disbursed through the pages on the left-hand side.

## Programs

This page displays all the program applications an institution has submitted. Both *active* and *inactive* applications are located on the respective tabs. The far-right column labeled "*Program Locations*" indicates how many training locations offer the program.



When selecting the *Title of Training*, the user will be redirected to the application page for that training program. This is referred to as the *main program*, which is a unique course, class, or regimen that provides training services. A **main program** may be offered at multiple provider locations. The user can review the application information which is now disbursed through the pages on the left-hand side.

The *Program Locations* page will display all the provider locations the training provider has indicated offers the main program. Each main program will receive a unique code for each provider location at which it is offered and will be referenced as the program location. Provider (training) location + main program = program location.

## Reports

This page provides available training provider specific reports to the regional user. The reports provide data in real-time. Data is updated periodically; therefore, reports should be checked frequently for the most up-to-date and accurate information. The four reports available are: *Federal Reporting, Program Location, Provider Location,* and *Annual Review Records.*

**Federal Reporting**: This report is only available during the month of July. At the time the Excel export is pulled, an inclusive list of all PROGRAM LOCATIONS for that training provider that require federal performance reporting will be provided. The Federal Reporting export provides real-time information. When federal performance reporting is successfully completed on a program location, that program location will no longer appear on the export. This export should be pulled frequently during July to view an accurate list of program locations that still require reporting

**Program Location**: At the time the Excel export is pulled, an inclusive list of all program locations for that training provider will be provided. This export will include both active and inactive program locations.

**Provider Location:** At the time the Excel export is pulled, an inclusive list of all provider locations for that training provider will be provided. This export will include both active and inactive provider locations.

**Annual Revew Record:** When selecting the Annual Review Records report, the user will be redirected to a new page. The Annual Review Records page will display two separate reports: *Program Locations* and *Provider Locations*. The user must select each report to view an inclusive list of all applications that are pending annual review for that training provider. Each report will display the respective applications that are within 60 days of their annual review due date or

within 60 days after their annual review due date if the annual review has not yet been completed.



## My Reports
Coming soon!

## My Emails
This page displays all emails that have been sent to any training provider within the associated region that the regional staff were also included on. Users can search for emails by a keyword or date range.