



SGOAS

Thank you for joining us! We will begin promptly at 3 p.m. EST you will be muted until then.

**Application Management Functionality
Tutorial
5.14.15**

Agenda and Objectives

- SGOAS Overview (5m)
- Learn how to: Create your account
- Learn how to: Submit/Review Applications
- Next Steps (5m)
- Other IQE News/Updates (5m)



SGOAS



5 Ways SGOAS Will Change IQE

- 1 Online application submission.** The scholarship application process is completely electronic. Households – or schools – will initiate and track applications from the SGOAS.
- 2 Donations.** SGOAS will provide schools with a real-time list of all donations received. Schools will be able to thank donors as soon as a donation is made.
- 3 Disbursements.** Schools will be able to manage their account as well as request disbursements throughout the year. SGOAS will provide schools with a up-to-date account balance.
- 4 Efficiency.** Schools will be able to view all of their scholarship-related in real-time & all in one place.
- 5 Data Management.** The SGOAS will store historic data pertaining to applications, donations and disbursements.

Key Features

Applications

- ✓ Process household or school –initiated applications
- ✓ Approve applications
- ✓ Track review status

Donations

- ✓ Review received donations
- ✓ Track donation status

Disbursements

- ✓ Request disbursement schedule
- ✓ View up-to-date account status

Reports

- ✓ Custom views by school
- ✓ Dashboards by school

Data Integrations


- ✓ Application, donation, disbursement history
- ✓ Centralized data storage

Getting Started in the SGOAS

Logging in

Once registered, visit:
sgo.i4qed.org/schools/sign_in

Sign In



**INSTITUTE
FOR QUALITY
EDUCATION**

Email

Password

Remember Me

[Help! I forgot my password](#)

Homepage

School Admin

Home Applications

Instructions

Getting Started

Welcome to the Institute for Quality Education's Scholarship Granting Organization Administration System (SGOAS)! Here is where your school will manage applications, donations and disbursements regarding the Tax Credit Scholarship. Coming mid-May we will be releasing a functionality that will allow schools to invite as many additional users to the system as they would like. To being managing your scholarship applications simply click on the [Applications](#) tab above.

After that...

Over the course of the next couple of months we will be implementing this new system in installments. You will see additional tabs added at the top of this landing page. Please refer to our email notifications for further information and instructions.

To learn more about the Institute for Quality Education, visit www.i4qed.org.

Questions?

Email scholarships@i4qed.org or call (317) 951-8781.

NOTE: For the 2015-16 academic year and beyond, IQE will NO LONGER accept or process paper scholarship applications as we have in previous years. In addition, we WILL NOT be collecting any income verification documentation. At the time a school either submits an application on behalf of a household or approves an application submitted by a household we will request the school to share how the income was verified as well as the desired amount to award the applicant.

Application Management: Initiating

Household

- ✓ **Eligible families that have been accepted may visit:**
sgo.i4qed.org/apply to create an account and submit an application.
- ✓ **Families may use this same site to log into their portal to check the status of an application and submit new applications the next year.**
- ✓ **Upon submission, it is sent to the school for review.**

School

- ✓ **School administrators may submit an application on behalf of a household. In this case, households WILL NOT have portal access like they would if they submitted the application.**
- ✓ **At the time of submission, schools must have already verified the income and know how much they would like to award to the applicant.**
- ✓ **Upon submission, it is sent to the SGO for review.**

Application Management: Reviewing

School

- ✓ **School administrators will review all household-initiated applications (school-initiated applications are reviewed by the school when submitted).**
- ✓ **Email notification will be sent to the school contacts.**
- ✓ **Schools will select the 'review' button and supply the method in which the income was verified and how much to award to the application. Edits can be made.**
- ✓ **Sent to the SGO for review.**

School

- ✓ **SGO administrators will review all school-initiated applications as well as the household-initiated applications that have been reviewed.**
- ✓ **Email notification will be sent to the SGO administrators.**
- ✓ **The SGO admins will review the application. Edits can be made.**
- ✓ **Final approval given & school notified.**

Next Steps

Implementation Schedule This Month

May 26th: Donation Functionality goes 'live'. All forms of donations will appear in your school's portal as they are received. (*Will not include donations prior to May 25th – all historical data will be added by July 1st*)

May 28th: Donation Functionality Tutorial via Web from 3p-4p EST.

Submit Applications

Whether school or household-initiated, IQE will begin to process submitted applications for the 2015-2016 school year.

Email:
scholarships@i4qed.org
with questions

Other News/Updates:

- Print Materials
 - IQE has one-pagers outlining the voucher and tax credit scholarship eligibility requirements in English and Spanish. Email contact@i4qed.org for electronic copies.
- Opportunity Calculator
 - The Opportunity Calculator is a free tool that makes it easy for families to understand their school choice options. Users may review schools in their area, determine their eligibility in the school voucher and TCS program as well as learn about how to enroll. **Visit: myschooloptions.org.**
 - **From your school's site, you may link directly to the calculator portion with the following URL:**
<http://www.i4qed.org/calculator/qualify>
- GreatSchools.org Partnership
 - A free marketing tool for your school and a free resource for your parents! **Visit greatschools.org/osp to register your account and update your profile!**
- Catalyst for Quality Grant
 - June 1st IQE will begin accepting applications for the Catalyst for Quality Grant. IQE will award up to \$2,500 to teachers fund an innovative, data-driven idea.

Visit: www.i4qed.org for more information!