



TRAINING PROVIDER PORTAL USER GUIDE

INTraining Portal

Creating a User Account

To access the INTraining Portal and Training Provider Dashboard, an email will need to be registered and a user account established. Please visit the [INTraining Portal](#) and click “**Create a Training Provider User Account**” at the top right corner of the screen. The INTraining account will link to **Access Indiana**. If an **Access Indiana** account does not already exist, one will need to be created. The same email should be used for each account. Any user listed as a **training provider admin** user within the INTraining portal may enable or disable other user accounts with the institution. Please also review the below section **Establishing an Institution** prior to creating a user account.

Registering an Institution

When creating a user account, a user will be required to provide the institution’s **Federal Employer Identification Number (FEIN)**. The FEIN is a unique nine-digit number assigned by the Internal Revenue Service (IRS) to business entities operating in the United States for the purposes of identification. If a **Provider Dashboard** already exists for the FEIN, the user account will automatically be connected to the **Dashboard**. If a **Provider Dashboard** does not yet exist, the system will automatically create one once the user account is accepted. All users **MUST** enter a valid FEIN.

Training Provider Dashboard

Once logged into the user account, the user will land on the **Training Provider Dashboard** and automatically be directed to the **Provider Action Needed** page. The **Dashboard** is the homepage of the Institution. **A user can always return to this homepage by selecting the **Dashboard** button in the top left-hand corner.** From the Dashboard, users can navigate to the following pages: **Provider Action Needed, Users, Provider Locations, Programs, and Reports.**

DASHBOARD POLICIES RES

Test Site Only - No Official Data Present

Provider: Sample Test Institution

ID: 2744 FEIN: 123457698 Status: Active

Federal Reporting is due by July 31, 2021. See your program list on the Programs tab for any reporting due.

Provider Action Needed

- Users
- Provider Locations
- Programs
- Reports

INFORMATION REQUESTED - (0)

PENDING DATA - (17)

ANNUAL REVIEW REQUIRED - (7)

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, 7 items in the *Annual Review* category that require action from the training provider and 0 items that require action in the *Information Requested* category. To view more information about the application or what is 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 and then navigate to **Status History** or **Comments**. **Training providers should check this page monthly, at a minimum, to ensure there is no pending action items to resolve.**

DASHBOARD POLICIES RES

Test Site Only - No Official Data Present

Provider: Sample Test Institution

ID: 2744 FEIN: 123457698 Status: Active

Federal Reporting is due by July 31, 2021. See your program list on the Programs tab for any reporting due.

Provider Action Needed

Users

Provider Locations

Programs

Reports

Provider Action Needed

INFORMATION REQUESTED - (0)

PENDING DATA - (17)

ANNUAL REVIEW REQUIRED - (7)

Users

This page will display all users for the institution, 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. **Training providers should ensure there is always at least one active user.**

DASHBOARD POLICIES RESOURCES

Test Site Only - No Official Data Present

Provider: Sample Test Institution

ID: 2744 FEIN: 123457698 Status: Active

Federal Reporting is due by July 31, 2021. See your program list on the Programs tab for any reporting due.

Provider Action Needed

Users

Provider Locations

Programs

Reports

Users

[+ Add User](#)

Show entries Search:

| First Name | Last Name | Phone Number | Email | Enabled | Role | |
|------------|------------|----------------|--------------------------------|---------|-------------------------|----------------------|
| test | test1 user | (933) 562-1453 | TestingProvider2019@gmail.com | ✔ | Training Provider Admin | Edit |
| test | test1 user | (933) 562-1453 | trainingprovider2019@gmail.com | ✘ | Training Provider Admin | Edit |
| test | test 3 | (933) 562-1453 | testpraveen@gmail.com | ✔ | Training Provider Admin | Edit |

Provider Locations

This page displays all the provider location or training location applications an institution has submitted. Both *active* and *inactive* applications are located on the respective tabs. Training providers may start and submit new training location applications from this page by selecting “+Add Location”. Submitted applications may be edited by selecting the *Provider Location Name*. The far-right column labeled “**Program Locations**” indicates how many training programs are offered at that location.

DASHBOARD POLICIES RESOURCES

Test Site Only - No Official Data Present

Provider: Sample Test Institution

ID: 2744 FEIN: 123457698 Status: Active

Federal Reporting is due by July 31, 2021. See your program list on the Programs tab for any reporting due.

Provider Action Needed

Users

Provider Locations

Programs

Reports

Provider Locations + Add Location

Active Locations Inactive Locations

Show 10 entries Search:

| Location ID | Provider Location Name | Address | Program Locations |
|-------------|--|---------------------------------|-------------------|
| 10000299 | Sample Provider 4 Staff Approved | 254 Main Street Indianapolis | 31 |
| 10000306 | Sample Provider 5 Staff Approved | 1234 Park Street Las Vegas | 58 |

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. The user can edit this information by selecting “**Enable Editing**”.

DASHBOARD POLICIES RESOURCES

Test Site Only - No Official Data Present

Provider: Sample Test Institution / Provider Location Page

Provider Location: Sample Provider 4

Provider Location ID: 10000299 STAFF APPROVED

ENABLE EDITING

Provider

Location Address

Provider Type

Accreditations

Status History

Provider Information

Name: Sample Test Institution Provider Status: ACTIVE

FEIN: 123457698

Programs

This page displays all the program applications an institution has submitted. Both *active* and *inactive* applications are located on the respective tabs. Training providers may start and

submit new program applications from this page by selecting “**+Add Program**”. Submitted applications may be edited by selecting the *Title of Training*. The far-right column labeled “**Program Locations**” indicates how many training locations offer the program.

The screenshot shows a dashboard for 'Sample Test Institution' with ID 2744 and FEIN 123457698. The status is 'Active'. A red banner indicates 'Federal Reporting is due by July 31, 2021'. The 'Programs' section has a '+ Add Program' button and tabs for 'Active Programs' and 'Inactive Programs'. A table lists two programs:

| Title of Training | Main Program ID | Notifications | Program Locations |
|-------------------|-----------------|-----------------------|-------------------|
| testingdoctoral | 10001745 | Federal Reporting Due | 1 |
| Test Program 73 | 10001727 | Federal Reporting Due | 2 |

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 user can edit this information by selecting “**Enable Editing**”.

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.

The screenshot shows the 'Program Locations' page for 'Test Program 73' (Main Program ID: 10001727). A red banner indicates 'Program Locations highlighted below require federal reporting of student data.' An 'ENABLE EDITING' button is visible. A table lists the program locations:

| Location ID | Status | Program Location | Address | City | Zip | Federal Reporting |
|-------------|----------------------|--------------------------------------|------------------|-----------|-------|-----------------------|
| 10001521 | Staff Approved | Test Program 73 Test Account | 123 Main Street | Carmel | 45612 | Federal Reporting Due |
| 10001552 | Pending Staff Review | Test Program 73 Sample Provider 5 | 1234 Park Street | Las Vegas | 12546 | |

Reports

This page provides available reports to the training provider. 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 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. Training providers will need to pull this export 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 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 will be provided. This export will include both active and inactive provider locations.

Annual Review 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. 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.

The screenshot shows a dashboard interface. At the top, there is a dark blue header with 'DASHBOARD' on the left and 'POLICIES RESOURCES' on the right. Below the header is a red banner with the text 'Test Site Only - No Official Data Present'. The main content area is titled 'Provider: Sample Test Institution' and includes 'ID: 2744 FEIN: 123457698 Status: Active'. A red notification bar states 'Federal Reporting is due by July 31, 2021. See your program list on the Programs tab for any reporting due.' On the left, there is a sidebar with navigation options: 'Provider Action Needed', 'Users', 'Provider Locations', 'Programs', and 'Reports' (which is highlighted). The main area is titled 'Reports' and contains a blue disclaimer box: 'Disclaimer: The following 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. Federal Reporting will display programs that need federal reporting completed.' Below the disclaimer is a list of four reports: 'Federal Reporting' (with a document icon), 'Program Location' (with a document icon), 'Provider Location' (with a document icon), and 'Annual Review Records' (with a right-pointing arrow icon).

Submitting Requested Information

INTraining staff may request information from the training provider. This information will be requested through the INTraining Portal. The system will generate an email to all active users. **After 60 days of no response to the request for information, the application will be denied.**

To review the information that is being requested, users will want to navigate to the **Provider Action Needed** page and select the **Information Requested** category. The selected category will expand and display all the applications that require additional information. The user will need to select **“View Details”**.

DASHBOARD POLICIES RESOURCES

Test Site Only - No Official Data Present

Provider: Sample Test Institution
ID: 2744 FEIN: 123457698 Status: Active

Federal Reporting is due by July 31, 2021. See your program list on the Programs tab for any reporting due.

Provider Action Needed

- Users
- Provider Locations
- Programs
- Reports

Provider Action Needed

INFORMATION REQUESTED - (1)

| | | |
|---|---|---|
| Program Location: Test Program 71 (ProgramLocation) | Program Location ID: 10001502 | Provider Location: Test Account Carmel, Indiana (Hamilton) |
|---|---|---|

Comments:
test

[View Details →](#)

The user will be redirected to the *Provider Location* or *Program Locations* page. If directed to the *Provider Location* page, the user can select **Status History**.

Test Site Only - No Official Data Present

Provider: Ivy Tech Community College / Provider Location Page

Provider Location: Ivy Tech Community College - Indianapolis

Provider Location ID: 1 INFORMATION REQUESTED

Provider

- Location Address
- Provider Type
- Accreditations
- Status History

Provider Information

Name: Ivy Tech Community College **Provider Status:** ACTIVE

-OR-

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

DASHBOARD POLICIES RESOURCES

Test Site Only - No Official Data Present

Provider: Sample Test Institution / Program Page

Program: Test Program 71 ENABLE EDITING

Main Program ID: 10001711

Provider

Summary

Cost

Program Locations

Credentials

Admissions

Program Locations

| Location ID | Status | Program Location | Address | City | Zip | Federal Reporting |
|-------------|-----------------------|---------------------------------------|-----------------|-------------|-------|-------------------|
| 10001502 | Information Requested | Test Program 71 Test Account | 123 Main Street | Carmel | 45612 | |
| 10001553 | Pending Staff Review | Test Program 71 Sample Provider 11 | 258 Main Street | Five Points | 32577 | |

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.

DASHBOARD POLICIES RESOURCES

Test Site Only - No Official Data Present

Provider: Sample Test Institution / Program: Test Program 71 / Program Location Page

Program Location EDIT MAIN PROGRAM

Program Location ID: 10001502 INFORMATION REQUESTED

Program Name: Test Program 71 ✔

Provider Location: Test Account

Provider

Summary

Credentials

Related Occupations

Performance

Student Data

Apprenticeship

Supporting Files

Comments

Provider Information

Name: Sample Test Institution **Status:** ACTIVE

FEIN: 123457698

Provider Location Address: 123 Main Street
Carmel, IN 45612

Provider Location Status: Staff Approved

URL: www.indianare-entry.org/

Completing Annual Review

Training providers are required to review all approved applications on an annual basis to ensure all listed information is true and accurate. The annual review due date is based upon the provider location or program’s initial approval date; therefore, training providers may have to complete an annual review multiple times throughout the year. Notification will be sent to all active users 60 days prior to the annual review due date for a particular application to all active users. **If the annual review is not completed by the due date, the application will be placed into *Information Requested* status.**

To complete this task, users will want to navigate to the **Provider Action Needed** page and select the **Annual Review Required** category. The selected category will collapse and display all the applications that are currently up for annual review. The user will need to select “**View Details**”.

DASHBOARD POLICIES RESOURCES

Provider: Sample Test Institution
 ID: 2744 FEIN: 123457698 Status: Active

Federal Reporting is due by July 31, 2021. See your program list on the Programs tab for any reporting due.

Provider Action Needed

- Users
- Provider Locations
- Programs
- Reports

INFORMATION REQUESTED - (0)

PENDING DATA - (17)

ANNUAL REVIEW REQUIRED - (7)

Due Date:
05-10-2021

[View Details →](#)

Provider Location:
Sample Provider 6

The user will be redirected to that application page and the page will display a message for the training provider to begin the annual review.

DASHBOARD POLICIES RESOURCES

Test Site Only - No Official Data Present

Provider: Sample Test Institution / Provider Location Page

Provider Location: Sample Provider 6
 Provider Location ID: 10000370 PENDING STAFF REVIEW

This Provider Location requires an annual review. Please click the Begin Annual Review button, review the information to ensure it is accurate, make any necessary changes, and click the "Submit" button. Failure to review this Provider Location will result in the programs from this location being removed from the INTraining program list.
 Click [here](#) to begin the annual review.

Provider

- Location Address
- Provider Type
- Accreditations

Provider Information

Name: Sample Test Institution **Provider Status:** ACTIVE
FEIN: 123457698

Training providers may also navigate to the **Reports** page and review the **Annual Review Records** report to view a list of applications pending annual review.

Provider: Sample Test Institution

ID: 2744 FEIN: 123457698 Status: Active

Federal Reporting is due by July 31, 2021. See your program list on the Programs tab for any reporting due.

- Provider Action Needed
- Users
- Provider Locations
- Programs
- Reports

Reports

Disclaimer: The following 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. Federal Reporting will display programs that need federal reporting completed.

- Federal Reporting
- Program Location
- Provider Location
- Annual Review Records



Submitting Student Data

The Indiana Department of Workforce Development’s INTraining Policy requires all training providers to report student-level data to DWD via the INTraining portal throughout the program year. **The INTraining Procedural Guidance highlights the data elements that training providers are required to collect and report.** Data MUST be reported for ALL students participating in the program, regardless of the funding source. Data is reported at the program (training) location level. **Student-level data should be reported at the beginning and end of each cohort and MUST be reported and submitted during the federal reporting timeframe.**

At the provider’s Dashboard, select the program whose data needs to be reported. This will bring the user to the **Main Program ID** page:

Provider: Sample Test Institution / Program Page

Program: Test Program 60 ENABLE EDITING

Main Program ID: 10001558

Provider

- Summary
- Cost
- Program Locations
- Credentials
- Admissions
- Supporting Files

Provider Information

Name: Sample Test Institution Provider Status: ACTIVE

FEIN: 123457698

| ID # | Name |
|----------|-----------|
| 10001401 | Test987 |
| 10001415 | Test1234 |
| 10001437 | Program99 |
| 10001538 | test098 |

Click on the [Program Locations](#) page:

Program: Test Program 60

ENABLE EDITING

Main Program ID: 10001558

Provider

Summary

Cost

Program Locations

Credentials

Admissions

Supporting Files

Program Locations

| Location ID | Status | Program Location | Address | City | Zip | Federal Reporting |
|-------------|----------------|--------------------------------------|------------------|-----------|-------|-------------------|
| 10001379 | Staff Approved | Test Program 60 Sample Provider 5 | 1234 Park Street | Las Vegas | 12546 | |

Click on the name of the program under the Program Location:

Program: Test Program 60

ENABLE EDITING

Main Program ID: 10001558

Provider

Summary

Cost

Program Locations

Credentials

Admissions

Supporting Files

Program Locations

| Location ID | Status | Program Location | Address | City | Zip | Federal Reporting |
|-------------|--------|--------------------------------------|------------------|-----------|-------|-------------------|
| 10001379 | | Test Program 60 Sample Provider 5 | 1234 Park Street | Las Vegas | 12546 | |

This opens the **Program Location** page:

Provider: Sample Test Institution / Program: Test Program 60 / Program Location Page

Program Location

ASSIGN STATUS

Program Location ID:

10001379 **STAFF APPROVED**

Program Name:

Test Program 60      **MODIFY PROGRAM FLAGS**

EDIT MAIN PROGRAM

Provider Location:

Sample Provider 5

Provider

Summary

Credentials

Related Occupations

Performance

Funding

Student Data

Supporting Files

Comments

Staff Comments

Vouchers

Provider Information

Name: Sample Test Institution

Status: **ACTIVE**

FEIN: 123457698

Provider Location Address:
1234 Park Street
Las Vegas, NV 12546

Provider Location Status:
Staff Approved

URL:
www.indianare-entry.org

Click on the [Student Data](#) page:

The screenshot shows the 'Program Location' page for 'Sample Provider 5'. The 'Program Location ID' is 10001379 and the status is 'STAFF APPROVED'. The 'Program Name' is 'Test Program 60'. The 'Student Data' tab is selected in the left-hand navigation menu, indicated by a red arrow. The main content area shows the 'Student Data' section with an 'Upload File' button and a '+ Add Student' link. Below this is a table with columns for First Name, Last Name, DOB, SSN, Address, Entry Date, Completion Date, Enrollment Status, Assessment, Edit, and Delete. The table is currently empty, showing 'No data available in table'. There is also a 'Student Data Files' section with columns for Files, Created Date, and Action.

At this point, the user has the option to upload a .csv file for multiple students (10 or more) or to add a student one at a time. Student data should ONLY be loaded to the program location the student attended. The below steps must be completed for each program location.

Adding individual students

Click on the [Add Student](#) link:

This screenshot is identical to the previous one, but with a red arrow pointing to the '+ Add Student' link in the top right corner of the 'Student Data' section.

The Add Student page will appear. Complete all of the data required and click [Save/Confirm](#). If a field is missed, the user will receive the “**This Field is Required**” message under the field that is missing required information.

Add Student

* **First Name:**

* **Last Name:**

DOB:
This Field is Required

SSN:

Address 1:
This Field is Required

Address2:

City:
This Field is Required

State:
This Field is Required

Zip Code:
This Field is Required

* **Enrollment Status:** ▾
Choose from the dropdown the reason the students departed the program or if the student i

* **Entry Date:**
Enter the date that the student started the new program.

Completion Date:
Enter the date that the student completed the program.

Once the fields are all populated, click the [Save/Confirm](#). The first student is submitted. Repeat this for all students.

Adding multiple students

To submit students of 10 or more, the user will need to complete the student data on the Student Data Template in Excel. The template can be found at: www.intrainingdwd.org. Click on the [Training Providers](#) link and then the [Resources](#) link.

An Excel spread sheet will download/open. Complete the fields.

Once the spreadsheet is complete, save with a file name you will remember. Make sure you do not change the file format and that it is saved in the .csv format (CSV – comma delimited). Example:

Welding cohort 08-13-19.csv

After the file is saved, the user can upload the file using the Upload File [Choose File](#) button:

Program Location

Program Location ID:

10001379 STAFF APPROVED

ASSIGN STATUS

Program Name:

Test Program 60



MODIFY PROGRAM FLAGS

EDIT MAIN PROGRAM

Provider Location:

Sample Provider 5

Upload File: No file chosen + Add Student

Show 5 entries Search:

| First Name | Last Name | DOB | SSN | Address | Entry Date | Completion Date | Enrollment Status | Assessment | Edit | Delete |
|----------------------------|-----------|-----|-----|---------|------------|-----------------|-------------------|------------|------|--------|
| No data available in table | | | | | | | | | | |

Showing 0 to 0 of 0 entries Previous Next

| Student Data Files | | |
|--------------------|--------------|--------|
| Files | Created Date | Action |

This opens a window for the user to find the .csv file. Select the file and click Open. It will take 24 hours for the file to show it's been uploaded. This can be verified by viewing the Student Data page in the Files section.

Program Location

Program Location ID:

10001379 STAFF APPROVED

ASSIGN STATUS

Program Name:

Test Program 60



MODIFY PROGRAM FLAGS

EDIT MAIN PROGRAM

Provider Location:

Sample Provider 5

Upload File: No file chosen + Add Student

Show 5 entries Search:

| First Name | Last Name | DOB | SSN | Address | Entry Date | Completion Date | Enrollment Status | Assessment | Edit | Delete |
|----------------------------|-----------|-----|-----|---------|------------|-----------------|-------------------|------------|------|--------|
| No data available in table | | | | | | | | | | |

Showing 0 to 0 of 0 entries Previous Next

| Student Data Files | | |
|--------------------|--------------|--------|
| Files | Created Date | Action |