



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 Name	Provider ID	Active
ProdTesting2020	10000102	Active
160 Driving Academy	1941	Active
180 Skills, LLC	514	Active
1st In Class Clinical Education, Inc.	2901	Active
1st Maker Space, LLC	1261	Active
1st Option Adult Day Services & Home Health LLC	1042	Active
2 Nurses Home Care, Inc	392	Active
2HCC LLC	2482	Active
360Training.Com, Inc. DBA Medtec	309	Active
SD Training Institute	61	Active
3DVision Technologies Training Center	175	Active

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*.



Provider Name	Provider ID	Status
Sample Test Institution	2744	Active
Sample Test Institution 2	10000093	Pending

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**.

The screenshot shows a dashboard header with 'DASHBOARD' on the left and navigation links for 'PUBLIC SEARCH', 'PROVIDER SEARCH', 'MY EMAILS', 'POLICIES', and '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' with 'ID: 2744' and 'Status: Active'. A sidebar on the left contains a menu with 'Provider Action Needed' (highlighted), 'Staff Action Needed', 'Users', 'Provider Locations', 'Programs', and 'Reports'. The main content area is titled 'Provider Action Needed' and displays three categories: 'INFORMATION REQUESTED - (1)' in a yellow bar, 'PENDING DATA - (17)' in a grey bar, and 'ANNUAL REVIEW REQUIRED - (1)' in a red bar. Two red arrows on the left point to the 'Provider Action Needed' menu item and the 'Provider Action Needed' title.

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.

This screenshot is identical to the one above, showing the 'Provider Action Needed' page for 'Sample Test Institution'. In addition to the two red arrows on the left, three red arrows on the right point to the 'INFORMATION REQUESTED - (1)', 'PENDING DATA - (17)', and 'ANNUAL REVIEW REQUIRED - (1)' categories respectively.

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.

DASHBOARD PUBLIC SEARCH PROVIDER SEARCH MY EMAILS POLICIES RESOURCES

Test Site Only - No Official Data Present

Provider: Sample Test Institution

ID: 2744 Status: Active

Provider Action Needed

Staff Action Needed

Users

Provider Locations

Programs

Reports

Staff Action Needed

PENDING STAFF REVIEW

Test Program 14 (ProgramLocation)
#10000678
Sample Provider 4
Indianapolis, Indiana (Marion)

Comments:
The status has been changed due the primary changes made to the program.

[View Details →](#)

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

DASHBOARD PUBLIC SEARCH PROVIDER SEARCH MY EMAILS 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

Provider

Location Address

Provider Type

Accreditations

Status History


Provider Information

Name: Sample Test Institution

Provider Status: ACTIVE

-OR-

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

DASHBOARD PUBLIC SEARCH PROVIDER SEARCH MY EMAILS POLICIES RESOURCES 

Test Site Only - No Official Data Present

Provider: Sample Test Institution / Program Page

Program: Test Program 14


Main Program ID: 10001104

Provider Summary Cost **Program Locations**

Program Locations

Location ID	Status	Program Location	Address	City	Zip	Federal Reporting
10000678	Pending Staff Review	Test Program 14 Sample Provider 4	254 Main Street	Indianapolis	46202	

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 PUBLIC SEARCH PROVIDER SEARCH MY EMAILS POLICIES RESOURCES 

Test Site Only - No Official Data Present

Provider: Sample Test Institution / Program: Test Program 14 / Program Location Page

Program Location

Program Location ID: 10000678 **PENDING STAFF REVIEW**

Program Name: Test Program 14 

Provider Location: Sample Provider 4

Provider Summary Credentials Related Occupations Performance **Comments**

Provider Information

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

Provider Location Address: 254 Main Street Indianapolis, IN 46202 Provider Location Status: Staff Approved URL: example.mm.nnn

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.

DASHBOARD PUBLIC SEARCH PROVIDER SEARCH MY EMAILS POLICIES RESOURCES

Test Site Only - No Official Data Present

Provider: Sample Test Institution
ID: 2744 Status: Active

Provider Action Needed

Staff Action Needed

Users

Provider Locations

Programs

Reports

Users

Show entries Search:

First Name	Last Name	Phone Number	Email	Enabled	Role
test	test1 user	(933) 562-1453	TestingProvider2019@gmail.com	✔	Training Provider Admin
test	test1 user	(933) 562-1453	trainingprovider2019@gmail.com	✘	Training Provider Admin
test	test 3	(933) 562-1453	testpraveen@gmail.com	✔	Training Provider Admin
Access	INTest	(111) 111-1111	accessintest2021@gmail.com	✔	Training Provider Admin

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.

DASHBOARD PUBLIC SEARCH PROVIDER SEARCH MY EMAILS POLICIES RESOURCES

Test Site Only - No Official Data Present

Provider: Sample Test Institution
ID: 2744 Status: Active

Provider Action Needed

Staff Action Needed

Users

Provider Locations

Programs

Reports

Provider Locations

Active Locations Inactive Locations

Show entries Search:

Location ID	Provider Location Name	Address	Program Locations
10000299	Sample Provider 4 Staff Approved	254 Main Street Indianapolis	31

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.

Provider: Sample Test Institution / Provider Location Page

Provider Location: Sample Provider 4

Provider Location ID: 10000299 STAFF APPROVED



Provider	Provider Information
Location Address	Name: Sample Test Institution Provider Status: ACTIVE
Provider Type	
Accreditations	
Status History	

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.

Provider: Sample Test Institution

ID: 2744 Status: Active

Programs	Programs										
Provider Action Needed	Active Programs Inactive Programs 										
Staff Action Needed	Show 25 entries Search: <input type="text"/>										
Users	<table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr style="background-color: #1a3d4d; color: white;"> <th style="text-align: left;">Title Of Training</th> <th style="text-align: left;">Main Program ID</th> <th style="text-align: left;">Notifications</th> <th style="text-align: center;">Program Locations</th> </tr> </thead> <tbody> <tr> <td style="padding: 5px;">testingdoctoral</td> <td style="padding: 5px;">10001745</td> <td style="padding: 5px;">! Federal Reporting Due</td> <td style="padding: 5px; text-align: center;">1</td> </tr> </tbody> </table> 			Title Of Training	Main Program ID	Notifications	Program Locations	testingdoctoral	10001745	! Federal Reporting Due	1
Title Of Training	Main Program ID	Notifications	Program Locations								
testingdoctoral	10001745	! Federal Reporting Due	1								
Provider Locations											
Reports											

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.

DASHBOARD PUBLIC SEARCH PROVIDER SEARCH MY EMAILS POLICIES RESOURCES

Test Site Only - No Official Data Present

Provider: Sample Test Institution / Program Page

Program: testingdoctoral

Main Program ID: 10001745

Provider

Summary

Cost

Program Locations

Credentials

Admissions

Program Locations

Location ID	Status	Program Location	Address	City	Zip	Federal Reporting
10001537	Pending Staff Review	testingdoctoral Sample Provider 5	1234 Park Street	Las Vegas	12546	! Federal Reporting Due

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 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 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.

The screenshot shows the 'Reports' section for a provider. At the top, there is a navigation bar with 'DASHBOARD' on the left and 'PUBLIC SEARCH', 'PROVIDER SEARCH', 'MY EMAILS', 'POLICIES', and 'RESOURCES' on the right. Below the navigation bar is a red banner that reads 'Test Site Only - No Official Data Present'. The main heading is 'Provider: Sample Test Institution' with 'ID: 2744' and 'Status: Active'. On the left, there is a sidebar menu with options: 'Provider Action Needed', 'Staff Action Needed', 'Users', 'Provider Locations', 'Programs', and 'Reports' (which is highlighted in dark blue). A red arrow points to this 'Reports' menu item. The main content area is titled 'Reports' and contains a dark 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 report types: 'Federal Reporting', 'Program Location', 'Provider Location', and 'Annual Review Records', each with an icon.

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.

The screenshot shows the 'My Emails' section. At the top, there is a navigation bar with 'DASHBOARD' on the left and 'PUBLIC SEARCH', 'PROVIDER SEARCH', 'PROVIDER LOCATION SEARCH', 'PROGRAM LOCATION SEARCH', 'MY EMAILS', 'POLICIES', and 'RESOURCES' on the right. Below the navigation bar is a red banner that reads 'Test Site Only - No Official Data Present'. The main heading is 'My Emails'. On the left, there is a 'Filter by Date Range' sidebar with 'From:' and 'To:' input fields (both with 'mm/dd/yyyy' placeholders) and 'FILTER' and 'CLEAR' buttons. A red arrow points to this sidebar. The main content area shows 'Show 5 entries' and a search bar with 'Search: 7/31/2020 4:02' and a magnifying glass icon. A red arrow points to the search bar. Below the search bar is a list of emails, with the first one selected. The email details are: 'To:', 'Sent: 7/31/2020 4:02:42 PM', and 'Subject: INTraining-Program Pending Data Status'. The email body text is: '< body >All providers that have been approved for Indiana's INTraining Eligible Training Provider List(ETPL) during the program year 2018 - 2019, and in accordance with the Workforce Innovation and Opportunity Act(WIOA), were required to report student level data, regardless of funding source, or confirm that no student was served during the reporting period.This was to be completed prior to August 1, 2019. Your institution did not report student level data prior to August 1, 2019 for the program location listed above; therefore, this program is placed in Pending Data status for 6 months and will not be fundable. If data is submitted during the Pending Data period, the program will be placed in Suspended status for the remainder of the 6 month time frame and will continue to not be funded.' A red arrow points to the email body text.