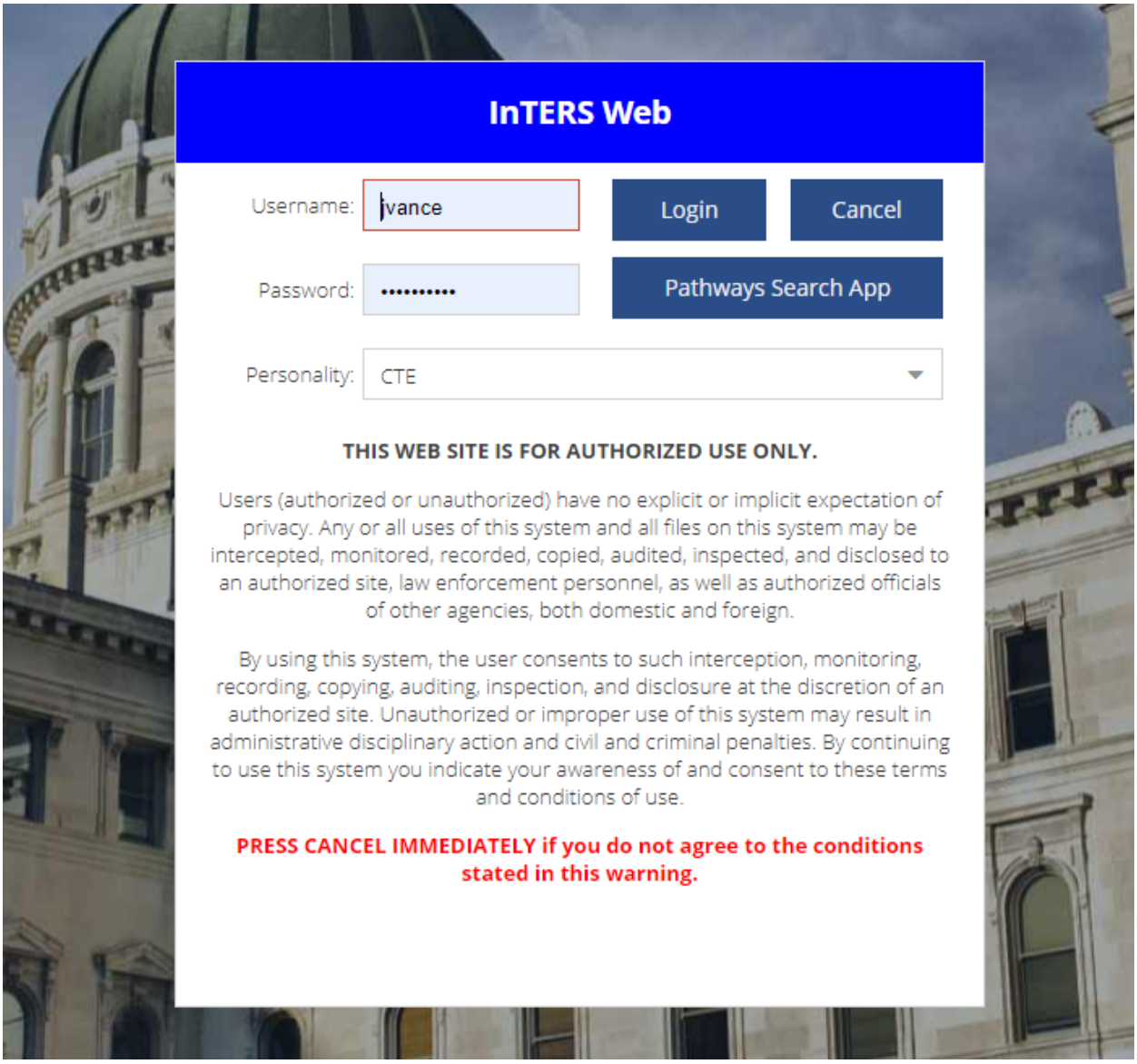
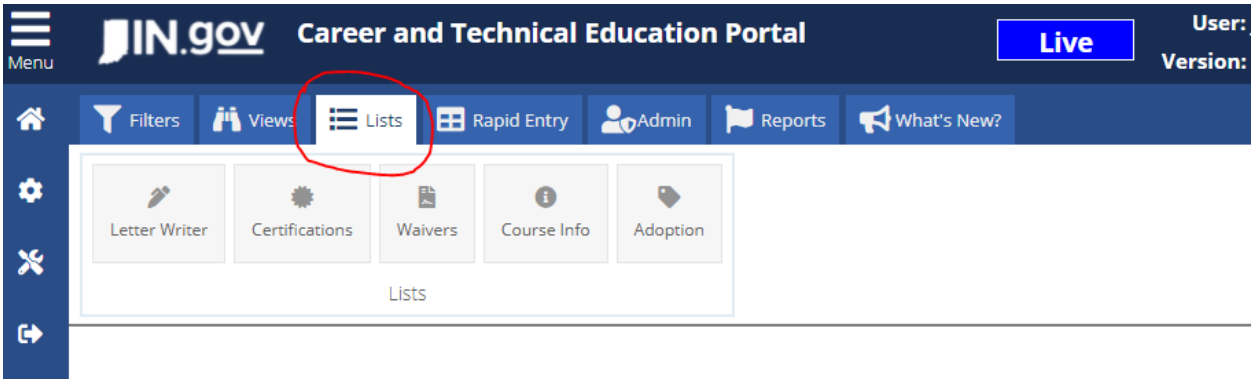
Indiana office of
CAREER & TECHNICAL
EDUCATION
Governor's Workforce Cabinet

How to access waivers via InTERS

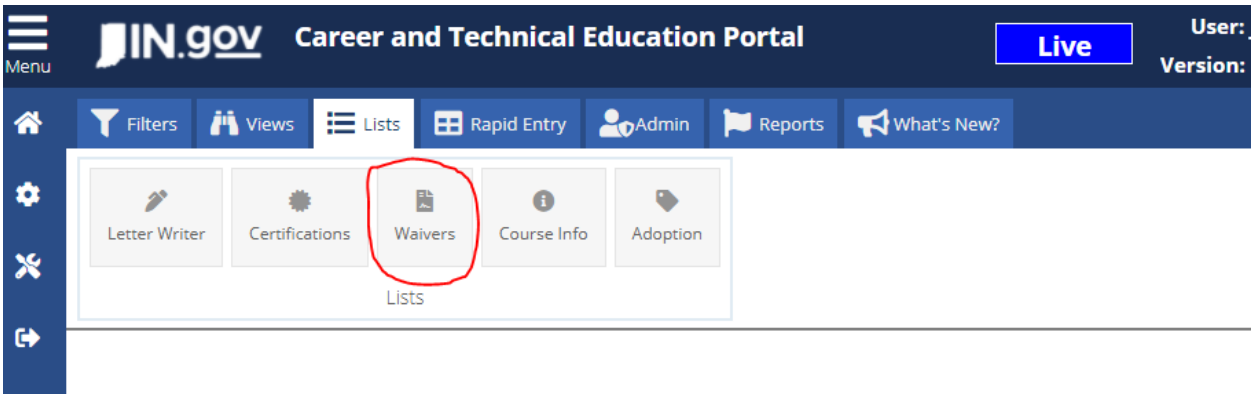
1. Log into the CTE personality of InTERS with your username/password.



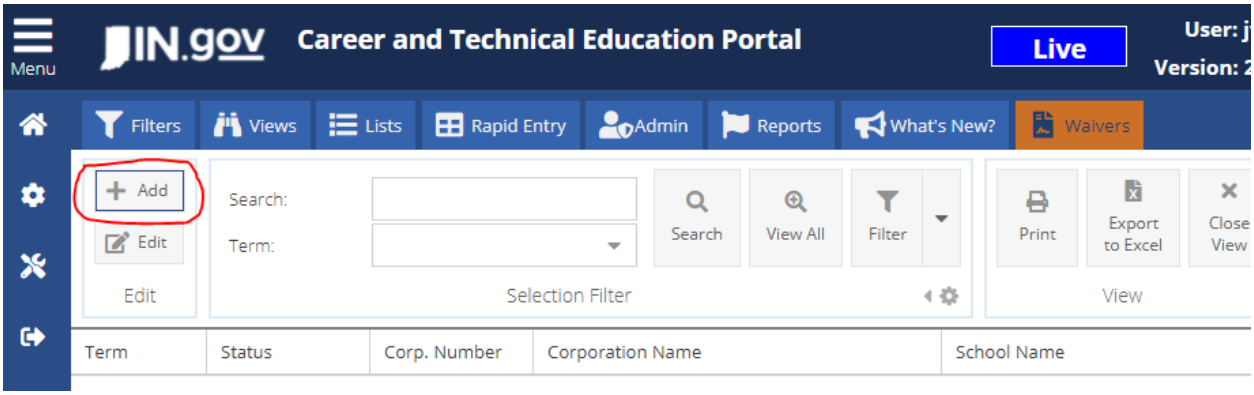
2. Select “Lists”.



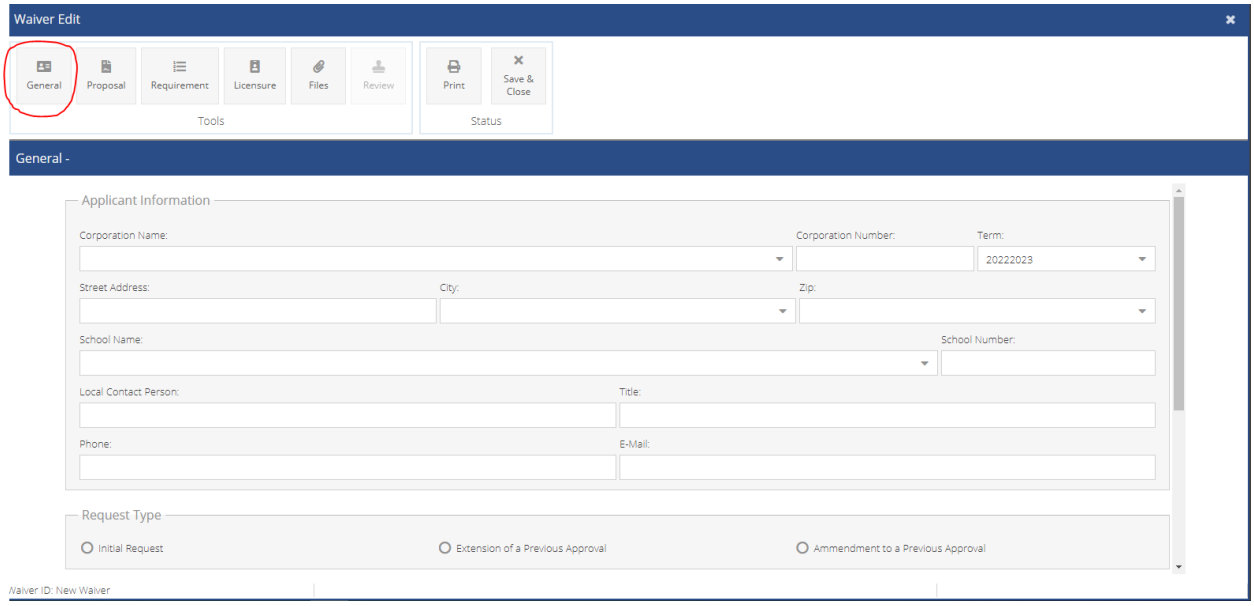
3. Select “Waivers”.



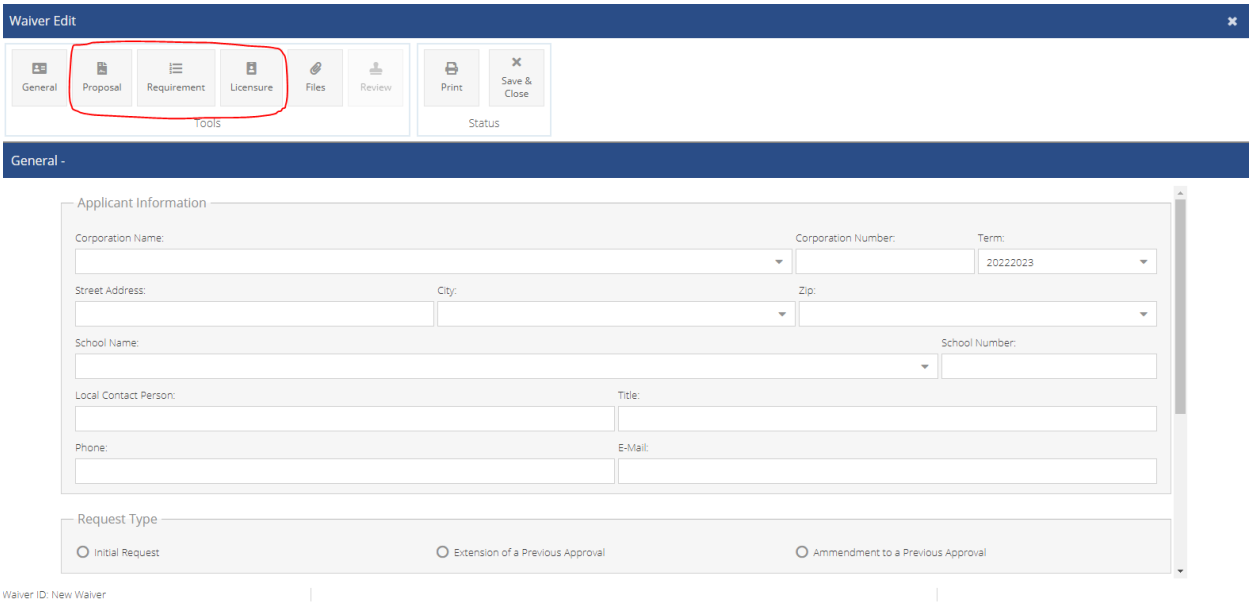
4. Select “Add” in the upper lefthand corner of the screen to open a new waiver application.



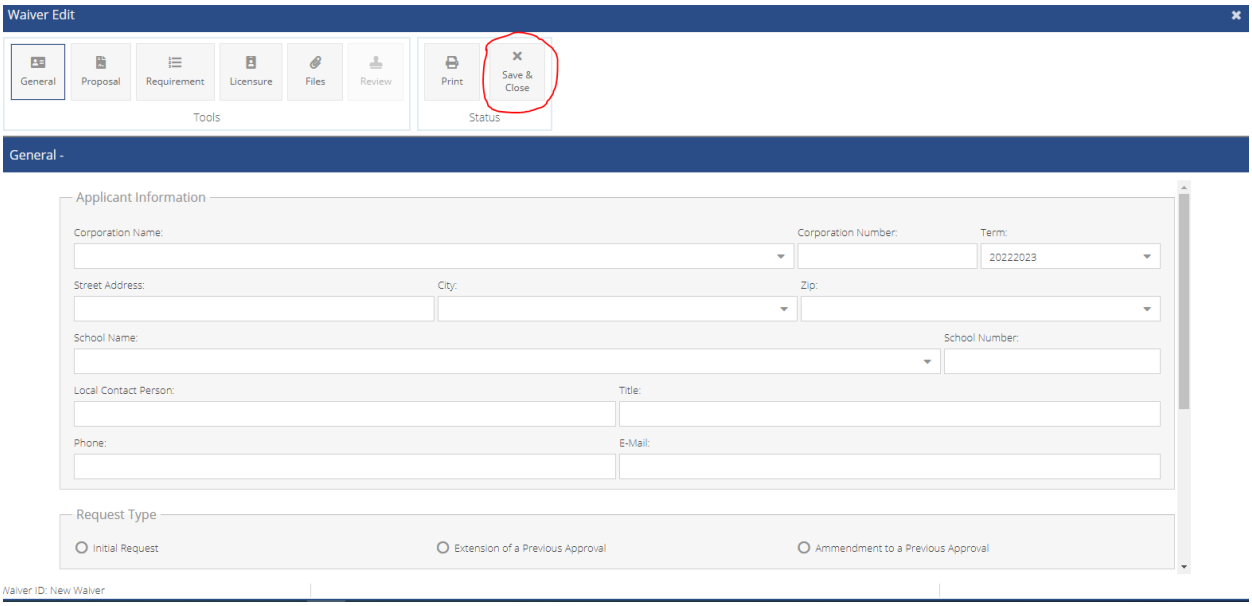
5. Fill out fields under the “General” tab of the waiver application.



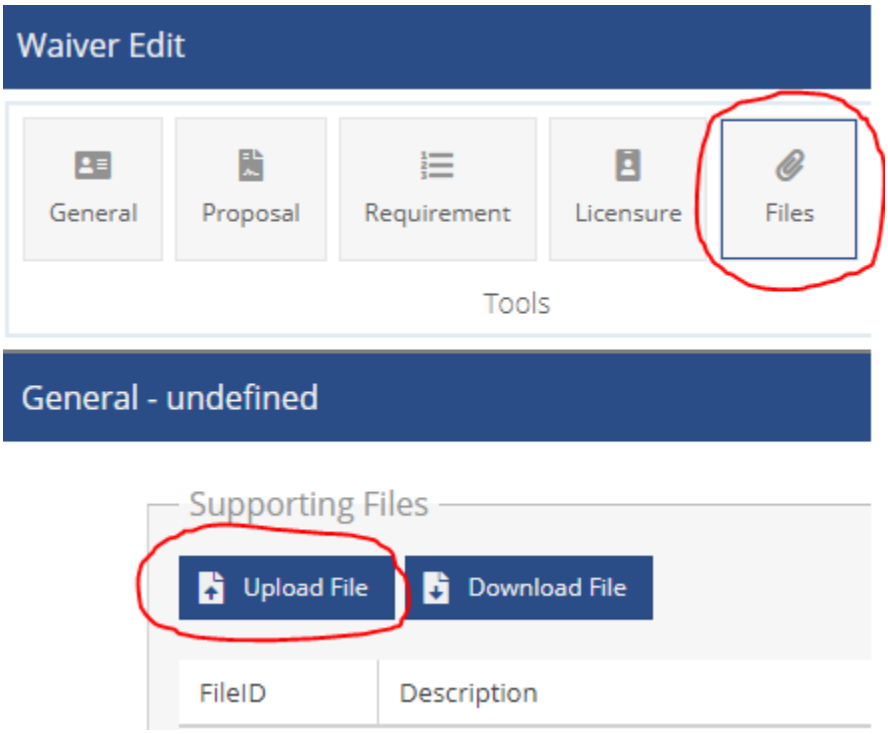
6. Based on the waiver type selected on the “General” tab you will next choose the “Proposal”, “Requirement” or “Licensure” tab(s) and fill out the fields pertaining to your request.



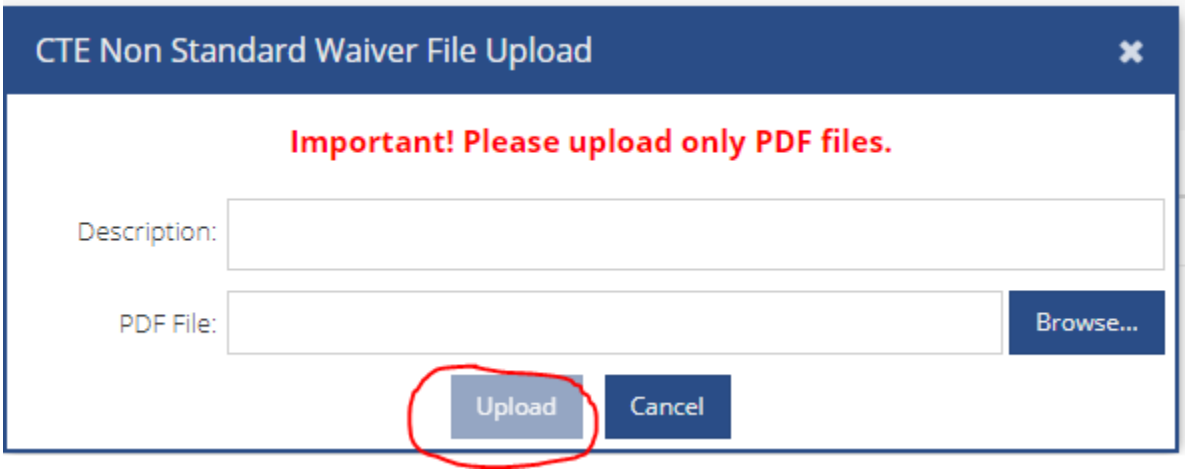
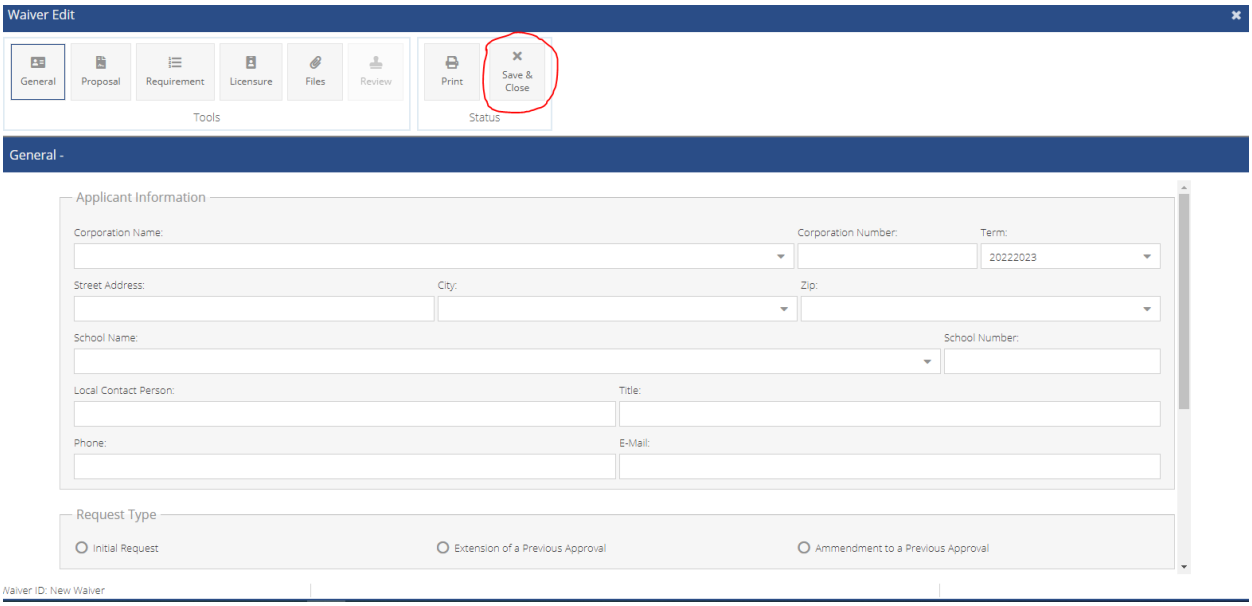
7. Once all pertinent fields have been filled in with appropriate information you may select “Save & Close” and then select “Yes”.



8. After saving the waiver you may upload supporting documentation by right clicking on the specific row and select “edit waiver” and then the “Files” tab where you select “Upload File”.



9. Input a description and choose the specific file you want to upload by selecting “Browse” and then select “Upload” to complete the process.



10. If you upload files, please make sure to select “Save & Close” and “Yes” upon exiting the waiver application.