NextLevel Jobs Employer Training Grant

Employer Portal Instructions

March 2022

Welcome!

We’re so happy you’re here and using our Employer Portal! We’ve worked so hard to make this the best possible experience for you!

To access the Employer Portal, you will need to receive an email invitation with a link to set up your account. If you have not received this invitation, please let your regional business consultant know and we’ll get that fixed for you as soon as possible.

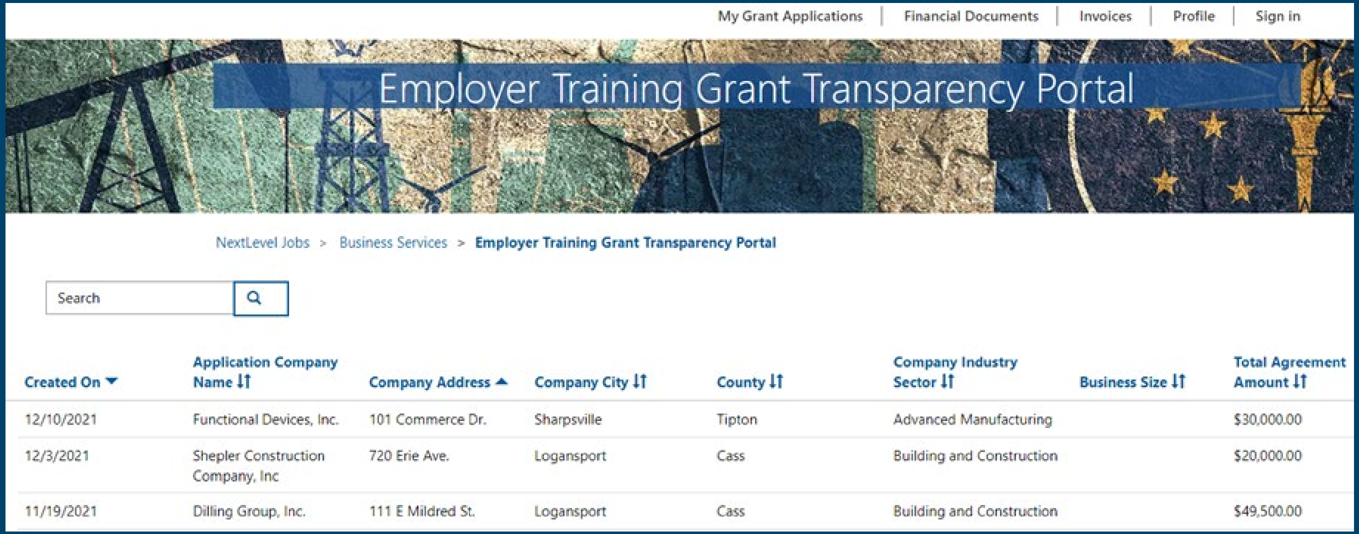
Getting Started With The Portal

Redeeming Your Portal Invitation Code

You will need to visit the following site to access the employer portal:

https://dwdportal.Dwd.In.Gov/

Once you reach the site, you will then need to click on the sign in button.

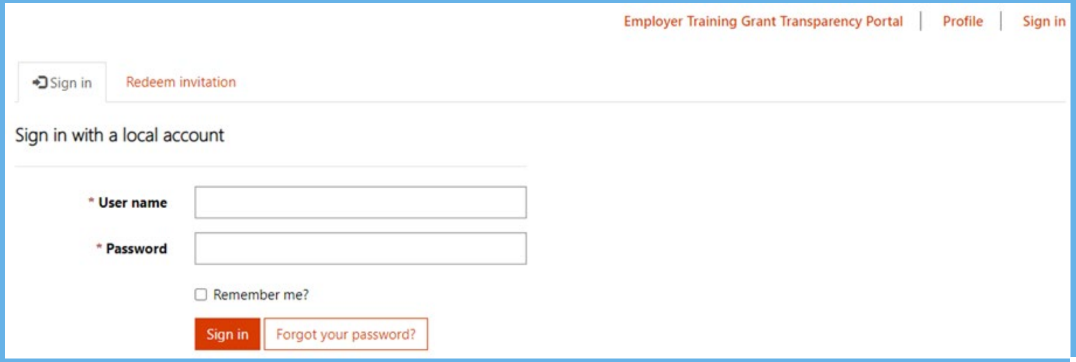


Created On	Application Company Name	Company Address	Company City	County	Company Industry Sector	Business Size	Total Agreement Amount
12/10/2021	Functional Devices, Inc.	101 Commerce Dr.	Sharpsville	Tipton	Advanced Manufacturing		$30,000.00
12/3/2021	Shepler Construction Company, Inc	720 Erie Ave.	Logansport	Cass	Building and Construction		$20,000.00
11/19/2021	Dilling Group, Inc.	111 E Mildred St.	Logansport	Cass	Building and Construction		$49,500.00

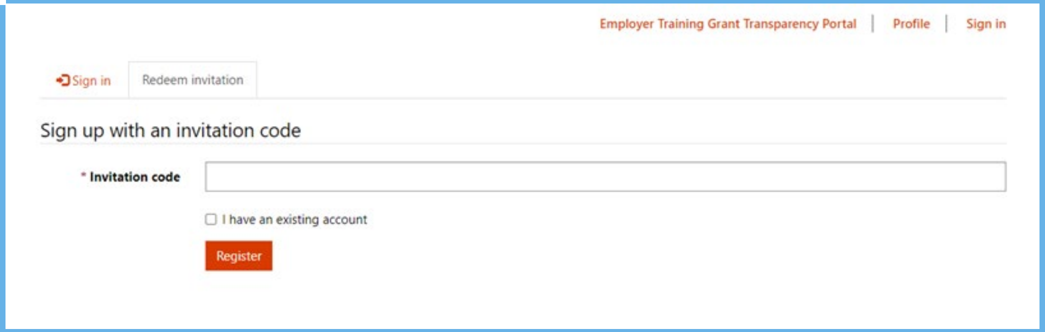
Click Here!

The below page will appear. You will then need to click on the "Redeem Invitation" tab.

Enter the invitation code from your email invitation then click on the "Register" button.



Click Here!



Grant Applications & Training Plans

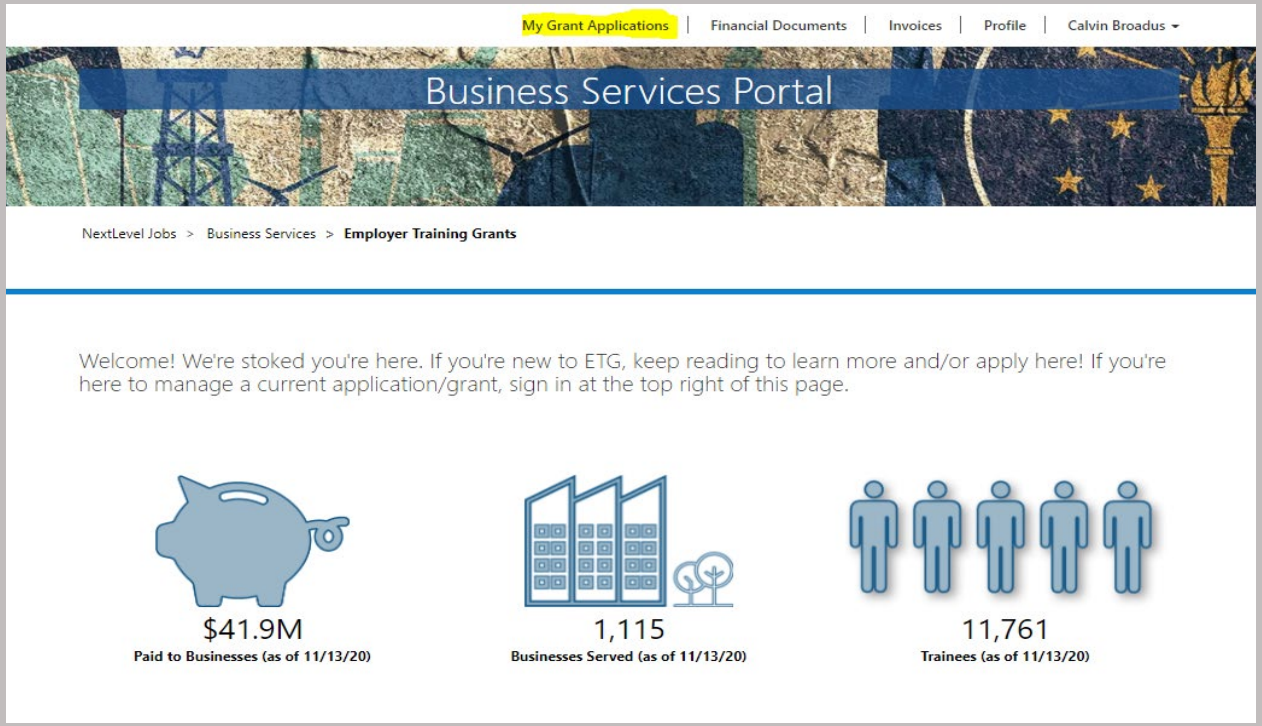
First, use the “Sign In” button at the top right of the page to redeem your email invitation!

Once logged in, select “Employer Training Grants” on the NextLevel Jobs main page (as shown below).

Click Over Here!

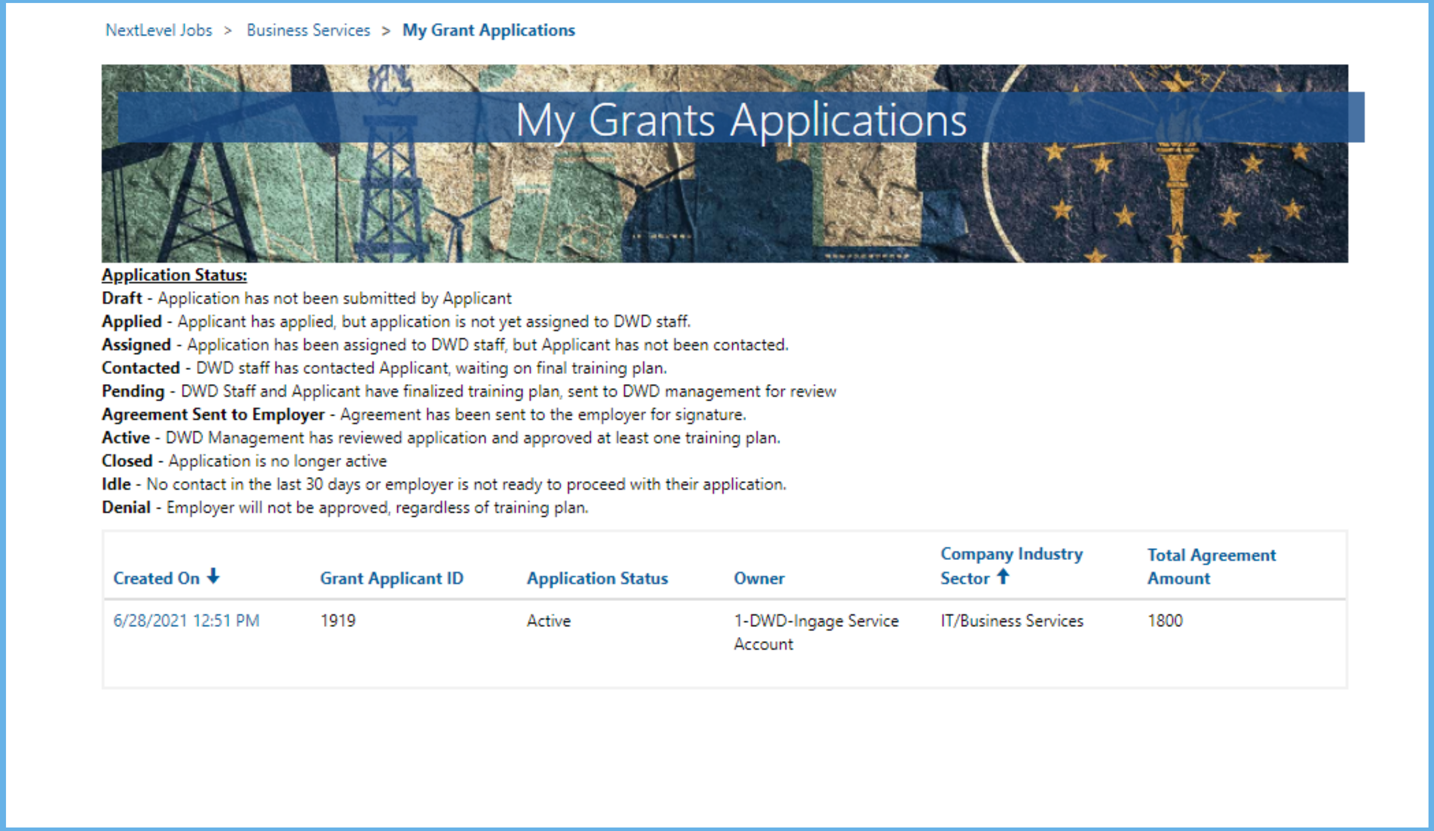
Welcome to the Business Services main page! You can learn all sorts of cool stuff about the Employer Training Grant here. Scroll down the page for additional resources and data.

To view your application, select “My Grant Applications” on the top menu (highlighted below).



Select the grant application you want to work on from the list by clicking the timestamp in the “Created On” column.

Click Here!



NextLevel Jobs > Business Services > **My Grant Applications**

My Grants Applications

Application Status:
Draft - Application has not been submitted by Applicant
Applied - Applicant has applied, but application is not yet assigned to DWD staff.
Assigned - Application has been assigned to DWD staff, but Applicant has not been contacted.
Contacted - DWD staff has contacted Applicant, waiting on final training plan.
Pending - DWD Staff and Applicant have finalized training plan, sent to DWD management for review
Agreement Sent to Employer - Agreement has been sent to the employer for signature.
Active - DWD Management has reviewed application and approved at least one training plan.
Closed - Application is no longer active
Idle - No contact in the last 30 days or employer is not ready to proceed with their application.
Denial - Employer will not be approved, regardless of training plan.

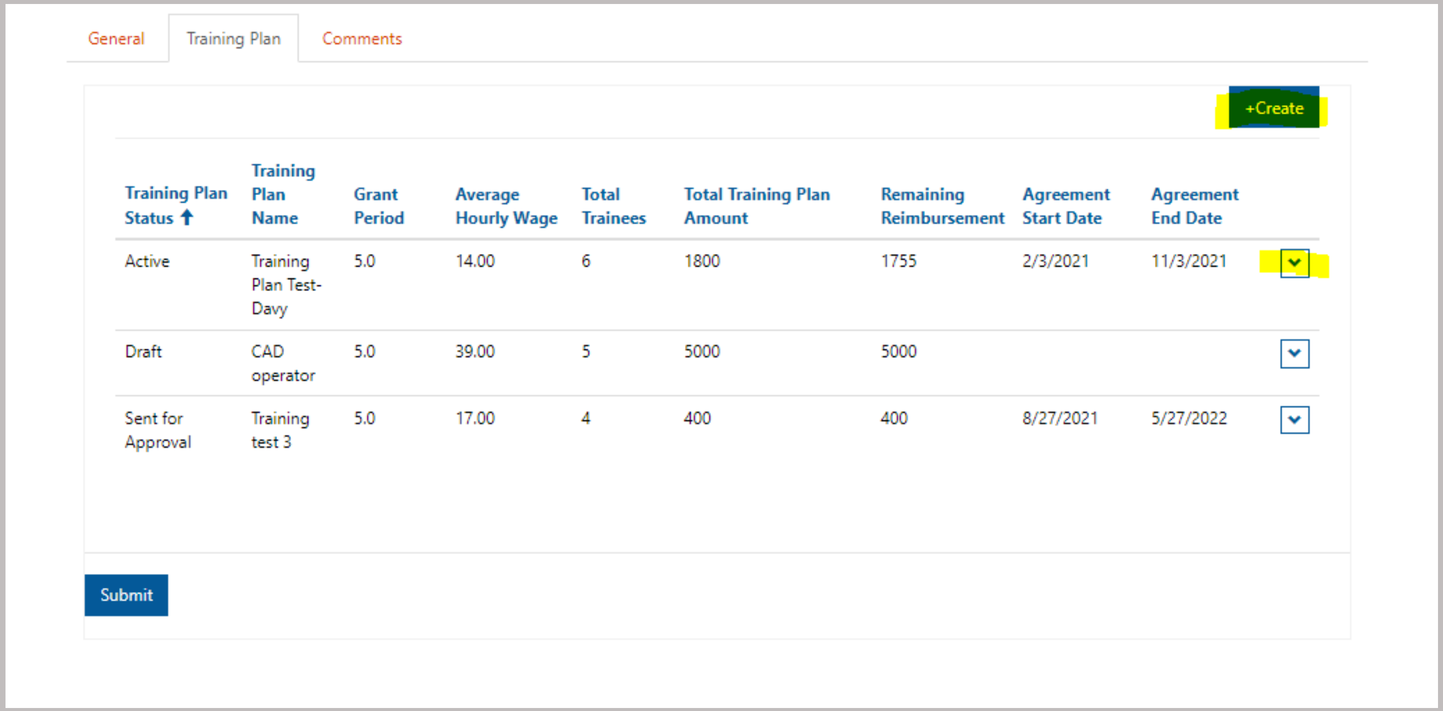
Created On ↓	Grant Applicant ID	Application Status	Owner	Company Industry Sector ↑	Total Agreement Amount
6/28/2021 12:51 PM	1919	Active	1-DWD-Ingage Service Account	IT/Business Services	1800

Once the grant application has been selected, you’ll be directed to the “General” tab for that application. The “General” tab of your grant application will display information regarding your application, organization, and contact information.

You will be able to update the “Application Contact” on this tab. To make additional updates, please contact your regional business consultant.

The “Training Plan” tab will display all training plans that have been created for this specific grant application.

You can edit a training plan in “Draft” status by selecting the drop-down arrow on the right side of the row or you can create a new training plan by clicking “+ Create” button on the top right.
(Side note: there is a limit of 5 training plans per grant application!)

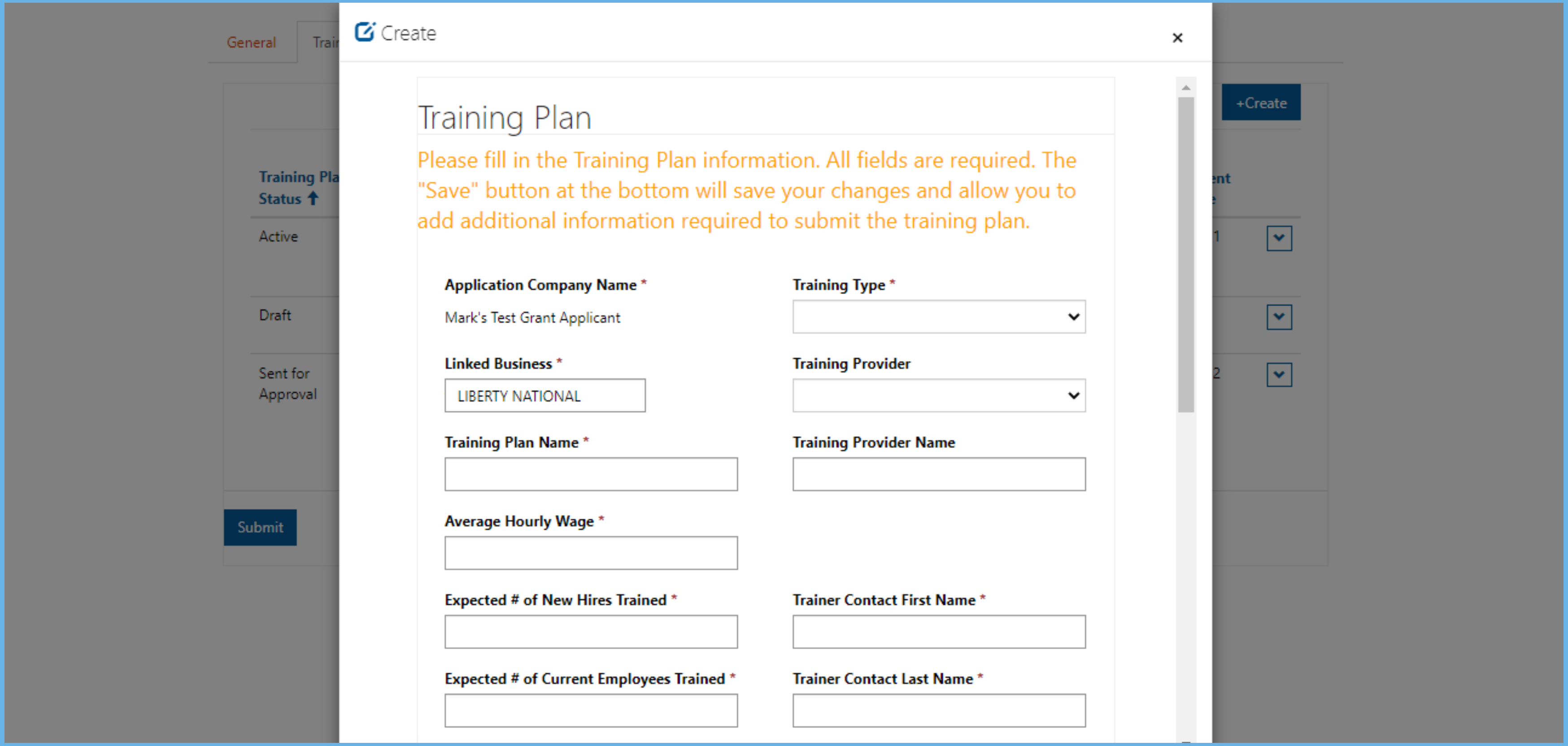

General | Training Plan | Comments

+Create

Training Plan Status	Training Plan Name	Grant Period	Average Hourly Wage	Total Trainees	Total Training Plan Amount	Remaining Reimbursement	Agreement Start Date	Agreement End Date
Active	Training Plan Test-Davy	5.0	14.00	6	1800	1755	2/3/2021	11/3/2021
Draft	CAD operator	5.0	39.00	5	5000	5000		
Sent for Approval	Training test 3	5.0	17.00	4	400	400	8/27/2021	5/27/2022

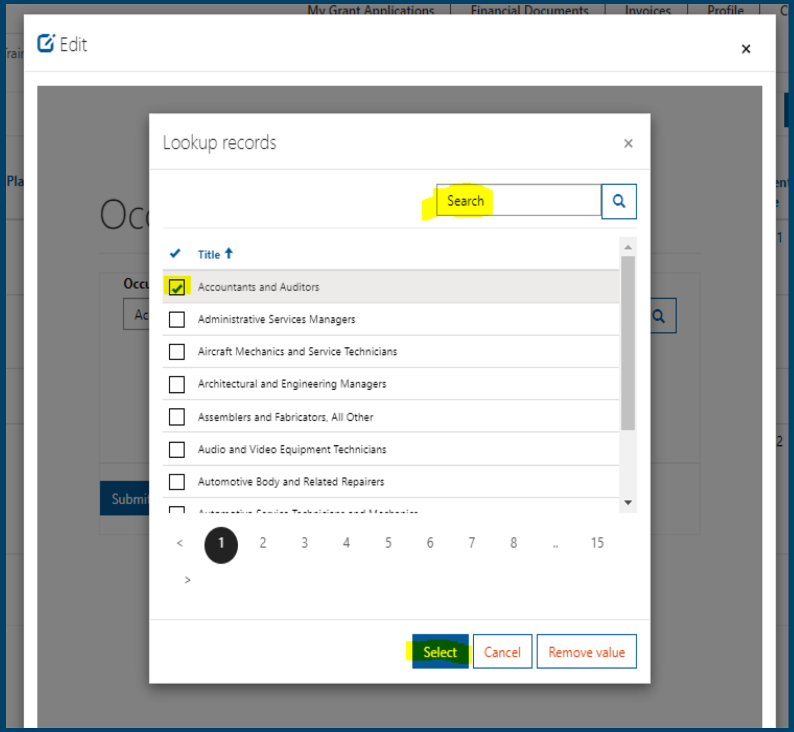
Submit

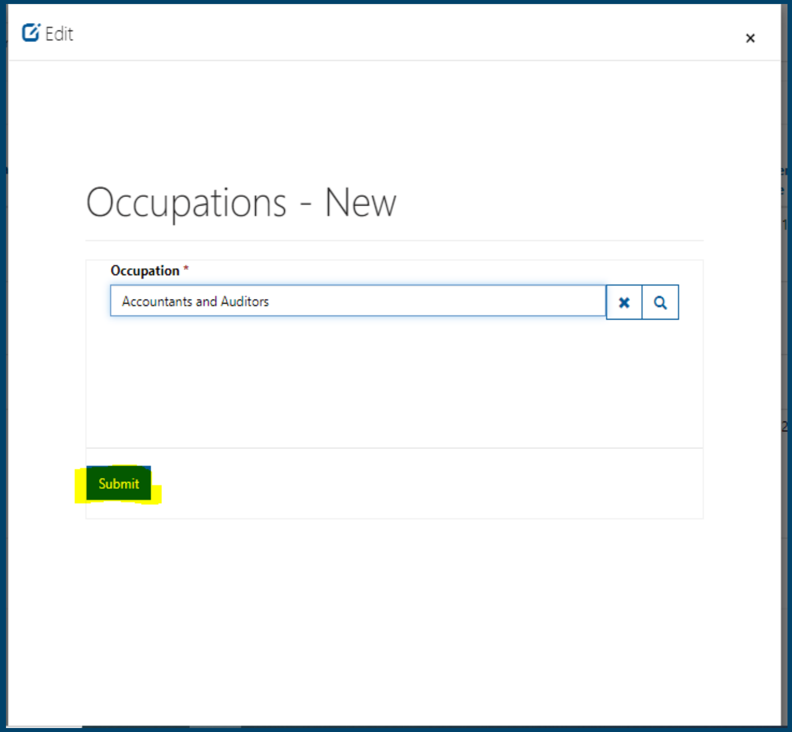
When creating a new training plan, all fields with an asterisk (*) must be filled in before you can save and/or submit the new training plan.



Once created, you can then edit the newly created training plan. Start on the “General” tab, and fill in all information before moving to the “Affected Occupations” tab.

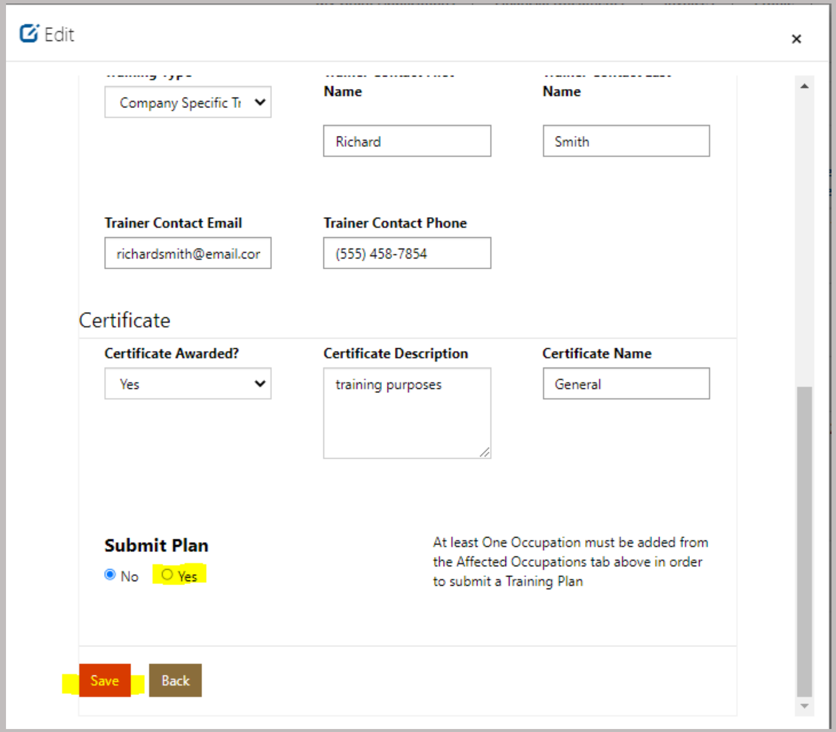
Select the magnifying glass on the “Occupation” field to search the list of occupations to add. Once found, select the checkbox and choose “Select”, followed by the “Submit” button.





When you have completed the “General” and “Affected Occupation” tabs, you can add documents to the “Documents” tab and submit the training plan for approval.

To submit for approval, navigate to the “General” tab and scroll down. Select “Yes” under the heading “Submit Plan” and click the “Save” button.



Once that is complete, your training plan is sent for approval. The training plan status will be updated when it has been approved or returned for edits.

Adding Trainees To A Training Plan

Once a training plan is approved, trainees can be added to the training plan.

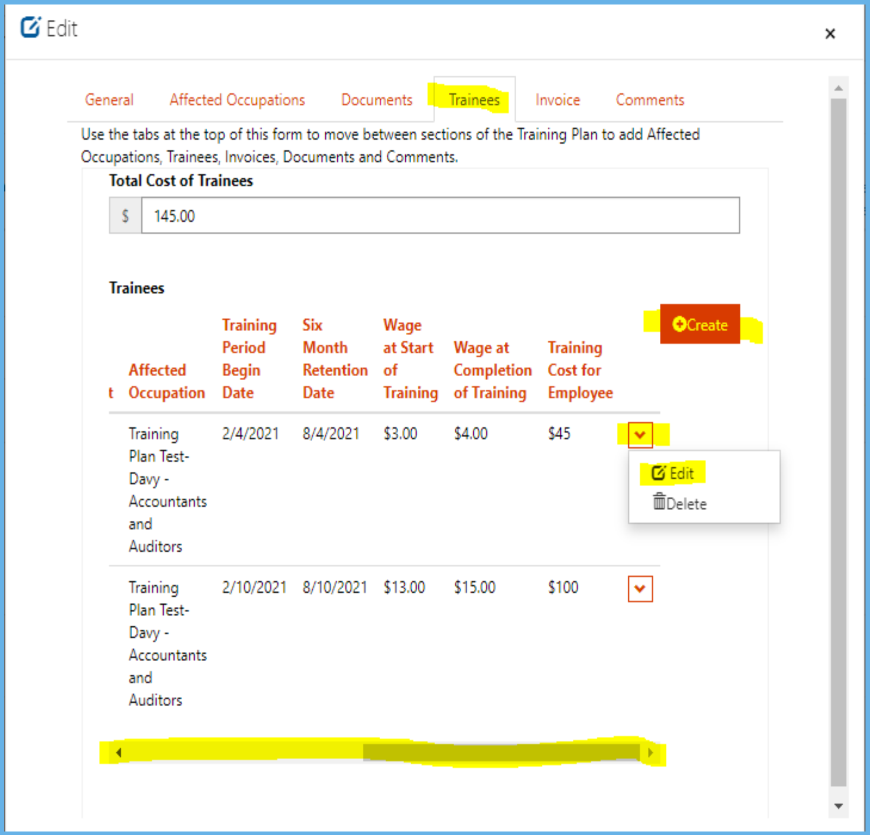
You will need to add the trainee's information and then update their status once they have completed the training so you can invoice us!

Navigate to the training plan the trainee is participating in and then go to the 'Trainees' tab. Here, you can see all trainees added to this training plan and their status.

To add, select the "+ Create" button. When adding a new trainee, fill in all the fields and select "Submit".

The trainee will automatically be given the status of 'Enrolled' upon creation. Once the trainee has been created, you may edit the status.

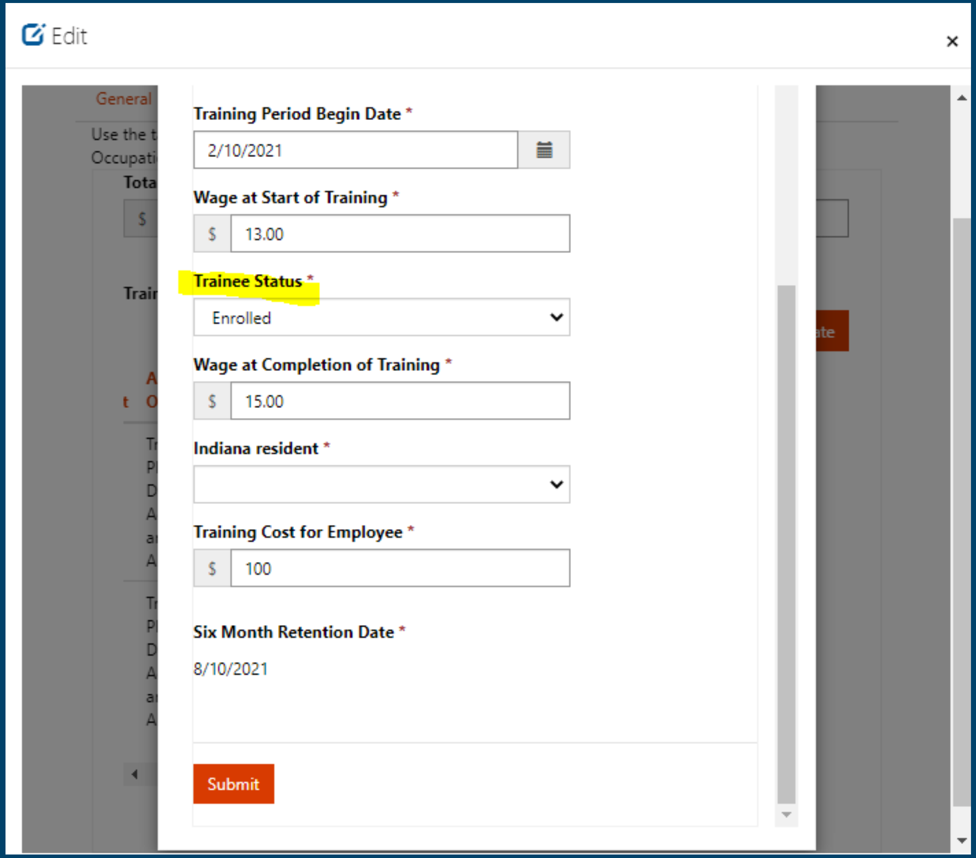
To edit a current trainee, scroll to the right and select the drop-down arrow to edit.



Scroll Here!

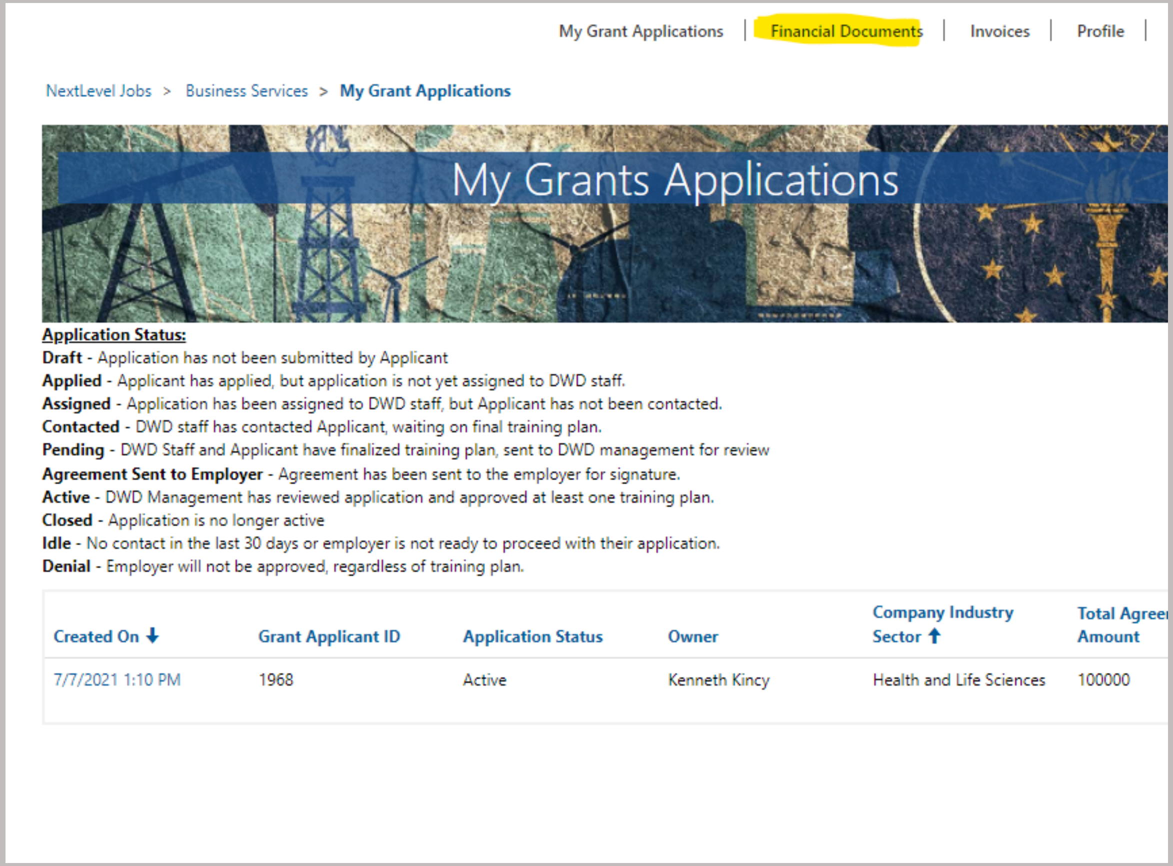
Once a student has either completed or dropped out of the training, you may edit the trainee status. After choosing "Edit" on the trainee record, scroll down to "Trainee Status" and select either "Completed" or "Dropped" depending on the situation. Once the trainee status is updated to "Completed" that trainee will be added to any new invoice created for that training plan.

- **Completed** means the trainee has successfully finished the training.
- **Dropped** means the trainee has withdrawn from the training and has no intention of completing it in the future.
- **Enrolled** is the default status and the trainee can remain in this status until one of the other options is more appropriate.



Uploading Financial Documents

Click on the “Financial Documents” tab at the top of the page. This tab will always be displayed when logged into your portal account.



My Grant Applications | Financial Documents | Invoices | Profile |

NextLevel Jobs > Business Services > **My Grant Applications**

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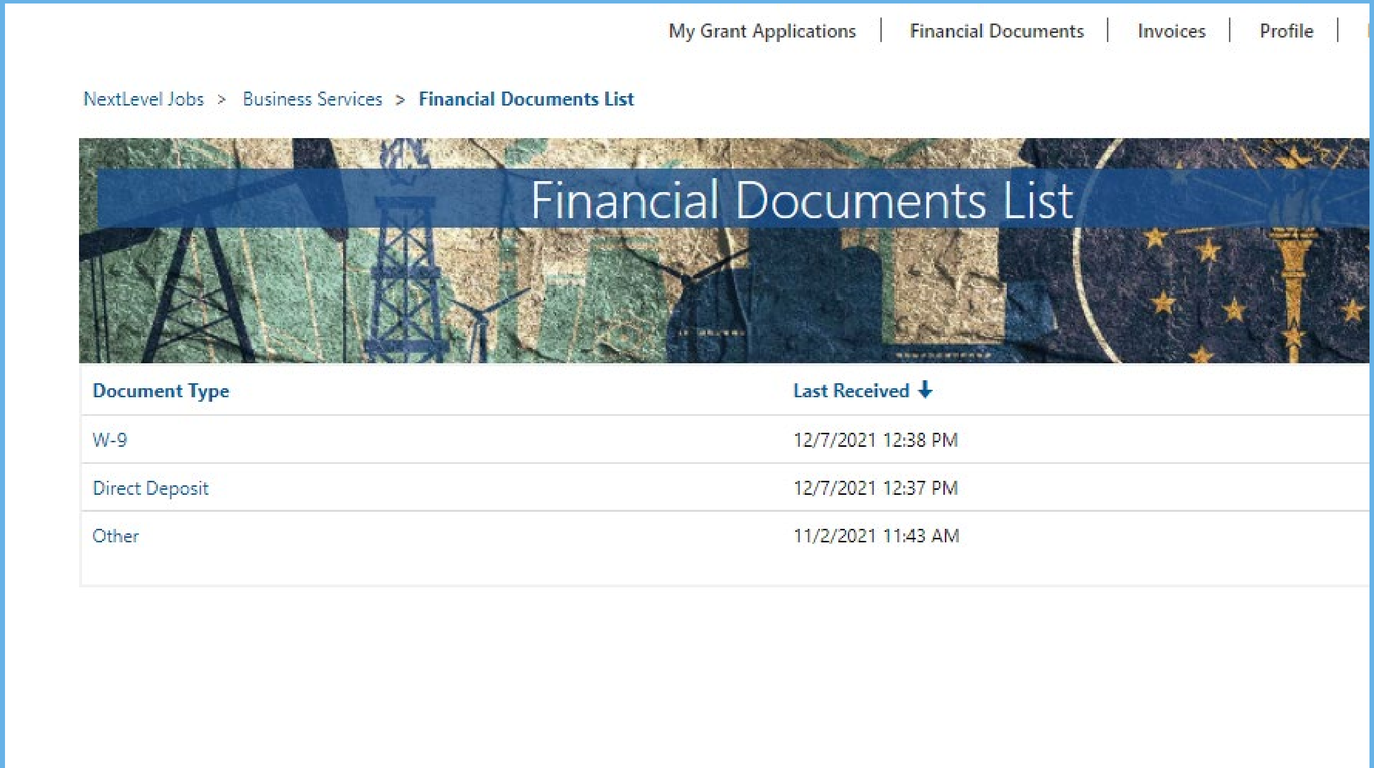
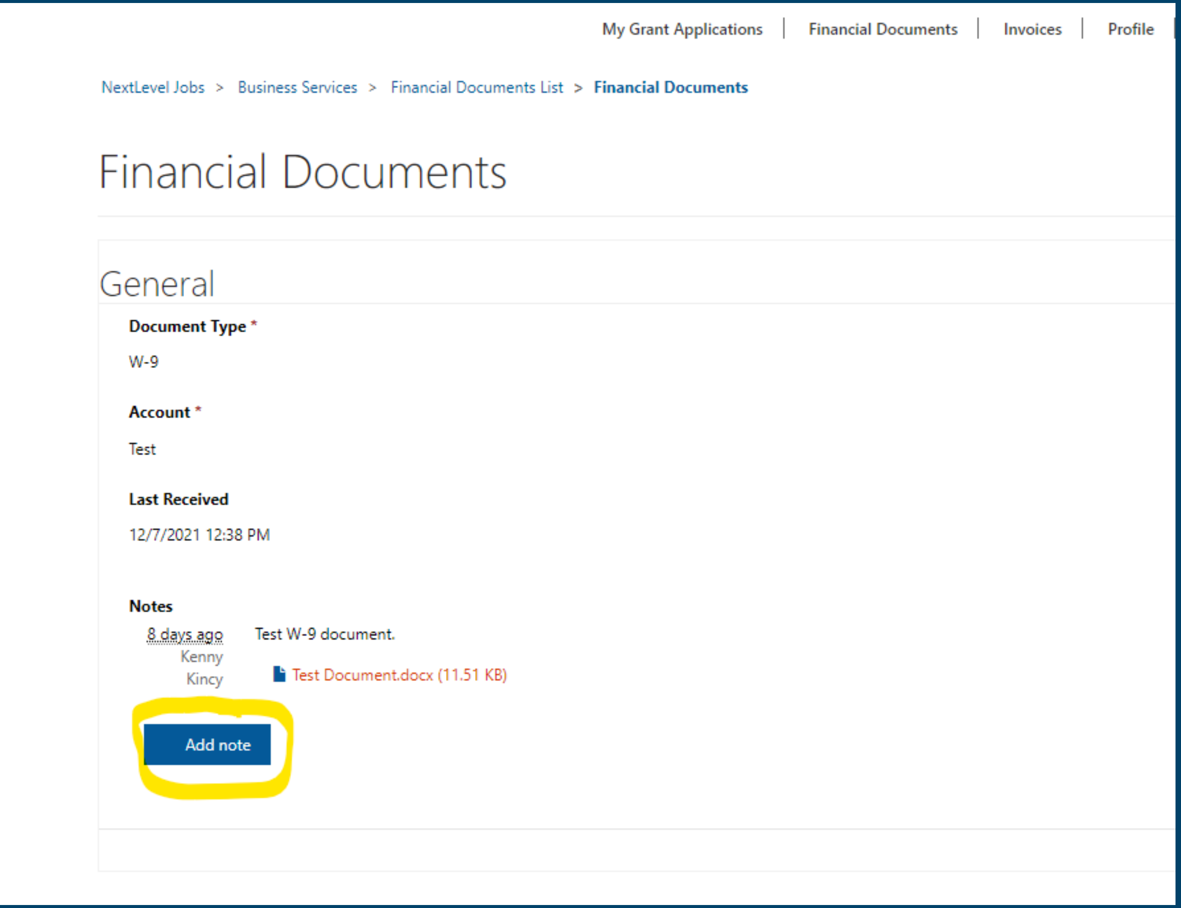
Created On ↓	Grant Applicant ID	Application Status	Owner	Company Industry Sector ↑	Total Agree Amount
7/7/2021 1:10 PM	1968	Active	Kenneth Kincy	Health and Life Sciences	100000

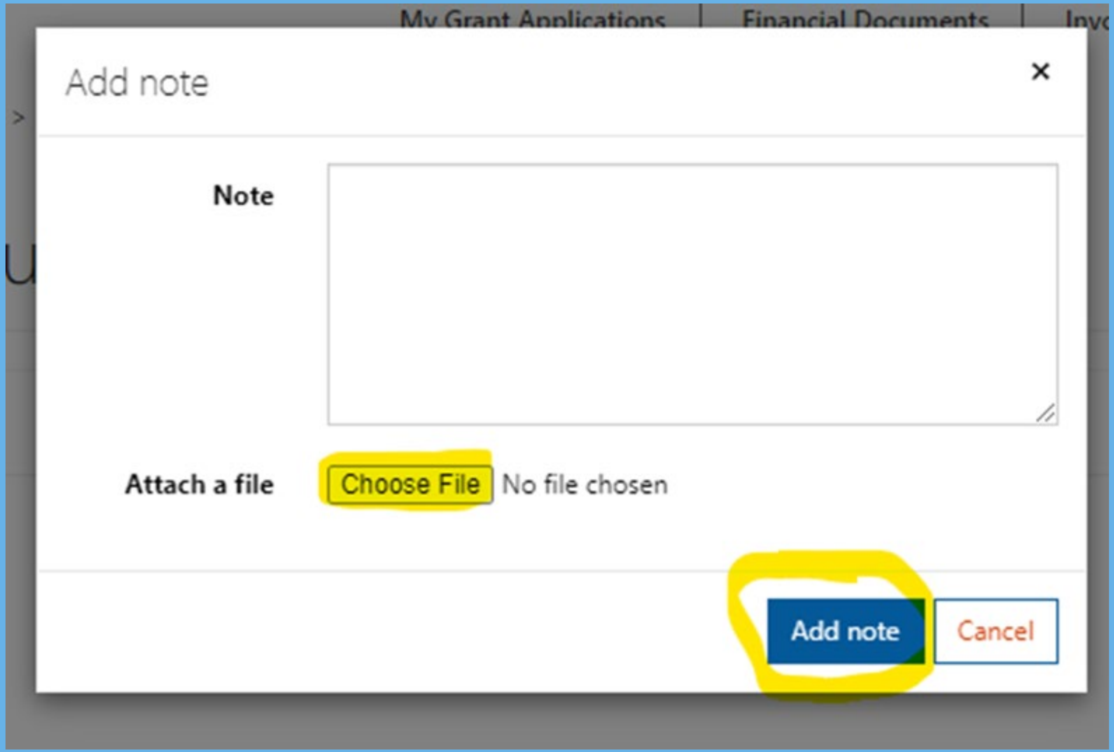
From here, you can select which type of financial document that you would like to upload by clicking on that particular document type.



You will then be taken to the page where you’ll be able to upload your financial document by clicking on the “Add Note” button.

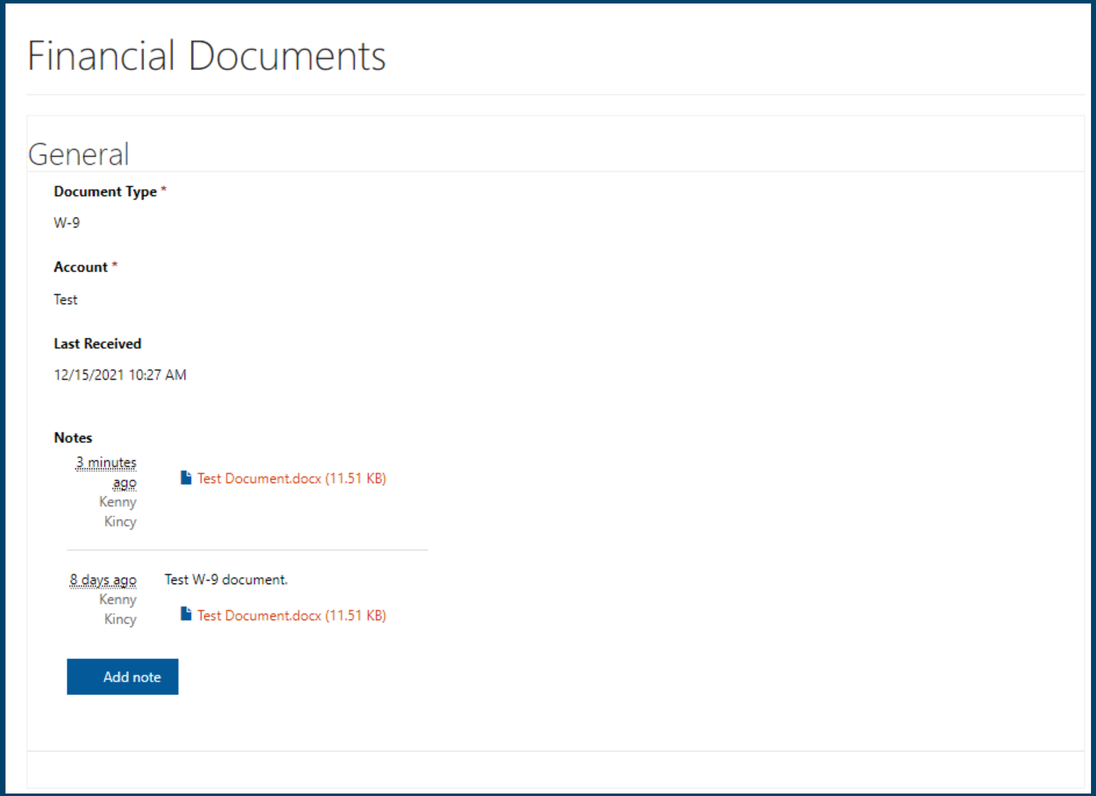


A small box will appear. Click on “Choose File” to find the financial document that you would like to upload. Once you’ve found and selected your file, click the “Add Note” button.



Once the financial document is uploaded to your account, your business representative can view your document.

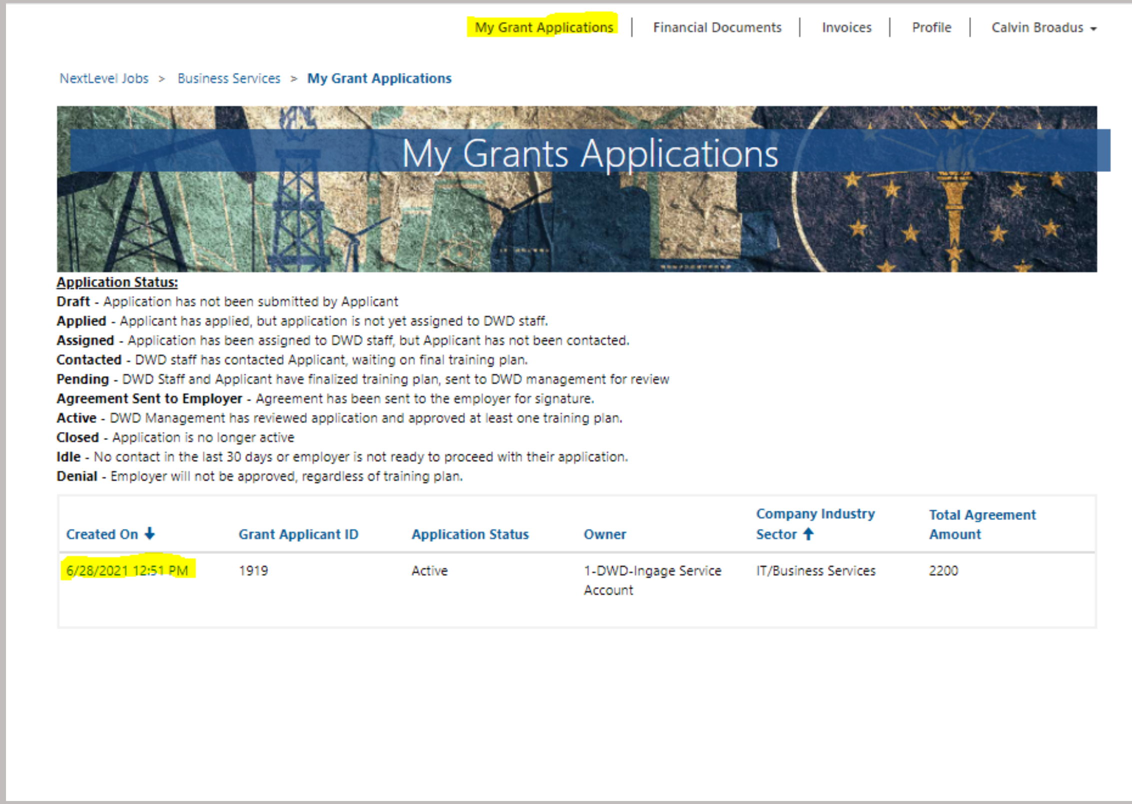
A history of your uploaded documents is listed here with the most recent document appearing at the top. Any other documents can be viewed from this list as well by clicking on the name of the document.



Creating A New Invoice

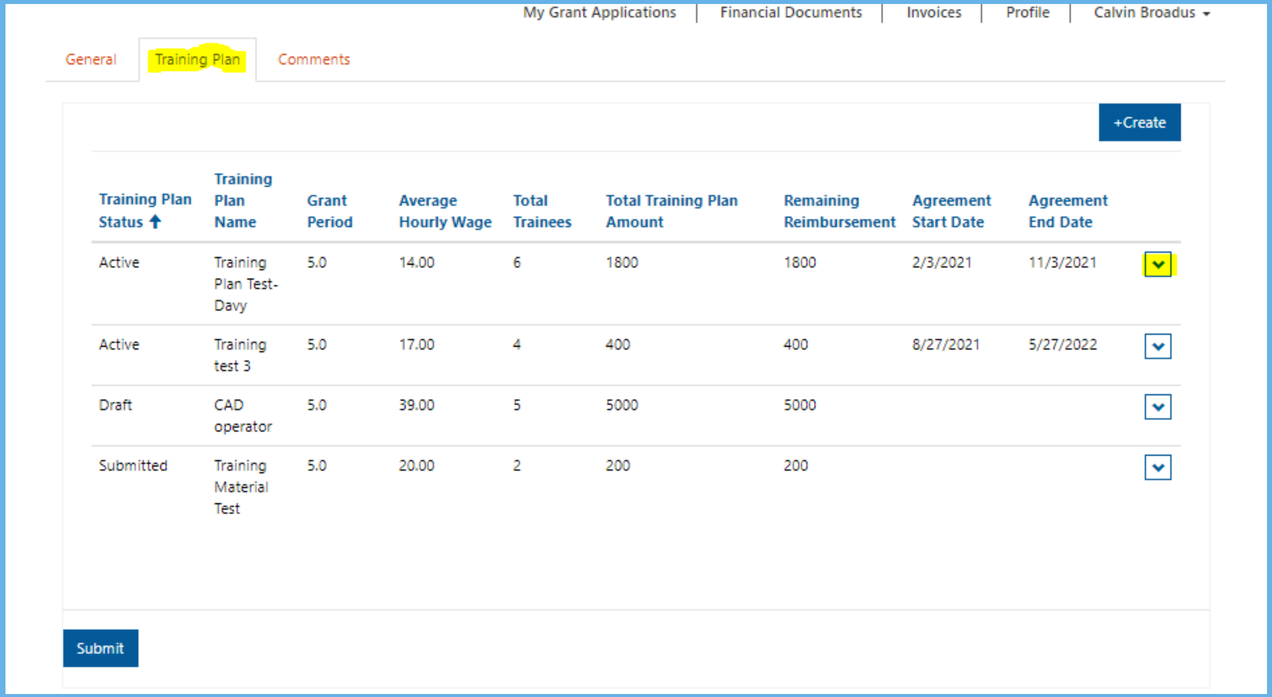
Go to "My Grant Applications" on the top menu and select the appropriate application by clicking the timestamp in the "Created On" column.

Click Here!



Navigate to the “Training Plan” tab and select the training plan that you are creating an invoice for by clicking the drop-down arrow on the right and selecting “Edit” option.

Note: A training plan must be in “Active” status for an invoice to be created. Additionally, only one invoice should be submitted per training plan. All trainees need to have met their 6 month retention date prior to being added to an invoice for submission


My Grant Applications | Financial Documents | Invoices | Profile | Calvin Broadus

General | Training Plan | Comments

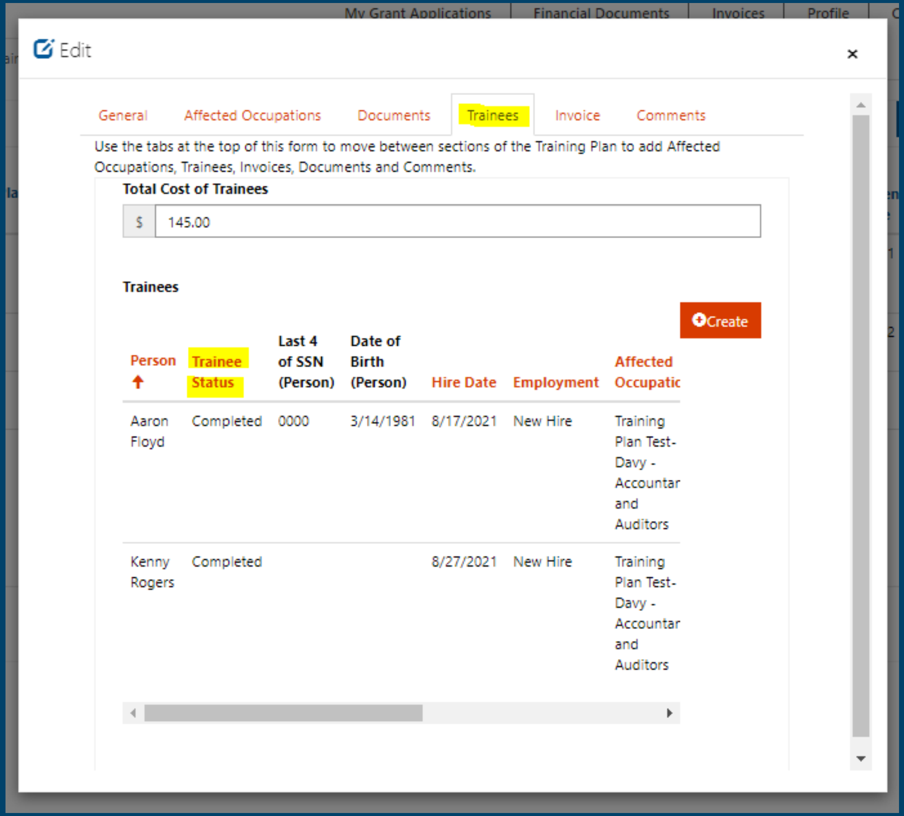
+Create

Training Plan Status	Training Plan Name	Grant Period	Average Hourly Wage	Total Trainees	Total Training Plan Amount	Remaining Reimbursement	Agreement Start Date	Agreement End Date
Active	Training Plan Test-Davy	5.0	14.00	6	1800	1800	2/3/2021	11/3/2021
Active	Training test 3	5.0	17.00	4	400	400	8/27/2021	5/27/2022
Draft	CAD operator	5.0	39.00	5	5000	5000		
Submitted	Training Material Test	5.0	20.00	2	200	200		

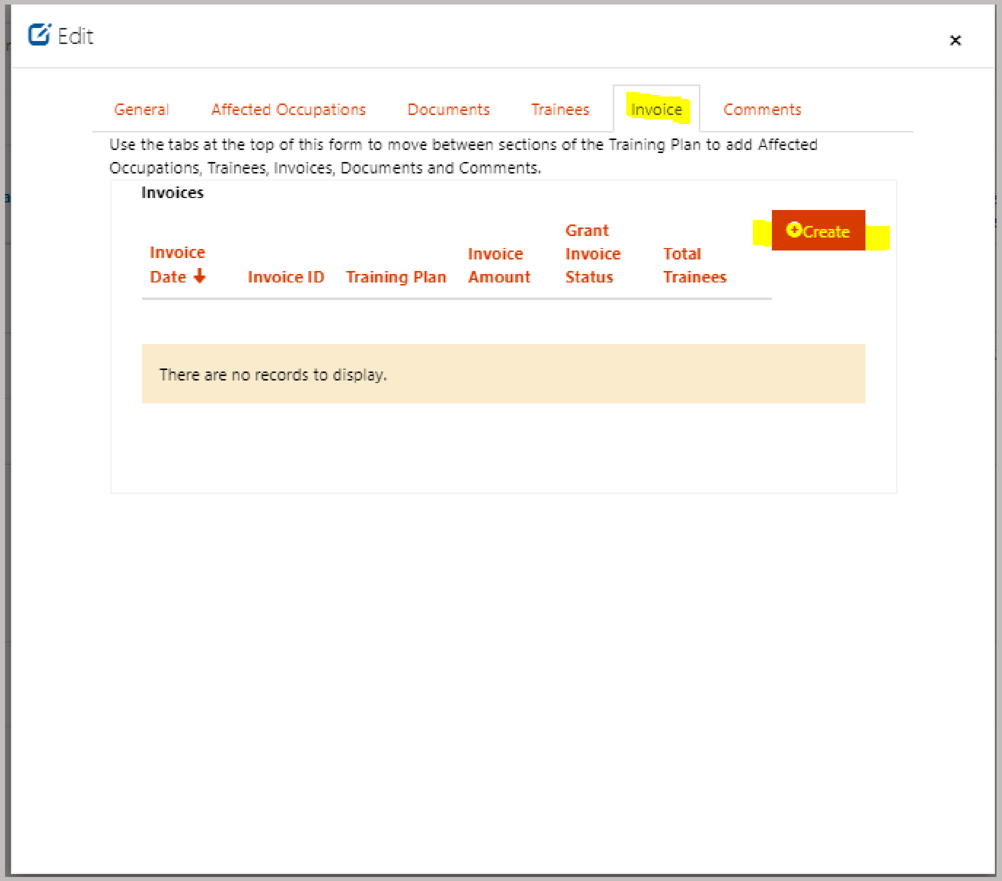
Submit

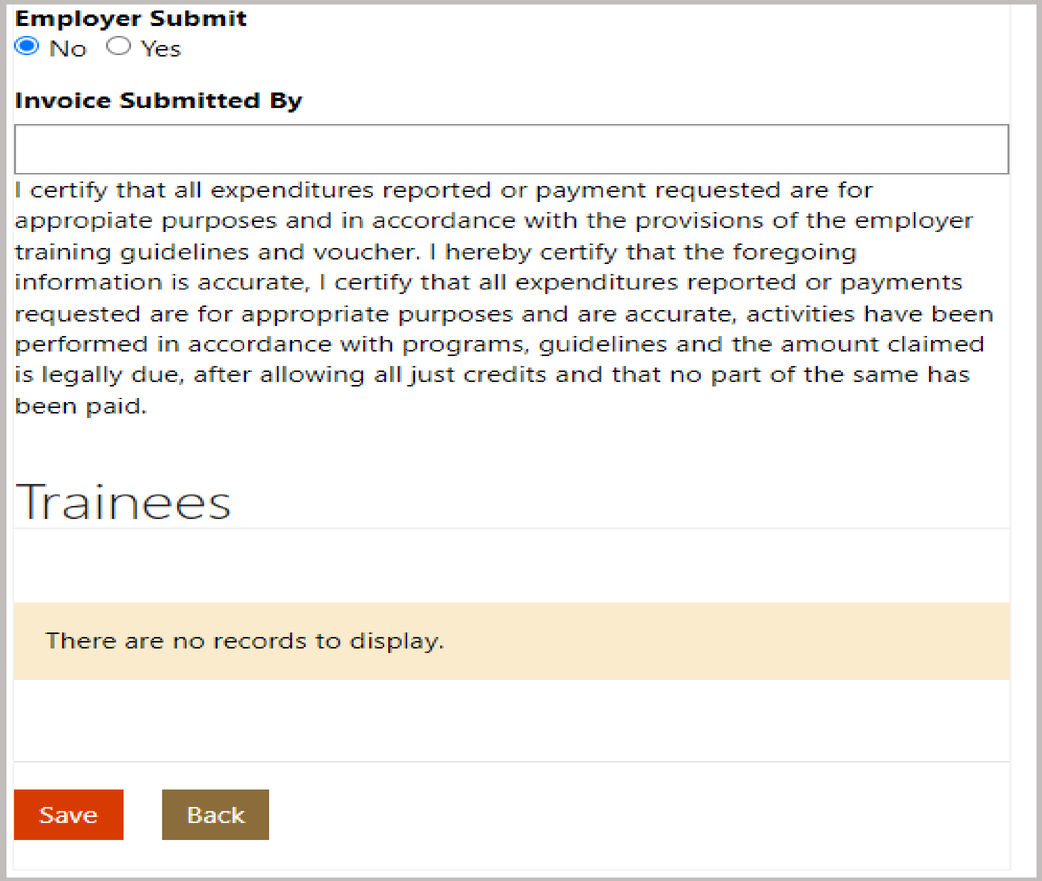
First, ensure all trainees have the appropriate trainee status. A trainee must have completed the training and have a trainee status of “Completed” before an invoice is created.

When the invoice is created and saved, all trainees with a trainee status of “Completed” will be added to the invoice.

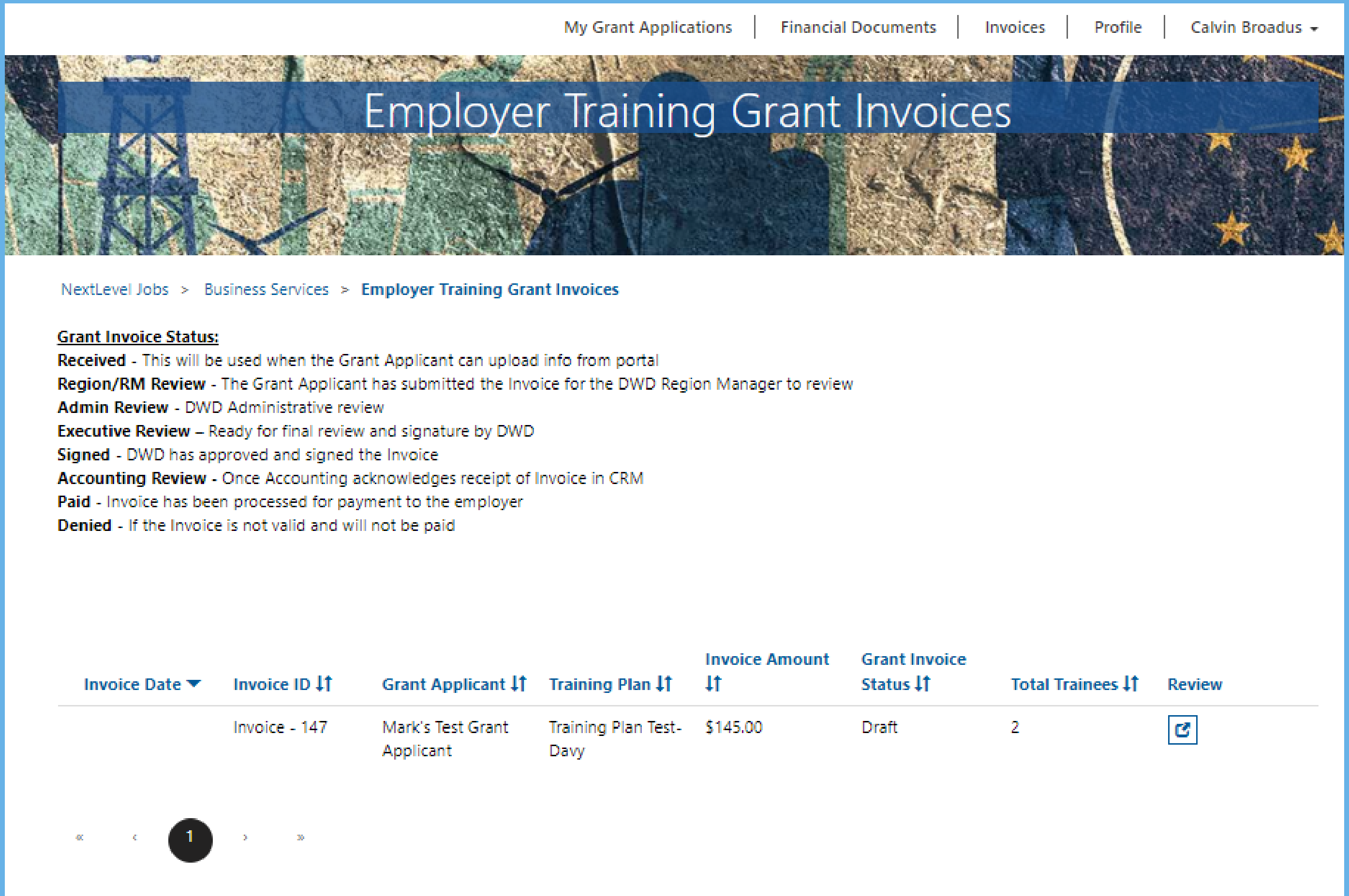


Go to the "Invoice" tab and click on the "+ Create" button. Click "Yes" under Employer Submit section, then type in name in the "Invoice Submitted By" box. Scroll to the bottom of the page and click save.





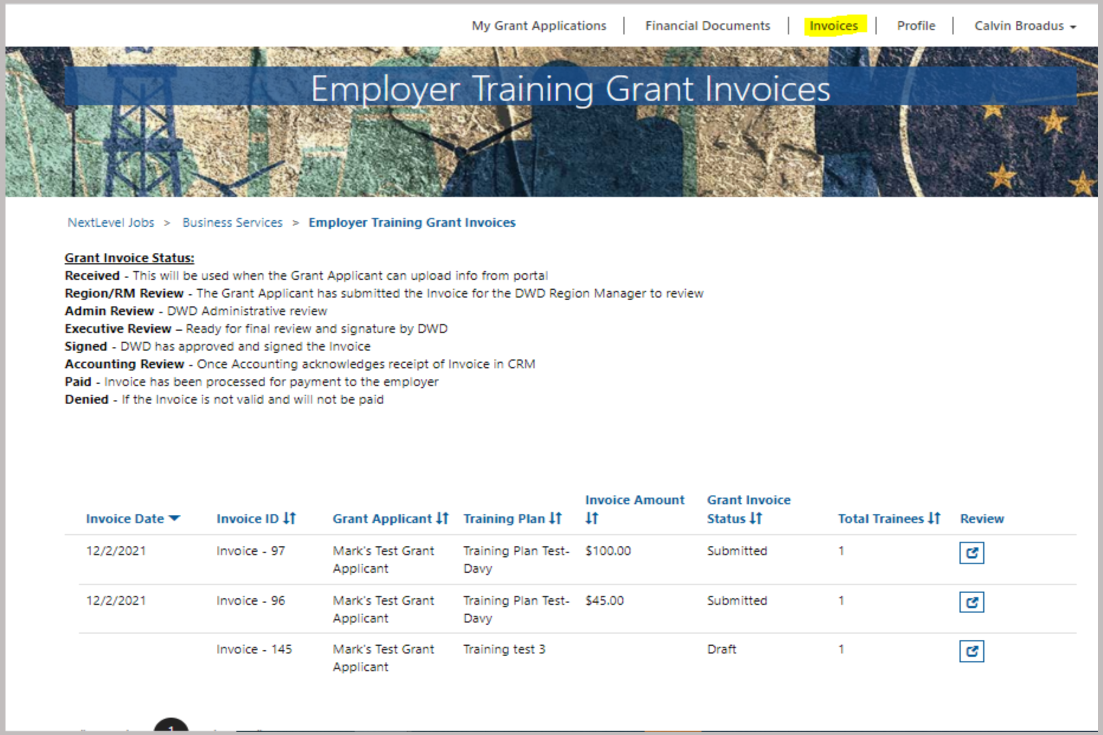
When you select “Invoices” from the top menu you will see your newly created invoice. Additionally, you can see the trainees added to the invoice by clicking the button under the “Review” column.



Click Here!

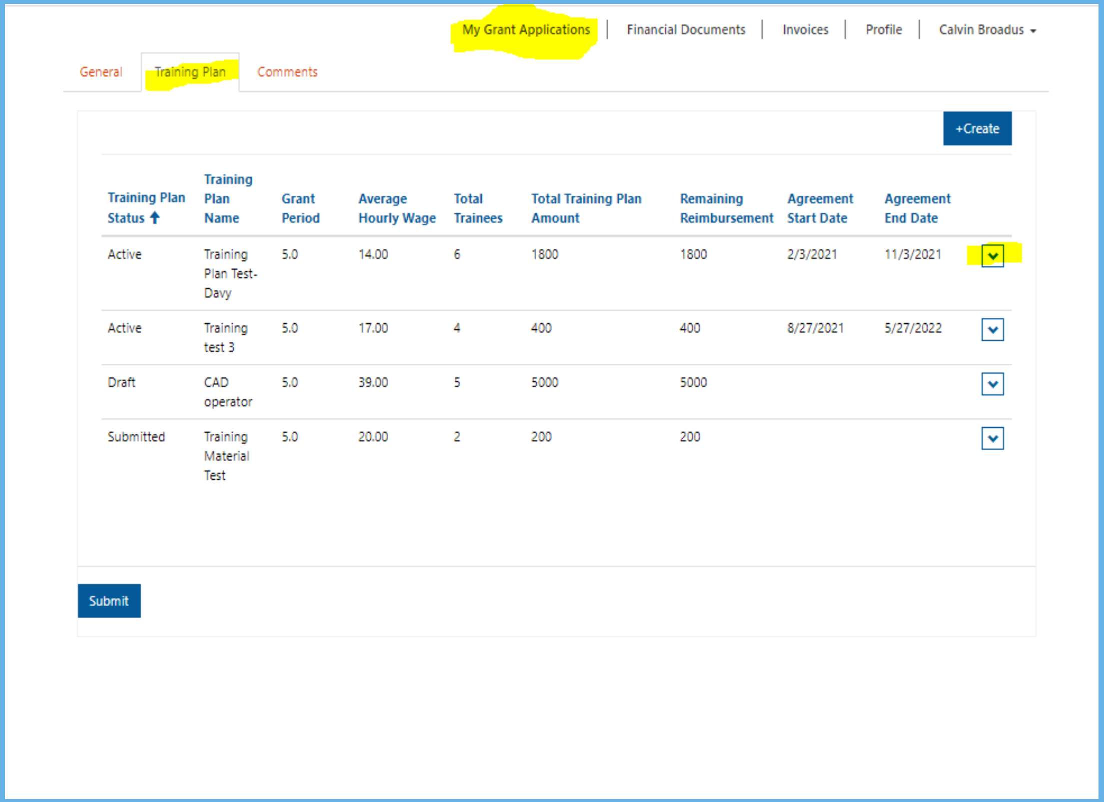
Viewing & Editing An Invoice

To view any invoices you have already created, you can select the “Invoices” tab at the top of the page.



You can review the invoices here, but you can not edit them. In order to edit, you must navigate through the grant application, which we will show you in the next steps.

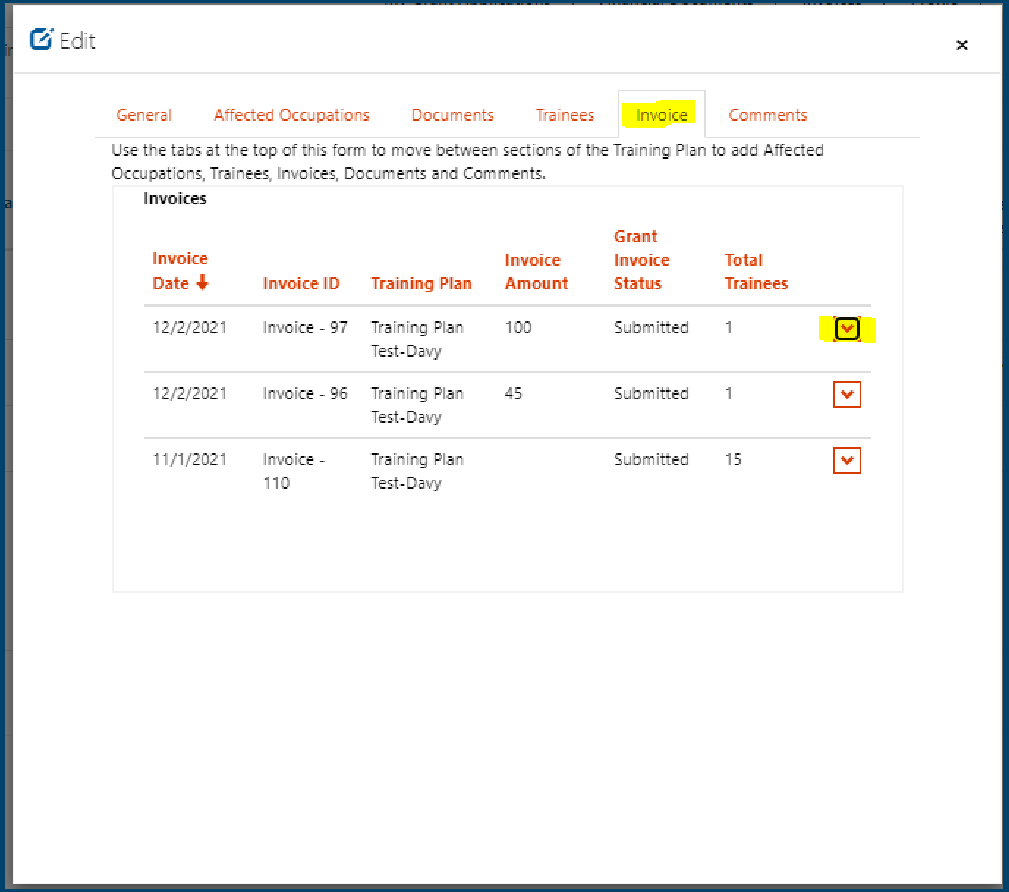
To edit an invoice, select “My Grant Applications” from the top menu. Then, choose the appropriate application for which you wish to edit an invoice.



Go to the “Training Plan” tab and select the training plan for which the invoice was created.

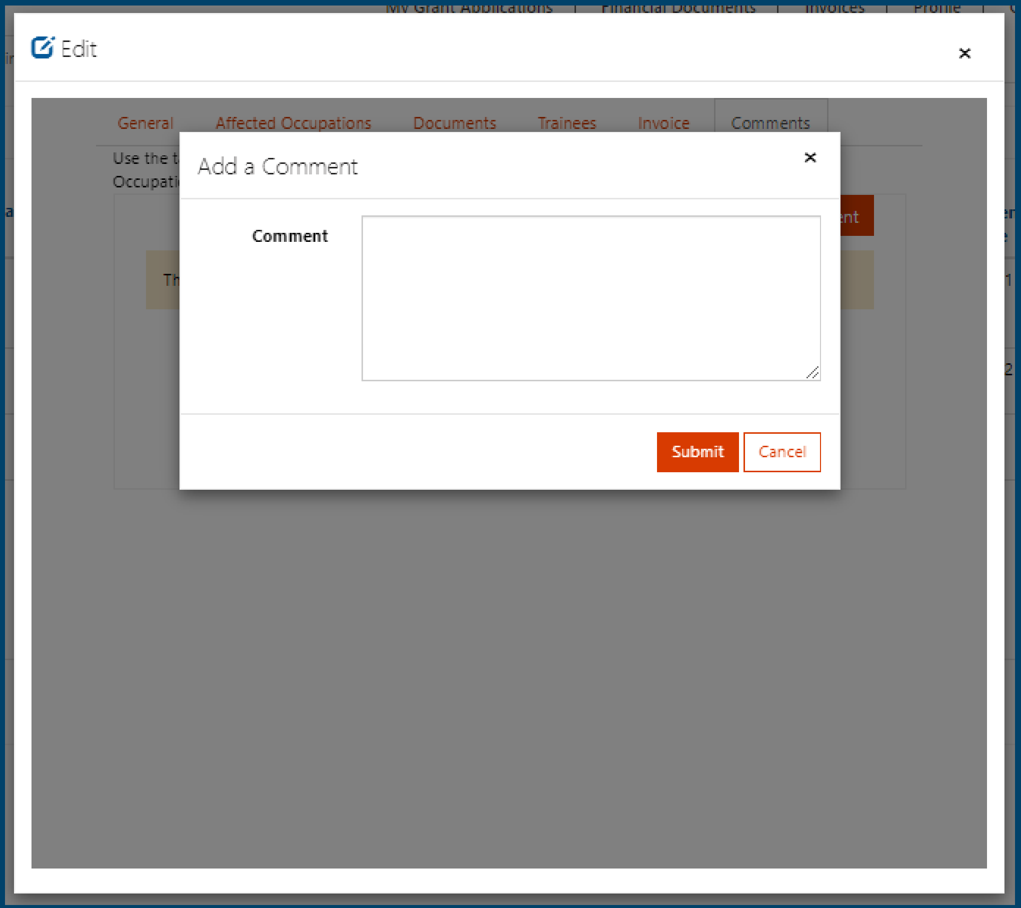
Click on the drop-down arrow on the right and select the “Edit” option.

Once in the correct training plan, go to the “Invoice” tab and open the invoice of your choosing by selecting the drop-down arrow and choosing the “Edit” option.



Portal Comments

If you would like to communicate with your regional business consultant via the portal, you may create a comment on a grant application and/or training plan.
In order to do so, navigate to the grant application or training plan and select the “Comments” tab.

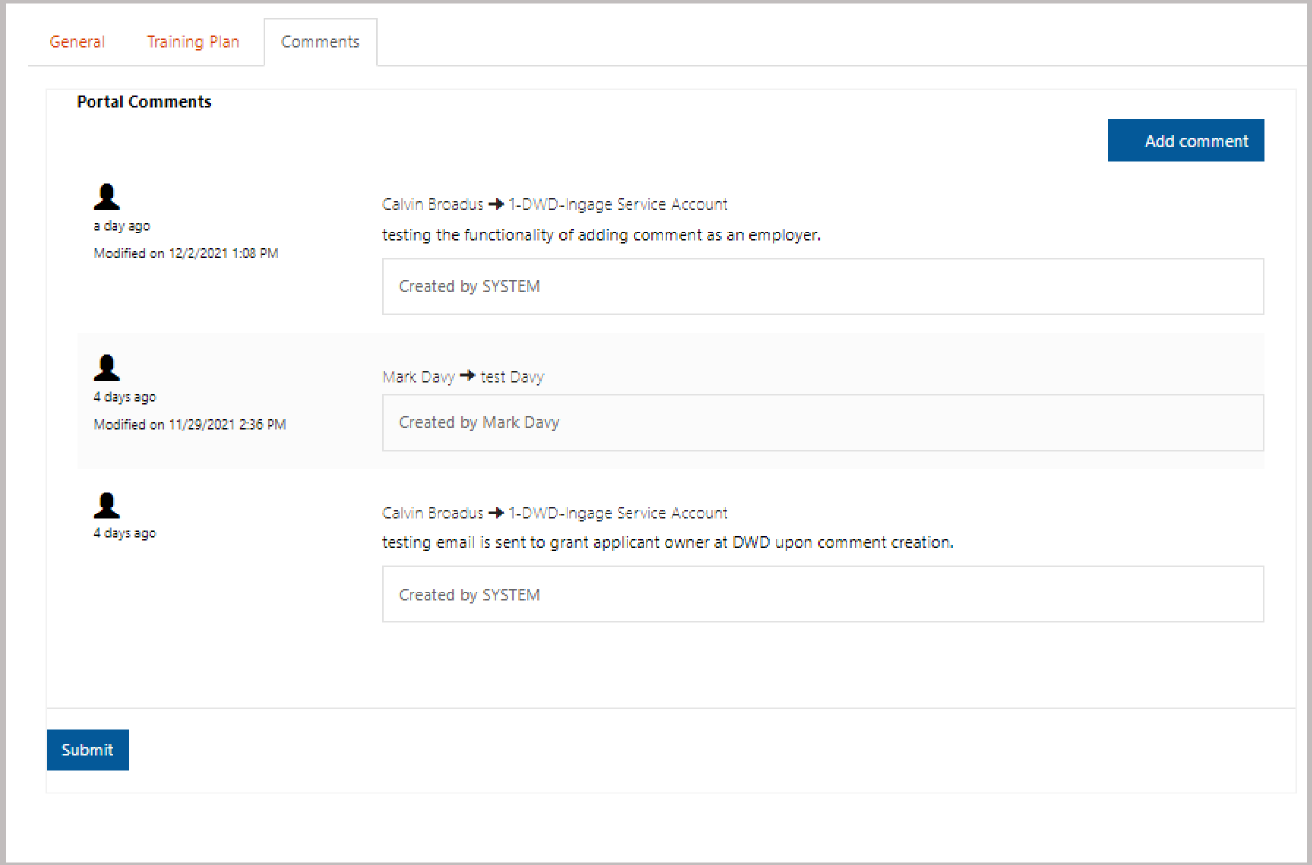


Select the button ‘Add Comment’, type in your correspondence, and hit the ‘Submit’ button.

After submitting, the business consultant will be able to view your comment and they can reply to you.

If you receive a comment from your business consultant, you will receive an email notifying you of their comment.

A history of the communication will be kept under the “Comment” tab of the grant application and/or training plan.



THANK YOU ☺

Rikki Hartupee

rhartupee@dwd.in.gov