

Accepting Funding

Once you have an approved application in the funding website that needs your acceptance, here is what you need to do:

Click on the link below to go to the website.

<http://server15/d/9/>

1. You should have an alert message like the one below that says “You have (1) form for Acceptance”. Click on the message text to view the form. You can also click on “Approved” in the top left.

The screenshot shows the Professional Learning Funding Website interface. On the left is a 'My Account' sidebar with a red circle around the '- Approved' link. The main content area displays a 'Welcome to the ISM Professional Learning Funding Website' message. Below this, a 'My Alerts' section is circled in red, containing two bullet points: 'You have (3) forms for Review & Discussion' and 'You have (13) forms for follow up notification'. A 'Follow Up Notification' button is visible to the right of the alerts.

2. You will then need to “select” the form by clicking on the name of the form (Graduate Credit etc.) in the box in the center.

The screenshot shows the 'Approved' status page. Below the header, it says 'Below list the funding application with status of 'Approved'. Click on the name to review form.' A table lists the following applications:

Date	Name	Application Form	Department
11/4/2011	Hausman, Melodie	Designated Learning Funding	Music (MS)
1/4/2011	Arndt, Kelly	Graduate Credit	English (HS)
11/8/2011	Linell,	Graduate Credit	Music (ES)
11/18/2011	Makunja, Pamela	Graduate Credit	MATHEMATICS
12/9/2011	Dummy, Teacher	Administrators Funding	Superintendent

The date '1/4/2011' in the second row is circled in red, with a blue pin icon next to it. Below the table, it says 'page 1 of 1'. A section titled 'Read submitted forms below:' shows details for the selected form:

Details	Score	Follow Up	Comments
Funding score of 0 pts. = No Funding			
Name:	Arndt, Kelly		
Division:	HS		
Team/Department:	English (HS)		

3. Once you click on the name a blue pin will appear to the left of the date of the form (see above).

4. Then click the "Accept" button below to confirm that you will accept the funding. NOTE: You must have the blue pin before you click accept!

The screenshot shows the Professional Learning Funding Website interface. At the top, there is a green header with the text "Professional Learning Funding Website" and "International School Manila" on the left, and "Student and Faculty Learning" on the right. Below the header, the user is identified as "Hi, Cook, Samuel. You're viewing data for SY 2011-2012".

On the left side, there is a navigation menu with the following sections:

- My Account**
 - For Approval, Review, Discussion
 - Approved
 - Accept (Follow Up/Assessment)
 - For revision
 - Disapproved/Declined
 - Completed
 - Saved forms
- Application Forms**
 - Individual Funding
 - Designated Learning Funding
 - Graduate Credit
 - EARCOS Conference Funding
 - Administrators Funding
- Approvals**
 - Pending
 - Review & Discussion
 - Approved
 - Follow Up Notification
 - Historical
- Reports**
 - Search/Export Reports
- Functions**
 - AF Approvals
 - Funding Update
 - Integrate
- Resources**
 - Docs/Forms
 - Users and Departments

The main content area is titled "Approved" and contains the text "Below list your form request with 'Approved' status." Below this is a table with columns "Date", "Application Form", and "Department". The table is currently empty, displaying "No results found" in red text. Below the table, there is a note: "* click a form and click the button to either accept or declined approved request". To the right of this note are two buttons: "Accept" and "Decline". The "Accept" button is circled in red.

Below the table is a "Details" section with tabs for "Details", "Score", "Follow Up", and "Comments". The "Details" tab is selected, and it contains a note: "Note: Select name or form to preview submitted form".

Please let me know if you have any problems with this, and I can stop by to help. Cheers!

From Sam Cook
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