

# STEM SCALE-UP PROGRAM Online Application Management System

## Help Guide: Educator Application

### Sending Email Reminders



GOVERNOR'S STEM ADVISORY COUNCIL  
dedicated to building a strong STEM education foundation for all Iowans

If an administrator or instructor has not approved the application, the applicant may send an email reminder by clicking on the **Send Reminder** button.

Scale Up Application: Name of Scale-Up Program

[Download Application](#)

Application Approvals

Approver	Approver Type	Response	Response Date	
Jack Doe	Lead Admin			<a href="#">Send Reminder</a>

[Back to Application List](#)

Scale Up Application: Name of Scale-Up Program

[Download Application](#)

Application Approvals

Approver	Approver Type	Response	Response Date	
Admin Name	Lead Admin	APPROVE	11/14/2017 1:29 PM	<a href="#">View</a>
Educator Name	Educator	APPROVE	11/14/2017 1:33 PM	<a href="#">View</a>
Educator Name	Educator	APPROVE	11/14/2017 1:34 PM	<a href="#">View</a>
Educator Name	Educator	APPROVE	11/14/2017 1:37 PM	<a href="#">View</a>

[Back to Application List](#)

The screen shot to the left indicates the administrator and all of the educators have approved the application.

Click **View** and the screen shot below will appear.

Lead Admin Approval

Approver: Admin name  
Email: [redacted]  
Approval Type: Lead Admin  
Response: APPROVE  
Response Date: 11/14/2017 1:29 PM  
Comments