

## **INSTRUCTIONS FOR CREATING AN APPLICANT PROFILE ONLINE:**

Applicants will first be prompted to create an applicant profile on GO Smart website.

The school is the applicant for the Artists in the Schools grant. Each applicant/school creates a Profile that can be used year after year.

### **If your school applied for an AITS grant for school year 2016-2017, please check with your Principal for the username and password.**

Usernames and passwords can be reset on the GO Smart log in page using the email associated with the account. Please contact [sfcaprogasst@gmail.com](mailto:sfcaprogasst@gmail.com) if you are unsure what email was used or if the contact email has changed.

This Profile Page is a pre-existing template that the AITS Program could not revise to perfectly fit our needs. You will only need to answer the following questions. Please follow these directions so that the template accepts your answers.

- Type of Profile – Choose “Organization”
- First Name – enter shortened name of school, e.g. “Kuhio” or “Innovations”
- Last Name – enter school level, or kind of school, e.g. “Elementary School” or “Public Charter School”
- Phone – enter School Phone #
- Email – enter email address at which you wish to receive AITS notifications (this may be updated from year to year)
- User Name & Password
- Legal Name – enter Full School Name, e.g. “Prince Jonah Kuhio Elementary School”
- FEIN/ Tax ID – enter all zeros “00-0000000”
- Address – enter School Mailing Address
- Phone – enter School Phone # (again)
- Applicant Status – Choose “None of the Above”
- Applicant Discipline – Choose “Multidisciplinary”
- Grantee Race – Choose “No Single Group”

**Username and Password will need to be shared amongst all people involved in writing the application.**

***Schools that did not apply SY16-17 will need to create their own username and password.***