

AITS SY2020 INSTRUCTIONS FOR SCHOOLS
GO SMART ONLINE APPLICATION SYSTEM

- **Login information**
- **Starting an AITS SY2020 Application**

The **School is the applicant** for the Artists in the Schools grant.

Each **applicant School MUST have or create a Profile** that is used year after year BEFORE starting an AITS Application.

This includes the **Username and Password for the School**, which is shared amongst all who are inputting the applicant and application information.

STEP ONE: GO Smart Online Website Login

<https://hawaii.gosmart.org/>

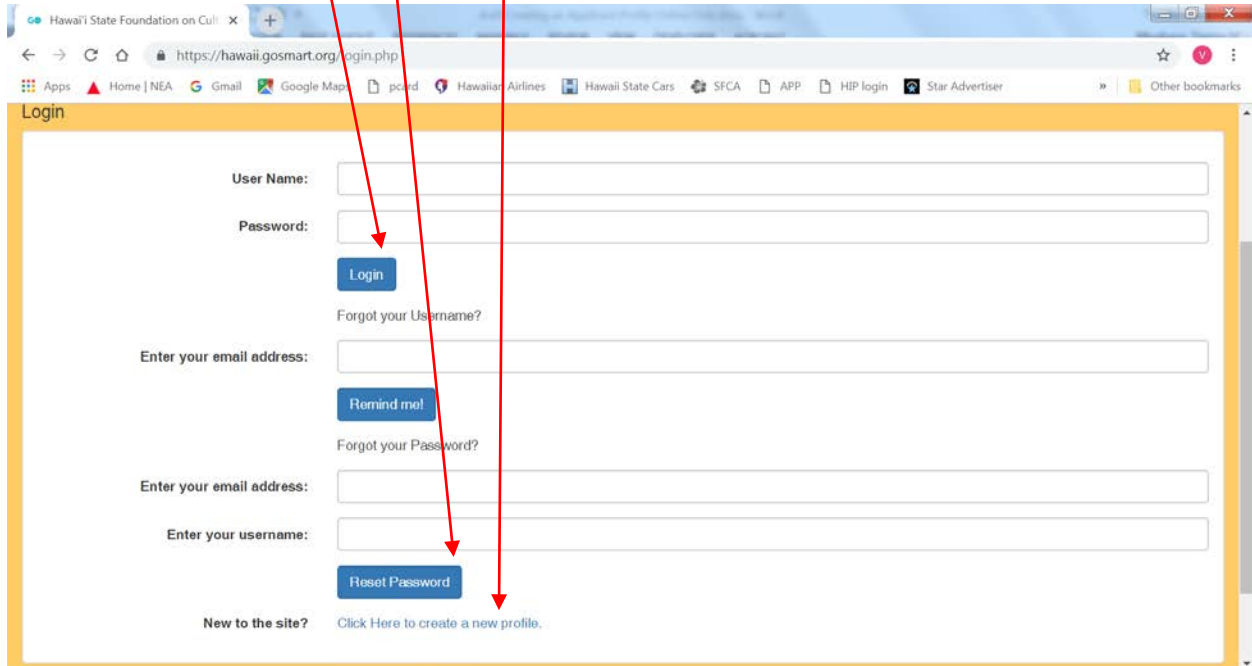
The screenshot shows a web browser window with the URL <https://hawaii.gosmart.org/login.php>. The page header includes the Hawaii State Foundation on Culture and the Arts logo and the text "Current Agency Time: October 22nd, 2018 10:39 am". The navigation menu contains "Home", "Artists in the Schools Grant Instructions", "Artists in the Schools Grant Materials", "Login", and "Tech Tips". The "Login" section contains the following elements:

- User Name:
- Password:
- Login button
- Forgot your Username? link
- Enter your email address:
- Remind me! button
- Forgot your Password? link

STEP TWO: Enter School's Username and Password

On this page, you can:

- **Login** with your School's Username and Password that your School already has (see *STEP THREE below*), OR
- **Reset** your Password, OR
- Create a **new profile** - for School's that have never used GO Smart online application (see *STEP FOUR below*).



The screenshot shows the login page for Hawaii GO Smart. It features a yellow header with the word "Login". Below the header, there are three main sections. The first section has "User Name:" and "Password:" labels, followed by input fields and a blue "Login" button. Below this is a link "Forgot your Username?". The second section has "Enter your email address:" followed by an input field and a blue "Remind me!" button, with a link "Forgot your Password?" below. The third section has "Enter your username:" followed by an input field and a blue "Reset Password" button. At the bottom left, there is a link "New to the site? Click Here to create a new profile." Three red arrows originate from the text in the list above: one points to the "Login" button, one points to the "Reset Password" button, and one points to the "Click Here to create a new profile." link.

STEP THREE: For Schools that already have a Username and Password.

If your school applied for an AITS grant for school year 2018-2019, please check with your AITS Contact person at your school or the ATP for your residency for the username and password:

Use your most current username and password.

Usernames and passwords can be reset on the GO Smart login page using the email associated with the account.

Please contact arstedsfca@gmail.com if you are unsure what email was used or if the contact email has changed.

STEP FOUR: For Schools that need to create a Username and Password.

If this is the first time that your School is applying for an AITS grant via the GO Smart online application system, you must create an online profile:

If you are not sure whether this is the first time that your school is applying for AITS via the GO Smart online, email us at artsedsfca@gmail.com. We have a list of school applicants since we started using GO Smart for SY2017.

Applicants will be prompted on the GO Smart website.

- At “New to the site?”, click on “Click Here to create a new profile”.
- “GO Smart End User Terms and Conditions” will appear – click “Yes, I Agree”.
- You will need to answer a series of applicant PROFILE questions – follow the directions below.

This Profile section is a pre-existing GO Smart template that we cannot change. Please follow the directions below so that we have the correct information for your School. These fields are the required fields, marked with an asterisk.

Formatted text is not accepted by GO Smart; applicants cannot **bold**, *italicize* or underline text or change font style or size.

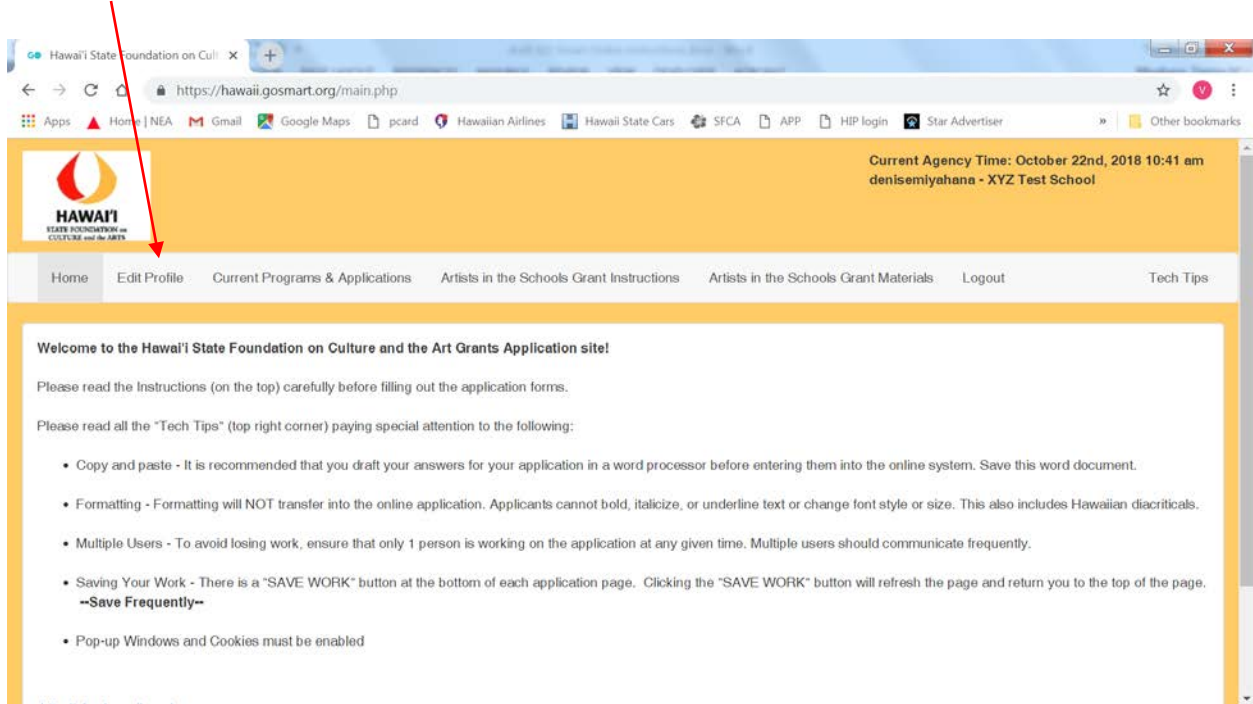
Do not use Hawaiian diacritical marks. GO Smart cannot handle it – the automated substitutions are unintelligible.

Profile Page Fields	Your Selection or Answer
Type of Profile	Choose “ Organization ”
PRIMARY CONTACT INFORMATION:	
Salutation	Leave Blank
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”, “Middle School”, “High School”, “Public Charter School”, “K-12 School”.
Phone	Enter School Phone Number
Email	Enter Email Address at which you wish to receive AITS notifications (this may be updated from year to year)
Confirm Email	Enter Email Address again
Username	Enter your School’s Username
Password	Enter your School’s Password
Confirm Password	Enter your School’s Password again
APPLICANT INFORMATION:	
Legal Name	Enter full School name , e.g. “Prince Jonah Kuhio Elementary School”
FEIN/ Tax ID	Enter all zeros – “ 00-000000 ”
Address	Enter School mailing address
City	For School mailing address
Country	Choose “United States”
State/Province	Choose “Hawaii”
Postal Code	For School mailing address
Phone	Enter School Phone Number again
Organization Type	Choose “ Other School ”

Applicant Status	Choose “None of the Above”
Applicant Discipline –	Choose “Multidisciplinary”
Grantee Race	Choose “No Single Group”

Click on the **Update** button at the bottom to save your answers.

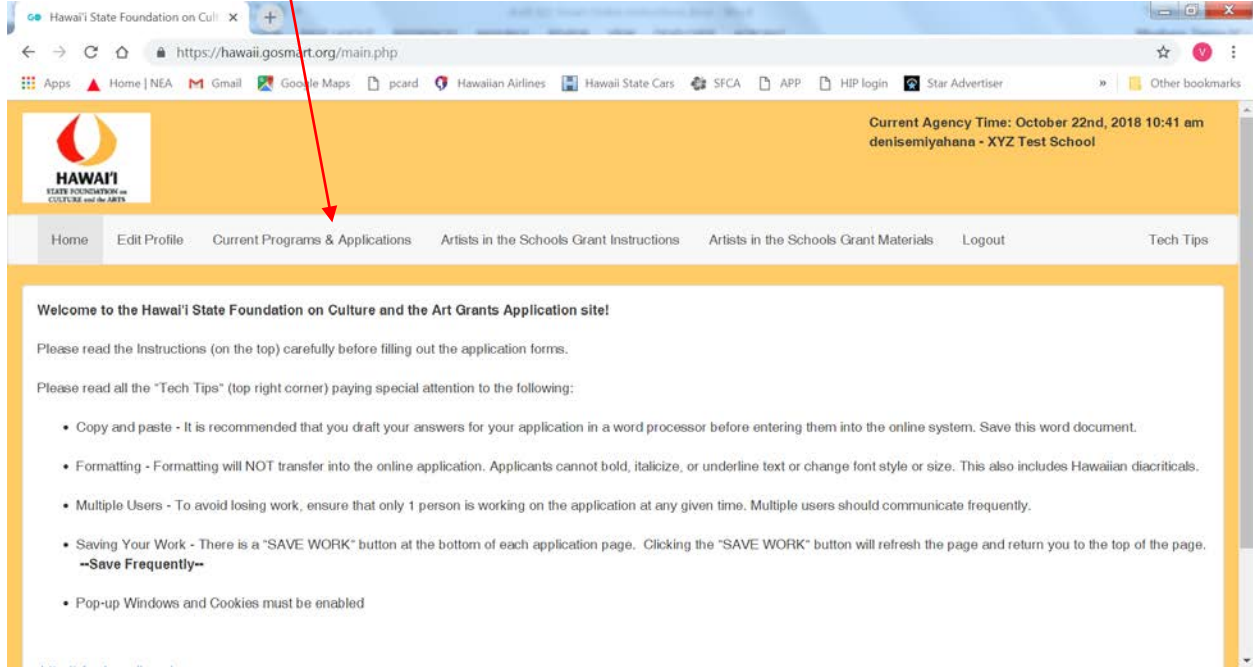
To Edit Profile



Reasons for editing your school's profile:

- To update the Primary Contact email.
- To update the password.
- To update the School's mailing address.

To Work on the AITS Application



Hawai'i State Foundation on Culture and the Arts

Current Agency Time: October 22nd, 2018 10:41 am
denisemiyahana - XYZ Test School

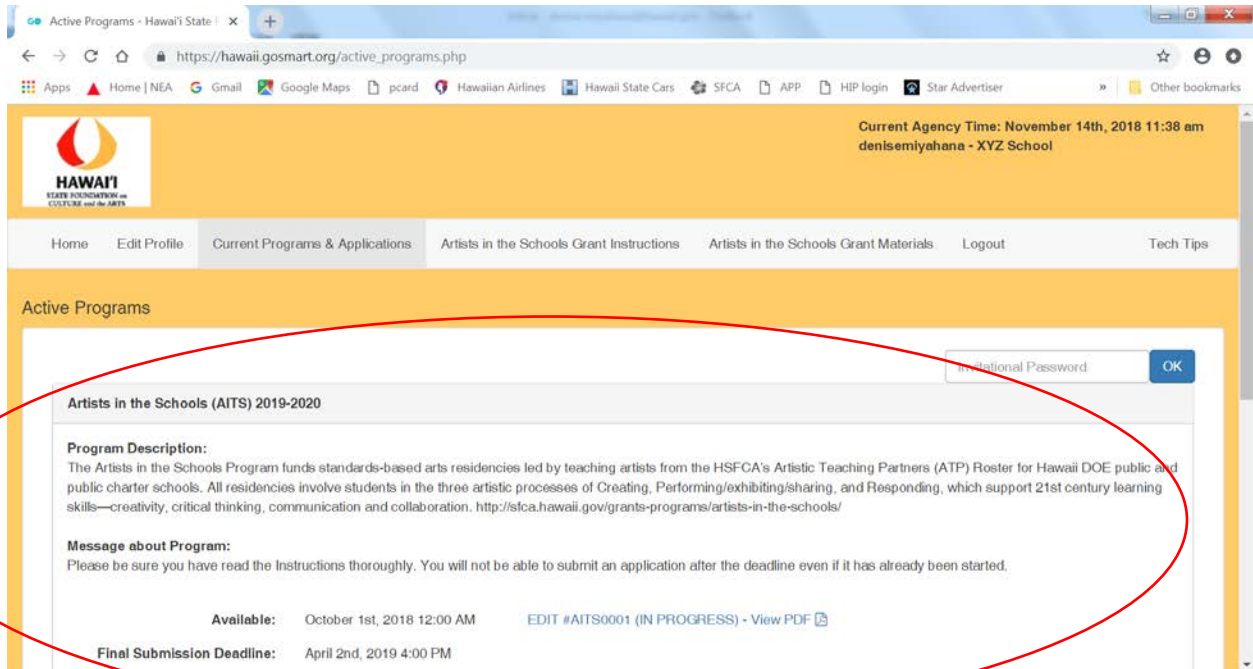
Home Edit Profile **Current Programs & Applications** Artists in the Schools Grant Instructions Artists in the Schools Grant Materials Logout Tech Tips

Welcome to the Hawai'i State Foundation on Culture and the Art Grants Application site!

Please read the Instructions (on the top) carefully before filling out the application forms.

Please read all the "Tech Tips" (top right corner) paying special attention to the following:

- Copy and paste - It is recommended that you draft your answers for your application in a word processor before entering them into the online system. Save this word document.
- Formatting - Formatting will NOT transfer into the online application. Applicants cannot bold, italicize, or underline text or change font style or size. This also includes Hawaiian diacriticals.
- Multiple Users - To avoid losing work, ensure that only 1 person is working on the application at any given time. Multiple users should communicate frequently.
- Saving Your Work - There is a "SAVE WORK" button at the bottom of each application page. Clicking the "SAVE WORK" button will refresh the page and return you to the top of the page.
--Save Frequently--
- Pop-up Windows and Cookies must be enabled



Active Programs - Hawai'i State

Current Agency Time: November 14th, 2018 11:38 am
denisemiyahana - XYZ School

Home Edit Profile **Current Programs & Applications** Artists in the Schools Grant Instructions Artists in the Schools Grant Materials Logout Tech Tips

Active Programs

Artists in the Schools (AITS) 2019-2020

Program Description:
The Artists in the Schools Program funds standards-based arts residencies led by teaching artists from the HSFC's Artistic Teaching Partners (ATP) Roster for Hawaii DOE public and public charter schools. All residencies involve students in the three artistic processes of Creating, Performing/exhibiting/sharing, and Responding, which support 21st century learning skills—creativity, critical thinking, communication and collaboration. <http://sfca.hawaii.gov/grants-programs/artists-in-the-schools/>

Message about Program:
Please be sure you have read the Instructions thoroughly. You will not be able to submit an application after the deadline even if it has already been started.

Available: October 1st, 2018 12:00 AM EDIT #AITS0001 (IN PROGRESS) - View PDF

Final Submission Deadline: April 2nd, 2019 4:00 PM

Filling in the Answers

Within the GO Smart system, applicants are presented with a series of questions and requests for information.

Some of these questions and requests require applicants to use check boxes and drop-down selection screens and others require a narrative response.

Use the [AITS SY2020 Application Questions Fillable Form](#) (writable word document) to develop your answers. Copy and Paste completed responses into the GO Smart application.

Once submitted, applications cannot be revised.

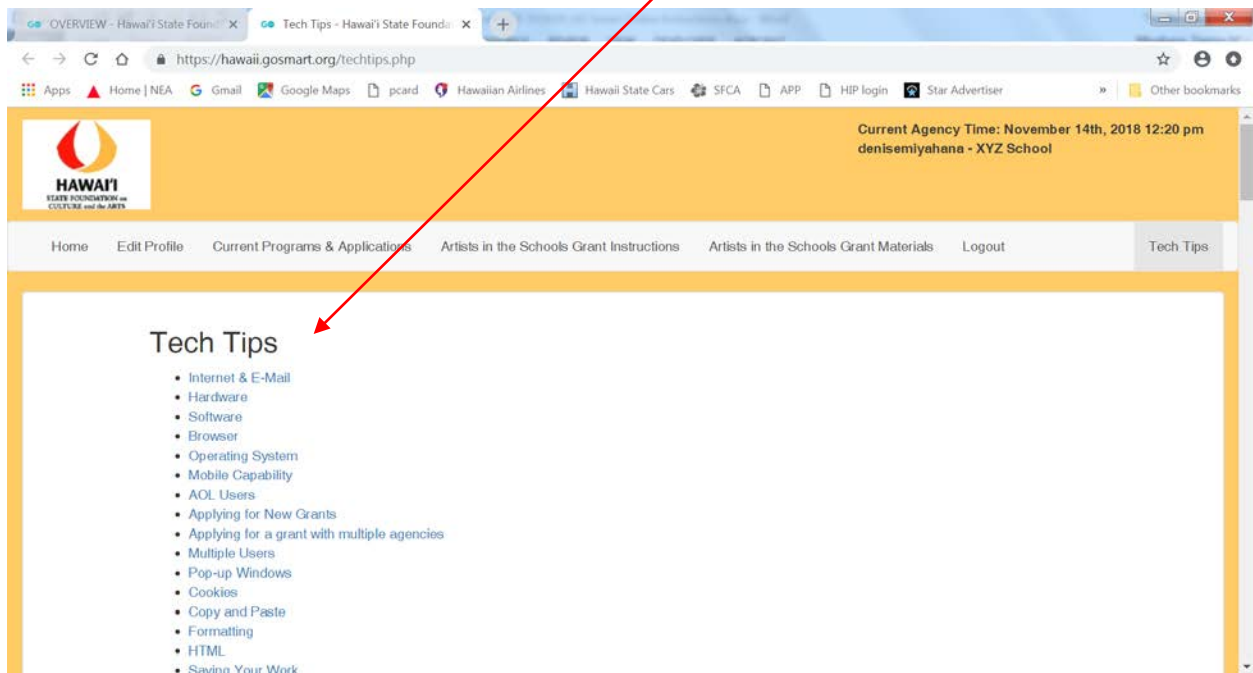
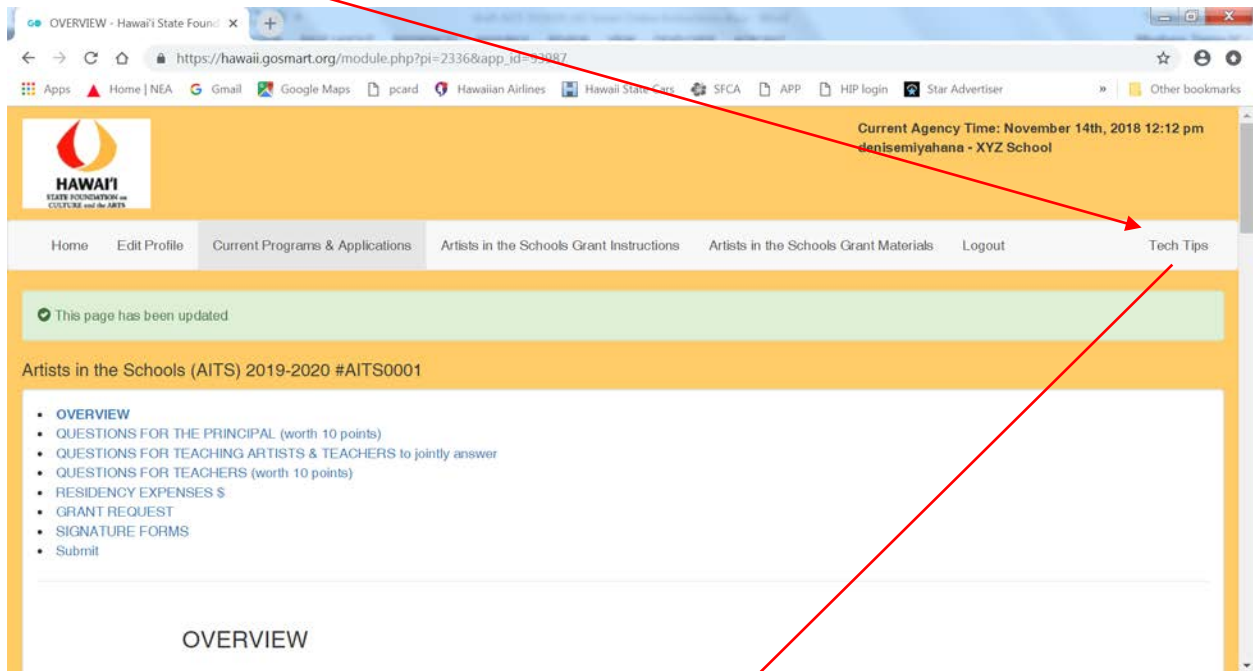
Helpful Hints

Below are some general suggestions to help applicants navigate the GO Smart application process:

- Multiple Users - To avoid losing work, ensure that only 1 person is working on the application at any given time. Multiple users should communicate frequently with each other.
- GO Smart “times out” if an applicant remains on one page for an extended period of time. To avoid losing work, save often using the “Save Work” button at the bottom of each page.
- Applicants must use the TAB key or MOUSE to move from question to question. When an applicant hits “enter,” the system will save the page, but will not move to the next question.
- Narrative responses are limited to a maximum character (not word) count, including spaces. Applicants will be notified on each question if the maximum character count has been exceeded.
- Formatted text is not accepted by GO Smart; applicants cannot **bold**, *italicize* or underline text or change font style or size.
- Do not use Hawaiian diacritical marks. GO Smart cannot handle it – the automated substitutions are unintelligible.
- Many of the Questions require that you answer them. Click “Did I Complete This Page?” at the bottom to check on the page you were working on.
- If you would like to see or have a PDF of your application in progress, click on “View PDF” at the bottom.
- To move to the next section of the application, click “Next” on the bottom right of the page.

For Technical HELP

See “Tech Tips” on the GO Smart menu bar.



###