Indiana Campus Compact Partner Portal User Guide

Submitting a funding request

1. Access your partner portal through the "log in" button on the website
2. Log in – (your username is your email address)
3. Update your personal contact information if needed
4. Select the arrow next to the "funding" tab at the top of the page and select "new request"
5. Select the funding request you wish to submit and complete the information as requested
6. You will be required to upload the following documents: professional headshot; biography; proposal narrative; and proposal fiscal form. You can find each grant's narrative and fiscal form requirements here

Review funding requests and status

1. Access your partner portal through the "log in" button on the website
2. Log in – (your username is your email address)
3. Update your personal contact information if needed
4. Select the arrow next to the "funding" tab at the top of the page and select "my requests"
5. From there, you can view a list of the funding requests you have submitted and their status

Submitting funding reports

1. Access your partner portal through the "log in" button on the website
2. Log in – (your username is your email address)
3. Update your personal contact information if needed
4. Select the arrow next to the "funding" tab at the top of the page and select "my requests"
5. Select the "submit report" link for your funding
6. You will be required to upload the following documents: report narrative and report fiscal form. You can find each grant's reporting narrative and fiscal form requirements here

Event and Training Registrations

1. Access your partner portal through the "log in" button on the website
2. Log in – (your username is your email address)
3. Update your personal contact information if needed
4. Select the arrow next to the "professional development" tab at the top of the page
5. Select the "register" link next to the event for which you are registering
6. Complete the information and payments as necessary
   a. Please note, you will get an auto email confirming your registration