

# Grow Your Own Teacher Scholarship

## GYO District Portal: How to Update Info, Add Assistants, and Nominate Candidates

Select the red “Login” button to begin if you have a GYO Portal account. Upon logging in, the dashboard will appear.



### Updating Contact Information

- Click “Edit” to update the contact information for the superintendent, primary contact and the HR contact.
- Confirmations, a statement of need and a list of needed teaching certification areas must be completed.

The screenshot shows the GYO District Portal dashboard for a sample district. On the left, there is a sidebar with 'District Info', 'Assistant', and 'Candidates' buttons. Below these are statistics for Candidates (0), Apps Complete (0), Apps Not Started (0), and Apps In Progress (0), along with a 'Logout' button. The main content area is titled 'Sample City SD - IRN #123456 - Any County' and includes an 'Edit' button. It features a table for contact information with columns for Superintendent, Primary Contact, and HR Contact. Below this is a 'Confirmation of Need' section with two red error messages: 'This school district confirms that the district has difficulty attracting and retaining classroom teachers who hold a valid educator license.' and 'This school district certifies that it intends to employ the applicant upon completion of the teacher preparation program and obtaining the identified teaching license.' A text area for a 'Statement of Need' contains the message 'Statement has not been saved. Please select the Edit above to edit this statement and other district details.' Below that is a section for 'Please list the teaching certification areas in which you have difficulty attracting and retaining classroom teachers who hold a valid educator license.' with a text input field containing 'Mathematics grade 4 level a-c. Social emotional learning certifications'. At the bottom, there is an 'Uploaded District Files/Documents' section showing 'No files have been uploaded'.

### Updating District Information

- When editing the district, contact information must be entered for the superintendent, primary contact and HR contact.
- The district must provide a statement of need, and specify the teaching certifications needed to fill the positions.
- Districts may submit additional files to support the difficulty in attracting teachers.

The screenshot shows the GYO District Portal dashboard for a sample district. On the left, there is a sidebar with 'District Info', 'Assistant', and 'Candidates' buttons. Below these are statistics for Candidates (0), Apps Complete (0), Apps Not Started (0), and Apps In Progress (0), along with a 'Logout' button. The main content area is titled 'Sample City SD - IRN #123456 - Any County' and includes 'Save' and 'Close' buttons. It features a table for contact information with columns for Superintendent, Primary Contact, and HR Contact, with input fields for First Name, Last Name, Email, and Phone. Below this is a 'Statement of Need' section with a text area containing the message 'Provide a statement that describes the need for teachers. Provide a list of all the buildings within your district that have trouble attracting and retaining teachers, or if this difficulty applies to all buildings, please state "all" buildings.' Below that is a section for 'Specific District Needs' with a text input field containing 'Mathematics grade 4 level a-c. Social emotional learning certifications'. At the bottom, there are two checkboxes for confirming the district's difficulty in attracting and retaining teachers, and a 'File Uploads' section with 'Select' and 'Upload' buttons.

### Adding Assistants

- Click “Assistant” to name additional staff that need access to the GYO portal.
- Superintendents can add or delete staff and can also undelete staff as needed.

The screenshot shows the GYO District Portal dashboard for a sample district. On the left, there is a sidebar with 'District Info', 'Assistant', and 'Candidates' buttons. Below these are statistics for Candidates (0), Apps Complete (0), Apps Not Started (0), and Apps In Progress (0), along with a 'Logout' button. The main content area is titled 'Sample City SD - IRN #123456 - Any County' and includes 'Add' and 'Refresh' buttons. It features an 'Assistant List' section with a table of assistants. The table has columns for Name, Email, Role, and Status. The assistants listed are: 'ADMINISTRATOR, GYO' (gyo@highered.ohio.gov, Superintendent, Enabled - Last Login February 14, 2024), 'Assistant, Sample 1' (sample1.assistant@noemail.org, Superintendent, Disabled - Last Login), and 'Assistant, Sample 2' (sample2.assistant@noemail.org, Administrator, Enabled - Last Login February 6, 2024). Each row has 'Delete' and 'Edit' buttons, and the 'Assistant, Sample 1' row has an 'Undelete' button.

## GYO District Portal: How to Update Info, Add Assistants, and Nominate Candidates

### Nominating Candidates

- By clicking the "Candidate" button, superintendents and staff can nominate, remove or send notices to the candidates.

Sample City SD - IRN: 123456  
GYO ADMINISTRATOR  
gyo@highered.ohio.gov

District Info  
Assistant  
Candidates

Candidates: 0  
Apps Complete: 0  
Apps Not Started: 0  
Apps In Progress: 0

Logout

Candidate List Nominate/Add

No candidates have been nominated at this time

### Candidate Information

- The nomination must include the candidate name, address, email, phone number and DOB.
- The candidate must be identified as an employed applicant or a student.
- The district must also provide a statement describing the applicant and why you believe they are a good candidate.
- The district staff must check the box to send the email notification to the candidate.

Sample City SD - IRN: 123456  
GYO ADMINISTRATOR  
gyo@highered.ohio.gov

District Info  
Assistant  
Candidates

Candidates: 0  
Apps Complete: 0  
Apps Not Started: 0  
Apps In Progress: 0

Logout

Nominate Candidate Save Save & Close Cancel

Use this form to create a candidate record. This form is also used to send the candidate an invite to the Grow Your Own scholarship program. Please be sure to include a valid email address, and check (or uncheck) the send invitation button as needed.

District: **Sample City SD - IRN #123456 - Any County**

Candidate Name:  First Name  Last Name

Candidate Address:  Street Address

City  OH  Zip

Candidate Email:  Email Address

Candidate Phone:  ###-###-####

Candidate DOB:  mm/dd/yyyy

Employed or Student?

Attach a brief statement describing the a the Grow Your Own Teacher Scholarship Program. Please specifically discuss applicants' academic qualifications.

Check this box to send email notification to candidate

By submitting this invitation, the school district confirms that the district has difficulty attracting and retaining classroom teachers who hold a valid educator license.

By submitting this invitation, the school district certifies that it intends to employ the applicant upon completion of the teacher preparation program and obtaining the identified teaching license.

Select Save or Cancel above. Please Note: Checking the Email Invite box will send an email notification to this individual. Saving this record multiple times with the box checked will send multiple invitations, so please be careful when using this option.

## GYO District Portal: How to Update Info, Add Assistants, and Nominate Candidates

### Nominating Student Candidates

- Student nominations must also include confirmation that the school participates in the NSLP and participates in CEP.

Attach a brief statement describing the applicant, and why you believe the applicant will be a successful participant in the Grow Your Own Teacher Scholarship Program. Please specifically discuss applicant's academic qualifications.

Statement indicating why student would be a good candidate:

Only low-income high school seniors are eligible. One of the definitions for low income is the following:  
Any student that attends a high school that participates in the Community Eligibility provision for the National School Lunch and School Breakfast program or a district with a district-wide identified student percentage (ISP) for the National School Lunch and School Breakfast program of 40% or higher. Does the student applicant meet the definition of low-income based on your school/district participation in this program?

Does the student applicant meet the definition of low-income based on your school/district participation in this program?

YES  NO

Check this box to send email notification to candidate

By submitting this invitation, the school district confirms that the district has difficulty attracting and retaining classroom teachers who hold a valid educator license.

By submitting this invitation, the school district certifies that it intends to employ the applicant upon completion of the teacher preparation program and obtaining the identified teaching license.

Select Save or Cancel above. Please Note: Checking the Email Invite box will send an email notification to this individual. Saving this record multiple times with the box checked will send multiple invitations, so please be careful when using this option.

### Check Status and Make Modifications

- Districts can check the application status for candidates, delete a candidate, edit the candidate nomination and send email messages to those that have not completed the application.

Sample City SD - IRN: 123456  
GYO ADMINISTRATOR  
gyo@ghered.ohio.gov

District Info  
Assistant  
Candidates

Candidates: 2  
Apps Complete: 1  
Apps Not Started: 1  
Apps In Progress: 0

Logout

Candidate List

Nominate/Add

Employee, Suzy

Delete Application Edit

Email: suzyemployee@noemail.com  
Phone: 555-555-4444  
DOB: 1990-08-01  
Type: Employed  
App Status: Complete

Email: suzyemployee@noemail.com  
Phone: 555-555-4444  
DOB: 1990-08-01  
Type: Employed

Student, Tommy

Delete Application Edit

Email: tommystudent@noemail.com  
Phone: 555-555-3333  
DOB: 2006-05-05  
Type: Student  
App Status: Not Started

Email: tommystudent@noemail.com  
Phone: 555-555-3333  
DOB: 2006-05-05  
Type: Student