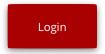# Grow Your Own Teacher Scholarship

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.

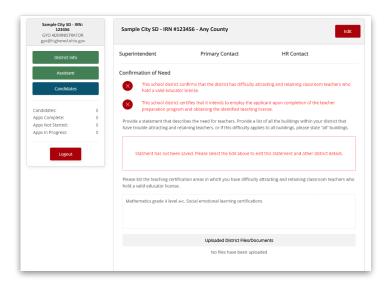**Login**

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.
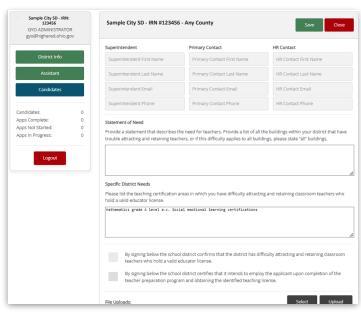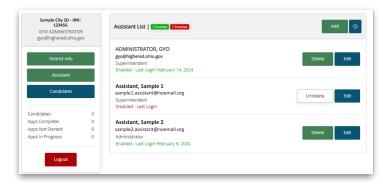
Updating District Information

- 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.

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.

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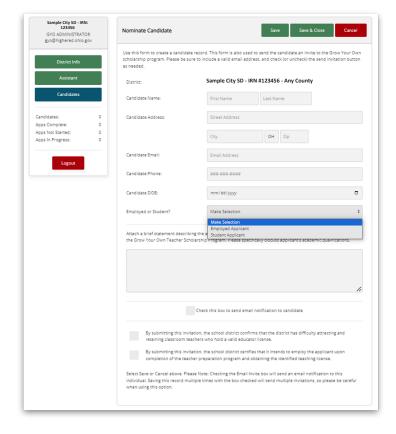
Nominating Candidates

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

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.

Grow Your Own Teacher Scholarship

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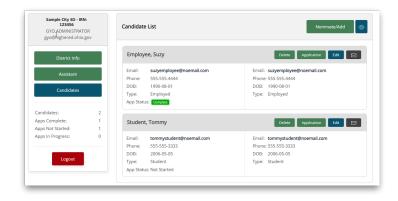
Nominating Student Candidates

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

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.