

PGAHC: Applicant Manual for County Arts, Arts in Education, and Artist Fellowship

1. Applicants will be directed to the Login Page for either the County Arts, Arts in Education or Artist Fellowship applications. If the applicant is a returning applicant, they will login using their email address and the password that they created. If the applicant is a new applicant, they will click the "Sign Up" button under "Need an Account?" They will be able to create a password after clicking that button. If the applicant forgets their password at any time during the application process, the applicant can click the "Forgot your password?" link on the Log In/Sign Up page. After clicking that link, the applicant will be prompted to enter their email address. They will receive an email to reset their password.

The screenshot shows the PGAHC login page. At the top center is the logo for PGAHC (Prince George's Arts & Humanities) with the text 'PGAHC | ORG' and 'PRINCE GEORGE'S ARTS & HUMANITIES'. Below the logo is a blue horizontal bar. The main content area is white. On the left, under the heading 'Log in Instructions:', there are three paragraphs of text. On the right, there is a 'Sign In' button, followed by 'Email' and 'Password' input fields. Below these fields is a 'Log In' button and a 'Forgot your password?' link. At the bottom, there is a 'Need an Account?' section with a 'Sign Up' button. Red boxes and arrows highlight the 'Sign In' button, the 'Email' and 'Password' fields, the 'Log In' button, the 'Forgot your password?' link, and the 'Need an Account? Sign Up' section.

Log in Instructions:

Applicants please sign up using your desired email address and create a unique password. The password must be at least 8 characters long.

If you are a returning applicant, please use the email address and the password you created.

If you have forgotten your password, click "Forgot Password" and then follow the prompts to reset your password.

Sign In

Email

Password

By entering your username and password to access this system, you agree to the [Privacy Policy](#).

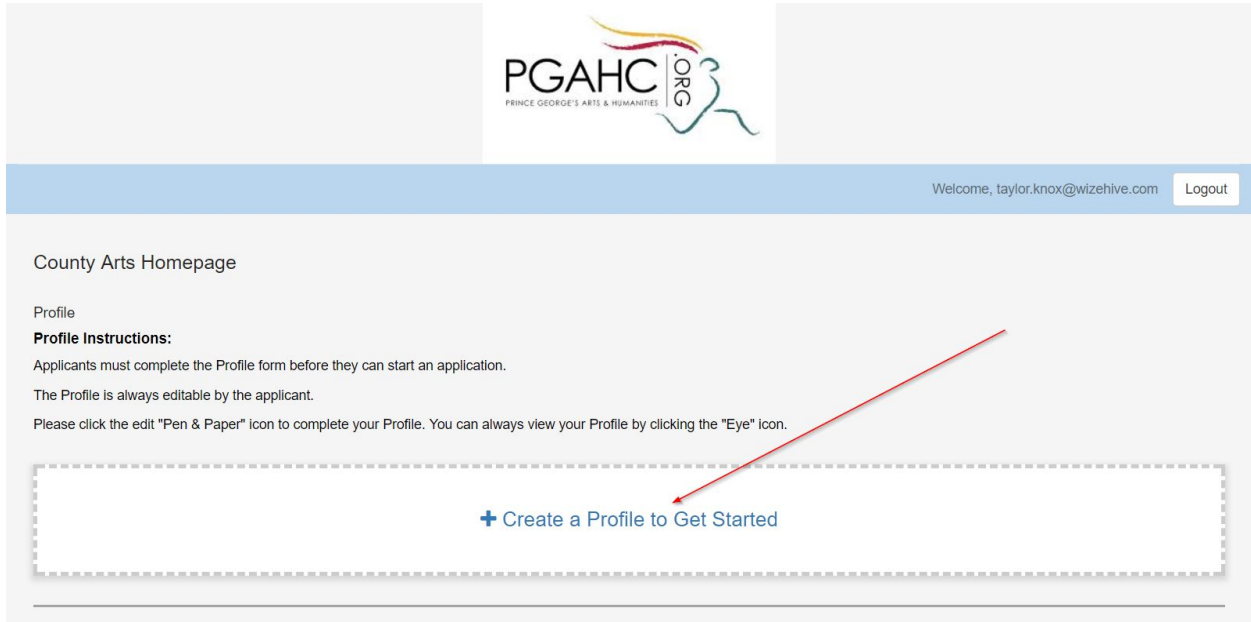
Log In

Forgot your password?

Need an Account?

Sign Up

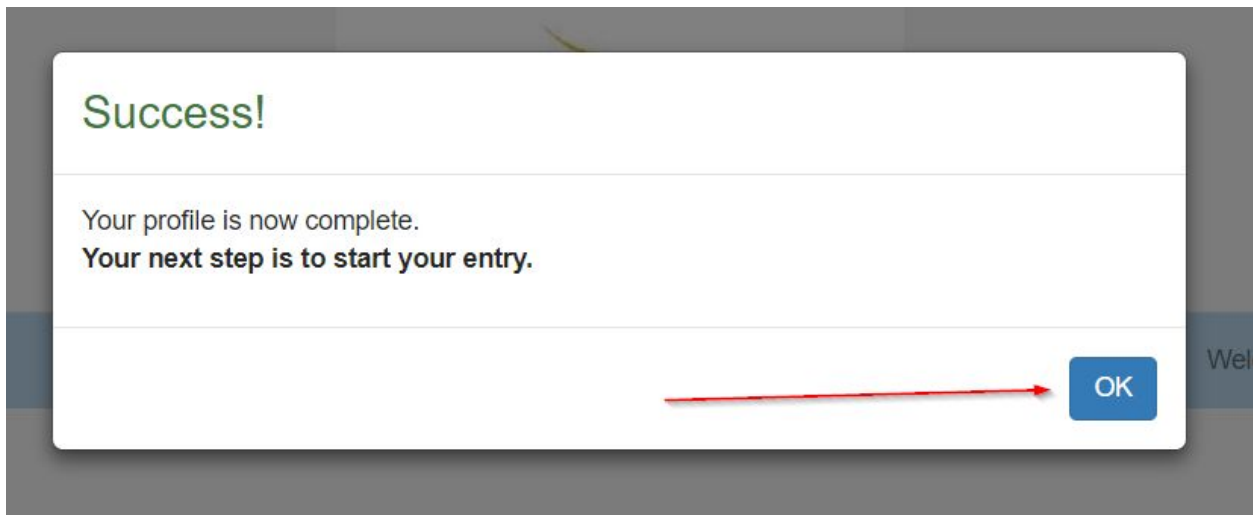
2. After signing up or logging in, the applicant will be directed to the County Arts, Arts in Education or Artist Fellowship Homepage. The first task that the applicant has is to complete a Profile. The applicant will not be able to complete an application until the Profile has been filled out and submitted.



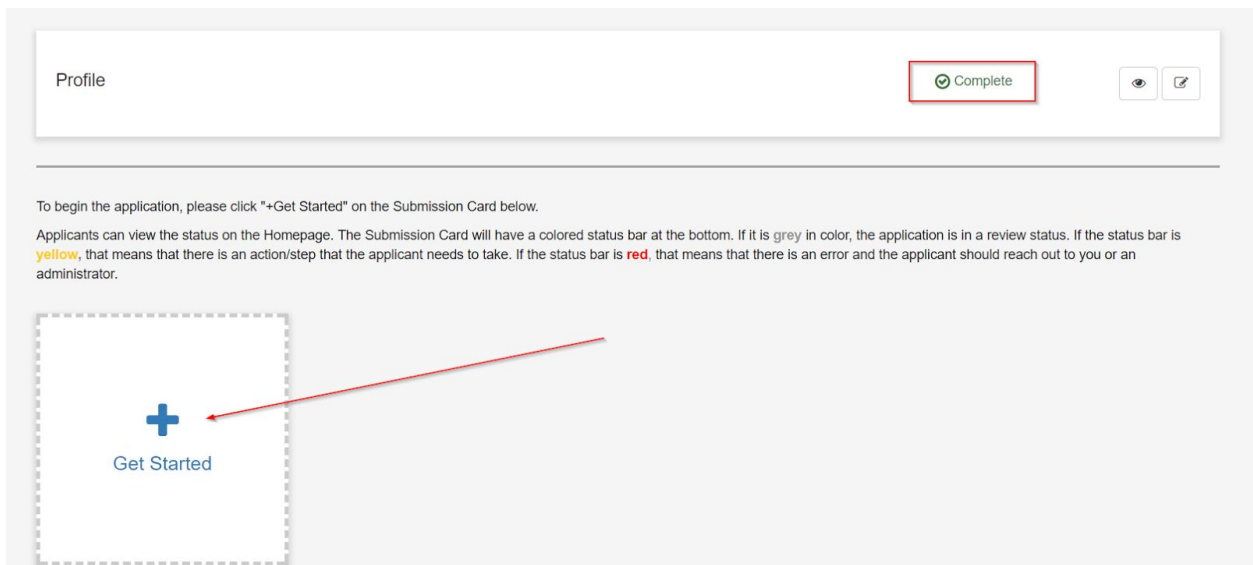
3. The applicant can save their profile as a Draft and return later to complete. Or if the applicant has filled out every required field (denoted by a red asterisks (*)), they can save the Profile.



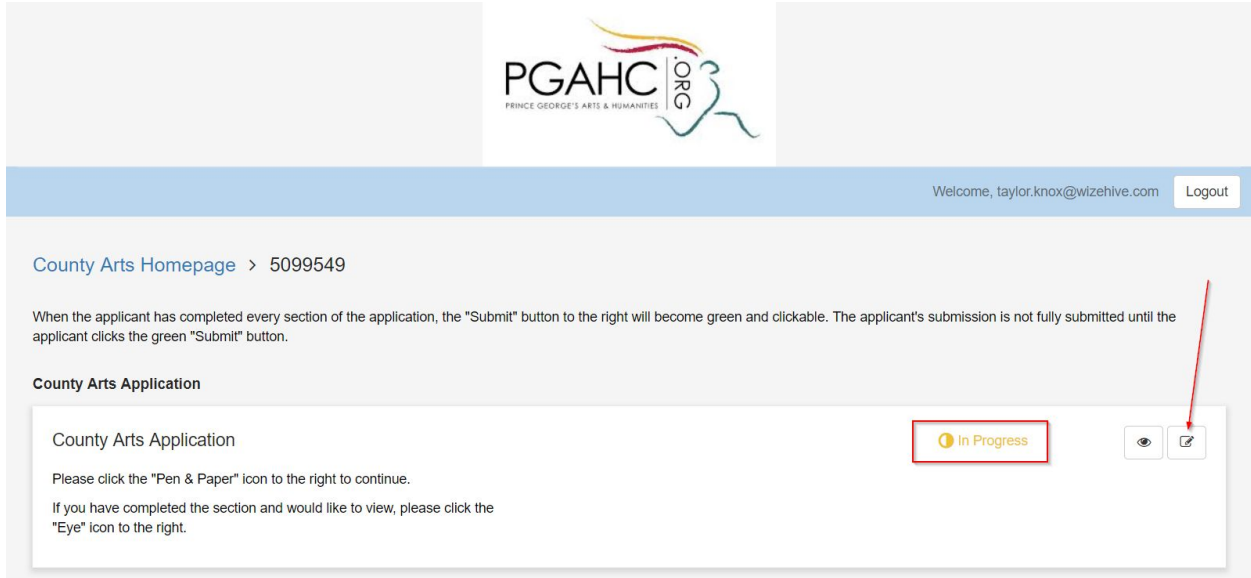
4. Once the applicant has completed the Profile, they will receive this message. Please click “OK” to continue on to the application.



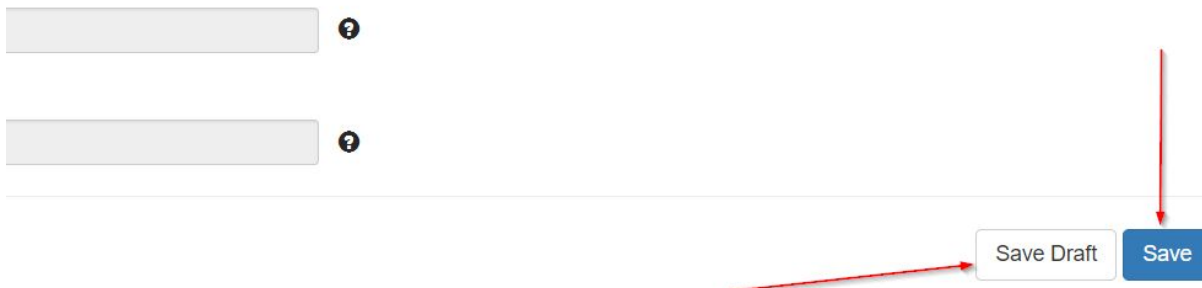
5. To start the application, the applicant will click the “+Get Started” card. This will direct them to the application.



6. After the applicant clicks s”+Get Started” the applicant will land on the Application Page. Their application’s status will say “In Progress” as the Profile component is complete. The applicant will click the “Pen & Paper” icon to complete the Application Form. The “Eye” icon will give the applicant View-Only access to the application.



7. When the applicant has completed all required fields on the Application Form, the applicant will click the blue “Save” button. If the applicant starts filling out the application and needs to return at a later date to complete, the applicant can click “Save Draft.” Any data in the application will be saved for the applicant. The application does Autosave approximately every 5 minutes. **IMPORTANT: Do NOT open up this application in multiple windows. Work in one window to ensure your most up to date data is being saved.**



9. After the applicant has completed and Saved the application form they will now need to complete the Verification Form. The applicant will see that this has not been started. To start the Verification Form, click the “Start Now” button.

The screenshot shows a web interface for a 'County Arts Application'. The top section is titled 'County Arts Application' and shows a 'Complete' status with a green checkmark and icons for viewing and editing. Below this, instructions are provided: 'Please click the "Pen & Paper" icon to the right to continue. If you have completed the section and would like to view, please click the "Eye" icon to the right.' The bottom section is titled 'Verification' and shows a 'Not Started' status with a red circle and a 'Start Now >' button. A red arrow points to the 'Start Now >' button. Instructions for the Verification section are: 'If you have not started this section, please click the "Start Now" button to the right. If you have already started this section, please click the "Pen & Paper" icon to the right to continue. If you have completed the section and would like to view, please click the "Eye" icon to the right.'

10. The Applicant will read through the Verification Page. By Typing in their name and completing the date field, this will act as the applicant’s electronic signature. The Applicant will click “Save.”

The screenshot shows the 'Verification' page. It contains a paragraph of text: 'The Prince George's Arts and Humanities Council is committed to ensuring that all employees, grantees, and program participants receive fair and equal treatment. The Council shall be in full compliance with the principles of equal employment opportunity and in accordance with applicable federal, state and local laws shall not discriminate against individuals because of race, national origin, ancestry, gender, sexual orientation, gender identification, political affiliation, disability, marital status, or artistic philosophy. The Council shall not conduct business or contract with grantees or programmatic partners who are not in accordance with this policy.' Below this is another paragraph: 'The undersigned requests the support of the Prince George's Arts and Humanities Council and verifies the accuracy and completeness of this application and agrees. Additionally, I understand that failure to comply with the above statement will jeopardize any future funding requests.' There are two input fields: 'Name of Applicant or Authorizing Official' with the text 'My Name' and a red box around the placeholder text 'Typing in your name will act as your electronic signature'; and 'Date' with the text '02/02/2018'. At the bottom right, there are two buttons: 'Save Draft' and 'Save', with a red arrow pointing to the 'Save' button.

11. When the Application Form and the Verification Form are marked as “Complete,” the “Submit” button will turn green. The Applicant **MUST** click the green “Submit” button to fully submit their application to PGAHC. If they do not click this button, their application will not be considered.

County Arts Application

County Arts Application Complete Eye Edit

Please click the "Pen & Paper" icon to the right to continue.
If you have completed the section and would like to view, please click the "Eye" icon to the right.

Verification Complete Eye Edit

If you have not started this section, please click the "Start Now" button to the right.
If you have already started this section, please click the "Pen & Paper" icon to the right to continue.
If you have completed the section and would like to view, please click the "Eye" icon to the right.

County Arts Application Submission Submit

12. After the Applicant has click “Submit” the applicant will **NO LONGER** have edit access to their application. They do have View-Only access so they can still see the information that they have included. If an applicant needs to edit their application, they will have to reach out to PGAHC. The administrator will open up their application at which point the applicant can log back in and re-submit.

County Arts Application

County Arts Application Eye Edit

Please click the "Pen & Paper" icon to the right to continue.
If you have completed the section and would like to view, please click the "Eye" icon to the right.

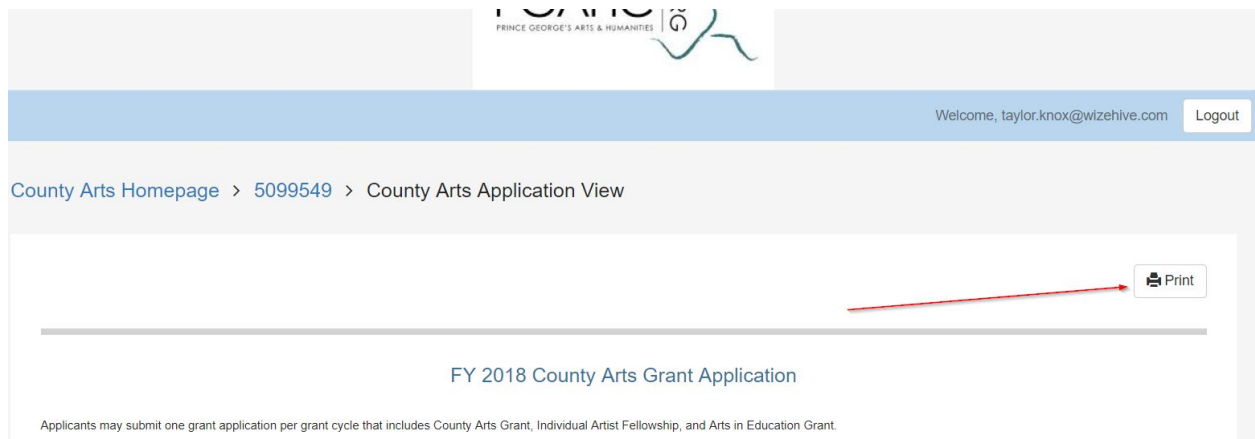
Verification Eye Edit

If you have not started this section, please click the "Start Now" button to the right.
If you have already started this section, please click the "Pen & Paper" icon to the right to continue.
If you have completed the section and would like to view, please click the "Eye" icon to the right.

County Arts Application Submission

Thank you for submitting your application. Your application is now in the process of being reviewed.

13. If an applicant clicks the “Eye” icon to view their application, the applicant does have the option to print out their application for their records by clicking the “Print” button in the upper right corner.



If the applicant has any questions during the application process, they can reach out to the administrator at PGAHC.