

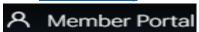
How to Apply for the Wise Steward Initiative – User instructions

NOTE: As a "user" you must have an account with the In Trust Center – this can be done through the In Trust Center website by clicking Member Portal to log in. Instructions are below on how to log in to an existing account, reset your password, or create a new account.

Should you have any questions – please contact Theresa Griffith at resources@intrust.org.

Wise Steward Initiative Application:

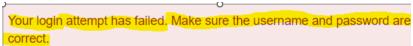
1. Go to www.intrust.org > Click on the Member Portal (top right-hand corner)



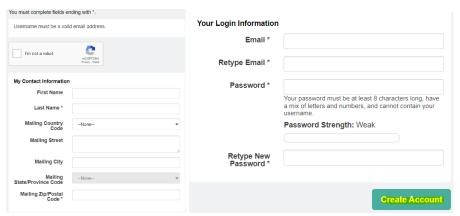
If you have an account: enter your Email address > Enter your Password > Select Log In
 Welcome



a. You will see this message if your account does not exist – then go to the next step.

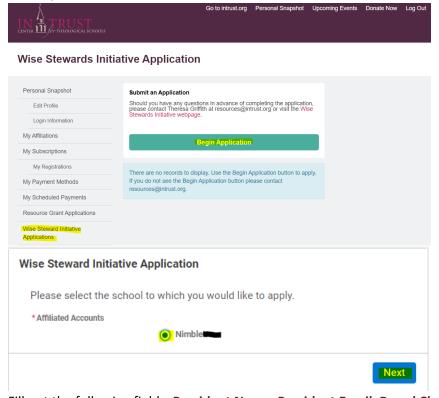


- 3. If you are not sure if you have an account, please use the **Forgot your password?** link option to check.
 - a. Enter your email address > select Reset Your Password
 - i. If you have an account, you will receive a password reset email. The email is sent quickly, so **please check your spam folder** if you have not received it. If you still have not received the email, then go to the next step (b.).
 - b. Use the **Don't have an account link?** to create a new account.
 - c. On the form, please fill out My Contact Information > Your Login Information > Select Create Account.

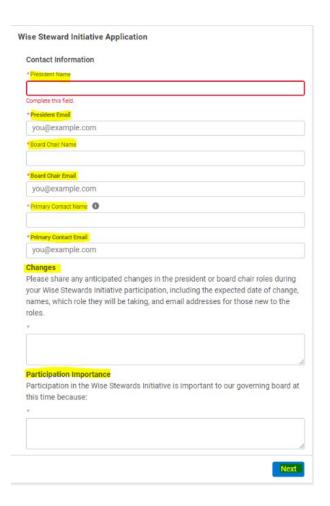


Once you have successfully logged in – you will follow the steps below to access and complete your grant application:

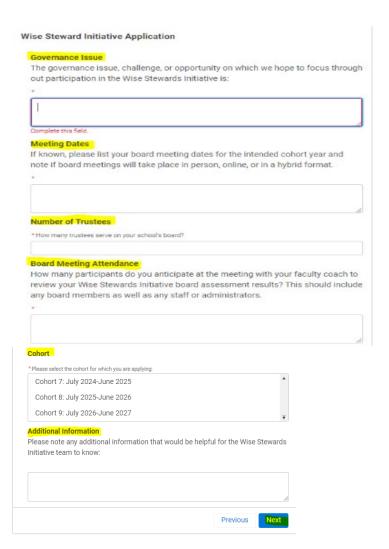
 Click Wise Steward Initiative Applications > Select Begin Application > Select your School / Primary Affiliation > Select Next.



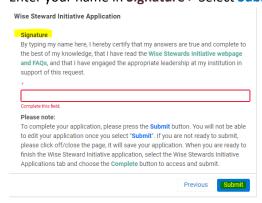
- Fill out the following fields: President Name, President Email, Board Chair Name, Board Chair Email, Primary Contact Name, Primary Contact Email, Changes, Participation Importance > select Next.
 - a. The Primary Contact should be someone who can assist the President/Presiding Officer and Board Chair by committing to receive communications during the cohort year to help support the management of logistics and administration for the President and/or Board Chair for initiative work.



6. Fill out the following fields: Governance Issue, Meeting Dates, Board Meeting Attendance, Cohort (click to select the option), and Additional information > select Next.



7. Enter your name in Signature > Select Submit.



8. Select Finish: You will receive an application confirmation email (please check your spam folder).

