



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)



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

Welcome

Please log in or create an account to continue. Your account name is your email address. If you should encounter a problem or have a question, please contact us at 302-654-7770 or email us at admin@intrust.org.

A screenshot of the login form. It has a "Log In" title, an "Email" field with a magnifying glass icon, a "Password" field with a magnifying glass icon, and a green "Log In" button. Below the button are links for "Forgot your password?" and "Don't have an account?".

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

Your login attempt has failed. Make sure the username and password are correct.

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**.

You must complete fields ending with *.

Username must be a valid email address.

☐ I'm not a robot 

My Contact Information

First Name

Last Name *

Mailing Country Code

Mailing Street

Mailing City

Mailing State/Province Code

Mailing Zip/Postal Code *

Your Login Information

Email *

Retype Email *

Password *

Your password must be at least 8 characters long, have a mix of letters and numbers, and cannot contain your username.

Password Strength: Weak

Retype New Password *

[Create Account](#)

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

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

 [Go to intrust.org](#) [Personal Snapshot](#) [Upcoming Events](#) [Donate Now](#) [Log Out](#)

Wise Stewards Initiative Application

Personal Snapshot

- Edit Profile
- Login Information
- My Affiliations
- My Subscriptions
- My Registrations
- My Payment Methods
- My Scheduled Payments
- Resource Grant Applications
- Wise Steward Initiative Applications**

Submit an Application

Should you have any questions in advance of completing the application, please contact Theresa Griffith at resources@intrust.org or visit the [Wise Stewards Initiative webpage](#).

[Begin Application](#)

There are no records to display. Use the Begin Application button to apply. If you do not see the Begin Application button please contact resources@intrust.org.

Wise Steward Initiative Application

Please select the school to which you would like to apply.

* Affiliated Accounts



[Next](#)

5. 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.

Wise Steward Initiative Application

Contact Information

* **President Name**

Complete this field.

* **President Email**

* **Board Chair Name**

* **Board Chair Email**

* **Primary Contact Name** ⓘ

* **Primary Contact Email**

Changes

Please share any anticipated changes in the president or board chair roles during your Wise Stewards Initiative participation, including the expected date of change, names, which role they will be taking, and email addresses for those new to the roles.

*

Participation Importance

Participation in the Wise Stewards Initiative is important to our governing board at this time because:

*

[Next](#)

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

Wise Steward Initiative Application

Governance Issue
The governance issue, challenge, or opportunity on which we hope to focus through out participation in the Wise Stewards Initiative is:

*

Complete this field.

Meeting Dates
If known, please list your board meeting dates for the intended cohort year and note if board meetings will take place in person, online, or in a hybrid format.

*

Number of Trustees
* How many trustees serve on your school's board?

Board Meeting Attendance
How many participants do you anticipate at the meeting with your faculty coach to review your Wise Stewards Initiative board assessment results? This should include any board members as well as any staff or administrators.

*

Cohort
* Please select the cohort for which you are applying:

Cohort 7: July 2024-June 2025
Cohort 8: July 2025-June 2026
Cohort 9: July 2026-June 2027

Additional Information
Please note any additional information that would be helpful for the Wise Stewards Initiative team to know:

Previous Next

7. Enter your name in **Signature** > Select **Submit**.

Wise Steward Initiative Application

Signature
By typing my name here, I hereby certify that my answers are true and complete to the best of my knowledge, that I have read the [Wise Stewards Initiative webpage and FAQs](#), and that I have engaged the appropriate leadership at my institution in support of this request.

*

Complete this field.

Please note:
To complete your application, please press the **Submit** button. You will not be able to edit your application once you select **"Submit"**. If you are not ready to submit, please click off/close the page, it will save your application. When you are ready to finish the Wise Steward Initiative application, select the Wise Stewards Initiative Applications tab and choose the **Complete** button to access and submit.

Previous Submit

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

Wise Steward Initiative Application

Thank you for submitting your application! We'll review your submission and get back to you soon.

Finish