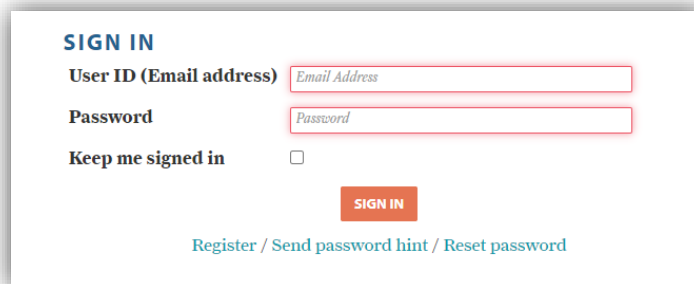


## Teacher Grant Applicant Registration Instructions

1. Go to <https://wsfoundation.spectrumportal.net/#/accounts/register>
2. Click **Register**



**SIGN IN**

User ID (Email address)

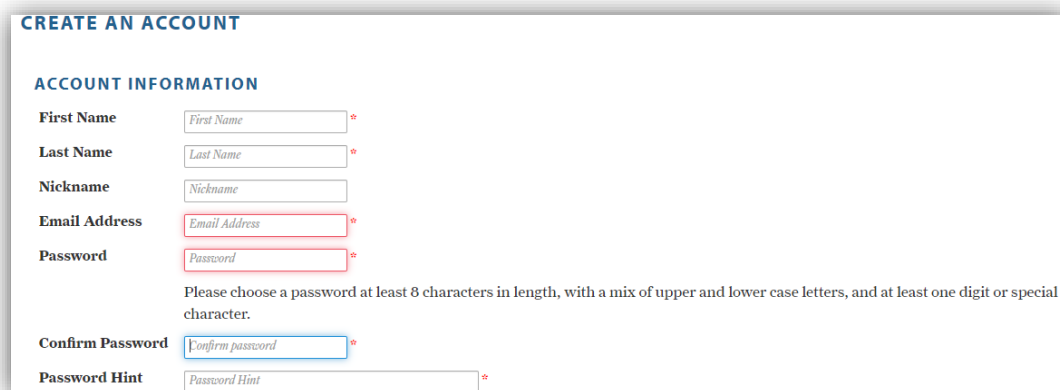
Password

Keep me signed in ☐

**SIGN IN**

[Register](#) / [Send password hint](#) / [Reset password](#)

3. Complete the **Account Information** for your personal login information. Please use your District email address.



**CREATE AN ACCOUNT**

**ACCOUNT INFORMATION**

First Name

Last Name

Nickname

Email Address

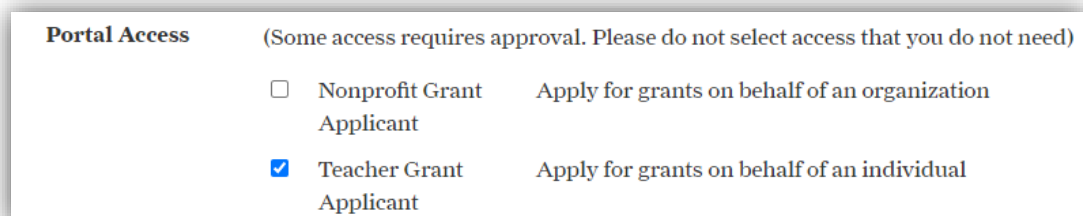
Password

Please choose a password at least 8 characters in length, with a mix of upper and lower case letters, and at least one digit or special character.

Confirm Password

Password Hint

4. For **Portal Access** select **Teacher Grant Applicant**



**Portal Access** (Some access requires approval. Please do not select access that you do not need)

☐ Nonprofit Grant Applicant Apply for grants on behalf of an organization Applicant

☒ Teacher Grant Applicant Apply for grants on behalf of an individual Applicant

5. Complete the contact information field, using your **personal home address**.
6. You are now ready to apply for open teacher grant applications. Please read guidelines for each application to determine if you are eligible. Staff may follow-up regarding your personal information or eligibility within a few business days of your registration or application.

*If you need assistance or have any questions, please contact us at [grants@wsfoundation.org](mailto:grants@wsfoundation.org) or call our office at 336-725-2382.*