



# SCHOOL PARTICIPATION AGREEMENT PROCESS OVERVIEW

**01.** Link to the School Participation Agreement form will be sent to schools and posted on the Empower Illinois website under the "Schools" tab

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**02.** Complete the School Participation Agreement for your school and submit to Empower Illinois

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- You will not receive an immediate submission confirmation

**03.** Within 2-3 business days, an email will be sent to your school to:

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- The person who completed the Empower Illinois Partner Application form (for the donation process), or if your school has not completed that form the email will be sent to:
- The person who is listed as the point of contact for the Illinois State Board of Education

**04.** The email will contain:

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- The URL for the Empower Illinois School Portal
- Your User Name
- Your Temporary Password

**05.** Log In to the Empower Illinois School Portal

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- See your school information
- Once students have begun applying, you will be able to begin seeing students who have selected an interest in applying to your school. Please note (1) that since families may select multiple schools, they will appear in the portal of each school they've selected and (2) until student applications have been submitted with your school listed as one of interest, you will not see any student information in the school portal.

