

## Wisconsin Fast Forward – Online Application Help Sheet

### Additional Help Available:

For Detailed Instructions on the Application Process: Visit [WisconsinFastForward.com](http://WisconsinFastForward.com)

For Technical Difficulty with the Online Application Process:

- If you are experiencing difficulty logging in or saving, getting kicked out of your application, or any other technical issue:
  - Call the DWD Help Desk at 608-266-7252 to be connected to the Online Application Development Team
- If you have questions concerning the application that are not answered by this help sheet or by the detailed instruction sheet:
  - Email or Call Wisconsin Fast Forward Staff
    - Sandra Hiebert [Sandra.Hiebert@dwd.wisconsin.gov](mailto:Sandra.Hiebert@dwd.wisconsin.gov) 608-267-3803
    - Cell: 608-216-8510
    - Carrie Schneider [CarrieA2.Schneider@dwd.wisconsin.gov](mailto:CarrieA2.Schneider@dwd.wisconsin.gov) 608-266-0174

### Critical Application Reminders:

#### *Before Beginning the Application:*

- Access the WisconsinFastForward.com website to print the instructions, the application sample and the text of the GPA.
- Use the information to plan the project with your partners and to gather all the required information prior to completing online application.
- Use a word processing program to write your responses to the narrative questions so that you can cut and paste them into the application. (The application does not offer spelling or grammar checking capabilities, or easy editing options.)
- The application will strictly enforce character limits. When importing from a word processing program, watch character counts and carefully review your import to make sure that it did not get cut off.

#### *Navigating the Site:*

- **CRITICAL: Do not use the backward and forward buttons** on the browser to navigate in the application site. Use the tabs at the top of the application to switch from section to section on the application. Hitting the back button will take you out of the application and you will lose any unsaved information you entered.
- **Open a new browser** and enter [WisconsinFastForward.com](http://WisconsinFastForward.com), if you wish to access the Wisconsin Fast Forward Site to print the instructions, the application sample or the text of the GPA. Attempting to navigate outside of the application while working on the application will result in the loss of any unsaved information you entered.

#### *Adding Information:*

- After entering data on any tab, you will need to save it before proceeding to the next tab or before exiting the application.
- After entering data for any businesses, training providers, other organizations, training program components, or placements you will hit the add button to add the entered

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information to the list on the first tab of the application. You will then need to hit the save button on the first tab in order to save the addition(s) to the application database

- When you hit the add button to enter data for businesses, training providers, other organizations, training program components, or placements you may see a list of red exclamation points. These indicate required fields that will have to be entered before you can add the information.

### ***Saving:***

- **SAVE OFTEN! Nothing entered on the application is saved until you hit a save button.**
- You must hit the save button on each tab every time you add or change information in order to capture that information into your application.
- You must hit the save button on the first tab after adding partner organizations, training components or placement information in order to capture that information into your application.
- When you save, you may see a list of red exclamation points. These indicate required fields that will have to be added before you can save the information.

### ***Before Submitting:***

- **DO NOT SUBMIT UNTIL YOUR APPLICATION IS FINAL.**
- **PRINT AND REVIEW APPLICATION BEFORE SUBMITTING IT.**

### ***Submitting:***

- **ONLY SUBMIT ONCE!**
- Do not hit submit until your application is final. Once submitted you will be unable make changes to the application.
- When you submit the application:
  - The program will check that you have filled out all the required fields.
  - The program will check that for obvious issues (like two organizations checked as the applicant).
  - If there are any issues you will see a list of red exclamation points. These indicate required fields that will have to be entered and saved or problems that have to be fixed before you can submit the application.
  - The program will not submit the application until all required fields are entered and all issues are resolved. You may want to allow additional time to make corrections when planning your final submission time.
- If all fields are entered and there are no issues, the application will be submitted. When the application is successfully submitted, you will be redirected to your "My Grants" page and see that the status of your grant has changed to submitted.

### ***Deadline:***

Please plan according to the following:

- The application will stop accepting submittals at 11:59 p.m. on the deadline day.
- The DWD offices close at 4:30 p.m. on the deadline day and technical assistance with submission will be unavailable after that time.