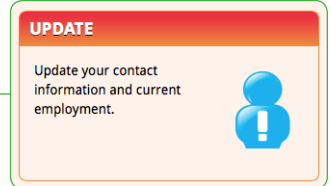


Steps to Renew Great START Online

Follow the steps below to complete the process. Keep in mind you are still required to mail in documentation, however this process saves you from having to write out the information that we already have.

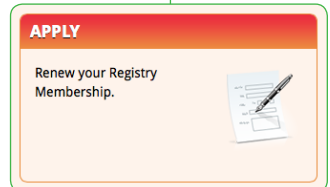
1. Log in to your Registry Dashboard at <https://registry.ilgateways.com/> and choose the My Registry portal by clicking on **MY REGISTRY** in the red bar.
2. Choose the Update section by clicking on **UPDATE** in the red bar. Start at Step 1 and confirm or revise your contact information, then press the red **save** button at the bottom of the page.
3. Next, choose the employment tab and continue with Step 2 to confirm or revise your current employment. A box will pop and ask if you're still working at a certain location.
 - If you choose ok, that information will fill into the form. You can then review the prefilled information and change what needs updating and press the red **save** button.
 - If the answer is no, choose cancel and it will clear the form and give you the chance to submit new current employment. You will search for your employer and include start date, etc. Complete all information and submit it by pressing the red **save** button.



4. It will let you know your current information was updated and now you can start your Great START renewal. Find the line that says You are here: click **My Registry** in that line.

You are here: **Registry > Dashboard > My Registry > Update**

5. Choose the Apply section by clicking on **APPLY** in the red bar.
6. You will see three tabs Registry Membership, Great START and Gateways Scholarship Program, choose the **Great START** tab.
7. If your application is available for renewal, based on your renewal deadline, you will see a **Renew Application** button below the Application History section. Click the **Renew Application** button to begin.



8. Step 1 and Step 2 you already completed by updating your contact information, simply confirm the changes you just made above and continue to the next step.

Apply for Programs

Registry Membership Great Start Gateways Scholarship Program

9. Step 3 you are required to choose the Great START level and option and answer two additional questions. Check the box to verify your information and then choose **submit application**.
10. Your screen will show a Message that your application was saved. Above the Done button on this screen is where you must print the Online Application Packet. Make sure to click on **"Print Online Application packet"**. This will open the PDF that you need to print.
11. Lastly, mail the Great START Online Application Packet form with all required documentation to **INCCRRA** at **1226 Towanda Ave Bloomington, IL 61701**. The Great Start Online Application Packet form must be received in our office within 30 days of submitting your online application.

You can monitor your application as it moves through the approval process online, find out if your application is pending missing documents, pending awaiting counselor review, or eligible.