ISSAC Company Application Procedures

Welcome to WEDnetPA’s Information Sharing Administration & Analysis Center (ISAAC)

The purpose of this document is to assist with the application process in ISAAC during FY 2015-2016.

Submitting a New Inquiry PRIOR to July 1, 2015

When submitting an inquiry for FY 2015-2016 PRIOR to July 1, 2015, make sure to select 2015-2016 from the Fiscal Year drop down menu. After July 1, the default year will be 2015-2016. If your company is NOT eligible for funding during FY 2015-2016, the new inquiry box will be missing and the Eligibility box will state that your company is ineligible.

Submit a New Inquiry

- To submit a new inquiry, click on
- New Inquiry box will appear
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- Select the Fiscal Year for which you are applying for funds
- Funding Type:
  - Default selection is “WEDnetPA”
  - Select “Governor’s Action Team (GAT)” only if your company has a current GAT offer letter
- Check the appropriate boxes for your training needs (Essential Skills or Advanced Technology)
- Select your WEDnetPA Partner
- Select your company’s Point of Contact (POC) and your company’s Executive Contact (this information should already be entered through User Management)
- Submit Inquiry

Inquiry email verification

Company POC will receive an email that a new inquiry has been submitted and awaits processing

Casey Baldwindk!

Thank you for your inquiry regarding Guaranteed Free Training on behalf of Casey’s Cookies. Please allow time for the inquiry form to be processed. If you do not receive a response within 5-7 business days, please contact me directly.

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Application – Three Step Process

Once an inquiry has been approved by the WEDnetPA Partner, the header will change from “Inquiry” to “Application”

A complete application is comprised of 3 steps:

Step 1: Memorandum of Agreement
Step 2: Training Plan
Step 3: Application

Step 1: Memorandum of Agreement

- Read the entire MOA
- Electronic Signature - Checking the box that states the Company accepts the terms of the MOA and agrees to provide valid social security numbers and job titles for all participating employees will activate the ACCEPT button. Selecting ACCEPT submits an electronic acceptance of the agreement
- Signature page – If the POC is not authorized to sign the MOA, a hard copy can be downloaded, printed and signed, then uploaded into ISAAC

Step 2: Training Plan

Select Step 2: Edit Training Plan – Training plan will appear
Select Add Event
Add Training Event

- Event Name should match training name listed on vendor invoice
- Training Description should be at least 2 sentences and adequately describe the topics covered in the training event
- Select a Training Category from the drop down menu
- Training plans can be adjusted at any time throughout the year
- If the same training event occurs multiple times throughout the year, only list the training event ONCE on the Training Plan
- Select a Training Provider from the drop down menu

Completed Training Plan

Once the WEDnetPA Partner has reviewed and approved training event, Status will change from ⚠️ to ✅.
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Step 3: Confirm Application Info

To submit application, select “Confirm Application Info”

- Data from the company contact information and the training plan will automatically populate in the Confirm Application Info window:
  - The amount listed in “Amount Requested” is the same as the total amount listed on the Training Plan under Max. Reimb. Amt.
  - You can request LESS funds, but you cannot request more than what is eligible on your training plan.

- In the Confirm Application Info screen, verify that all information is correct.

- Select Submit Application

Application verification email

Thank you for your interest in the WEDnetPA Guaranteed Free Training program! I’ve reviewed your WED-AT inquiry and would like to start your application process. In order for your application to be completed for consideration, you must submit the following documents:

1. Statement of Eligibility Memorandum of Agreement
2. Training Plan
3. Confirmation of Application Information

To submit these documents please visit https://isaac.wednetpa.com/ and log in.

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Once a contract is awarded, you will receive an email instructing you to login it ISAAC and ACCEPT the contract. Notice that “Application” has now turned to “Contract”.
Once the contract has been approved and accepted, the contract screen will change and list the following options:

1. View and print the MOA
2. View and print the contract
3. View the 2015-2016 Program Guidelines