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 gold box.

MY REGISTRY

2. Choose the Update section by clicking on *UPDATE* in the gold box. Start by confirming or revising your contact information, then press the red *save* button at the bottom of the page.

3. Next, find the line that says "You are here:" and click *My Registry* in that line. Like above, select the *UPDATE* box, then choose the employment tab and continue to confirm or revise your current employment. A box will pop and ask if you're still working at a certain location.

UPDATE

You are here: Home | Dashboard | My Registry | Update

- 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 again that says "You are here:" and click *My Registry* in that line.

APPLY

5. Choose the Apply section by clicking on *APPLY* in the gold box.

6. You will see four boxes; Gateways Membership, Great START, Gateways Scholarship and Gateways Credentials, choose the *GREAT START* box.

GREAT START

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.

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.

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