

Navigating the NASWA Learning System

Grants Management SMART Training

Welcome to the National Association of State Workforce Agencies (NASWA) Learning! This roadmap will help you access NASWA.org and the NASWA Learning System for the Grants Management Training curriculum. This training is brought to you in partnership with the U.S. Department of Labor (USDOL).

Accessing the NASWA.org and the NASWA Learning System

To access training, you will need to complete a two (2) step process.

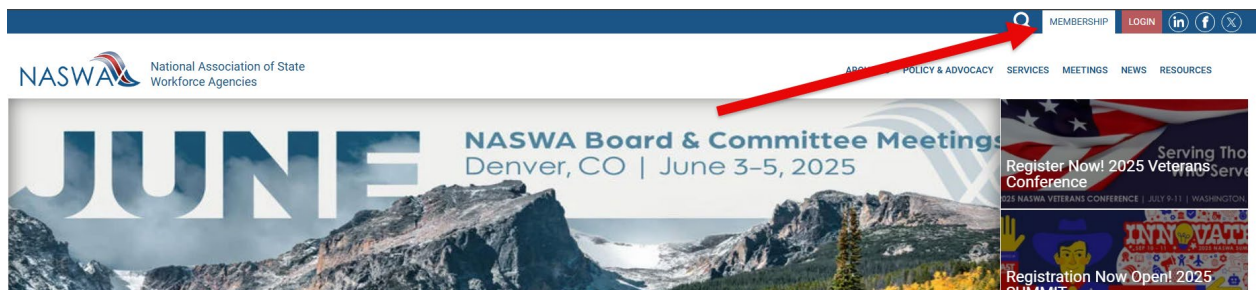
STEP #1: Create a NASWA Account

You will need to create a NASWA Government Partner account.

NOTE: If you already have a Government Partner or Member account, log in to www.naswa.org and skip to the NASWA Learning System.

If you have not previously taken NASWA-provided training, you will need to create your NASWA Learning account by following the steps below.

1. Go to the **NASWA Website**. www.naswa.org
2. Click the red **MEMBERSHIP** tab at the top of the screen.



3. Click "**Register**" under the NASWA Government Partner option.

NASWA Membership

NASWA members, government partners and affiliates have access to:

- Exclusive NASWA publications:
 - Newsletter - flagship publication that covers activities within NASWA, Congress, the Executive Branch and the States related to the workforce system.
 - NewsWire - The NewsWire a weekly publication that highlights links to national and state workforce news.
- Reports, Resources Database – search for NASWA reports and workforce system resources.
- Inclusion on NASWA communications regarding association news, such as announcements, news alerts and news releases.
- Access to the NASWA Job Board with ability to include your job postings.
- Educational and collaborative opportunities through access to upcoming NASWA meetings and conference.

NASWA members:

If you need information on a committee, workgroup, conference or anything else regarding your Association, please contact NASWA@naswa.org.



NASWA State Member

FREE to all state workforce agency staff.

Note: NASWA State Member accounts require a work email address.

Register



NASWA Government Partner

FREE to U.S. Department of Labor employees, other selected Federal Agency employees, Congressional staff, and Workforce Innovation and Opportunity Act (WIOA) state agency partner employees. Note: NASWA Government Partner accounts require a work email address.

Register

4. Use the drop down menu in the "Requested Account Type" field and select **"Other"** instead of the default option.



National Association of State
Workforce Agencies

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NASWA Account Registration

Visit our [Membership](#) page to learn more about the benefits of NASWA Membership.

Requested Account Type

Other

5. Complete the required fields on the form and click the **"Create new account"** button. You are now ready to register with NASWA Learning.

STEP #2: Create a NASWA Learning Account

1. Navigate to <https://www.naswa.org/learning>.
2. Click the box titled **"NASWA Learning."**
3. Once on the NASWA Learning page, click the **"Access My Learning"** button.



Access My Learning

Your Learning dashboard. Login, view learning paths and courses, create and access your personal course schedule, and more.

4. Then, select **"Create New Account"** and follow the instructions to set up your account. Please note that this account will be separate from the NASWA Government Partner or Member account you

created previously.

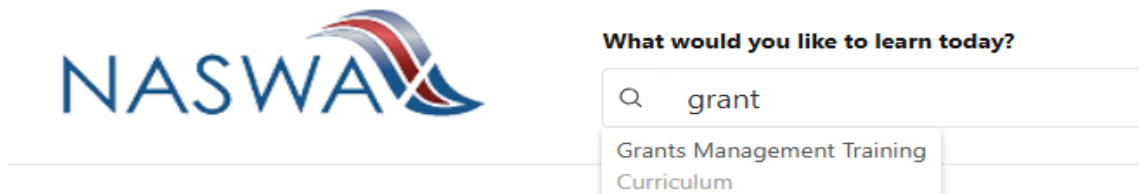
NOTE: If you have previously taken training through NASWA, you will bypass this account creation screen and be directed to your Learning homepage when you click "Access My Learning".

New NASWA and NASWA Learning accounts have an approval process by which administrators check the validity of accounts and provide the appropriate level of access for each user. **Accounts are typically approved within 1 business day.** If you're using a personal email for NASWA Learning, we'll contact you to confirm your request for access to the Grants Management SMART Training curriculum.

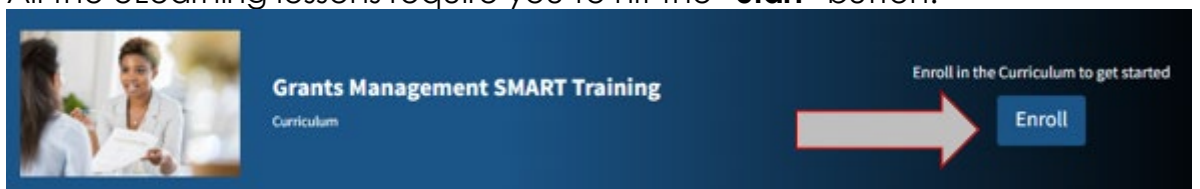
Congratulations! By following the steps above, you have successfully established your account and access to the training available through the NASWA Learning system.

Find and Access the Grants Management SMART Training

1. Once you are logged into your NASWA Learning homepage, type "**GRANT**" in the "**Search Catalog**" bar, then select the "**Grants Management Training Curriculum**" link.



2. Click on the "Enroll" button for the curriculum.
3. Then click the Grants Management SMART Training curriculum link and enroll in the SMART Training.
4. All the eLearning lessons require you to hit the "**Start**" button.





Grants Management SMART Training

Curriculum

0%

Complete 29 required item(s)

3 optional item(s) available

[View Content](#)

[Cancel Enrollment](#)

Overview **Content** History

[Save](#) [Assign](#)

> Curriculum Map	Optional	0 / 1
> Module: Overview ★ Required	Complete all in order	0 / 3
> Module: Monitoring ★ Required	Complete 4 in any order	0 / 4
> Module: Accountability ★ Required	Complete 7 in any order	0 / 7
> Module: Risk Management ★ Required	Complete 10 in any order	0 / 10
> Module: Transparency ★ Required	Complete 5 in any order	0 / 5
> Resource Documents	Optional	0 / 2

Need More Help? Contact our helpdesk at learning@naswa.org.