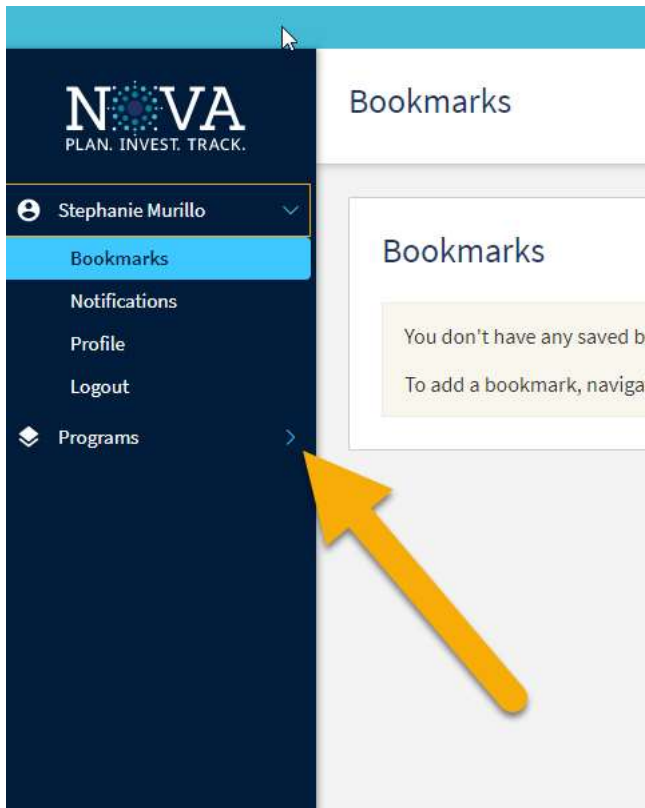


# Adding a contact to a K12 SWP Certified Plan

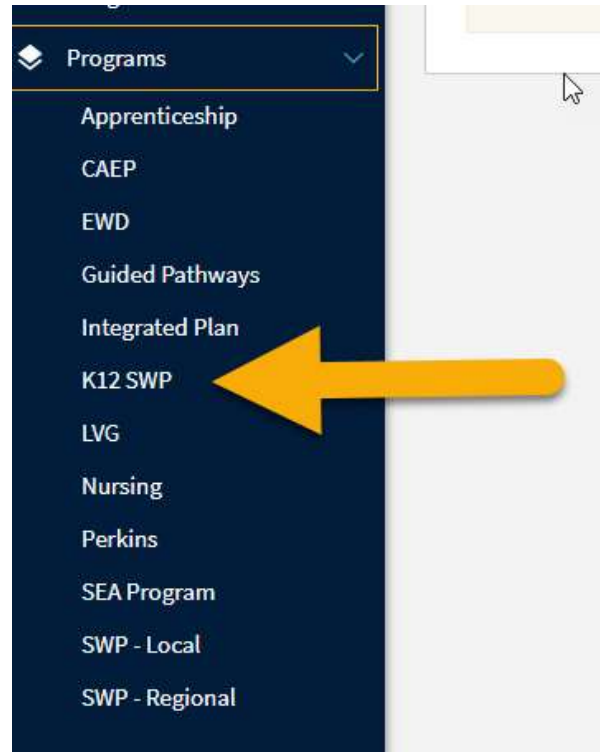
Updated January 2021

- In order to add data, complete reporting, or make changes in NOVA, a person must be listed as a contact of the Lead Agency for that project/grant.
- First, ensure the new contact has a NOVA account
- Remember that the person needs to be listed as a contact for EACH project individually. Adding them to one project, does not mean they have access to any other projects.

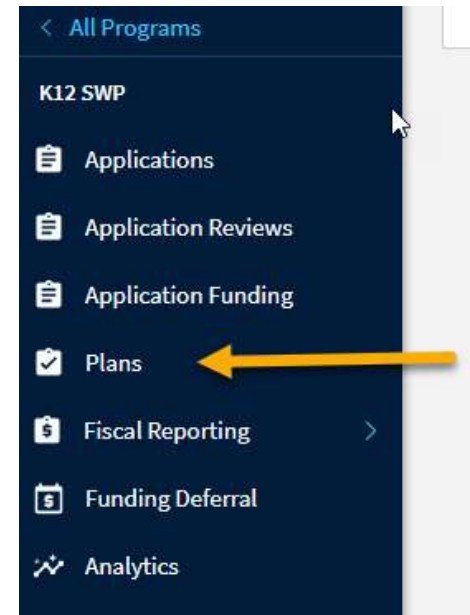
# 1. Select "Programs"



# 2. Select "K12 SWP"



# 3. Select "Plans"



4. Enter the name of your region
5. Select the correct Allocation Year – For Round 1, select 2018-19. For Round 2, select 2019-20. For Round 3, select 2020-21
6. Select the appropriate Plan, by name, from the list

**NVA**  
PLAN. WEST. TRACK.

Stephanie Murillo

< All Programs

K12 SWP

- Applications
- Application Reviews
- Application Funding
- Plans**
- Fiscal Reporting
- Funding Deferral
- Analytics

K12 Strong Workforce Program  
Plans

Filter Plans

Pathway Improvement

Region / Lead LEA

Allocation Year

Status

Region: Inland Empire/Desert

2018-19

Select Status

Save Filter Settings Clear Filters

Plans List

Pathway Improvement	Lead LEA	Allocation Year	Status	Actions
<a href="#">IEDRC 19-01 High Desert Automotive Pathways Improvements - MDCP</a>	Apple Valley Unified	2018-19	Certified	None
<a href="#">IEDRC 19-02 High Desert Cosmetology &amp; Barbering - MDCP</a>	Apple Valley Unified	2018-19	Certified	None
<a href="#">IEDRC 19-03 High Desert Medical Pathways Improvements - MDCP</a>	Apple Valley Unified	2018-19	Certified	None
<a href="#">IEDRC 19-04 High Desert Region-Wide High Quality CTE Improvements - MDCP</a>	Apple Valley Unified	2018-19	Certified	None
<a href="#">IEDRC 19-05 Pathway Improvement &amp; Expansion Aligned With Chaffey College</a>	Baldy View ROP	2018-19	Certified	None
<a href="#">IEDRC 19-06 Engineering and Manufacturing</a>	Beaumont Unified	2018-19	Certified	None
<a href="#">IEDRC 19-07 Graphic Production Technologies</a>	Beaumont Unified	2018-19	Certified	None



Share

Uncertify

Close Plan

Fiscal Reporting

Application History

Workflow

Contacts  
Completed

Preview &  
Submit

## Preview & Submit

### Pathway Improvement Summary

#### Summary

Pathway Improvement  
IEDRC 19-01 High

Region within which  
Inland Empire/De

Pathway Improvement  
Expand automotive  
increasing equipment  
Mountain Desert C

#### Assurances

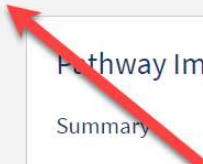
Read the legislative  
Yes

Aligns with LCAP  
Yes

light diesel vehicle/equipment access, certification access, industry-specific professional development, and diagnostic equipment, and repair equipment. This project involves AVUSD, BUSD, HUSD, SVUSD, WUHSD, and San Valley College, and multiple regional industry partners.

### Lead Agency

7. In the Workflow,  
select Contacts



Stephanie Murillo

All Programs

K12 SWP

Applications

Application Reviews

Application Funding

Plans

Fiscal Reporting

Funding Deferral

Analytics

Institutions

Help



**Workflow**

- **Contacts**  
Completed

- **Preview & Submit**

# Contacts

## Contact Information Form

### Required Contacts

- ✔ **Project Lead Contact** (minimum 1 contact required) \*
- ✔ **Project Contributor & Reporter: Barstow College** (minimum 1 contact required) \*
- ✔ **Project Contributor & Reporter: Victor Valley College** (minimum 1 contact required) \*
- ✔ **Project Contributor & Reporter: Barstow Unified** (minimum 1 contact required) \*
- ✔ **Project Contributor & Reporter: Victor Valley Union High** (minimum 1 contact required) \*
- ✔ **Project Contributor & Reporter: Silver Valley Unified** (minimum 1 contact required) \*
- ✔ **Project Contributor & Reporter: Hesperia Unified** (minimum 1 contact required) \*

### Optional Contacts

- Institution Project Fiscal Reporter: Apple Valley Unified
- Institution Project Fiscal Reporter: Barstow College
- Institution Project Fiscal Reporter: Victor Valley College
- Institution Project Fiscal Reporter: Barstow Unified
- Institution Project Fiscal Reporter: Victor Valley Union High
- Institution Project Fiscal Reporter: Silver Valley Unified
- Institution Project Fiscal Reporter: Hesperia Unified
- Collaborative Partner Contact: Mountain Desert Career Pathways JPA
- Collaborative Partner Contact: Victorville Motors
- Collaborative Partner Contact: General Atomics
- Collaborative Partner Contact: ComAv
- Collaborative Partner Contact: First District Supervisor Robert Lovingood

This page shows all the contacts currently listed for this project, first (at the top), by institution and type.

**SCROLL DOWN TO SEE THE FULL LIST OF CONTACTS WITH DETAILS**





8. Scroll to the bottom of the list of contacts and click on "Add Contact"

- Workflow
- Contacts  
Completed
- Preview & Submit

Collaborative Partner Contact: Mountain Desert Career Pathways JPA  
Collaborative Partner Contact: Victorville Motors  
Collaborative Partner Contact: General Atomics  
Collaborative Partner Contact: ComAv  
Collaborative Partner Contact: First District Supervisor Robert Lovingood

Name	Responsibility	Institution	Email Address	Phone Number	Actions
Matt [redacted]	Project Lead Contact	n/a	[redacted]@mdcareerpathways.com	(760) [redacted] ext: 20811	✕
Patrick [redacted]	Project Lead Contact	n/a	[redacted]@avusd.org	(760) [redacted] ext: 20502	✕
Tim [redacted]	Project Contributor & Reporter	Victor Valley College	[redacted]@vvc.edu	(661) [redacted]	✕
Sandi [redacted]	Project Contributor & Reporter	Barstow College	[redacted]@barstow.edu	(760) [redacted] ext: 7283	✕
Carrie [redacted]	Project Contributor & Reporter	Barstow Unified	[redacted]@busdk12.com		✕
Dr. [redacted]	Project Contributor & Reporter	Victor Valley Union High	[redacted]@vvhhsd.org	(760) [redacted]	✕
Frank [redacted]	Project Contributor & Reporter	Barstow Unified	[redacted]@busdk12.com	(909) [redacted]	✕
McKenzie [redacted]	Project Contributor & Reporter	Hesperia Unified	[redacted]@hesperiausd.org	(760) [redacted]	✕

+ Add Contact

Next



9. Select the role of the person being added to the project.

If you are adding for the purpose of Fiscal Reporting on behalf of the Lead LEA, add the contact as “Project Lead Contact”.

Project Lead Contacts can enter, edit, and submit fiscal reports for all partners.

Then, click “Next”

**Project Lead Contacts can:**

- Enter, edit, and submit fiscal reporting for all partners
- Uncertify and change any parts of the project plan, including submitting

**Institution Project Fiscal Reporters can:**

- Enter, edit, and submit *only the assigned* institution’s fiscal report

**Project Contributor & Reporters can:**

- Enter, edit, and submit *only the assigned* institution’s fiscal report
- Edit the project plan

**Collaborative Partner Contacts can:**

- View the project


10. Enter the new contact's email or name in the User box. If they already have a NOVA account, their name should pop up as you type

Automotive Pathways Improvements - MDCP

### Add Role to User(s)

Can't find the user you're looking for? [Invite them here](#)

User(s) \*


Expires

Never

On Date

Permissions

- **fiscal-report:** edit | submit
- **project:** edit | submit
- **survey:** edit | submit



11. Click on "Add Role"



---



*It's that easy!*

*You have now added a new contact to your project. Don't forget to check your other projects.*

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