Niagara Falls Conference Request App *User Guide*

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How do I submit a conference request?



Select whether	or not you're entering on behalf of someone else				
	Are you entering this on behalf of another person?				
If you are submitting the conference request for yourself, click "OK." If you are submitting the conference request on behalf of someone else, click the toggle to "yes" and type in your name.					

\bigcirc	Deidre, select the '+' to get started!
Create a New Travel Conference Request	
Clic	< the plus sign to begin your request.

First, you will fill out Basic Information (conference title, your working location, conference dates).

Please provide the basic details of the conference						
Create a New Travel Conference Request	Basic Information	Costs	Attachments			
	Conference Title:					
1	Your Conference Title	🦊				
	Building/Location/Department:					
	Cataract Elementary School \sim					
2	Conference Start Date: Conferen	ce End Date:				
	6/13/2024 📅 6/13/202	24 📅 Total number of days: 1 l	Day			
3						
3		foronoo start and on	d data aliak			
Cancel Form	on th	e blue calendar butto	\rightarrow			
Cancerronn			· ·			



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Basic Information	Costs		Attachment	S
nference Title:				
our Conference Title				
uilding/Location/Department:				
ataract Elementary School 🛛 🗸 🗸	AManella@nfschools.net			
onference Start Date: Conferer	ice End Date:			
/28/2024 🕅 7/2/202	4 🔟 Total num	າber of days: 5 Da	iys	
			aplated this	
	section c	lick on th	npiered mis	(_
	3001011, 0			
	Basic Information Iference Title: ur Conference Title ilding/Location/Department: itaract Elementary School nference Start Date: '28/2024	Basic Information Costs Iference Title:	Basic Information Costs Iference Title:	Basic Information Costs Attachment Iference Title:

Next, you will fill out cost information (funding sources, substitute funding sources if needed and all conference fees). It will automatically calculate the total for you.

Please provide the associated costs.						
Create a New Travel Conference Request	Basic Information	Costs	Attachments			
1	Funding Source(s): Is a subs Add/Edit Funding Source(s) No funding codes added!	titute required?				
	Conference Fees:Meal Costs:Lo0.000.000	odging Costs: Transportation Costs: M 00 0.00	/isc. Costs:			
2	Estimated Total:					
3	To add f the b "Add/E	unding sources, click o lue button that says, Edit Funding Source(s)"	n			
Cancel Form	\leftarrow		\rightarrow			







\bigcirc		Please	provic	de the as	ssocia	ated costs	5.		
Create a New Travel Conference Request		Basic Information			Cos	ts		Attachments	
1	Funding : Add/Edit Sourc	Source(s): I Funding cc(s) 1 funding code(s) have been added	s a substitu Yes	ute required?	Sub	ostitue funding so Add/Edit Substitute Funding Code(s)	urce: 1 funding code(s) have been added	_	
	Conferen	nce Fees: Meal Costs:	Lodgi	ing Costs:	Transpo 50	ortation Costs:	Misc. Costs:		
2	Estimate	ed Total: \$940.00				Misc. Costs Expl Explain what mi only appear IF y	anation: sc. costs are for ir ou enter a misc. c	n this space. This tex cost above.	t box will
Cancel Form	\leftarrow	Type in yo	Jr COr E	nferenc estimate	e fee ed to	es next. It tal for yo	will gene u.	erate an	$\left(\rightarrow\right)$
		The "Misc. Costs Explanation" will only appear if you input a Misc. Cost. If you have no misc. costs, leave this blank. Click the arrow to continue.							

Next, you will add any attachments if it applies to you (copy of per diem information, PDF of MapQuest Information, Copy of your conference notice).

\bigcirc		Please u	pload	the required documents.		
Create a New Travel Conference Request		Basic Information		Costs	Attachments	
	Please up applicable	load the following (if e):	Attachn	nents		
1	 Copy of per diem information PDF of Mapquest Information Copy of your conference notice 		Copy of per diem information There is nothing attached.			
			No file chosen			
2						
2		Click "Atto	ach fil	e." Attach as many files	as needed from	
				your device.		
3				Review		
				One or more required fields does not conta information. Please double check your forr	ain n'	
Cancel Form	\leftarrow					

Please upload the required documents.						
Create a New Travel Conference Request	Basic Information	Costs	Attachments			
1	 Please upload the following (if applicable): Copy of per diem information PDF of Mapquest Information Copy of your conference notice 	Attachments ConferenceNotice.pdf	×			
2	Make sure	your file is saved under a no what the file is.	ame that identifies			
3		Review				
Cancel Form	\leftarrow					







Review your conference request information. If you need to make any changes, click the back arrow. If you are ready to submit, click the "Submit Request" button. There is a "Print" button if you would like a copy for your files.

After submitting, you can view your request (explained in the next section).

Note: Your attachments will not appear on this review screen.

What happens after I submit my conference request?

Your request will follow this flow (4 total approvals needed):

- 1. Initial Approval (based on your working location)
- 2. Human Resources Approval
- 3. Budget Approval
- 4. School Business Official Approval

How do I view my conference requests?



Select a conference request to view details

Testing Change codes from 5/14/2024 to 5/14/2024 Test with under hood 5/15/2024 to 5/15/2024 ISTE 5/23/2024 to 5/24/2024
5/14/2024 to 5/14/2024 Test with under hood 5/15/2024 to 5/15/2024 ISTE 5/23/2024 to 5/24/2024
Test with under hood > 5/15/2024 to 5/15/2024 > ISTE > 5/23/2024 to 5/24/2024 >
5/15/2024 to 5/15/2024
ISTE 5/23/2024 to 5/24/2024
5/23/2024 to 5/24/2024

All of your conference requests (completed and new) will appear in this list. Click on the arrow next to the conference to view.

Select a conference request to view details Select a conference to view Costs Attachments Testing Change codes from 5/14/2024 to 5/14/2024 If your conference is approved or Conference Title: Test with under hood denied, you will see this indicated Testing Change codes from Admin 5/15/2024 to 5/15/2024 under "Approval Status." There is a ISTE **Building/Location:** "Conference Status" drop down 5/23/2024 to 5/24/2024 Assessment where you mark if you cancelled or completed the conference. **Conference Start Date:** Conferer 5/14/2024 5/14/2024 Total number of days: 1 Day Completed Cancelled **Approval Status: Cancel Request** You can view all your conference information here. Click the back arrow or "Cancel Edit" to close this screen. If you need to cancel your request for any reason, click the "Cancel Request" button.

Select a conference request to view details

Select a conference to view Testing Change codes from	Basic Information	Costs	Attachments
5/14/2024 to 5/14/2024	Please Unload the following:	tachments	
Test with under hood	Copy of per diem informatin		
5/15/2024 to 5/15/2024	• PDH fit out cancelle	d vour conference (or l
ISTE	undated the	"Conference Status	
5/23/2024 to 5/24/2024	click the "Subr	vit Changes" butten	
Cancel Edit	the final attack also the optic your rec	ments screen. There on to print/download juest if needed.	is
	\leftarrow	Submit Cha	anges Print/Download

How will I be notified when my conference is approved/denied?

You will receive and email and a Teams Notification with this subject line: **Conference Request: Fully Approved** when your conference has been *fully* approved and directions for your next steps.

If your conference request has been denied at any point in the process, you will receive an email with the subject line: **Conference Request Rejected** along with a comment explaining why it has been denied.

Note: As your conference request worked its way through the approvers, you will receive notifications. Your conference is not fully approved until you receive an email with the subject line: **Conference Request: Fully Approved.**