

## Instruction to Change Course Prices

Below are step-by-step instructions on how to change the prices of courses to be in compliance with the new \$1,300, \$2,200 and \$3,800 price caps for Individual Training Grant (ITG) vouchers. Changes must be made by February 15, 2009 to ensure courses continue to be able to receive ITG vouchers.

1. Log into the Eligible Training Provider List at [www.labor.state.ny.us/etp](http://www.labor.state.ny.us/etp) using your username and password. If you do not have your school's username and password to log into the ETPL, please send a request via the Contact Us form found in the Help tab of the Training Guide at [www.nyc.gov/trainingguide](http://www.nyc.gov/trainingguide).

The screenshot shows the homepage of the New York State Workforce Eligible Training Provider List. The page title is "NEW YORK STATE WORKFORCE ELIGIBLE TRAINING PROVIDER LIST". There are links for "LWIBS ENTER HERE" and "PROVIDERS ENTER HERE". A navigation bar includes "WELCOME" and "Main | Search |". A "SITE NAVIGATION" menu on the left lists categories like SEARCH, ANNOUNCEMENTS, INFORMATION, CONTACT, and HELP. The main content area is titled "PROVIDERS LOGIN" and contains a "NEW PROVIDERS" section with a "Create A New Provider Record" link and a "PROVIDERS LOGIN" section with a login form. The login form has fields for "USERNAME" (containing "writeworldtd") and "PASSWORD" (masked with dots), and a "Login To System" button. Below the form is a link for "Forgot your username or password?". At the bottom, there is a footer with "Main | Search | Help | Contact Us" and the "Workforce New York" logo.

2. After logging in, you will be taken to the Provider Management Main page.
3. From the Provider Management page, select the "Offering Management" option.
4. Then select "Offering Records," followed by "Edit Approved Offering Record."
5. Select the course you would like to edit from those listed under "Offering Title" and click "Edit."
6. Scroll down to "Offering Cost" and select "Click to Change Offering Cost" highlighted in blue.
7. Enter new price amount and be sure to reference the list given to you by SBS titled New ITG Tiered Pricing to ensure the amount falls below the new allocated price cap.
8. After entering the amount, select "Request Changes."
9. Your request will be then be submitted for approval- general turnaround of requests is within 48 hours.

If you have questions or concerns, please direct them using the Contact Us form found in the Help section of the Training Guide at [www.nyc.gov/trainingguide](http://www.nyc.gov/trainingguide).