

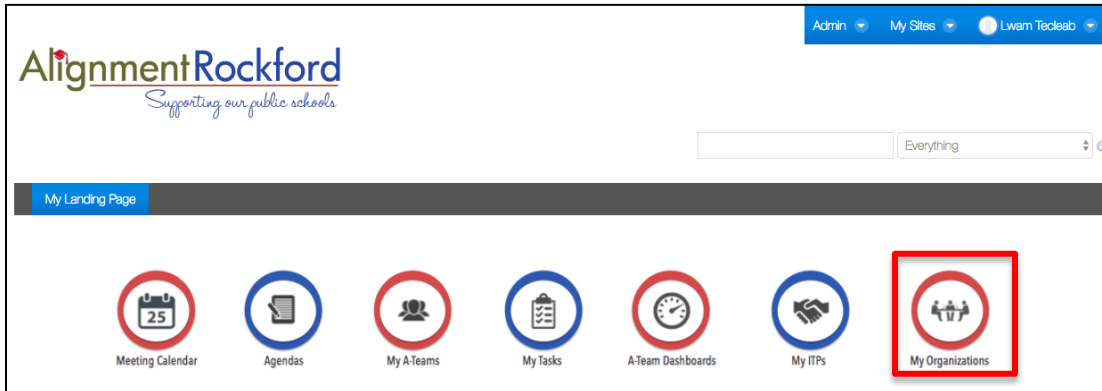


Alignment USA ComCo Portal Knowledge Base

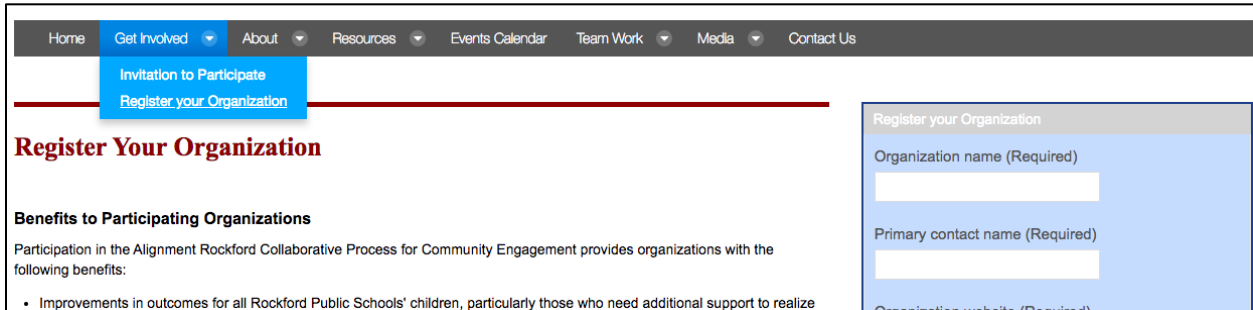
Responding to an ITP

Please note, the portal is best supported with Google Chrome!

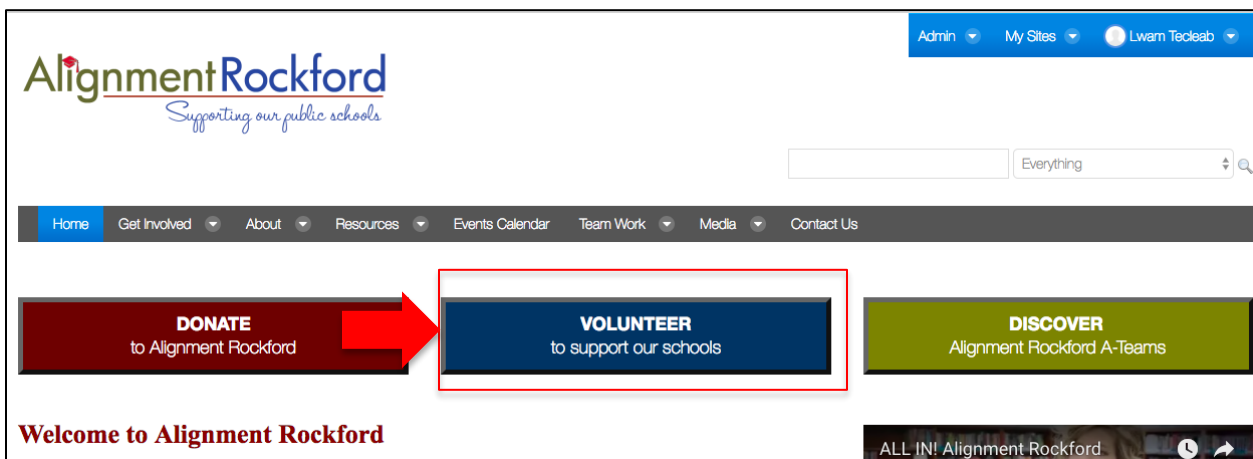
Before an individual can respond to an ITP, they must have a registered user account and register their organization on ComCo. To check if you are registered with any organization, after logging in, click the **My Organizations** icon on your landing page.



If no organization is listed, register your organization, by returning to the homepage and click **Get Involved > Register your Organization**



On the Alignment website click on the **VOLUNTEER to support our schools** button to see a list of current ITPs.





Alignment USA ComCo Portal Knowledge Base

Here you will find a list of Open ITPs available to respond to. Click on the name of the ITP for more information.

Get Involved!

There are many ways to get involved with Alignment Rockford! Volunteers are needed to support our work to align community resources to the greatest strategic needs of the schools.

Volunteer opportunities range from one day one a year to ongoing support through committees and school support teams. Interested in working in the schools? Are you good at strategy development? Do you have equipment or materials to donate? Alignment Rockford works to ensure each volunteer's talents and skills are leveraged in such a way that is mutually beneficial to all.

Click the Alignment Rockford "Volunteer Sign-Up" image below to take a brief survey to match your interests and availability with volunteer opportunities, or click on the "Open ITPs" to view specific volunteer opportunities within Alignment Rockford pilot programs.

OPEN ITPs™

[Healthy Starts Playgroups](#)
Signup to Facilitate a Playgroup

[Healthy Starts Single-Point-of-Entry](#)
Signup to Serve as a Single Point of Entry

Support our High School Academies

ABOUT
College & Career Academies

The ITP page will provide a background on the ITP and what services are needed from the community. To respond to the ITP, click on the **Respond to this Invitation to Participate** button.

Home Get Involved About Resources Events Calendar Team Work Media Contact Us

Alignment Rockford
Invitation to Participate™

Healthy Starts: Playgroups
Respond by: January 31, 2018

Based on national and local data Alignment Rockford's Healthy Starts team recognizes that increased parent-child engagement can significantly close the achievement gap for children in the Rockford community and is therefore seeking family/early childhood enrichment service providers to sign up to provide one or more hour-long parent/child playgroups at the pilot location of Rockford Housing Authority's The Grove at Keith Creek for families with children ages birth to 5 to increase parent-child interactions and enhance healthy relationships. Playgroups will offer families an introduction to early childhood resources in a familiar setting and provide opportunities to develop comfortable, trusting relationships with providers.

OPEN ITPs™

[Healthy Starts Playgroups](#)
Signup to Facilitate a Playgroup

[Healthy Starts Single-Point-of-Entry](#)
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Full ITP™ Project Overview
Services Needed from Community

Respond to this Invitation to Participate™

Please contact me with additional information

ALL community organizations working in Rockford Public Schools click here to register.



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Here you can fill out the ITP form. Start by selecting which organization you will be responding on behalf of from the Organization drop-down menu, and fill out all response form questions. When finished, click the **Submit for Approval** button at the bottom of the screen. You will know you successfully submitted your ITP by seeing the green bar that says **Your request completed successfully**, like the image shown below. The Alignment Team will review all submissions and contact you after the A-Team's Review Date.

The image shows two overlapping screenshots of the ITP form. The left screenshot displays the 'Response Form Questions' section, which includes a dropdown menu for 'Organization' (set to 'Test'), and input fields for 'Name', 'Organization', and 'Phone Number'. The right screenshot shows the 'ITP Form' section, which features a prominent green banner at the top stating 'Your request completed successfully.' Below this banner, there is a 'New submission' link in blue text. The form fields for 'Organization' (set to 'Test') and 'Name' are also visible in this view.

If you need to submit a second request, click the blue **New Submission** link in the top left corner. Note: this New Submission button will only display after you have submitted your first ITP response.

This screenshot shows the top portion of a form titled 'Parent University 2014 Conference'. It includes an 'Organization' dropdown menu with 'Alignment Nashville' selected. In the top right corner, a blue link labeled 'New submission' is circled in red. Below the form fields, the text 'Description of proposed services (Required)' is visible.

Troubleshooting: If you are not signed in to ComCo, you will not be able to view the ITP response questions. There will be a link on the ITP response form to log in.

This screenshot shows the 'Response Form Questions' section of the 'Parent University 2014 Conference' form. A light blue button with the text 'Click here to login.' is positioned at the bottom of the form.