

Skills Training Grants (STG) User Guide

Updating NAICS Code

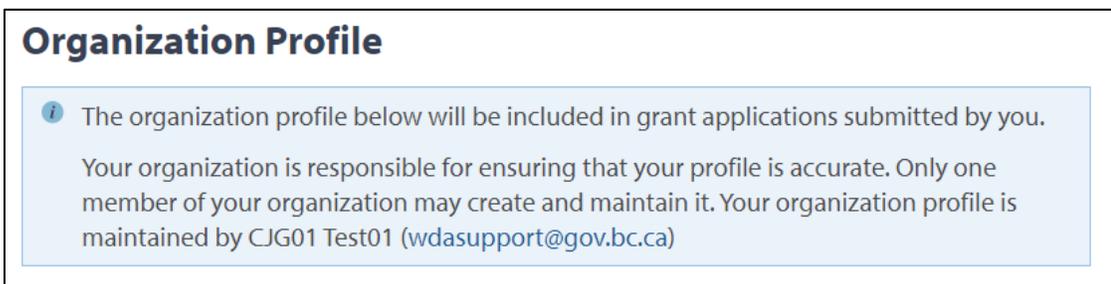
Last Updated: 11 July 2022

1. Log into the [Skills Training Grants page](#) with your BCeID.
2. Select “Organization Profile”



The screenshot shows the Skills Training Grants website header with the BCeID menu open, highlighting 'Organization Profile'. A yellow notification box states: 'Your organization's Canada North American Industry Classification System (NAICS) codes are currently out of date. The Profile Administrator (individual responsible for your Organization Profile) will need to update the NAICS codes on your Organization Profile before submitting an application.' Below this is the Canada and British Columbia logo, followed by text about funding provided by the Government of Canada through the Workforce Development Agreement. A section for 'Community Workforce Response Grant' includes a button for 'Start New Community Workforce Response Grant Application' and a note that current grant opportunities are for training starting between 2022-04-01 and 2022-08-31.

3. On the Organization Profile page, if you see the below message state that “Your organization profile is maintained by” This indicates that the person in the message is the only person who can update the organization profile. If that person is no longer with your organization, please contact the program area at cwrg@gov.bc.ca



The screenshot shows the 'Organization Profile' page with a message: 'The organization profile below will be included in grant applications submitted by you. Your organization is responsible for ensuring that your profile is accurate. Only one member of your organization may create and maintain it. Your organization profile is maintained by CJG01 Test01 (wdasupport@gov.bc.ca)'

4. Edit the NAICS Code. Click the arrows to start selecting. The boxes will expand and multiply until you have all the codes selected.

North American Industry Classification System (NAICS) code for your primary sector *

72 | Accommodation and food services



721 | Accommodation services



7211 | Traveller accommodation



72111 | Hotels (except casino hotels) and motels



721114 | Motels



5. Select "Save Organization Profile"

Save Organization Profile