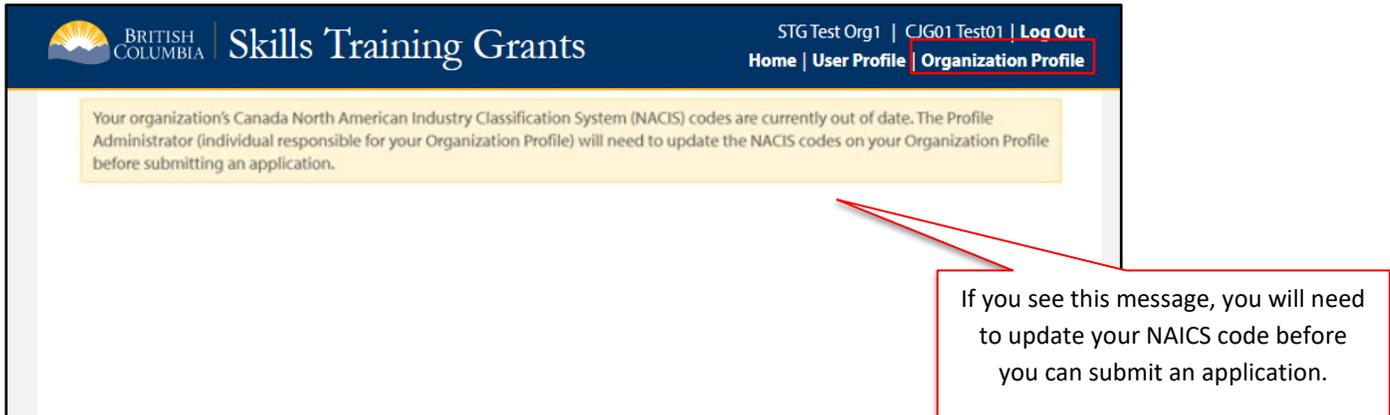


Skills Training Grants (STG) User Guide

Updating NAICS Code

Last Updated: February 20, 2025

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



The screenshot shows the Skills Training Grants website interface. The header includes the British Columbia logo and the text "Skills Training Grants". On the right, there are links for "STG Test Org1", "CJG01 Test01", "Log Out", "Home", "User Profile", and "Organization Profile". A yellow warning box in the center reads: "Your organization's Canada North American Industry Classification System (NAICS) codes are currently out of date.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." A red callout box points to this message with the text: "If you see this message, you will need to update your NAICS code before you can submit an application."

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

Organization Profile

- i** 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