You will access the system via the log on page. The Foundation may have provided you with a link to this page, or it may be hyperlinked on their Foundation website.   It is recommend that you bookmark this page in your internet browser for ease of access.

If you have already created an account, you may enter your email and password and log right in. Otherwise, you will want to click on the Create New Account button.

If at any time after creating an account, you cannot remember your password, you may click on the *Forgot Your Password* button, enter your email address and you will be sent a link to reset your password.

CREATE NEW ACCOUNT:
- After you've clicked the Create New Account, you will first be prompted to enter your personal information, including **your email address which will act as your Username** to logon into the site in the future.
  HINT: Be sure to use a valid email personal address, not your school email address.

  - Fields with an asterisk next to them are **required** fields and you must complete them before moving forward.
  - Note you can always click on the "Cancel Account Creation" button to abandon the registration page.
  - After you've entered in your User information, click the "Next" button to add a password.

● Click Create Account to complete registration.

EMAIL CONFIRMATION:
Upon clicking Create Account, you will be taken to the Email Confirmation page, so you can confirm that you are receiving emails from the system. Follow the onscreen instructions and click the "Continue" button to finish the registration process.

● Now you have an account in this system, **and remember this is an account that you will use for both present and future applications.**

Applying for Funding

Upon accessing the system for the first time, you will land on the **Apply Page**. This page will show you any currently open opportunities that you can apply for, as well as any relevant deadlines and other applicable information.

● You can preview the application without having to save any work by clicking on the "Preview" button.
● To start a request click on the blue "Apply" button under the opportunity you would like to apply to or the "Start Eligibility Quiz."
● Clicking Apply will take you into a form to complete or submit.

Once in the form*, note, that your contact information automatically populates at the top of the form.*
- You may also update your contact information if needed, and view your email history.
- If you would like a PDF copy the application, you can click the Question List button.
- Once you have completed the form, you may click the Application Packet button to download a copy of the questions and your responses.
- Please note that if the form has a specific deadline it will be listed at the top of the form.
  - You will not be able to submit after the deadline has passed.
    - If the past due message is reflected in orange, you may still submit the form.
    - If the past due message is reflected in red, you no longer have the option to submit the form.
      - If you are not allowed to submit, you will receive a message should you attempt to submit.

Work your way through the form responding to the fields.
- Note that any fields with an asterisk are required fields and must be completed prior to submitting an application.
- **As you complete the form, the system will auto-save every 100 characters typed or every time you click out of a field.**
- You may collapse question groups as you go, once you have finished all of the questions in that group, as an indicator to yourself that you have completed that section and reduce scrolling.
- Some fields have character limits.
  - Responses that are longer than the set limit will be saved, ***but*** an error message will appear informing you that the limit has been exceeded.
    - You will not be allowed to submit the form until the length of the response has been decreased in accordance with the limit.
- File **upload fields** will only accept one file, per field.
  - Upload fields have size limits.
    - If you attempt to upload a file that is larger than the set MiB limit, you will receive an error message informing you that the file is too large and the **file will not be saved.**
  - Upload fields may also have File Type restrictions.
    - If you attempt to upload a file type in an unaccepted file type you will receive a warning that the file type is not acceptable and you will not be able to upload the file.
  - Once a file has been uploaded, it may be **deleted** by clicking the **red X** next to the file name and a new file can be uploaded.
- Even though the system is auto-saving there is still a "**Save**" button at the bottom of the form.
  - When you click save you are taken to a confirmation page so you know the save was successful.
    - If you click "**Continue**", you will be taken back into the form so you can continue working.
    - If you save and exit the system, you will access the **draft of the form** from your **Dashboard** the next time you log in.

- Pick back up where you left off by clicking "**Edit**" link to the right of the request.

- Prior to submission, you may abandon the draft request in the first stage of the application process.
  - Once the first form, an Application, has been submitted you must contact an administrator to withdraw the request from consideration.
  - After selecting Abandon Request, you must type in Abandon Request and select OK.
  - The request will then be visible in the Historical Requests tab just as it would if an administrator had abandoned the request.

When all of the fields are complete, submit the application.
- If any required fields were not completed, or a response to a text question type is longer than the set limit, the system will not allow the form to be submitted.
  - An error message appears listing the fields that need to be completed or edited.
  - These fields are outlined in red so they are easy to identify as you scroll through the form.
- When a form is submitted successfully, you will be taken to a confirmation page.
  - When the you click "**Continue**" you are taken to your dashboard where you can VIEW your submitted request.
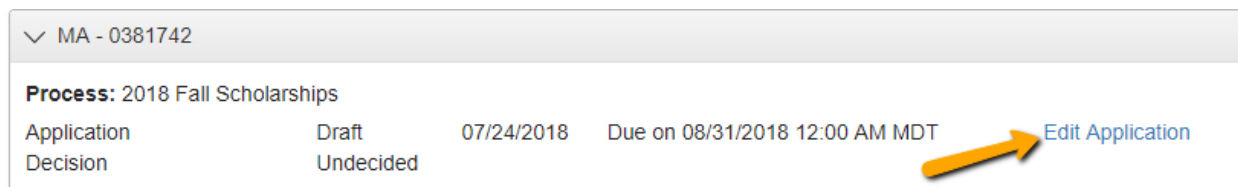 - ***Note, that once an application has been submitted you can no longer edit it.***

Confirmation Page

✔ The Application has been saved.

Continue
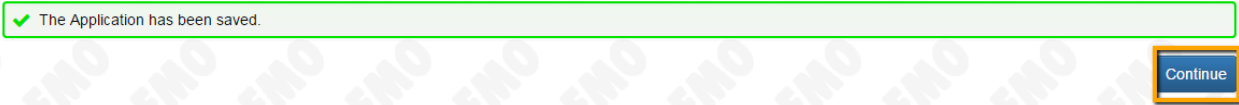
<mark>**Your Applicant Dashboard**</mark>
Your dashboard houses current and historic requests.

The active request tab houses all current requests. These are the requests still requiring action, awaiting a decision and/or requests that have not yet been marked closed by the site administrator. Within each request you can see forms, form statuses and submission dates and, if applicable, form deadlines.

∨ MA - 0381742

Process: 2018 Fall Scholarships

| Application | Draft | 07/24/2018 | Due on 08/31/2018 12:00 AM MDT | Edit Application |
| Decision | Undecided | | | |

- You may continue working on saved forms by clicking the edit option next to the form.
- You may view forms that have been submitted but note that once <u>submitted you can not edit them.</u>
- You can also see the request's decision status.

- ○ The status will be "Undecided" until the site administrator posts a decision.
  - ■ Timing on decision status updates vary depending on the foundation.

If your request is approved you may be assigned Follow Up Reports to be completed and submitted through the system.
- Follow ups are completed and submitted just like any other form.
- If you've been assigned multiple follow up forms, you must complete them sequentially by due date.
- Follow ups that are past due will be marked as such.
  - ○ If the past due message is reflected in orange, you may still submit the form.
  - ○ If the past due message is reflected in red, you no longer have the option to submit the form.

Follow Up Forms

FORM NAME	ASSIGNED TO	AWARD / INSTALLMENT	DUE DATE	STATUS	EDIT/VIEW
Award Agreement	Molly Applicant	Overall Award	05/31/2018 Past Due	Assigned	Edit

Denied requests and requests marked closed by the site administrator are housed in the Historical Request tab.

If you wish to edit your account information or change your password, click your name in the top right. This will expand a drop-down menu. If you click Edit my profile, you will be able to update your user information or change your password. Be sure to click save in the bottom right once you have finished.

Molly Applicant ▾
Last Logon: 06/12/2018
👤 Edit My Profile
[→ Sign Out
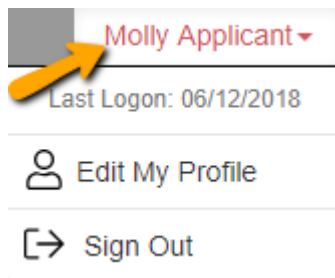
Please note, that you will be automatically logged out of the system after 90 minutes of inactivity (you will receive a warning message at 80 minutes of the pending "time out").