

GUIDE TO COMPLETING ONLINE SCHOLARSHIP APPLICATIONS

APPLICATION DEADLINE: January 31, 2018

Read this tutorial thoroughly before completing your application(s).



Logon Page

Email Address*

Password*

Log On

Create New Account

[Forgot your Password?](#)



Welcome to the Community Foundation of Noble County's online scholarship portal.

New Users: Please click on "Create New Account" to complete the registration process and create your logon credentials.

Existing Users: Please enter your credentials and log in. If you forgot your password, please use the "Forgot your Password" link to the left to reset your password.

Applicant Tutorials:

[Video Tutorial](#)

[Document Tutorial](#)

1. Click on **Create New Account** to register.
2. Enter the requested contact information. All questions marked with an asterisk (*) must be completed.
3. Click on the **Next Step** button on the bottom of the page, and create a password.
4. Once you have confirmed your password, click on **Create Account**.
5. 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.
6. Follow the onscreen instructions and click the **Continue** button to finish the registration process.
7. Now you have an account in this system, and remember, this is an account that you will use for both present and future applications.

If you have previously logged on/are a returning user:

1. Enter your email address and the password that you chose when you created your account.
2. Click the "Log On" button.

If you have forgotten your password:

1. Click on **[Forgot your Password?](#)**
2. Enter your email address.
3. A re-set password link will be sent to your email account.

Apply Page

The screenshot shows the top of the 'Apply' page. At the top left is a green navigation bar with icons for home, apply, and fax to file. Below this is a header area with the word 'Apply' on the left and two input fields for 'Enter Access Code' and 'Enter Code' on the right. A blue-bordered box contains an information icon and the text: 'If you have been provided with an Access Code, you may enter it in the box at the top of the page.' Below this is a search bar with a magnifying glass icon, the text 'Quick Search', and a red 'X' icon. The main content area has a section titled 'APPLICATION INSTRUCTIONS' with seven numbered steps. Below this is a section titled 'COPY FUNCTION' with two paragraphs of text. At the bottom is a box titled '2018 Eligibility Quiz' with the text 'Complete the following questions to be directed to scholarships you may be eligible for.' Below this text are two buttons: 'Preview' on the left and 'Start Eligibility Quiz' on the right. A red arrow points down to the 'Start Eligibility Quiz' button.

Apply Enter Access Code Enter Code

ⓘ If you have been provided with an Access Code, you may enter it in the box at the top of the page.

Quick Search

APPLICATION INSTRUCTIONS

- 1) Click the blue "Start Eligibility Quiz" button at the bottom right, fill out all required questions, and then submit your responses. If you are unsure of any of the answers, you can save your work and return to the Eligibility Quiz at a later time. You will only take the Eligibility Quiz once.
- 2) After you've submitted your Eligibility Quiz, you will be given a list of scholarship opportunities for which you are eligible.
- 3) If you are currently eligible for any scholarships from the Community Foundation, you must complete the Common Application. Click the blue Apply button in the Common Application.
- 4) If you are NOT currently eligible for any scholarships from the Community Foundation, you may still complete the Common Application in case other scholarships become available.
- 5) After completing the Common Application, you may return to the Apply page and complete any other applications.
- 6) In the application(s) you will be prompted to enter email addresses of references for letters of recommendation. After you enter an email address, click Compose Email, and compose an email to your reference. When you send the email, they will receive a link that will allow them to submit a letter of recommendation.
- 7) Once you've completed a scholarship application, click the Submit button at the bottom right.

COPY FUNCTION

Each of our scholarship applications have similar or identical questions. To save you time, you can use the Copy Answers tool on subsequent applications.

After you've filled out one application, return to this page and begin another one. Click the Copy Requests button at the top right. You will be shown other application questions you've already completed and you will be able to copy any matching answers into the new application.

2018 Eligibility Quiz

Complete the following questions to be directed to scholarships you may be eligible for.

Preview Start Eligibility Quiz

1. After saving your password, you will be directed to the Apply page.

2. Click the blue "Start Eligibility Quiz" button at the bottom right, fill out all required questions, and then submit your responses. If you are unsure of any of the answers, you can save your work and return to the Eligibility Quiz at a later time. You will only take the Eligibility Quiz once.

3. After you've submitted your Eligibility Quiz, you will be given a **Confirmation Page** with a list of scholarship opportunities for which you are eligible. Click **Continue**.

4. If you are currently eligible for any scholarships from the Community Foundation, you **must** complete the **Common Application**. Click the blue **Apply** button in the Common Application.

The screenshot shows the 'Confirmation Page' after completing the '2018 Eligibility Quiz'. The page has a header '2018 Eligibility Quiz' and a blue-bordered box with an information icon and the text: 'Based on your answers, you are eligible for the following'. Below this is a navigation bar with a back arrow, the text '> 2018 Common Application Process', and the text 'Accepting Submissions until 01/31/2018'. On the right side of the navigation bar is a blue 'Apply' button. A red arrow points down to the 'Apply' button.

2018 Eligibility Quiz

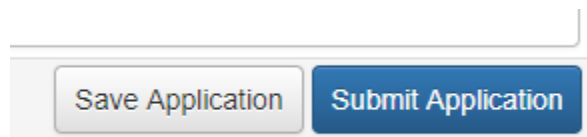
ⓘ Based on your answers, you are eligible for the following

> 2018 Common Application Process Accepting Submissions until 01/31/2018 Apply

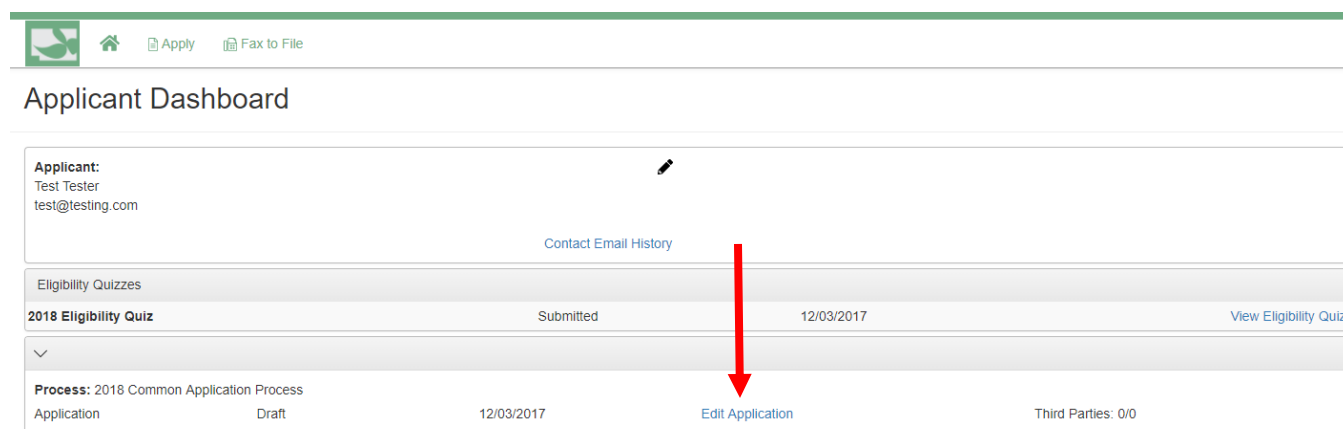
5. If you are **NOT** currently eligible for any scholarships from the Community Foundation, you may still complete the Common Application in case other scholarships become available during this application period.

6. After completing the Common Application, you may return to the Apply page and complete any other applications for which you are eligible.

7. Once you've completed a scholarship application, click the **Submit Application** button at the bottom right. You may also **Save Application** to complete later.

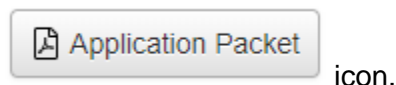


8. If you save your application, you may complete it later by logging into your account, and clicking the **Edit Application** link from your Applicant Dashboard.



8. Please note, after you click **Submit Application**, no changes can be made. However, you can view your application by clicking the **View Application** link from your Applicant Dashboard.

You may print completed applications by selecting **View Application** and clicking the

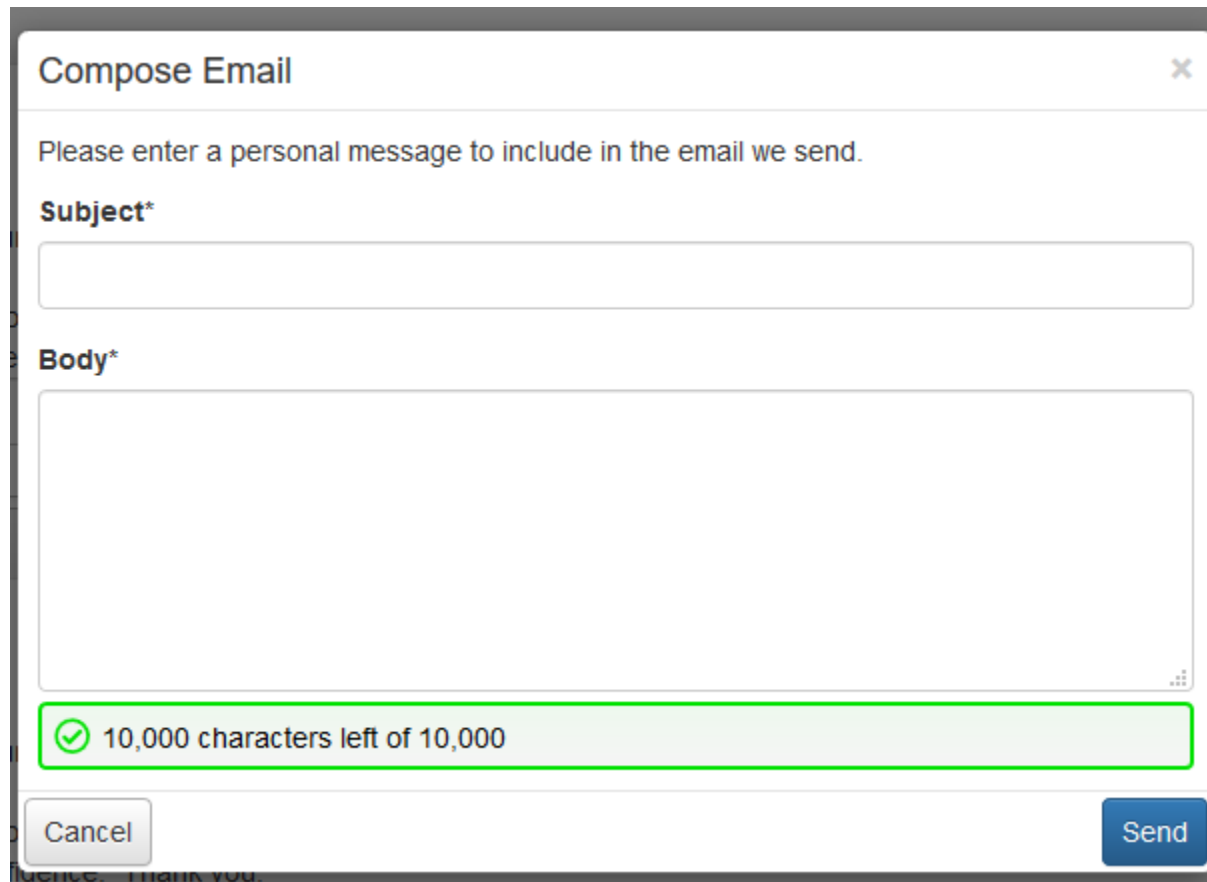


Reference Instructions

1. You must submit two references* on the Common Application. Name, email address, phone number, and position (title) are required.

*We suggest you ask permission from your references before submitting their information in your application.

2. After entering their email address, you may use the sample language in the instructions to paste into the body of your email. When complete, press the blue **Send** button.

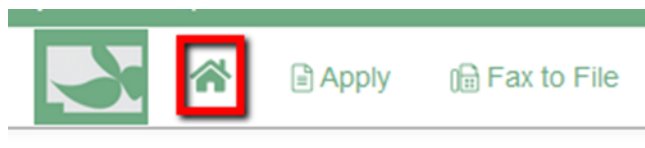
A screenshot of a 'Compose Email' dialog box. The title bar says 'Compose Email' with a close button (X) on the right. Below the title bar, it says 'Please enter a personal message to include in the email we send.' There are two main input fields: 'Subject*' and 'Body*'. The 'Subject*' field is a single-line text box. The 'Body*' field is a larger multi-line text box. Below the 'Body*' field, there is a green status bar with a checkmark icon and the text '10,000 characters left of 10,000'. At the bottom of the dialog, there are two buttons: 'Cancel' on the left and 'Send' on the right. The 'Send' button is blue with white text.

3. Your reference will receive both your email and a system email including a link for them to follow and submit your letter of recommendation.

4. Check with your references to be sure they received the emails. This is very important because emails can be blocked by spam filters.

5. You may submit your application before the letters of recommendation have been submitted.

Applicant Dashboard



After beginning or submitting scholarship applications, you can log into your account to:

- Edit unfinished applications

- View or print submitted applications
- Check the status of your references (Third Parties)

The screenshot shows the 'Applicant Dashboard' for a user named 'Test Tester' with email 'test@test.com'. Below the applicant information, there is a section for 'Eligibility Quizzes' showing a '2018 Eligibility Quiz' that was 'Submitted' on '12/03/2017'. A red arrow points from this section down to a table. The table has a header '1111AB' and a row for the '2018 Common Application Process'. In this row, the 'Third Parties' status is '1/1', which is highlighted with a red box. A red arrow also points to this box from the right.

For example, below you can see that 1 letter of recommendation was requested and was submitted.

This is a close-up of the 'Third Parties: 1/1' status. A red box highlights the text 'Third Parties: 1/1'. A red arrow points from a callout box labeled 'the # submitted' to the '1' in '1/1'. Another red arrow points from a callout box labeled 'the # requested' to the '1' in '1/1'.

The date and time the letter of recommendation is submitted will appear on your application below the “compose email” question. However, you will not be able to view the responses, as they are confidential.

TIPS

- ✓ Follow all directions carefully.
- ✓ Asterisks (*) indicate required questions; you will not be permitted to submit your application until you have answered all required questions.
- ✓ APPLICATION DEADLINE: January 31, 2018

Questions? Contact Jennifer Shultz, Director of Communications and Scholarships at Jennifer@CFNoble.org or (260) 894-3335. <https://cfnoble.org/>