

Applicant Tutorial: Scholarship Applicant Workflow

Welcome to our online application system! The following tutorial will show you how to create and edit your account, familiarize you with the different pages you will access, and show you how to reset your password or change your contact information.

Registration

To sign up for your account, go to www.akroncf.org/ScholarshipApps and click **Create New Account**. It is recommended that you bookmark this page in your internet browser for ease of access.



Logon Page

<p>Email Address*</p> <input type="text" value="test@test.org"/>	<p>Welcome to Akron Community Foundation's scholarship applicant portal!</p> <p>New Users: Please click on "Create New Account" to complete the registration process and create your logon credentials.</p> <p>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.</p> <p>Not Sure? If you think you have already registered in the system, do not create a new account. Please contact our Administrator, at dschumaker@akroncf.org to receive your username and password.</p>
<p>Password*</p> <input type="password" value="*****"/>	
<p><input type="button" value="Log On"/> <input type="button" value="Create New Account"/></p> <p>Forgot your Password?</p>	

This will take you to a form where you will fill in your personal contact information. Only the information with an asterisk is required, but we recommend that you complete the entire registration process.

Create New Account

If you already have an Account, click the 'Cancel Account Creation' button to go to the Logon page

Using the browser's back button will delete your registration information.

This registration process has multiple steps you must complete before you can apply.

Fields with an asterisk (*) are required.

User Information	
Prefix (Ms., Mr., Mrs., etc.)*	First Name*
<input type="text"/>	<input type="text"/>
Middle Initial	Last Name*
<input type="text"/>	<input type="text"/>
Suffix (Sr, Jr, III, etc.)	Nickname
<input type="text"/>	<input type="text"/>
Email / Username*	Email / Username Confirmation*
<input type="text"/>	<input type="text"/>

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After filling in your contact information, click **Next** and you will be asked to create and confirm your password. Then click **Create Account**.

State*	Postal Code*
<input type="text"/>	<input type="text"/>
County	
<input type="text"/>	
<div>Next ></div>	
Password	

Create New Account

If you already have an Account, click the 'Cancel Account Creation' button to go to the Logon page

⚠ Using the browser's back button will delete your registration information.

ℹ This registration process has multiple steps you must complete before you can apply.

Fields with an asterisk (*) are required.

User Information

Password

Passwords must be at least six characters long and may contain capital or lowercase letters, numbers, or any of the following special characters: !@#\$%^&*()_

Password*	Confirm Password*
<input type="password"/>	<input type="password"/>

< Previous

Create Account

Upon clicking **Create Account**, you will get an email confirmation so you can confirm you are receiving emails from the system. Follow the onscreen instructions and click **Continue**.

Email Confirmation

ℹ You will be receiving emails from this system about your request.

To ensure you receive emails from this system we have sent you an email to confirm your account was created successfully. If you do not see an email from, 'Akron Community Foundation - Scholarship (administrator@grantinterface.com)', look in your junk or spam folder. To remove 'Akron Community Foundation - Scholarship (administrator@grantinterface.com)' from your spam filter, use the link below.

[Click Here](#) for a tutorial about removing email addresses from spam filters.

☐ I have received the email

☐ Continue without checking

☐ I have not received the email





Send Email Again


Continue


That's it! Your account has been created and you're ready to get started.


Applicant Tutorial: Scholarship Applicant Workflow

Once you've created your account and password, you will be logged in and taken to the Apply page. You can search by scholarship name or scan the page to find the scholarship for which you plan to apply.

Role (Applicant) ▾

**Apply**

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



AAUW of Medina County Scholarship Fund

Accepting Submissions from 11/01/2018 to 05/01/2019

Deadline: May 1
Award Amount Varies
Description
This scholarship fund was established by the American Association of University Women of Medina County to promote the academic development non-traditional female students attending an accredited college/university. The "non-traditional" undergraduate student is seen as a woman whose undergraduate education has been interrupted or delayed. Applicants must be a resident of Medina County.
Eligibility Requirements

- Non-traditional female student
- Applicant must be at least 25 years of age
- Must be a resident of Medina County
- Attending an accredited undergraduate college/university
- Finalists must provide evidence of enrollment in a degree or certification program





Submission

- College transcript
- Three letters of recommendation

Scholarships will be awarded on the basis of academic achievement, clarity of stated goal and objectives and determination of need. Applications will be screened by the committee and results will be announced in May.

Or, should you need to reset your password or change your contact information, click on the home icon at the top. This will take you to the Dashboard, where you can click the pencil icon and follow the prompts to update your information.

You will only be taken to the Apply page the first time you establish your account and log in. Logins after that will take you directly to the Dashboard.

Role (Applicant) ▾

Applicant Dashboard

Starting a New Application? Click "Apply" in the top menu to get started.

Continuing a Saved Application? Scroll down this page to find your application and click "Edit Application."


Applying for Multiple Scholarships? 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 have completed and submitted your first application and have applied to your second application, click the "Copy Previous Answers" button at the top right of the screen to copy your answers into identical questions on the new application. *NOTE: Some scholarships require supplemental material in addition to the general application questions so any new fields will have to be completed individually. If you want to copy any uploads, make sure they are uploaded on your first application before copying into another application. You may also edit the responses copied into the current application.*


Want to Edit your Profile Information? Click the pencil icon in the contact text box. Enter updates and click "Save."


Current Scholar? Scroll down this page to find your Follow Up Form and click "Edit" to access it.


Applicant:
Ms. Diane Schumaker
dschumaker@akroncf.org

345 West Cedar Street
Akron, OH 44223 Summit


[Contact Email History](#)

Active Requests 

Historical Requests 

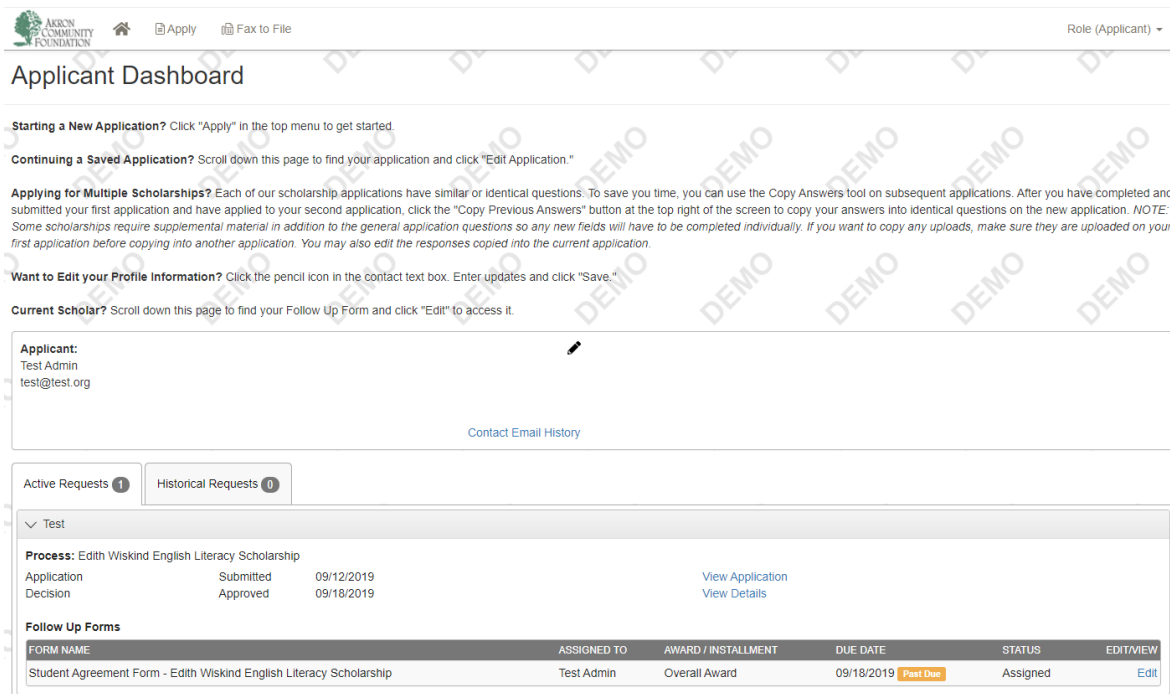
 You do not have any Active Requests. Click [Apply](#) to begin the application process.

Applicant Tutorial: Scholarship Applicant Workflow

Accessing Applications

Now it's time to begin the application process. This portion of the tutorial will show you how to start an application, save your progress, submit the application, and create physical versions of your application for recordkeeping.

When you're viewing your dashboard, you will be able to see your in-progress applications, as well as any decisions or follow-ups from the community foundation.



The screenshot shows the 'Applicant Dashboard' for the Akron Community Foundation. At the top, there's a navigation bar with 'Apply' and 'Fax to File' buttons, and a 'Role (Applicant)' dropdown. Below the dashboard title, there are instructions on how to start a new application, continue a saved application, apply for multiple scholarships, edit profile information, and view the current scholar's follow-up forms. The 'Active Requests' section shows one active request for the 'Edith Wiskind English Literacy Scholarship'. Below this, there's a table of 'Follow Up Forms' with columns for Form Name, Assigned To, Award / Installment, Due Date, Status, and Edit/View. The table lists the 'Student Agreement Form - Edith Wiskind English Literacy Scholarship' assigned to 'Test Admin' with a due date of '09/18/2019' and a status of 'Assigned'.

Applicant Dashboard

Starting a New Application? Click "Apply" in the top menu to get started.

Continuing a Saved Application? Scroll down this page to find your application and click "Edit Application."

Applying for Multiple Scholarships? 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 have completed and submitted your first application and have applied to your second application, click the "Copy Previous Answers" button at the top right of the screen to copy your answers into identical questions on the new application. *NOTE: Some scholarships require supplemental material in addition to the general application questions so any new fields will have to be completed individually. If you want to copy any uploads, make sure they are uploaded on your first application before copying into another application. You may also edit the responses copied into the current application.*

Want to Edit your Profile Information? Click the pencil icon in the contact text box. Enter updates and click "Save."

Current Scholar? Scroll down this page to find your Follow Up Form and click "Edit" to access it.

Applicant:
Test Admin
test@test.org

[Contact Email History](#)

Active Requests 1 **Historical Requests** 0

Test

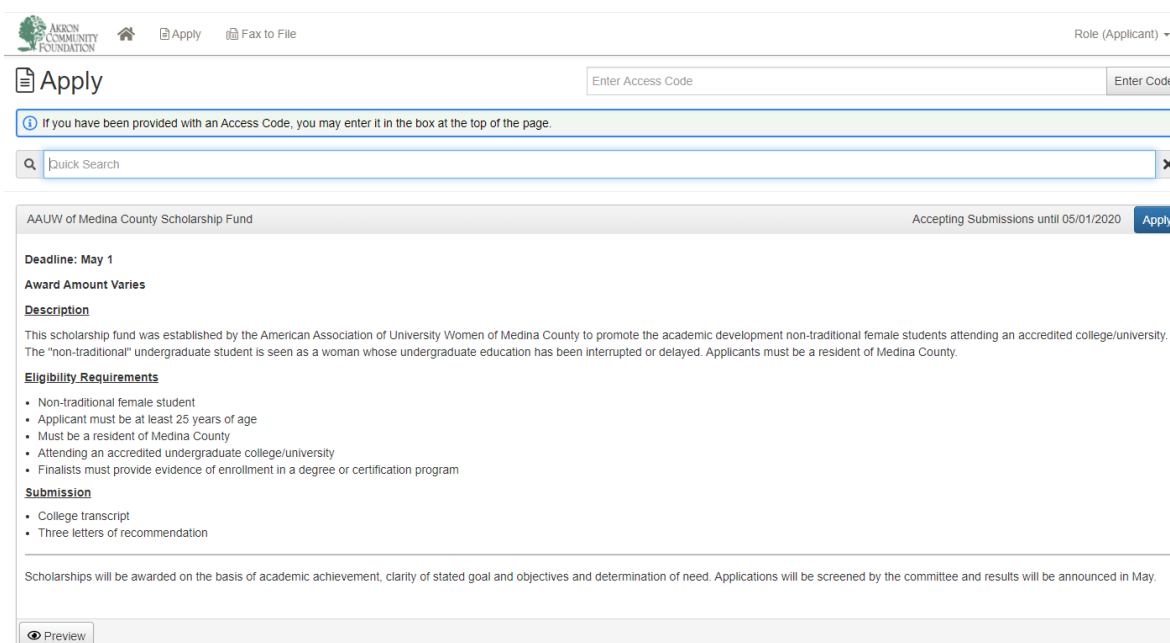
Process: Edith Wiskind English Literacy Scholarship

Application	Submitted	09/12/2019	View Application
Decision	Approved	09/18/2019	View Details

Follow Up Forms

FORM NAME	ASSIGNED TO	AWARD / INSTALLMENT	DUE DATE	STATUS	EDIT/VIEW
Student Agreement Form - Edith Wiskind English Literacy Scholarship	Test Admin	Overall Award	09/18/2019 Past Due	Assigned	Edit

If you're starting a new application, click **Apply** at the top. You will be directed to a page that lists all of the scholarship opportunities available. You can review their descriptions or search or scan to find a specific scholarship. To start the application, click on the blue **Apply** button. You can preview the application without having to save any work by clicking on the **Preview** button.



The screenshot shows the 'Apply' page for the AAUW of Medina County Scholarship Fund. At the top, there's a navigation bar with 'Apply' and 'Fax to File' buttons, and a 'Role (Applicant)' dropdown. Below the 'Apply' button, there's a search bar and a 'Quick Search' button. The main content area displays the scholarship details, including the deadline (May 1), award amount (varies), and description. It also lists eligibility requirements and submission instructions. At the bottom, there's a 'Preview' button.

Apply

Enter Access Code Enter Code

AAUW of Medina County Scholarship Fund Accepting Submissions until 05/01/2020 [Apply](#)

Deadline: May 1

Award Amount: Varies

Description

This scholarship fund was established by the American Association of University Women of Medina County to promote the academic development non-traditional female students attending an accredited college/university. The "non-traditional" undergraduate student is seen as a woman whose undergraduate education has been interrupted or delayed. Applicants must be a resident of Medina County.

Eligibility Requirements

- Non-traditional female student
- Applicant must be at least 25 years of age
- Must be a resident of Medina County
- Attending an accredited undergraduate college/university
- Finalists must provide evidence of enrollment in a degree or certification program

Submission






- College transcript
- Three letters of recommendation

Scholarships will be awarded on the basis of academic achievement, clarity of stated goal and objectives and determination of need. Applications will be screened by the committee and results will be announced in May.

[Preview](#)

Applicant Tutorial: Scholarship Applicant Workflow

Once you've clicked the name, you'll be taken to the application and will see the list of questions. Only questions with an asterisk are required, but we recommend that you answer all questions if possible.

ApplyFax to File

Role (Applicant) ▾

Application

Copy Previous Answers

Process: AAUW of Medina County Scholarship Fund

[Return to Application Evaluation Closed](#)

Contact InfoRequest

Applicant:
Test Admin
test@test.org

Contact Email History

ApplicationQuestion List

Fields with an asterisk (*) are required.

▼

Deadline: May 1
Award Amount Varies
Description
This scholarship fund was established by the American Association of University Women of Medina County to promote the academic development non-traditional female students attending an accredited college/university. The "non-traditional" student is seen as a woman whose undergraduate education has been interrupted or delayed. Applicants must be a resident of Medina County.
Eligibility Requirements


- Non-traditional female student
- Applicant must be at least 25 years of age

Applicant Last Name*

▼ HIGH SCHOOL INFORMATION

High School Attended

High School Graduation Date



▼ POST-SECONDARY INFORMATION

Educational Institutions Attended
Please list previous education institutions, the dates they were attended, and degrees received if any

✓ 5,000 characters left of 5,000

Educational Institution Attending in the Coming Term*

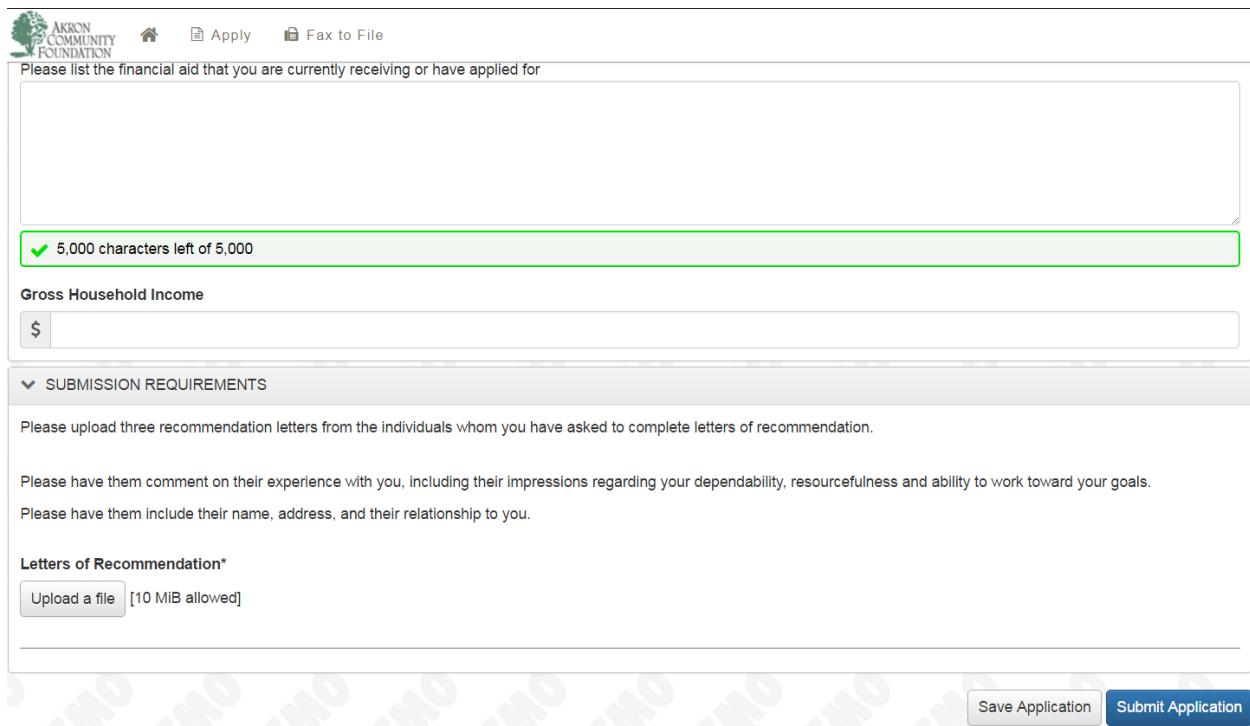
Applicant Tutorial: Scholarship Applicant Workflow

Saving, Continuing and Submitting

At the bottom of the application you will see **Save Application** and **Submit Application** buttons. Clicking **Save Application** will save your answers and uploaded documents so that you can come back and continue your application at a later date. When you log back into the system and are taken to your dashboard, you will be able to click on the saved application and pick up where you left off.

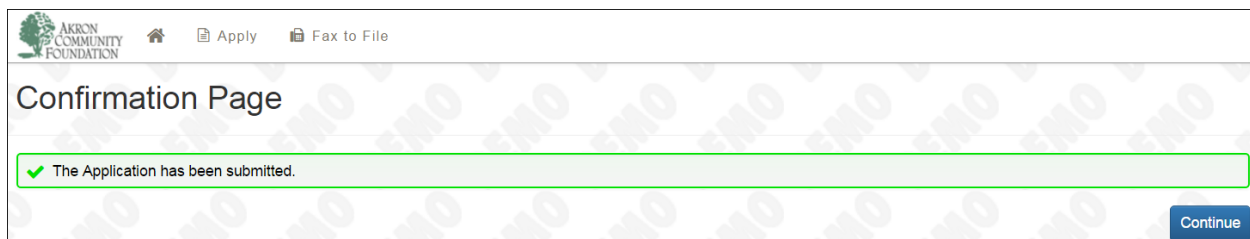
**Note: The system autosaves your work every 100 characters or when you click out of any answer box, but please save often so you don't lose anything!*

When you're ready to submit your application to the community foundation for review, click **Submit Application**. This will close out your application and you will not be able to edit your answers, so make sure your answers are final before clicking!



The screenshot shows the Akron Community Foundation application interface. At the top, there is a navigation bar with the logo and links for 'Apply' and 'Fax to File'. The main content area is titled 'Please list the financial aid that you are currently receiving or have applied for' and contains a large text input field. Below this field, a green status bar indicates '5,000 characters left of 5,000'. The next section is 'Gross Household Income' with a dollar sign and an input field. Below this is a section titled 'SUBMISSION REQUIREMENTS' with a dropdown arrow. It contains instructions: 'Please upload three recommendation letters from the individuals whom you have asked to complete letters of recommendation. Please have them comment on their experience with you, including their impressions regarding your dependability, resourcefulness and ability to work toward your goals. Please have them include their name, address, and their relationship to you.' Below the instructions is a section titled 'Letters of Recommendation*' with an 'Upload a file' button and a note '[10 MIB allowed]'. At the bottom right of the form, there are two buttons: 'Save Application' and 'Submit Application'.





Once submitted, you will receive a confirmation page. Click **Continue** and it will take you to the Dashboard.



The screenshot shows the Akron Community Foundation confirmation page. It features the same navigation bar as the previous form. The main content area is titled 'Confirmation Page'. Below the title, a green status bar indicates 'The Application has been submitted.' At the bottom right, there is a 'Continue' button.

Applicant Tutorial: Scholarship Applicant Workflow

From your Dashboard, if you click **View Application** under Active Requests tab, it will open up your completed application.



Applicant Dashboard

Starting a New Application? Click "Apply" in the top menu to get started.

Continuing a Saved Application? Scroll down this page to find your application and click "Edit Application."

Applying for Multiple Scholarships? 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 have completed and submitted your first application and have applied to your second application, click the "Copy Previous Answers" button at the top right of the screen to copy your answers into identical questions on the new application. *NOTE: Some scholarships require supplemental material in addition to the general application questions so any new fields will have to be completed individually. If you want to copy any uploads, make sure they are uploaded on your first application before copying into another application. You may also edit the responses copied into the current application.*

Want to Edit your Profile Information? Click the pencil icon in the contact text box. Enter updates and click "Save."

Current Scholar? Scroll down this page to find your Follow Up Form and click "Edit" to access it.

Applicant:
Ms. New Applicant
newapplicant@test.com

345 West Cedar Street
Akron, OH 44223

[Contact Email History](#)

Active Requests **1**





Historical Requests **0**

▼ New Applicant

Process: AAUW of Medina County Scholarship Fund		
Application	Submitted	09/19/2019
Decision	Undecided	View Application

Printing Applications

If you would like a physical copy of your application or would like to print out just the questions, you can do that right from the system. In the upper right-hand corner you will see three buttons. The first button, **Document Viewer**, will allow you to view any uploads, the second button, **Application Packet**, will only appear if you have answered and saved at least one response. Clicking this will create a PDF of the application with your responses to date. The third button, **Question List**, will create a PDF containing only the questions on the application.



Application

New Applicant

Process: AAUW of Medina County Scholarship Fund

Contact Info

[Request](#)

Applicant:
Ms. New Applicant
newapplicant@test.com

345 West Cedar Street
Akron, OH 44223

[Contact Email History](#)

Application

[Document Viewer](#)

[Application Packet](#)

[Question List](#)

Fields with an asterisk (*) are required.

▼

Deadline: May 1

Award Amount: Varies

Description

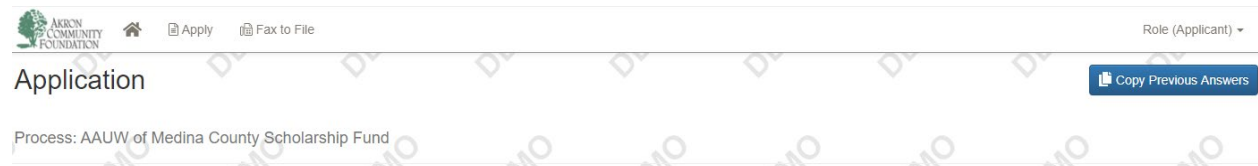
This scholarship fund was established by the American Association of University Women of Medina County to promote the academic development non-traditional female students attending an accredited college/university. The "non-traditional" student is seen as a woman whose undergraduate education has been interrupted or delayed. Applicants must be a resident of Medina County.

Applicant Tutorial: Scholarship Applicant Workflow


Copy Application Feature

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 have completed one application, you may copy that application to other applications using the **Copy Previous Answers** button. *Please note, some scholarships require a few additional questions to determine your eligibility so any new fields will have to be completed individually.*



The screenshot shows the top navigation bar of the Akrion Community Foundation application portal. On the left, there is a logo for 'AKRION COMMUNITY FOUNDATION' and a home icon. In the center, there are links for 'Apply' and 'Fax to File'. On the right, there is a dropdown menu for 'Role (Applicant)'. Below the navigation bar, the word 'Application' is displayed on the left, and a blue button labeled 'Copy Previous Answers' is on the right. Below this, a breadcrumb trail reads 'Process: AAUW of Medina County Scholarship Fund'.

1. After completing your first application, submit this application by clicking the **Submit Application** at the bottom of this form.
2. From your Applicant Dashboard, click the **Apply** button at the top of the screen.
3. For the next process to which you would like to apply, click the blue **Apply** button.
4. Click the **Copy Previous Answers** button  on the top right of the page.
5. Select the request you would like to copy answers from, and your responses to identical questions from the previous application will auto-populate the current application.
6. You may edit the responses copied into the current application if desired.