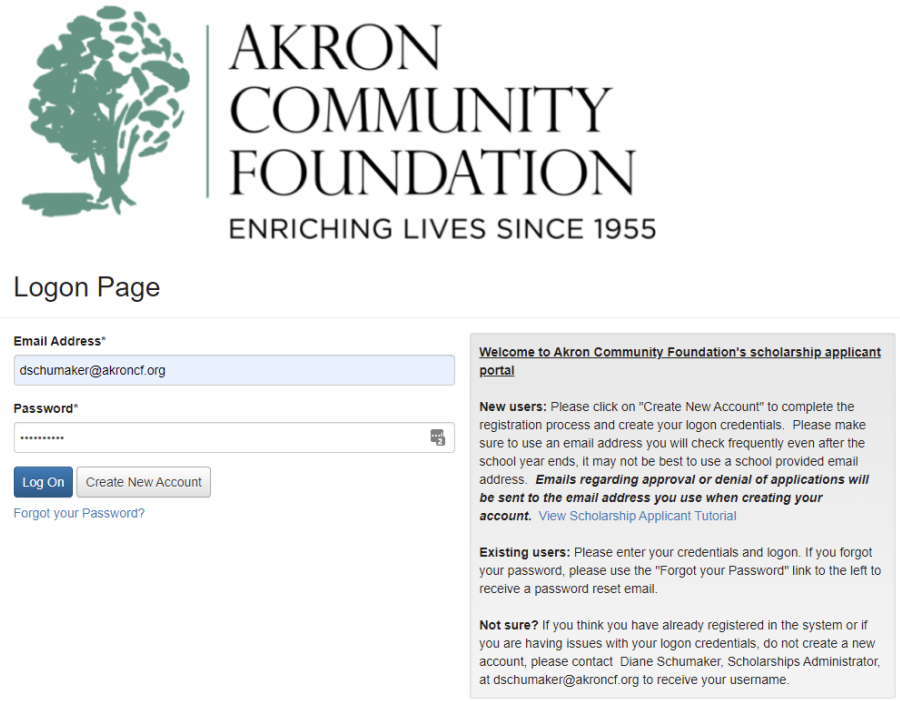
Applicant Tutorial: Scholarship Applicant Workflow

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.

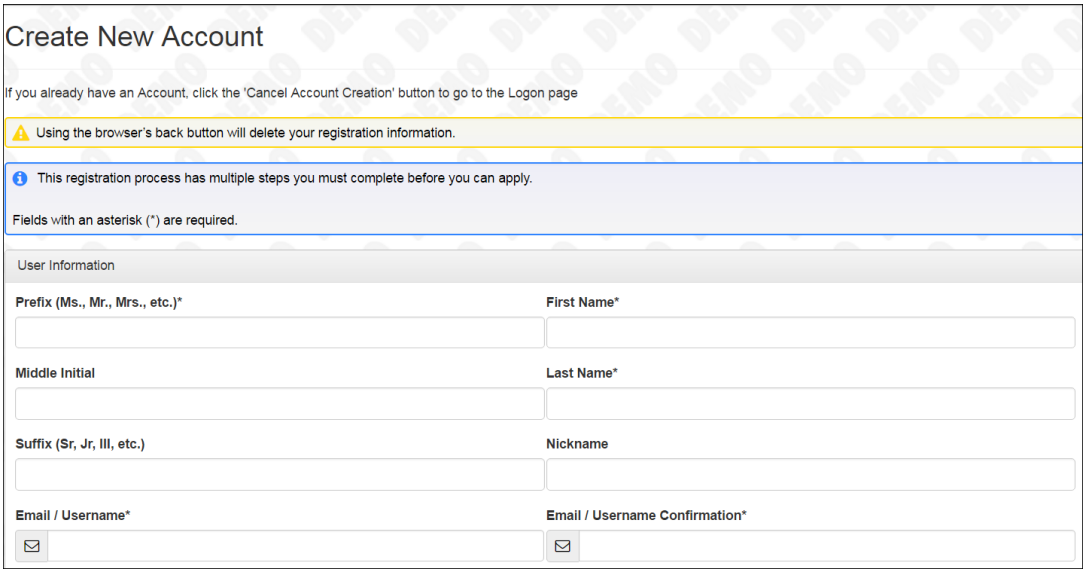
Registration

To sign up for your account, visit www.akroncf.org/scholarshipapp and click “Create New Account”. Or go to www.akroncf.org and click the Scholarship Login link in the footer section of the page.

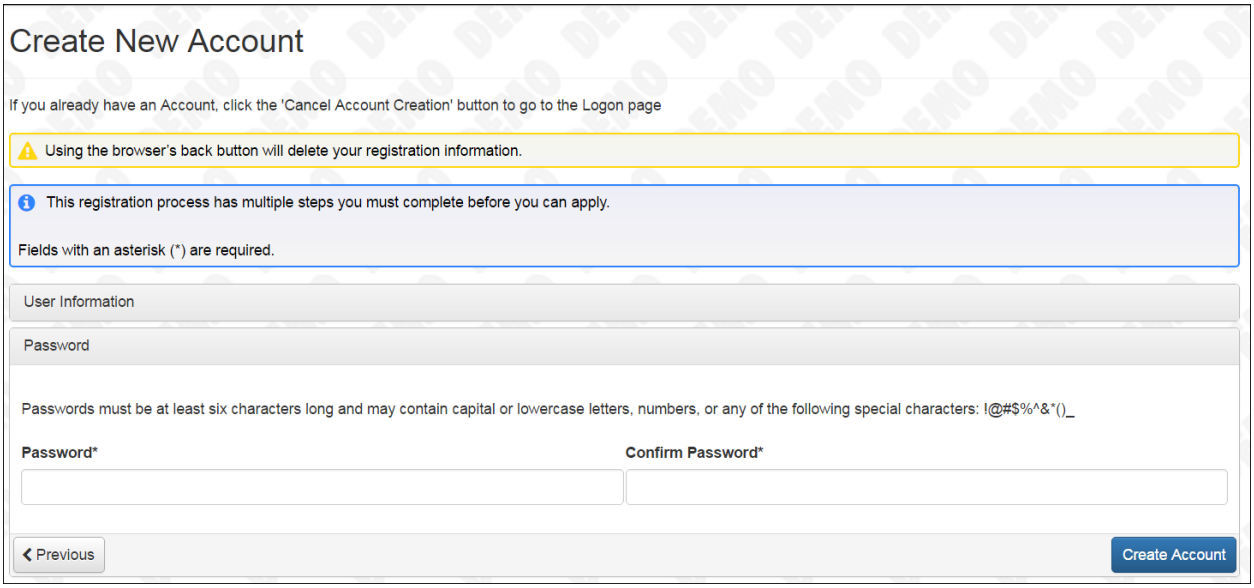
Please use an email address you will check frequently even after the school year ends. It may not be best to use a school provided email.



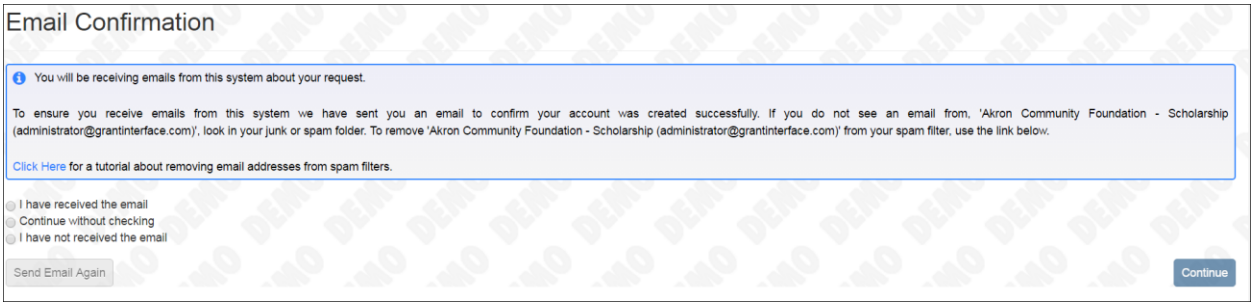
This will take you to a form where you will fill in your personal contact information. Only the information with an asterisk is required, but we recommend that you complete the entire registration process.



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



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

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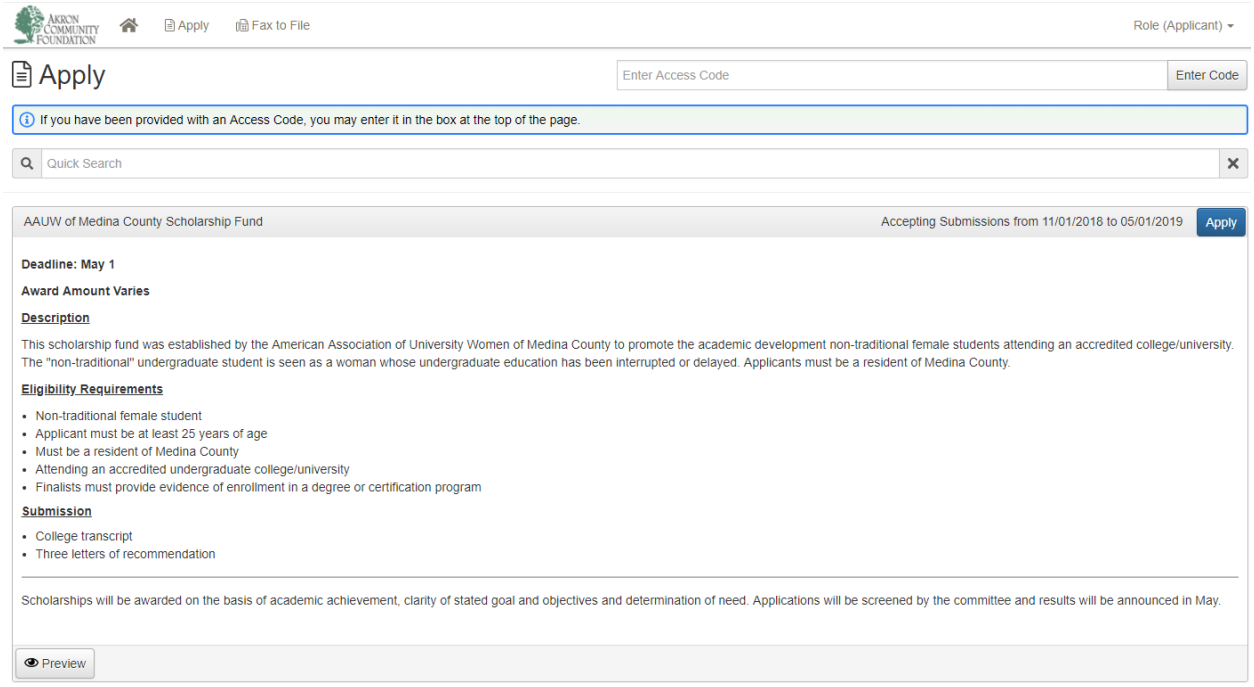
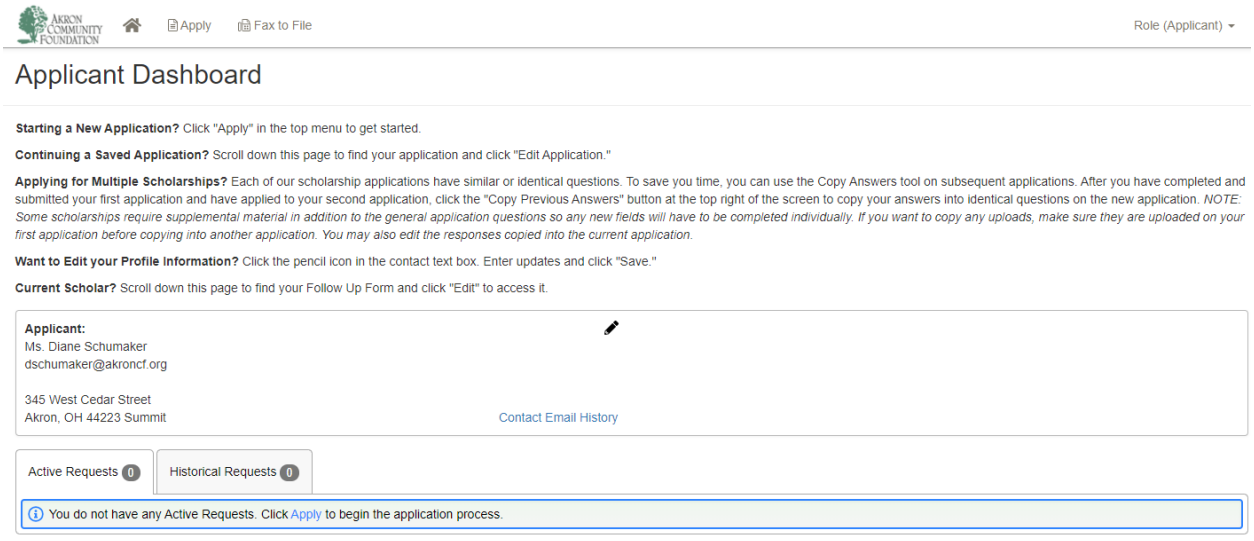
Once you've created your account and password, you will be logged in and taken to the Apply page. You can search by scholarship name or scan the page to find the scholarship for which you plan to apply.



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.



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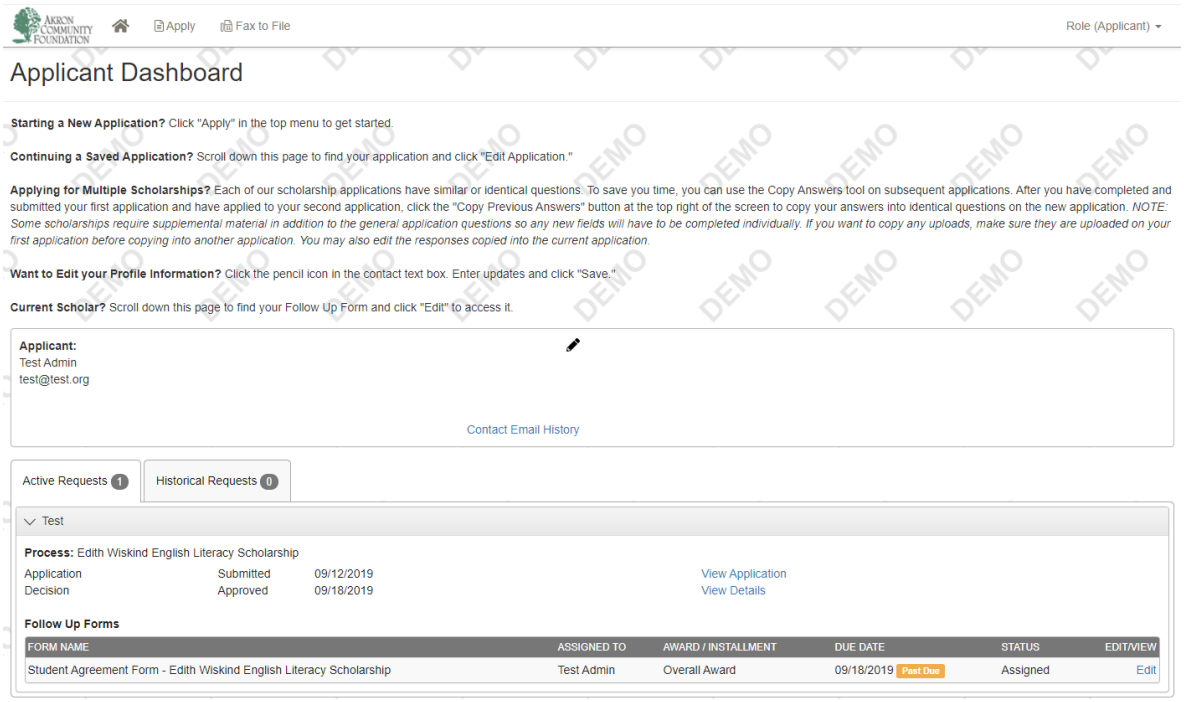
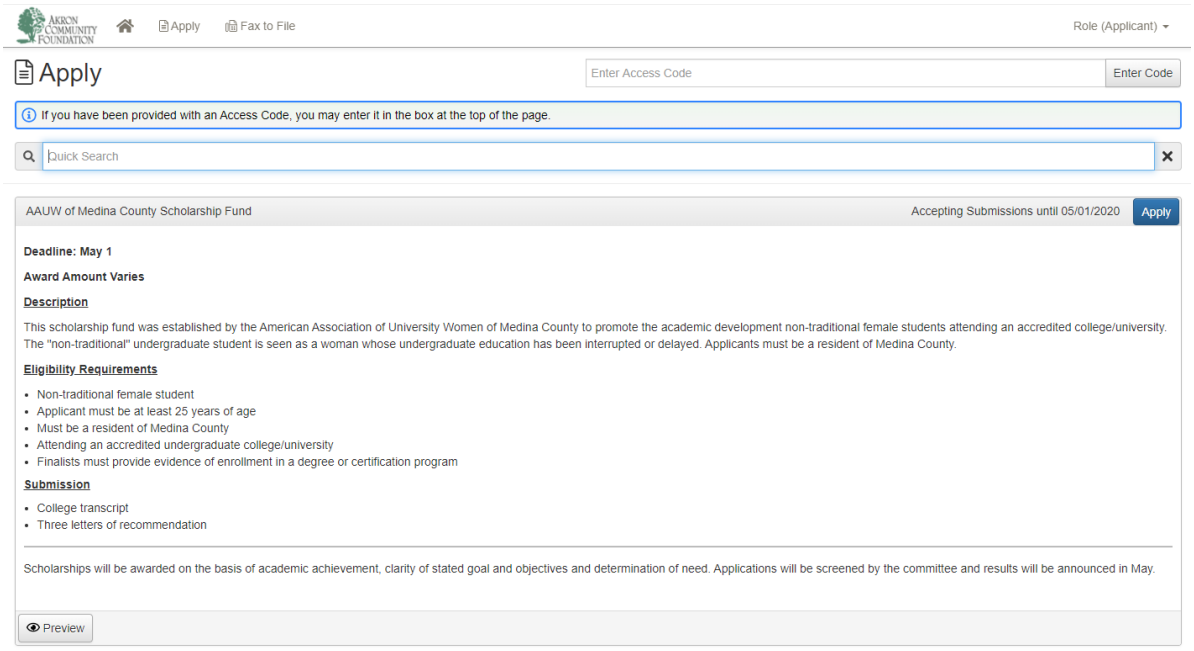
Accessing Applications

Now it's time to begin the application process. The following portions of this tutorial will show you how to start an application, save your progress, submit the application, create physical versions of your application for recordkeeping, and how to copy answers from one application to another.

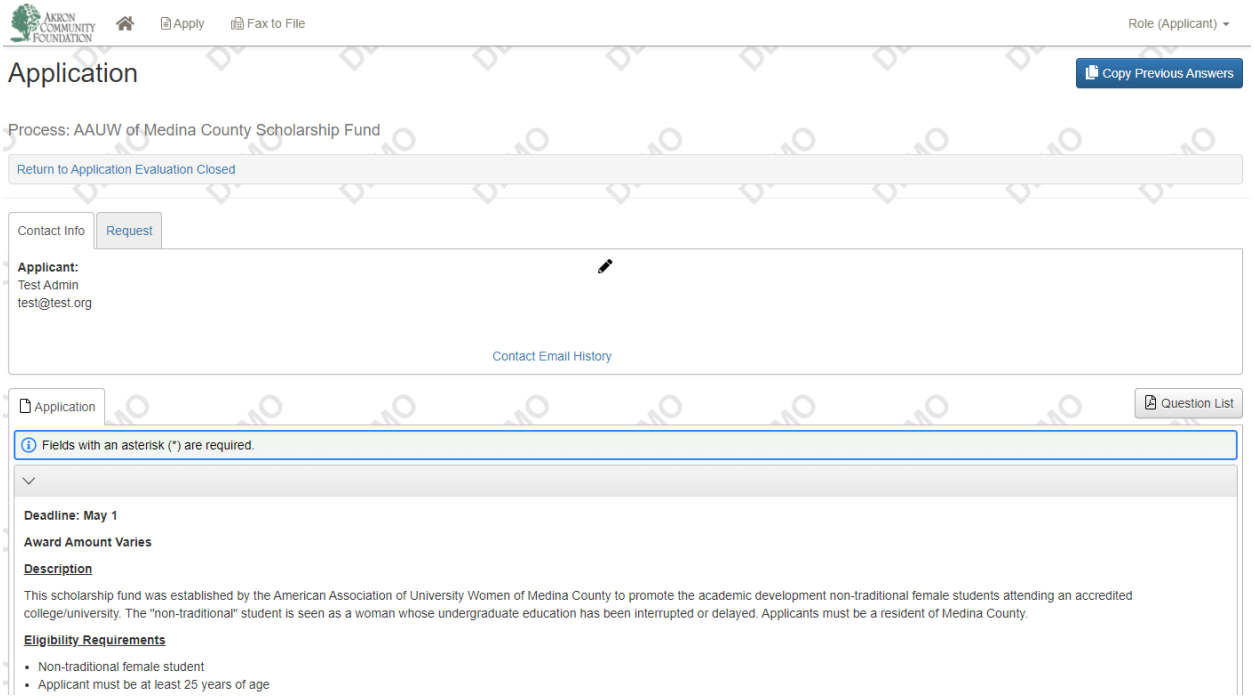
When you're viewing your dashboard, you will be able to see your in-progress applications, as well as any decisions or follow-ups from the community foundation.

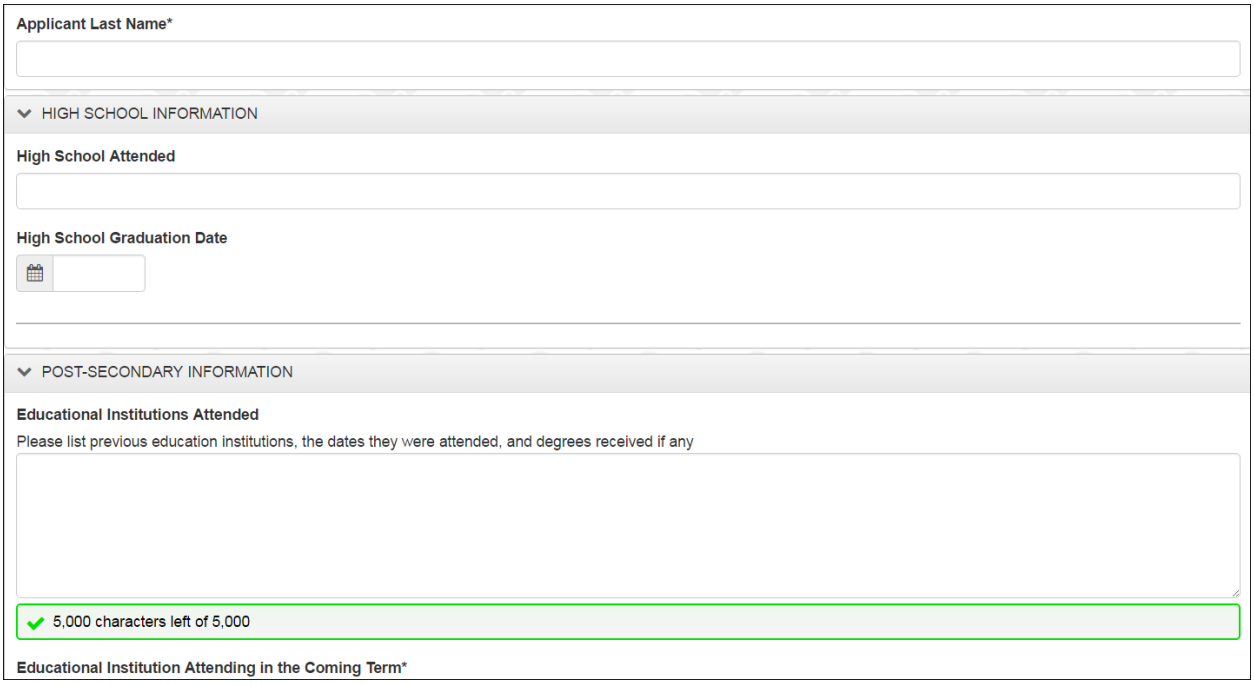


If you're starting a new application, click **Apply** at the top. You will be directed to a page that lists all of the scholarship opportunities available. You can review their descriptions or search or scan to find a specific scholarship. To start the application, click on the blue **Apply** button.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



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.



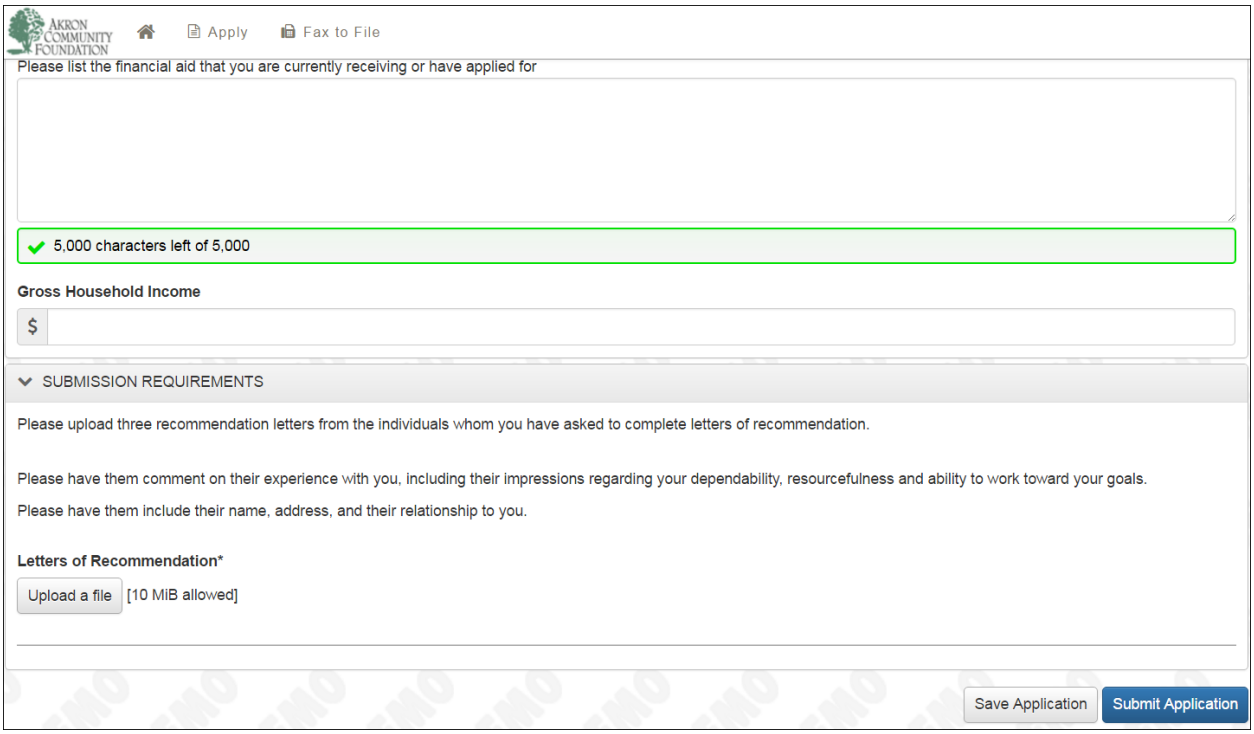


Saving, Continuing and Submitting

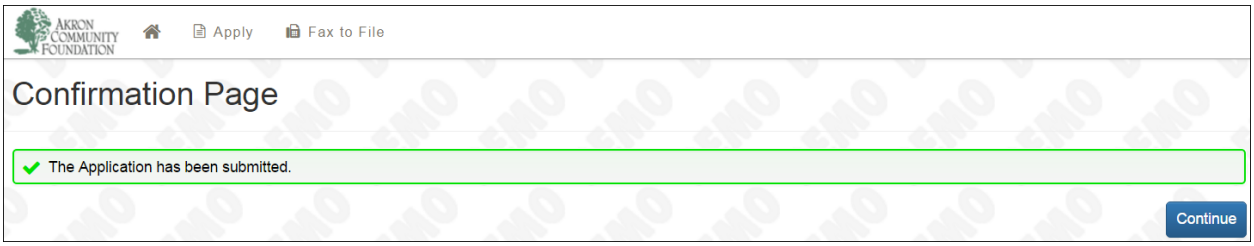
At the bottom of the application you will see **Save Application** and **Submit Application** buttons. Clicking **Save Application** will save your answers and uploaded documents so that you can come back and continue your application at a later date. When you log back into the system and are taken to 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!



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



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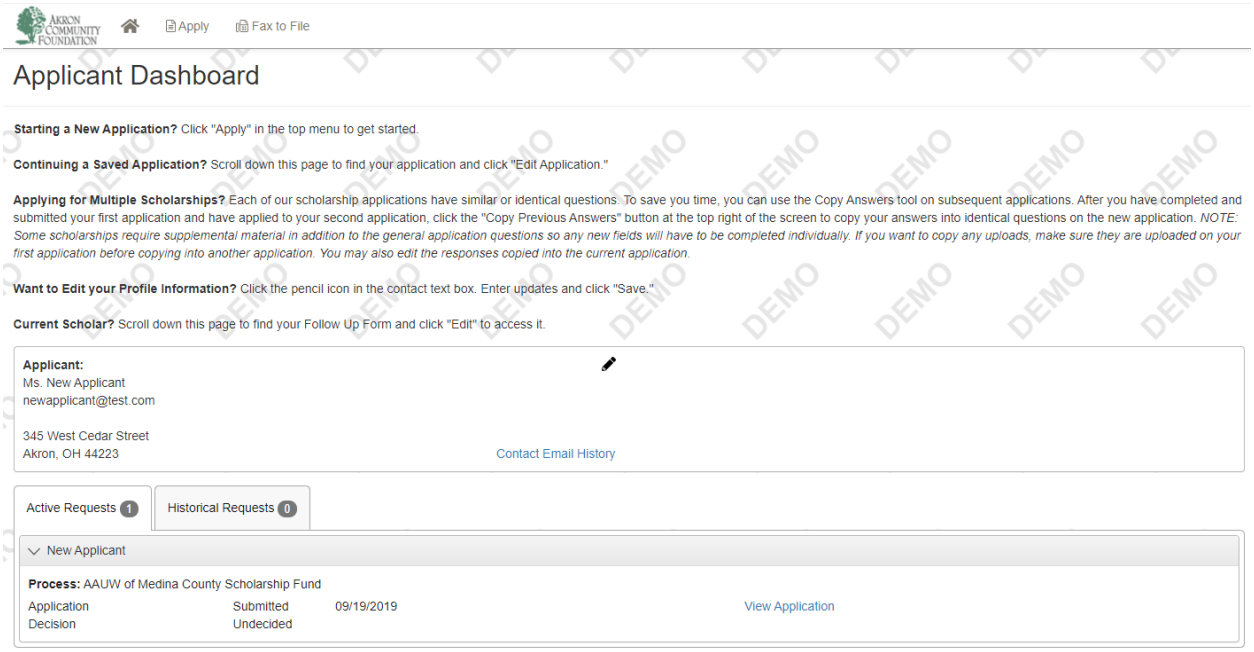
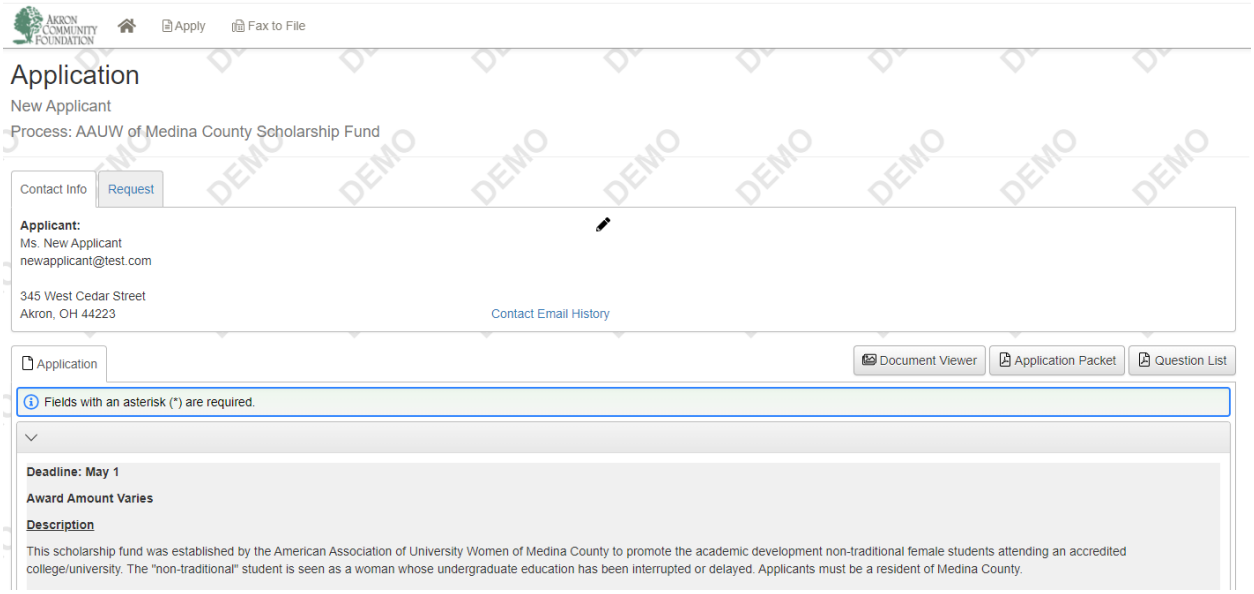
From you Dashboard, if you click **View Application** under Active Requests tab, it will open up your completed application.



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.



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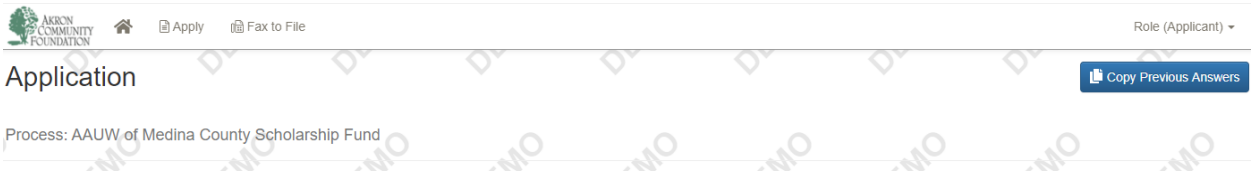
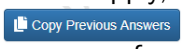
Copy Application Feature

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.*



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.