

Applicant Tutorial

Overview

This document is designed to provide scholarship applicants with instructions on how to access and use the online application portal.

- Go to www.arcf.org/apply/scholarships/
- Click the box saying “**Scholarship Portal**”

Registration Page

Click on Create New Account to register.



Logon Page

Email Address*

Password*

[Forgot your Password?](#)

Log On

Create New Account

New applicants must first register themselves by “Creating an Account”

To Create an Account

1. Click on “Create New Account”
2. Enter your contact information
3. Click on the “Next Step” button
4. Create a password you can remember
5. Click on the “Finish” button

Eligibility Quiz

You need to take the Eligibility Quiz before you can access any application/s. Every question on the eligibility quiz is a required question. Based on your answers to the questions on the eligibility quiz a list of scholarships will appear. You need to complete an application for each scholarship you’re applying for.

Below is an example of some of the questions you'll need to answer as part of the eligibility quiz.

- What is your current **level of study**?
- What is your **county** of residence?
- What is your cumulative **GPA**?
- What is your **ACT** score?
- What **college or university** will you be attending?

If after submitting your Eligibility Quiz, you realize you answered a question incorrectly contact ARCF by emailing jjones@arcf.org to have the Eligibility Quiz reset for you.

Applicant Dashboard

The Dashboard is your homepage where you can check on the status of your application/s. This page will display scholarship applications you have in process.

Filling out the Application

All applications will be available starting Feb 1. Enter all the applicable information then Save as Draft or Submit the Form once finished.

- 1) Pay close attention to instructions and character limitations on each question.
- 2) Keep in mind, if you remain logged into the application portal with inactivity for longer than 90 minutes, you'll be logged off. Please save your work every 15 minutes or so.
- 3) You can save as draft and come back to the application after any given time to complete it. You cannot submit the application with any unanswered question/s.
- 4) After the application is submitted there will be a confirmation page stating that your application has been submitted.

Accessing Forms After Save and Submit

The Applicant Dashboard is where you can access application/s for historical record keeping. The Applicant Dashboard is your homepage. You will be automatically directed there when you login each time.