

Overview

This document is designed to provide scholarship applicants with instructions on how to access and use the online application portal. First go to www.arcf.org/students. You will see a link saying “go to our online application portal to apply”. After creating your account, you will take an Eligibility Quiz to determine what scholarships you’re eligible for.

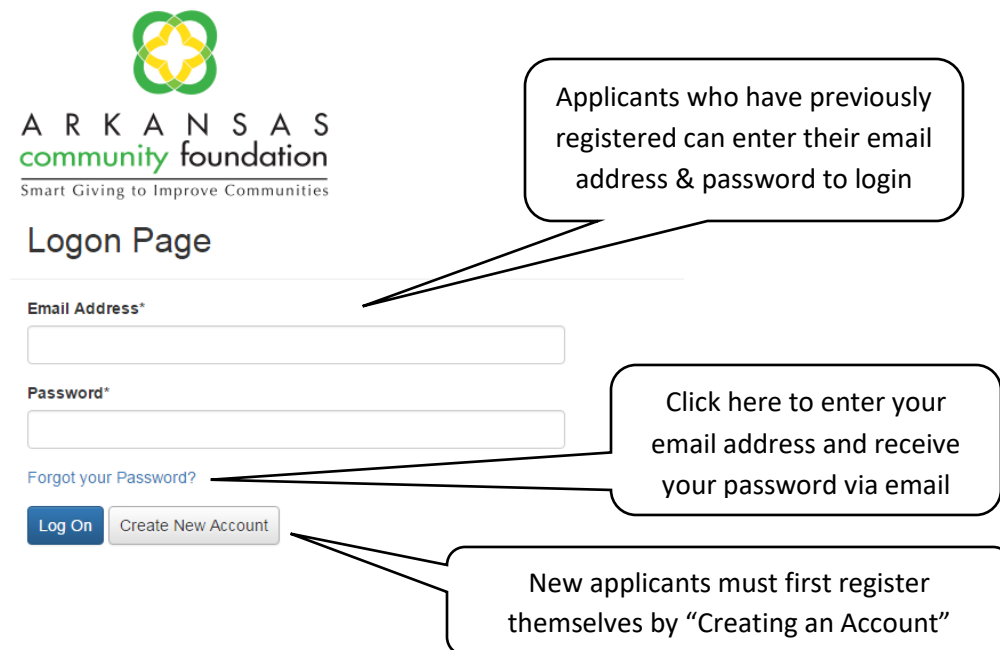
Registration Page

If you already have an account with this online application portal;

1. Enter your login information, which is your e-mail address, in the Email Address field
2. Enter the Password that you chose when you set up your account
3. Press the “Log On” button to enter the scholarship application portal

If you do not have an existing account:

4. Click on “Create New Account” to register.



The screenshot shows the Logon Page of the Arkansas Community Foundation. At the top left is the logo with the text "A R K A N S A S community foundation Smart Giving to Improve Communities". Below the logo is the title "Logon Page". There are two input fields: "Email Address*" and "Password*", both with asterisks indicating they are required. Below the password field is a link "Forgot your Password?". At the bottom are two buttons: "Log On" (highlighted in blue) and "Create New Account". Three callout boxes provide instructions: one points to the Email Address field with the text "Applicants who have previously registered can enter their email address & password to login"; another points to the Forgot your Password? link with the text "Click here to enter your email address and receive your password via email"; and a third points to the Create New Account button with the text "New applicants must first register themselves by 'Creating an Account'".

To Create an Account

1. Click on Create New Account
2. Enter your student information
3. Click on the Next Step button
4. Enter your contact information
5. Click on the Finish button

Eligibility Quiz

After you have created your account you will be directed to take an Eligibility Quiz. Based on the answers to the questions in the Eligibility Quiz the system will show you which scholarship/s you qualify for. Slow down and be careful when answering these questions. The question most commonly answered incorrectly is, "What is your county of residence". If you submit the Eligibility Quiz with an incorrect answer, and you need to edit it, you will need to contact the system administrator.

Sample questions include:

- What is your current level of study?
- What is your county of residence?
- If a high school senior, what high school are you graduating from?
- What is your current cumulative GPA?
- What is your college admission ACT test score?
- Have you participated in athletics/sports during your high school career?

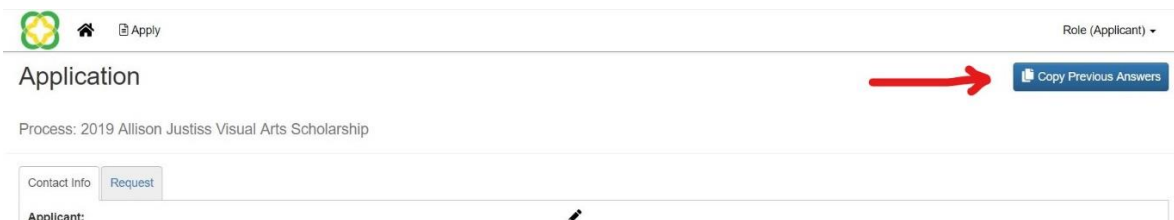
Apply

Click on the "Apply" link next to the scholarship name for each scholarship you're eligible for. Each scholarship has a brief description of qualifications. Read the descriptions thoroughly before applying.

Filling out the First Form

Enter all the applicable information then "Save as Draft" or "Submit" the form.

- 1) Pay close attention to the instructions and character limitations on each question.
- 2) You will have to complete a separate application for each scholarship opportunity for which you are applying. However, after completing one application, you may choose the "Copy Previous Answers" button in the top right-hand section of your screen when starting additional applications, in case there are identical questions on more than one scholarship application.



The screenshot shows a web interface for a scholarship application. At the top left, there is a logo and navigation icons for home and 'Apply'. The user's role is identified as 'Role (Applicant)'. The main heading is 'Application', with a red arrow pointing to a blue button labeled 'Copy Previous Answers'. Below this, the process is identified as 'Process: 2019 Allison Justiss Visual Arts Scholarship'. There are two tabs: 'Contact Info' and 'Request'. The 'Applicant:' field is visible but empty.

- 3) You can "Save as Draft" and come back to the form after any given time to complete it. You cannot submit the form with any unanswered question.
 - a. After the application is submitted you will be emailed a confirmation stating that the application has been submitted.

Applicant Tutorial

Applicant Dashboard

This is your homepage where you can check on the status of your applications. This page will display the scholarship applications you have in process and what its status is.

Accessing Forms After Save and Submit

You can login to the online portal at any time. The Applicant Dashboard is where you can check on the status of your applications and access them for historical record keeping. Once your application is submitted you cannot make changes. If you see a mistake after the application is submitted you'll need to contact the system administrator to have your application put into draft status.