User Guide: Applying for Scholarships
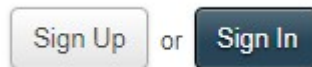
New User

First, visit the Austin Community Foundation Scholarship portal at
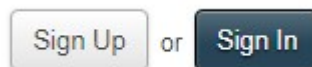
https://austincf.academicworks.com/

Click on "Sign Up" in the top right corner of the screen to create your login and password.

Next, provide an email address and password to set up your account. Please provide an email address you will have access to past graduation, as it will be how we contact you to let you know about the status of your application. You can start your application and finish at a later time or return to apply to additional scholarships.

Returning User

Begin by clicking "Sign In" at the top right corner of the screen to access the log-in page.

Applicant: select the "Applicants and Administrators" tab and enter your email address and password.

Reference or Reviewer: select the "References and Reviewers" tab and enter your email address and password.

Having Trouble Accessing Your Account?

Applicant: If you did not receive an account confirmation email, enter your email address below and click "Resend Confirmation". An email containing confirmation instructions will be sent to you.

Reference or Reviewer: If you have not received your invitation email, enter your email address and click "Recover Password". You will receive an email instructing you on how to set a new password.

I cannot remember my password: Click on "Trouble signing in?" from the bottom left-hand corner of the sign in window. There, you can enter the email address used for registering with the site where requested and selecting "Recover Password". You will receive email directions for recovering your password.
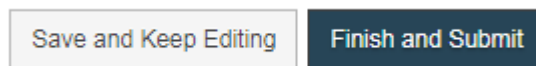

Completing the General Application

Begin by answering all questions to the best of your ability on the General Application. You may "Save and Keep Editing" in order to save your information and complete the application at a later time or "Finish and Submit" to complete the application. You may return to your General Application and make any changes all the way up until the application deadline.

You will know that you have successfully saved your Conditional Application when a green check mark appears at the top of your screen.

NOTE: If you are a current High School graduating senior or currently enrolled in college, you will be asked to complete another application specific for your level of academic achievement. This application must be completed before scholarships are recommended to you. At that time, you can find a list of all scholarships that you qualify for by selecting "Other Recommended Opportunities" tab to the left side of the screen.

When you have completed all questions, select "Finish and Submit" in the bottom right-hand corner.

TIPS FOR A GREAT SCHOLARSHIP APPLICATION

1. Letters of Recommendation often take some time to collect, so make your requests well in advance of the scholarship deadline. To do so, you must have the email addresses of the person who will be writing your recommendation. We also recommend requesting the recommendation in person prior to making the request via the application portal.

2. Because our scholarships can be very competitive, the most complete and quality applications (i.e. those with well-written essay responses or those that include extra information that is not required) will likely have an advantage before committees. Selection committees can tell if your application was rushed, so be sure to start the process early!

3. To upload documents, select the 'browse' button next to the empty text box. Then, search your computer for the file you wish to upload. All document uploads MUST contain your full name and **cannot contain any symbols or numbers.**

4. All information required, including references, must be submitted PRIOR to the application deadline. No late documentation will be accepted.

If you have a question about applying for a scholarship, please read through our Commonly Asked Questions. If you don't find your answer, contact us at scholarships@austincf.org

Best of luck, and Happy Scholarship Season!