

User Guide: Applying for Scholarships

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IMPORTANT INFORMATION

Please note the following must be completed by 11:59 P.M. CT on Wednesday, April 3, 2024:

- / **Email your selected recommender (teacher, coach, mentor) from within the general application.** The application will prompt you to enter an email address for someone who will complete a Letter of Recommendation Form within our system. This is NOT a file upload.

We strongly recommend that you speak with your recommender outside of the system to ensure they know to receive an email from administrator@grantinterface.com. Their submission is required for your application to be considered complete.

- / **Once your general application is submitted, you may have supplemental questions to answer for some opportunities.** Please review the “Supplemental Applications” section of this guide for information on this process.

We strongly recommend that you complete the general application ahead of the April 3rd timeline to allow time to complete any additional supplemental questions.

New User—Create Account

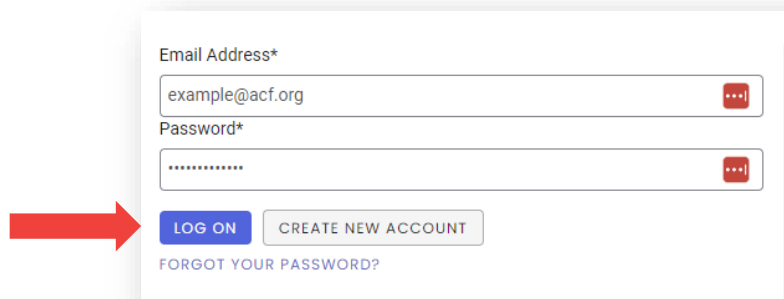
- / First, visit the [Austin Community Foundation Scholarship Portal](#)
- / Click on “**Create New Account**” to create your log in and password.
- / Next, complete the user registration form and provide an email address and password to set up your account.

Please provide a **permanent email address** that you check regularly, as it will be how we contact you to let you know about the status of your application. We advise you **not** to use your school email address.

scholarships@austincf.org.', and 'You may find more information about our scholarships and timeline on our [website](#).' Below the form is a link 'FORGOT YOUR PASSWORD?'." data-bbox="133 281 845 595"/>

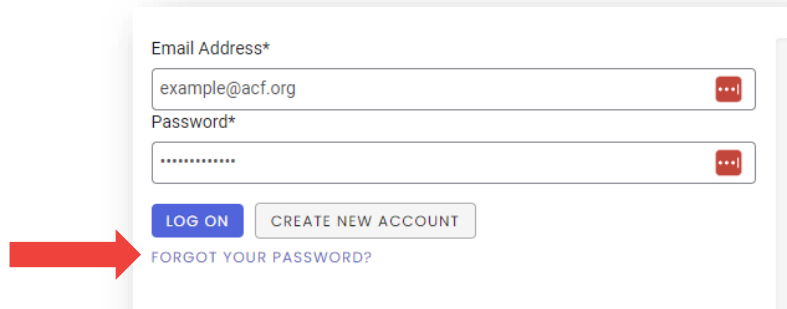
Returning User—Log In

- / Begin by entering your username and password, and then click the “**Log on**” button at the bottom left-right corner of the screen to access the portal.



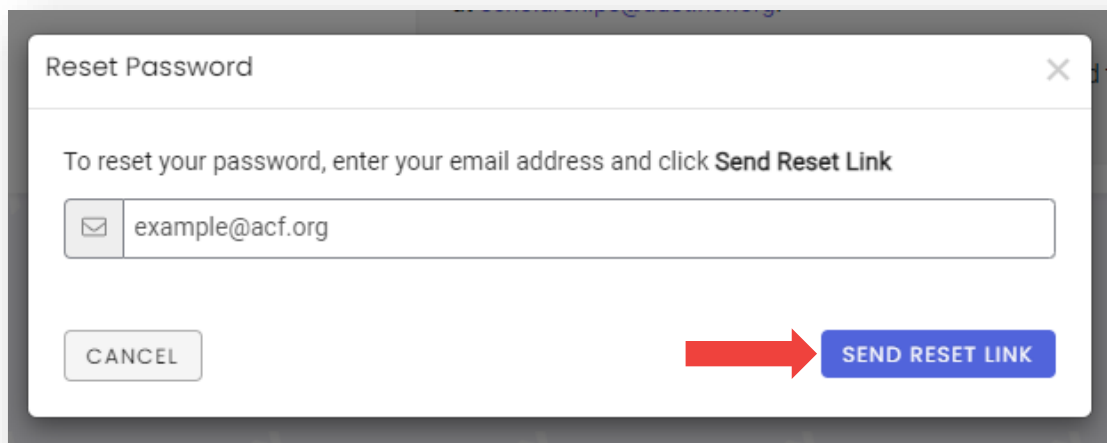
Reset Password

- / If you are having trouble logging in, click on the “**Forgot your Password?**” link.
- / Enter the email address you used to create the account and select the “**Send Reset Link**” button in the pop-up screen.



Form fields and buttons:

- Email Address*
example@acf.org
- Password*
.....
- LOG ON
- CREATE NEW ACCOUNT
- FORGOT YOUR PASSWORD? (indicated by a red arrow)



Reset Password

To reset your password, enter your email address and click **Send Reset Link**

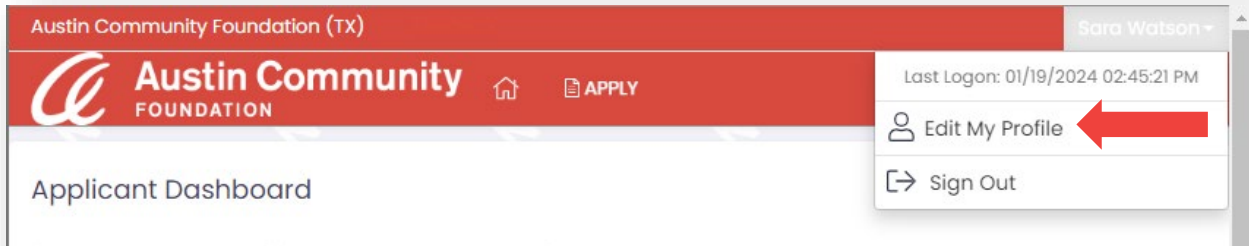
example@acf.org

CANCEL SEND RESET LINK (indicated by a red arrow)

If you are unsure that your account setup was successful, or if you are unable to access your account, please email scholarships@austincf.org to verify.

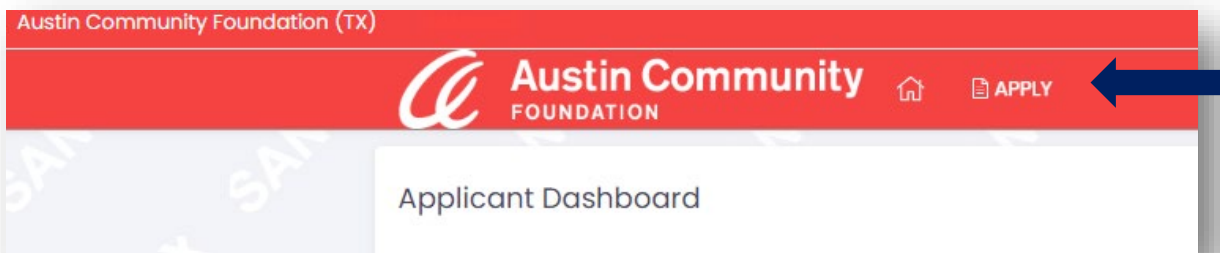
Update Contact Information

- / Log on to your account and select your name in the top right menu. Then click **“Edit My Profile”**.
- / Update the desired information and click the **“Save”** button in the bottom right corner.

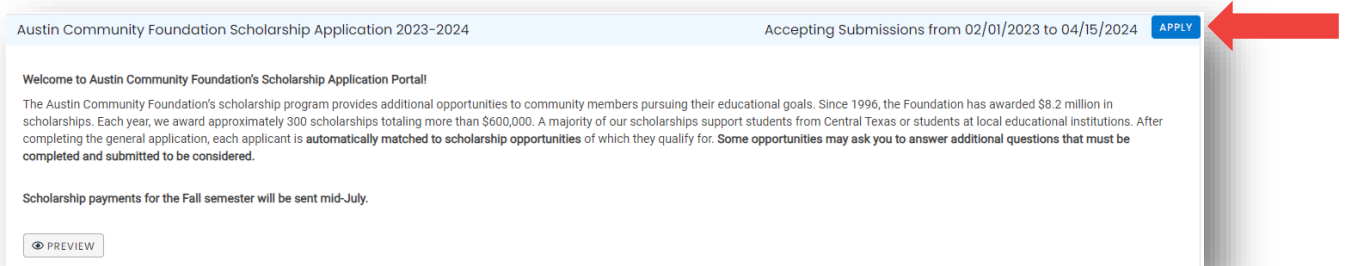


Completing the General Application

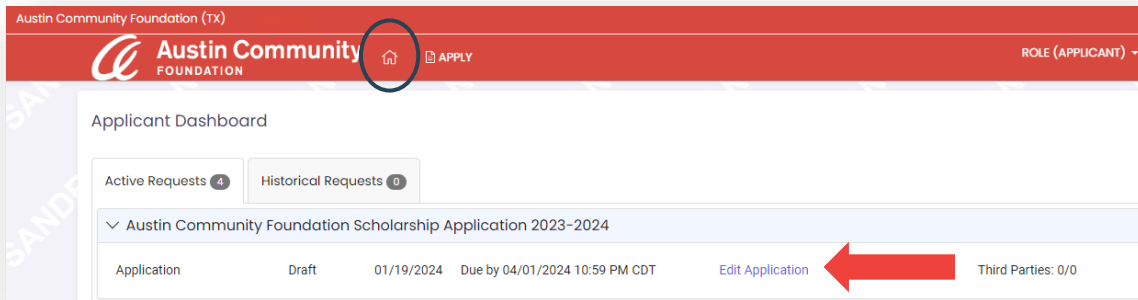
- / After creating an account, click **“Apply”** at the top of the screen. This will bring you to the Apply page, where the General Application will be listed.



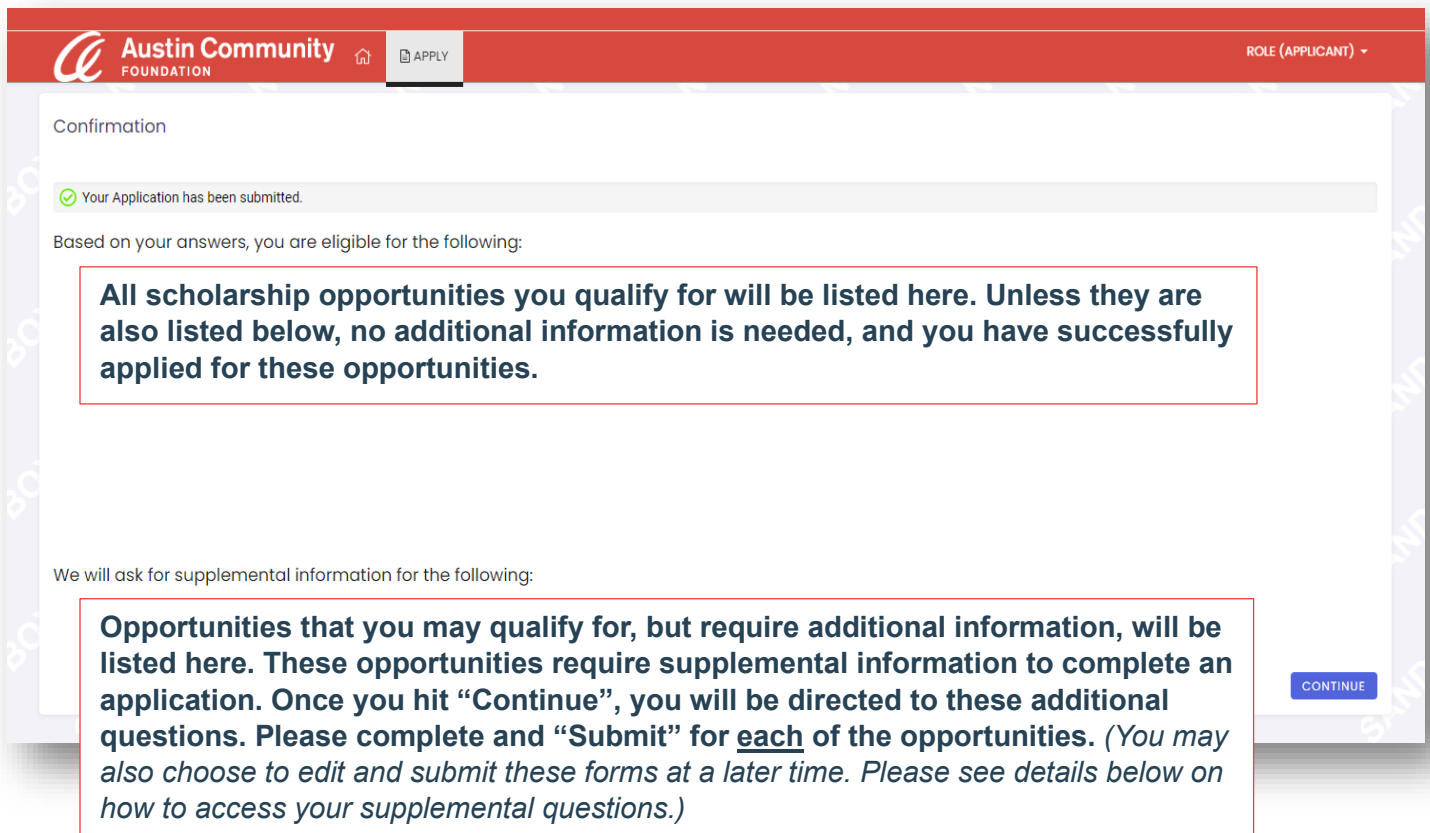
- / Click the blue **“Apply”** button to the right of the screen to access the application.



- / Begin by answering all questions to the best of your ability on the General Application. You may click **“Save Application”** at the bottom of the application to save your information and complete the form at a later time.
- / To access a previously started application, first, navigate to your homepage by clicking on the **Home** icon on the top menu. Then, select the **“Edit Application”** link.



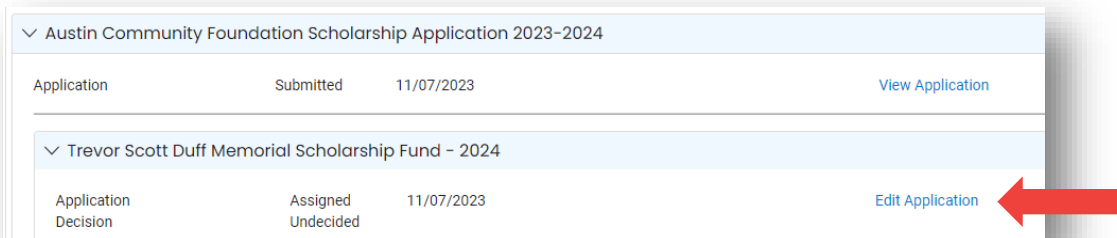
Once you have completed all required fields in the general application, you must hit “Submit Application”. Once submitted, you will be routed to a confirmation page that lists the specific scholarship opportunities you have qualified for. This page details which opportunities require additional information.



Supplemental Applications

Once your general application is submitted, each of the opportunities you qualify for will populate on your homepage of the dashboard.

- / First, navigate to your homepage by clicking on the **Home** icon on the top menu.
- / The general application will be listed at the top of your dashboard, and individual opportunities will be listed in a drop-down fashion. Be sure to click the arrow to the left of the application name to reveal all of your eligible opportunities. **To edit and submit opportunities with supplemental questions, click the “Edit application” link to the right of the opportunity name.**

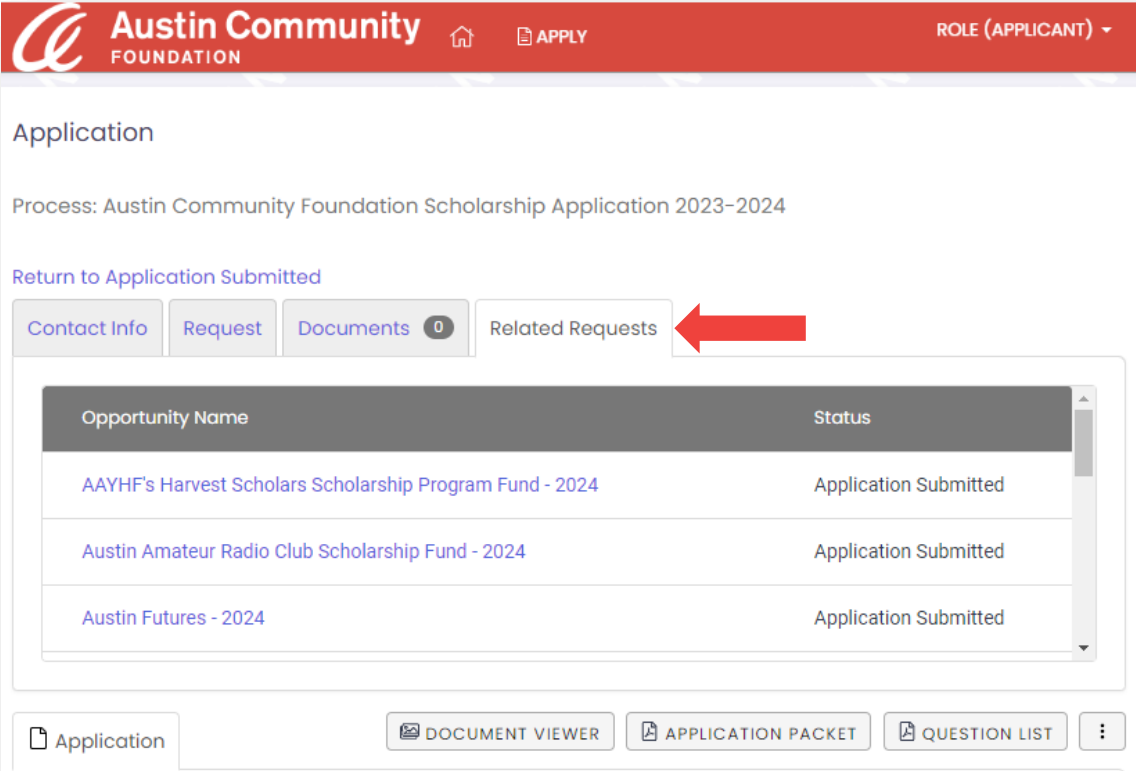


Austin Community Foundation Scholarship Application 2023-2024			
Application	Submitted	11/07/2023	View Application
Trevor Scott Duff Memorial Scholarship Fund - 2024			
Application Decision	Assigned Undecided	11/07/2023	Edit Application

*The option to “**View Application**” means the form has been successfully submitted and there is no more required information. **Any opportunity that says “Edit Application” is considered incomplete.***

To Confirm Which Supplemental Opportunities You've Completed

- / From the homepage of your dashboard, you may select “**View Application**” for the General Application.
- / On your dashboard tab under “**Related Requests**”, you will see a list of all qualified opportunities and the submission status.



The screenshot shows the Austin Community Foundation application dashboard. At the top, there is a red navigation bar with the logo, 'Austin Community FOUNDATION', a home icon, an 'APPLY' button, and a user role dropdown set to 'ROLE (APPLICANT)'. Below the navigation bar, the page title is 'Application' and the process is identified as 'Austin Community Foundation Scholarship Application 2023-2024'. A link 'Return to Application Submitted' is visible. A tabbed interface includes 'Contact Info', 'Request', 'Documents' (with a '0' notification), and 'Related Requests', which is highlighted with a red arrow. Below the tabs is a table of opportunities:

Opportunity Name	Status
AAYHF's Harvest Scholars Scholarship Program Fund - 2024	Application Submitted
Austin Amateur Radio Club Scholarship Fund - 2024	Application Submitted
Austin Futures - 2024	Application Submitted

At the bottom of the dashboard, there are buttons for 'Application', 'DOCUMENT VIEWER', 'APPLICATION PACKET', 'QUESTION LIST', and a menu icon.

Upload Documents

- / To upload documents, navigate to the transcript section of the application. Select the “**Upload A File**” button AND “**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.** To verify uploaded documents from your dashboard, select the document viewer in the top right corner of the application form.

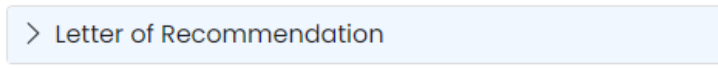
Transcript*

Please upload a copy of your most recent transcript or GED Certificate. *Preference is for an official transcript, but if you do not have easy access, please upload any documentation you are able to provide.*

UPLOAD A FILE [5 MIB allowed]

Letter of Recommendation Request

- / Navigate to the Letter of Recommendation section of the application. Click the arrow on the left to open the section.
- / Add the recommender's email address and click "**Compose Email**". You will be prompted to enter a subject line and type the message of the email. After you review, click "**Send**".



> Letter of Recommendation

- / You can check if your recommender has completed the letter in your application's view status. **If you need to update your recommender information before the application deadline, please return to the letter of recommendation section and follow the steps above.** If the application deadline has passed, please email scholarships@austincf.org.

Please note: Our letter of recommendation is a form that the recommender will be guided to complete, rather than a document upload. We recommend sending this email request to your recommender as soon as possible to allow them plenty of time to complete the request.

Questions?

If you have a question about applying for a scholarship, please email scholarships@austincf.org.