

Scholarship Applicant Tutorial

Overview

This document is designed to provide scholarship applicants with instructions for use of the Foundant Scholarship Lifecycle Manager application via Arkansas Community Foundation's scholarship website (www.arcf.org/students). You will see a link saying "[Go To Our Online Application Portal to Begin Applying](#)". Students will have to search for the scholarship and begin a new application for each scholarship program they wish to apply for. Remember while this document attempts to provide step-by-step instructions, we realize that not all user scenarios may be adequately covered. If you remain on a page with inactivity for longer than 90 minutes, you will be logged off for security reasons. Please save every 15-25 minutes. The community foundation is ready to help with any issues a student or counselor may have. Please contact us at 501-372-1116 with any concerns or issues.

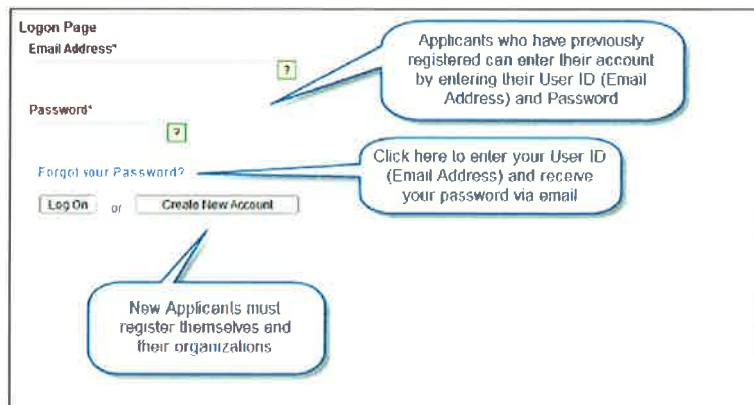
Registration Page

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

1. Enter your login, 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 manager.

If you do not have an existing account;

4. Click on Create New Account to register.



The screenshot shows a "Logon Page" with the following elements and callouts:

- Email Address***: A text input field with a callout: "Applicants who have previously registered can enter their account by entering their User ID (Email Address) and Password".
- Password***: A text input field with a callout: "Click here to enter your User ID (Email Address) and receive your password via email".
- Forgot your Password?**: A link with a callout: "Click here to enter your User ID (Email Address) and receive your password via email".
- Log On** and **Create New Account**: Two buttons with "or" between them.
- New Applicants must register themselves and their organizations**: A callout pointing to the "Create New Account" button.

To register 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

Applicant Status Page

After you have registered your account you will be directed to the Application Page.

1. Apply – This allows you to review the available scholarships and apply.
2. Dashboard – This is your homepage where you can check on the status of your applications. This page will display the form you just filled out, what its status is, and what the next form will be.

Choosing a Scholarship to Apply for

After clicking on the “Apply” link you will have the ability to choose a scholarship program to apply for. Each scholarship will have a brief description of who qualifies for an award. Read these descriptions thoroughly before applying.

- 1) Read through each scholarship program before applying.
- 2) After you make a selection for which scholarship to apply for, click it to start filling out the first form.

Filling out the First Form

After agreeing to the applicant instructions you will be sent to the first form in the scholarship program. Enter all the applicable information then Save as Draft or Submit the form.

- 1) Start filling out the questions on the form, paying close attention to the instructions and limitations on each question.
- 2) Applicants can save as draft and come back to the form after any given time to complete it. The foundation will not check for completeness until the form is submitted.
 - a. After the application is submitted there will be a confirmation page stating that the form has been submitted. You can always refer to your Application Status Page to see what stage the application is in, if in doubt.

Accessing Forms After Save and Submit

The Application Status Page is where you can check on the status of your applications and access for historical record keeping. The Application Status Page is your homepage. You will be automatically directed there when you login.

1. If you've submitted the scholarship then you can only view the scholarship request and print it.
2. If you saved the form then you can Edit the saved form from the Application Status Page.