

Scholarship Lifecycle Manager Learning Lab | Universal Application: Applicant Tutorial

Registration

To get started, click the link provided to you by the organization offering scholarships. This will bring you to the *Logon Page*. Then follow these steps to get set up to apply:

1. If this is your first time logging into the site, click **Create New Account**.

FOUNDANT
technologies

Logon Page

Email Address*

Password*

Log On Create New Account

[Forgot your Password?](#)

Welcome to the Foundation's online grant portal.

New Users: Please click on "Create New Account" to complete the registration process and create your logon credentials.

Existing Users: Please enter your credentials and log in. If you forgot your password, please use the "Forgot your Password" link to the left to reset your password.

Not Sure? If you think that you have already registered in the system, do not create a new account. Please contact our Administrator, at example@email.com to receive your username and password.

2. You'll land on the *Registration* page. Any fields with an asterisk are required.
 - a. You may see the option to connect to Scholar Snapp. If you have a Scholar Snapp profile, you may use it to help fill out this registration page. Click **Connect to Scholar Snapp** and follow the instructions in the pop-up box.
 - i. There may also be questions on the scholarship application form that allow you pull in responses from your Scholar Snapp profile.

Create New Account

Connect to Scholar Snapp

- b. After completing the fields on this page, click **Next**.
3. Create a password. Requirements for the password are listed above the text boxes.

Password

Passwords must be at least six characters long and may contain capital or lowercase letters, numbers, or any of the following special characters: !@#%&*()_


Password* Confirm Password*

Previous Create Account

4. Click **Create Account** to finish registration.

Scholarship Lifecycle Manager Learning Lab | Universal Application: Applicant Tutorial

- The next page asks you to confirm that you've received a confirmation email. Follow the instructions on that page before moving forward.
 - This step is important to make sure that you can receive other emails about your scholarship applications and possible awards.
 - Click **Continue** after following the instructions.

 You will be receiving emails from this system about your request.

To ensure you receive emails from this system we have sent you an email to confirm your account was created successfully. If you do not see an email from *The Foundant Foundation* <administrator@grantinterface.com>, look in your junk or spam folder.

To remove *The Foundant Foundation* <administrator@grantinterface.com> from your spam filter, use the link below.

[Click Here](#) for a tutorial about removing email addresses from spam filters.

I have received the email
 Continue without checking
 I have not received the email

- Now that you've created your account, when you visit the site again you can enter your email address and password, then click **Logon**.
 - If you forget your password, the *Forgot your Password* link will step you through resetting it.


Applying

- After logging into the site, click **Apply** in the top navigation bar to view open opportunities.



Applicant Dashboard


- Click **Apply** next to an opportunity to begin an Application.

 **Apply**

Quick Search

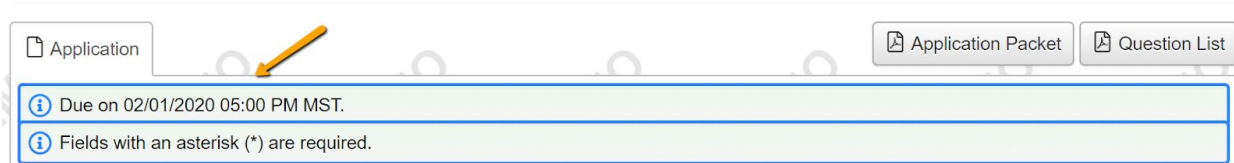
2020 Scholarships	Accepting Submissions from 06/01/2019 to 02/01/2020	<input type="button" value="Apply"/>
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To apply for a scholarship, please begin by clicking the "Apply" button. Note that all scholarships are due by 5:00 PM Mountain Time on February 1, 2020. Only high school students graduating in the year 2021 are eligible to apply for these awards.




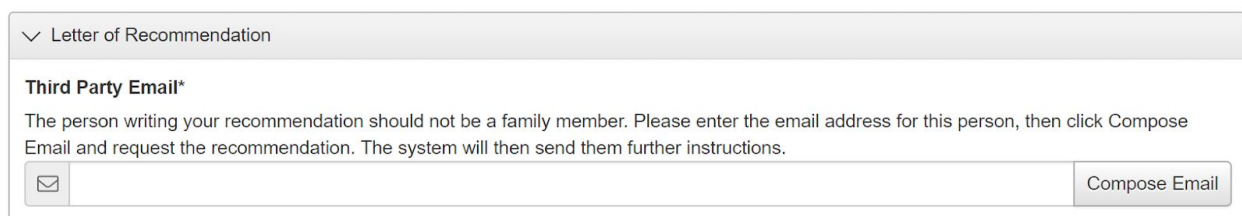
Scholarship Lifecycle Manager Learning Lab | Universal Application: Applicant Tutorial

3. If the Application has a due date, you will see it listed at the top of this form.
 - a. Please be aware that you may not be able to submit your Application after the deadline, depending upon how the organization has set up the due date.



The screenshot shows the top of the application form. On the left, there is a tab labeled 'Application' with a yellow pencil icon pointing to it. To the right are two buttons: 'Application Packet' and 'Question List'. Below these, a blue-bordered box contains two informational messages: 'Due on 02/01/2020 05:00 PM MST.' and 'Fields with an asterisk (*) are required.'

4. Fill out the Application form. Any questions with an asterisk next to them are required.
 - a. Questions with character limits will show an error message if your response is over the limit.
 - i. You will need to shorten your response to fit within the limit before you can submit your Application.
 - b. File upload questions will only accept one file per question, and there will be a file MiB limit noted.
 - i. If you upload a file that's too large or an unaccepted file type, a warning will appear, and your file will not be saved.
5. If you have a Scholar Snapp profile, you may click **Copy Scholar Snapp Profile** to pull in responses to questions on the Application with the Scholar Snapp icon (). Some Applications may not include any of these questions.
 - a. If you edit any of these responses on the Application, you can click **Update Scholar Snapp** at the bottom of the page to push your edited responses back to Scholar Snapp.
 - i. Note that some questions (for example, essay questions) pulled from Scholar Snapp will not push back with edits you made on your Application.
6. The Application may contain one or more sections to be completed by another person, for example someone who will write you a letter of recommendation. You'll see instructions on the Application if this is the case.




The screenshot shows a section titled 'Letter of Recommendation' with a dropdown arrow. Below it is a sub-section titled 'Third Party Email*'. The text reads: 'The person writing your recommendation should not be a family member. Please enter the email address for this person, then click Compose Email and request the recommendation. The system will then send them further instructions.' There is an email input field with an envelope icon on the left and a 'Compose Email' button on the right.

- a. After typing in the email address for the person who will complete that section for you, click **Compose Email**.
 - i. In your email, let them know what you need, and include any other information as instructed on the Application.
- b. The system will then send them another email with a link to complete the questions in that section.

Scholarship Lifecycle Manager Learning Lab | Universal Application: Applicant Tutorial

- c. You won't see the questions in that section, but you can see whether or not they've been completed.
 - i. Unless the organization gives you other instructions, you can submit your Application before this person completes their section.
7. The system will autosave your work on the Application after every 100 characters you type or when you click into the next question. You can also click **Save** if you need to leave the site before you're done.
 - a. When you return to the site, click **Edit Application** from your dashboard to return to the form.

Applicant Dashboard

Applicant: 

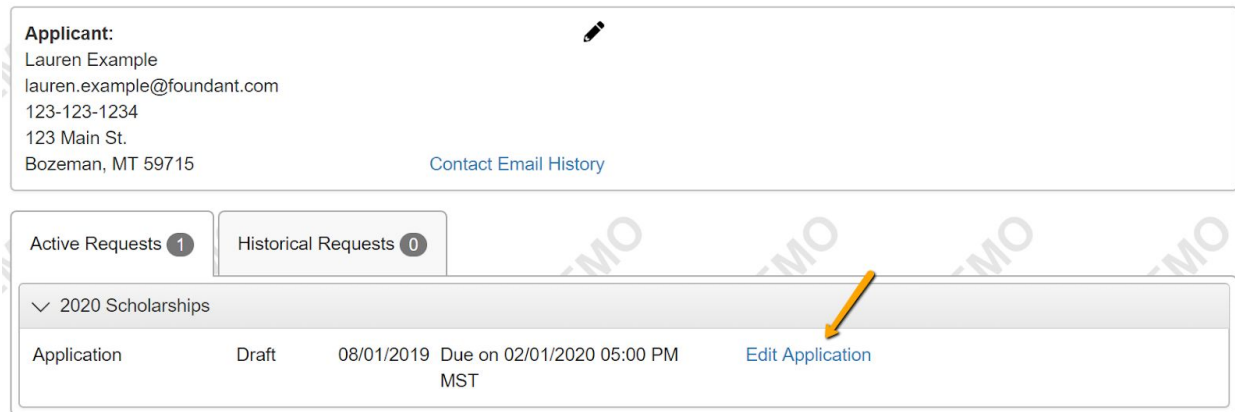
Lauren Example
lauren.example@foundant.com
123-123-1234
123 Main St.
Bozeman, MT 59715

[Contact Email History](#)

Active Requests **1** Historical Requests **0**

2020 Scholarships

Application	Draft	08/01/2019	Due on 02/01/2020 05:00 PM MST	Edit Application
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8. Once you're finished with the application, click **Submit**.
 - a. If you have not completed all required questions, the system will let you know which questions you missed.
 - i. All required questions must be completed to submit the application.
 - b. After submitting an Application, you can view it but you can't make edits.
9. Now you'll see a confirmation page, which lists the scholarships/opportunities you're eligible to apply for. You'll also see a list of any scholarships that require supplemental questions.
 - a. The system has automatically submitted your Application for scholarships you're eligible to apply for that do not require supplemental questions.
 - b. For scholarships that do require supplemental questions, you'll have the option to complete that info and submit your Application to those scholarships as well.

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Confirmation Page

✔ Your Application has been submitted.

Based on your answers, you are eligible for the following:

Elizabeth Jones Scholarship
Track & Field Athlete Scholarship

We will ask for supplemental information for the following:

Elizabeth Jones Scholarship
Track & Field Athlete Scholarship

Continue

10. Click **Continue**. You'll be brought to the first Application with supplemental questions.
11. If a supplemental question is used on more than one scholarship that you're applying for, your response will carry across the Applications.
 - a. If you update your response on one Application, it will automatically update on the other Applications using that question.
12. If you do not want to apply for an opportunity with supplemental questions, click **Decline Opportunity**.

Supplemental Questions

Essay - Personal Success*
Describe a success in your life.

5,000 characters left of 5,000

Due on 02/01/2020 05:00 PM MST.

[Decline Opportunity](#) [Abandon Request](#) [Update Scholar Snapp](#) [Save Application](#) [Submit Application](#)

13. While working on your Application, you can click **Question List** to download a PDF version of the questions (without your responses). You can also click **Application Packet** to download a PDF version of the Application with your responses, plus any documents you've uploaded within the form.

Application

[Application Packet](#) [Question List](#)

Due on 02/01/2020 05:00 PM MST.

Scholarship Lifecycle Manager Learning Lab | Universal Application: Applicant Tutorial

Your Dashboard

1. When you logon to the site, you'll land on your dashboard. You can always get back here by clicking the **Home Icon** in the upper navigation bar.



Apply

2. You'll see two tabs on your dashboard. The *Historical* tab will contain your Applications once they are no longer open or active.
3. You'll see your Applications in the *Active* tab as long as you're still working on any of them, or if any of your Applications haven't yet been approved or denied.

Applicant Dashboard

Applicant: 

Lauren Example
lauren.example@foundant.com
123-123-1234
123 Main St.
Bozeman, MT 59715

[Contact Email History](#)

Active Requests **1** | Historical Requests **0**

2020 Scholarships			
Application	Submitted	08/01/2019	View Application
			Third Parties: 1/1

4. For an approved Application, you may see a **View Details** link. Click this link, then the **Award Details** tab on the next screen to view the amount of your award and more information.
 - a. Some organizations may not display this information on your dashboard.

Track & Field Athlete Scholarship			
Application	Submitted	08/01/2019	View Application
Decision	Approved	08/01/2019	View Details

5. If you've been assigned any Follow Up forms to complete for an award, you will see them listed at the top of your dashboard along with their due dates.

Scholarship Lifecycle Manager Learning Lab | Universal Application: Applicant Tutorial

a. Click **Edit** next to a **Follow Up** form to access it.

The screenshot shows the '2020 Scholarships' section. At the top, there are tabs for 'Active Requests' (1) and 'Historical Requests' (0). Below this, the application status is 'Submitted' on '02/11/2020', with a 'View Application' link and 'Third Parties: 0/0'. The 'Follow Up Forms' section contains a table with the following data:

FORM NAME	ASSIGNED TO	AWARD / INSTALLMENT	DUE DATE	STATUS	EDIT/VIEW
Track & Field Scholarship Recipient Form	Lauren Example	Overall Award	03/15/2020	Assigned	Edit
Scholarship Agreement	Lauren Example	Overall Award	03/31/2020	Assigned	
Award Recipient Information	Lauren Example	Overall Award	09/01/2020	Assigned	

b. Just like on the Application, the system will autosave your work, and you can also click **Save** at any time if you need to leave the site before you're done.

c. You may also download a PDF version of the Follow Up form questions by clicking **Question List**, or download a PDF version of the form with your responses by clicking **Follow Up Packet**.

The screenshot shows a navigation bar with three tabs: 'Eligibility', 'Application', and 'Follow Up'. To the right, there are two buttons: 'FollowUp Packet' and 'Question List', both highlighted with a yellow border. Below the navigation bar, a green box contains an information icon and the text 'Due on 10/01/2019.'

d. Click **Submit** when you're done filling out the form.

6. You may edit your profile at any time by clicking on your name in the upper right corner of the screen when logged on. Then click **Edit My Profile**.

The screenshot shows the user profile area at the top right, displaying 'Foundant Base Camp Scholarship' and the user's name 'Lauren Example' with a dropdown arrow. Below this, there is a navigation bar with icons for 'Home', 'Apply', and 'Fax to File'.