Online Scholarship Portal Applicant Instructions

The majority of Wayne County Community Foundation scholarship applications are completed online, with over 70 scholarships contained in a single application with a deadline of **March 15th**. There are also additional scholarship opportunities that have varying deadlines that you may be eligible to apply for. For questions regarding the Online Scholarship Portal, please email scholarships@wccfoh.org.

Tips to Remember:

- Incomplete and/or late applications will NOT be considered.
- We highly recommend you submit your application early, as some scholarship opportunities may require additional information that you may not know about until after your application is submitted. If you wait until too close to the deadline to submit your application, you may not have enough time to complete the required additional information.
- Our Online Scholarship Portal will autosave your work after every 100 characters you type or when you begin a new question. You can also save your application more frequently to avoid losing work.
- For security purposes, the portal will automatically log you out after 90 minutes of inactivity.
- All questions marked with an asterisk (*) must be completed.
- Once you submit a scholarship application, you CANNOT make changes.

Please be prepared to upload the following as part of your scholarship application:

- Electronic FAFSA Submission Summary Report – PDF format. No pictures, please. We need the FIRST page only; Your Student Aid Index (SAI) must be on this report. You can access your Submission Summary Report on the FAFSA website at www.fafsa.gov. The FAFSA may take up to 2-3 weeks to be processed, so please plan accordingly. If you have questions about completing the FAFSA, please contact your high school guidance counselor or college financial aid department.
- School Transcript – PDF format. No screenshots will be accepted. You must provide your most current transcript as of the deadline. If your transcript is provided in a sealed envelope, please remove it from the envelope, scan it and upload it as part of you online application.
- Recommendations – For most applications, you will need the names and email addresses of two individuals who are willing to complete the online Recommendation Survey. Those individuals should be members of the community or qualified educational officials who know you well (teacher, faculty advisory, guidance counselor, coach, church leader, and/or employer). They can NOT be a family member. Recommendation Surveys **must be completed by the application deadline** in order for your application to be complete. It is your responsibility to follow up and encourage your references to submit their Survey by the deadline.

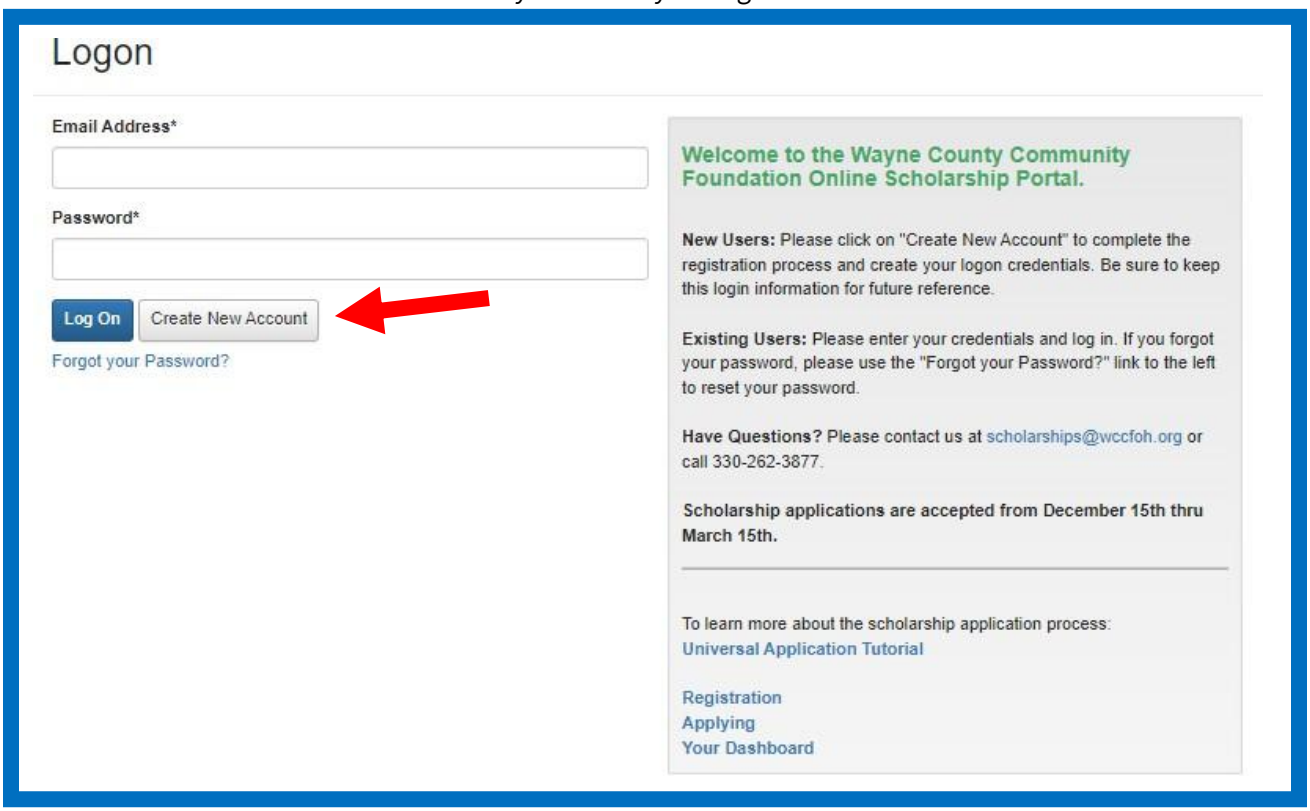
Logging In or Creating an Account

Visit **www.wccfoh.org/scholarships** to begin applying for scholarship opportunities utilizing our Online Portal. Click **Apply Now** to begin the application.

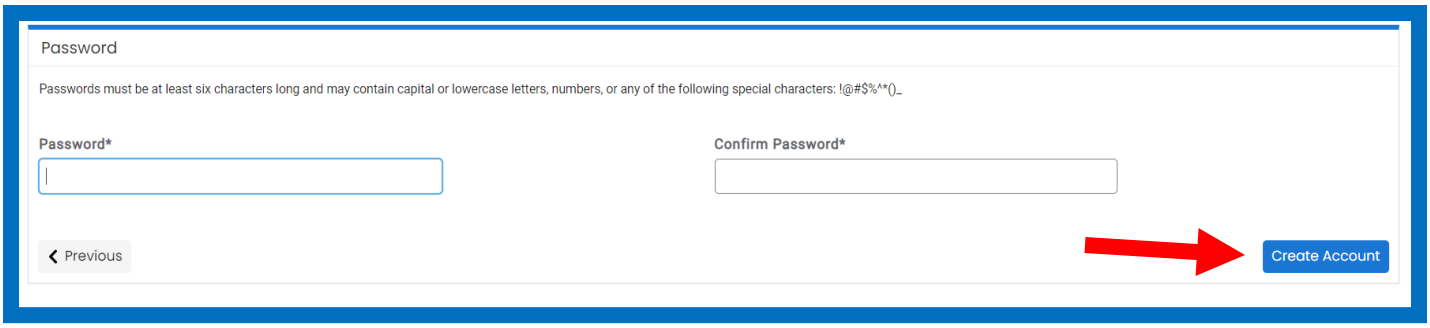
All applicants must create an account in the scholarship portal only one time.

- **If you previously created an account:** enter your previous login information. If you do not remember your password, click the "Forgot your Password?" link and create a new password.

- **If this is your first time applying for a scholarship via our Scholarship Portal:** Click **Create New Account**. Be sure to use an email address you will check frequently, even after the school year ends. Using a school (high school or college) provided email address is not recommended, as all communication regarding scholarships will be conducted via the email address you use for your login.



- After completing the required fields, click **Next** and create a password of your choice. Password must be at least 6 characters, and may include upper case, lower case, and special characters. Once finished, click **Create Account** to finish your registration.



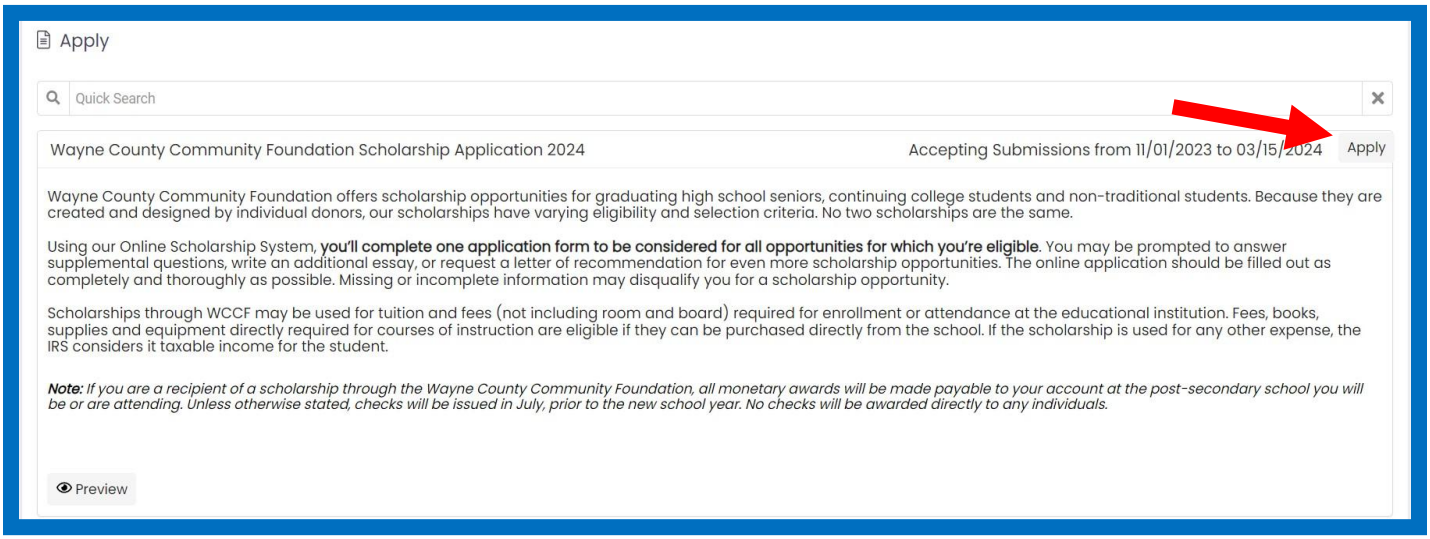
- An automatic email will be sent to your email address to confirm your account was created successfully. If you do not see an email from Wayne County Community Foundation (administrator@grantinterface.com), check your junk or spam folder. This email address is how we will primarily communicate with you regarding the status of your scholarship applications. Be sure to mark this email address as "safe" or add it to your contact list.

Applying for Scholarships

You can apply for the majority of Wayne County Community Foundation's scholarship opportunities by completing our Universal Scholarship Application. This one application will automatically match you to opportunities for which you qualify and will also recommend others for which you are eligible to apply for that require supplemental information (additional questions, recommendations, essays, etc.). The deadline to apply for the scholarships within the Universal Scholarship Application is **March 15th at 11:59 p.m.**

There may be additional scholarships opportunities that require a separate application. These additional opportunities will be listed on the Apply page. Pay close attention to the eligibility requirements and deadline dates for these stand-alone opportunities, as they may vary from the main deadline of March 15th.

To begin applying, click **Apply** in the application title bar.



Our Online Scholarship Portal will autosave your work after every 100 characters you type or when you begin a new question. You can save your scholarship application at any time by clicking **Save Application** at the bottom of the application. Our Online Scholarship Portal will automatically log you out after 90 minutes of inactivity.

When filling out scholarship application(s), keep the following in mind:

- All questions marked with an asterisk (*) must be completed.
- Pay close attention to character limits. You will need to shorten your response to fit within the character limit before you can successfully submit your application.

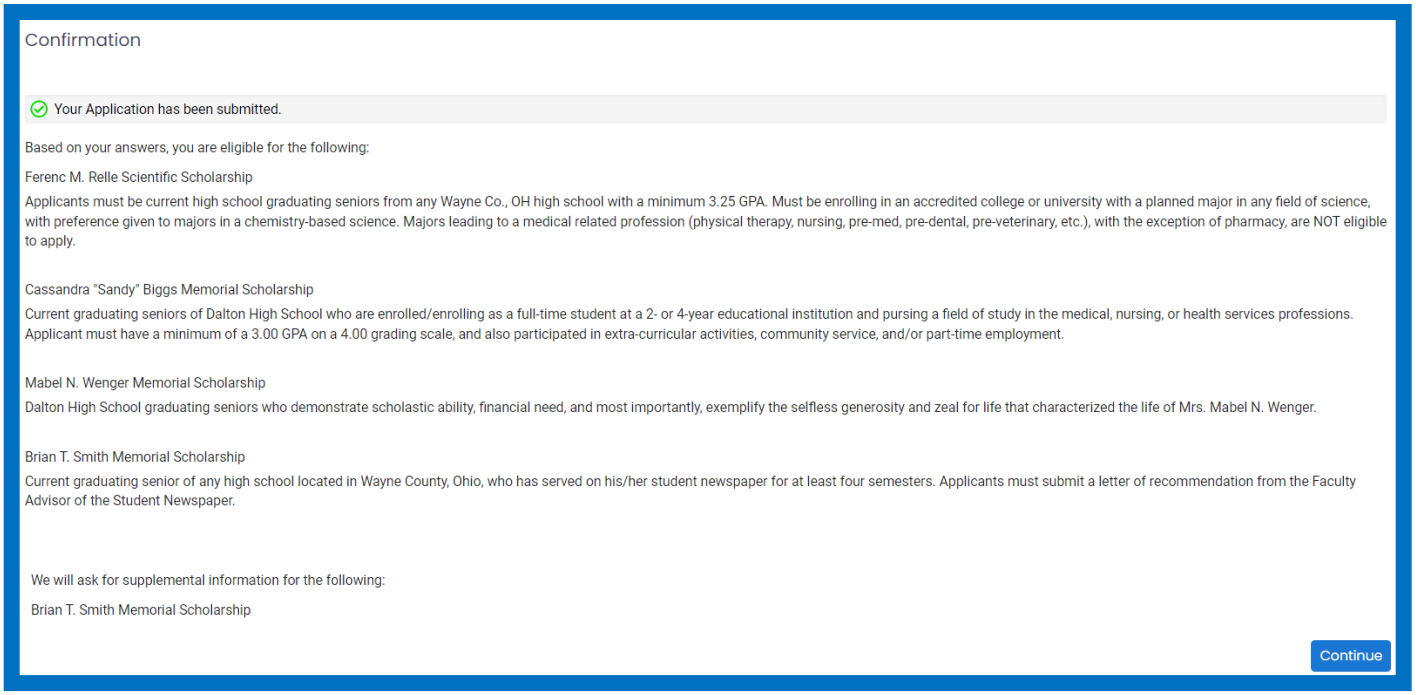
- File upload question will only accept one document per question and a file size limit will be noted. If you upload a file that is too large or an unaccepted file type, a warning message will appear and your file will not be saved. You cannot upload a picture of your transcript or FAFSA Submission Report. These documents must be uploaded in PDF format.
- Most scholarship opportunities require two (2) references, while a few may require additional. Follow these directions to request that an individual complete a reference on your behalf. **We no longer require a reference letter; instead the reference person will be asked to respond to a short onlinequestionnaire.**
    - Enter the email address of the individual from whom you are requesting a reference and click **Compose Email**. We strongly suggest you confirm that the individual has agreed to submit a reference.
    - Compose a brief email to the individual asking them to respond to the Recommendation Survey on your behalf. Be sure to include your full name in the email. An example email will be provided during the application process.
    - Click **Send.**
    - The reference person will receive your email and an automatic email from Wayne County Community Foundation (administrator@grantinterface.com) with instructions on how to proceed.
    - Check with your references to be sure they received the email. This is very important because emails can be blocked by spam filters.
    - You may submit your application(s) before the references have completed their Survey, however in order for your application(s) to be complete, Recommendation Surveys must be received by the application(s) deadline.
    - The date and time the Recommendation Survey is uploaded to your application will appear on your application below the Compose Email question. You may also check to see if a Recommendation Survey has been uploaded to your application by going to your Applicant Dashboard. You will NOT be able to view the Recommendation Survey responses.

Once completed, you can submit your application by clicking **Submit Application**. If you have not completed all required questions, the Online Scholarship Portal will let you know which questions you missed. All required questions must be completed to submit the application. After submitting an application, you can view it, but you are unable to go back and make changes.

If at any time in the process, you wish to save and return to the process later, click the **Save Application** link. When you log back into your account, you will see the application on your **Applicant Dashboard** listed under the **Active Requests** tab. To make changes, click the **Edit Application** link.

If you no longer wish to apply, click the **Abandon Request** in the bottom left corner of the page.

Once you submit your application, a **Confirmation Page** will appear that lists the scholarship applications you may be eligible for. It also lists the scholarships that require supplemental information. Click the blue **Continue** button. If you have applications requiring supplemental information, it will take you to those applications now. If not, you will be returned to your Applicant Dashboard.



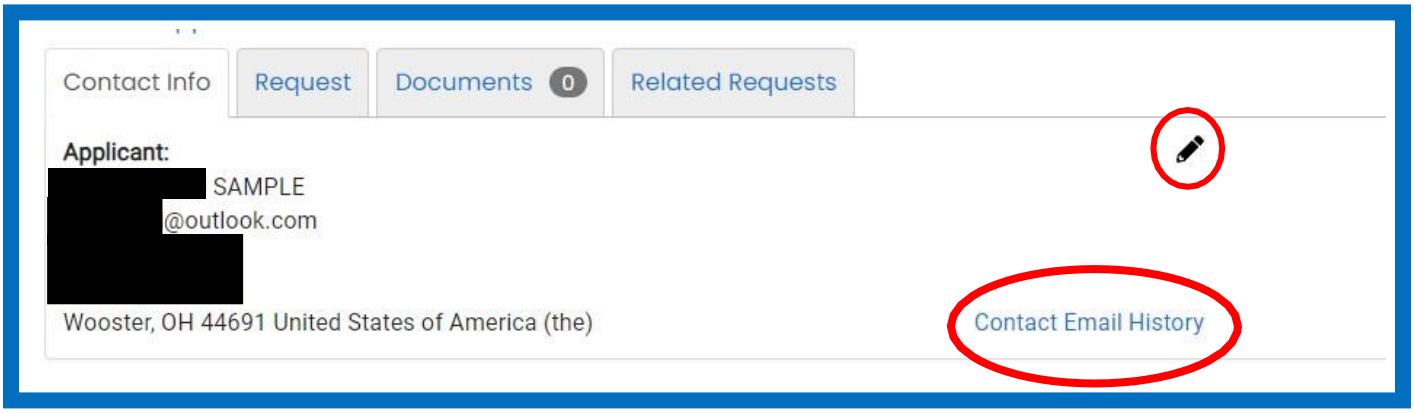
Complete the additional supplemental questions for each scholarship you wish to apply for and click the **Submit Application** button as you did previously. If you do not wish to apply for a specific scholarship opportunity, click **Abandon Request** in the bottom left.

Accessing Your Applicant Dashboard

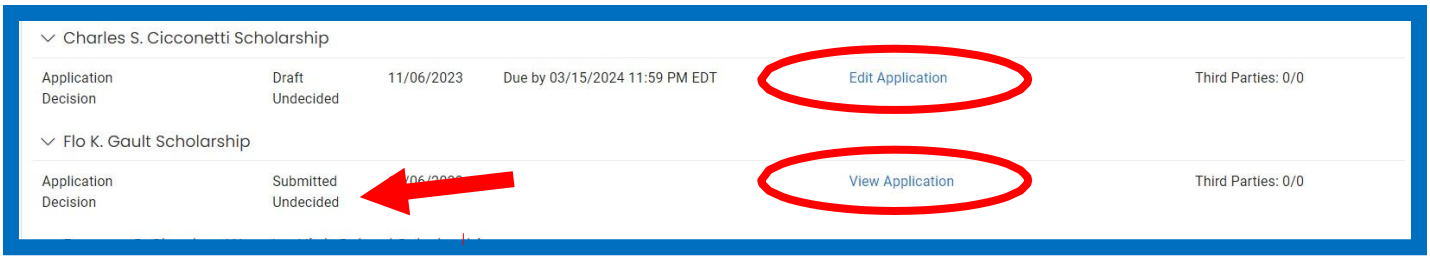
Once you have created an account, you will automatically be directed to the Applicant Dashboard when you log back into the system. You can get to your Applicant Dashboard at any time by clicking on the Home Icon at the top of the screen.

From the Applicant Dashboard, you can **edit your contact information** by clicking on the pencil icon. The "**Contact Email History**" will display any emails sent to your user account from this online system, which include:

- System Generated Emails: password reset or contact change notifications
- Automatic Emails: application submitted, third party assigned, follow-up reminders
- Administrator Emails: messages sent to you by the Scholarship Administrator

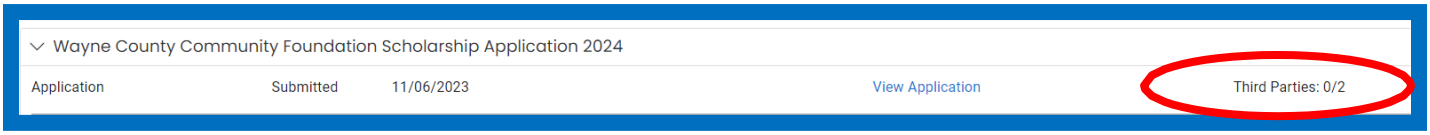


In the **Active Requests Tab**, you can check the status of your application(s). If you have submitted an application, you can only view, print, or save a PDF from the **View Application** link. You can no longer make changes. If you have saved the application, then you can edit the drafted application by clicking **Edit Application**.



You will also be able to view the status of the selection committee. If you are awarded a scholarship opportunity **Decision** will change from Undecided to Approved.

Third Parties are those in which you have requested information (i.e. Recommendation Surveys). In the Applicant Dashboard, you will be able to quickly see if those have been completed or are still missing, without needing to enter the Application. In the example below, the applicant has requested references from two individuals, but neither have completed it at this time.



Questions?

We have made as much information as possible available on our website (www.WCCFOH.org/scholarships) under "Scholarship Resources". If you are unable to locate an answer, feel free to contact us at scholarships@wccfoh.org.