Six Steps to Apply for Scholarships

Step 1: Gather Your Materials

Before beginning, ensure you have the following items ready. **All uploaded documents must be in PDF format** (convert Apple Pages, Microsoft Word, or Google Docs to PDF before uploading).

- **FAFSA Submission Summary**: A PDF copy of your final federal financial aid summary. Please submit ONLY the page that contains your *Student Aid Index (SAI)*.
- **School Transcript**: An official or unofficial digital copy of your academic transcripts.
- **Reference Contacts**: The email addresses of teachers, guidance counselors, employers, or volunteer coordinators who have agreed to write your letters of recommendation.

Step 2: Watch the Tutorial

Familiarize yourself with our system before diving in. Short video tutorial and written guidelines for the portal dashboard are available on the Foundation's website.

- Watch the Video Tutorials
  - Registration – Create Your Account
  - Applying
  - Your Dashboard
- Read the Written Instructions

Step 3: Set Up Your Account & Start the Application

All applications must be submitted through our Online Portal Link.

- **Create an Account**: Click "Create New Account" on the portal landing page.
- **Use a Personal Email**: Do **NOT** use your high school email address. Your school email will be deactivated after graduation, and we must be able to reach you over the summer.
- **Complete Carefully**: You will be directed to the "Apply" page upon registering. Answer every question thoroughly. Incomplete applications will be disqualified.
- **Submitting vs. Editing**: Once you click "Submit," your core application is locked and cannot be edited. If you need to make corrections after submitting, email us at scholarships@wccfoh.org.
- **Check the Confirmation Page**: Submitting the main application is just the first step! The confirmation page will display a list of specific scholarships you qualify for, some of which require additional steps (like extra essays or references). Click **"Continue"** to complete these.

Step 4: Complete Specific Scholarship Tasks

- Navigate to your **Dashboard** by clicking the **Home** button.
- Look at the **"Assigned to You"** column on the far left.
- Click into each eligible scholarship opportunity listed there and answer any required supplemental questions.

Step 5: Track Your Recommendation Letters

You are responsible for ensuring your references submit their letters on time.

- **Check Status**: In your dashboard's **"Action Needed"** column, hover over the red third-party icon to see the status of your outstanding requests.
- **Reminders**: The system sends an automatic reminder to your reference 7 days after your initial request. If they still haven't submitted it after that week, please follow up with them personally.
- **Troubleshooting**: If your reference hasn't received the system email, ask them to check their junk/spam folder. Next, check your dashboard to ensure you spelled their email address correctly. If you find a typo, contact us at scholarships@wccfoh.org so we can fix it.

Step 6: Monitor Your Email

- **Award Notifications**: If you are selected for an award, you will receive an email with instructions on how to accept your funds.
- **Timeline**: Check your inbox frequently. All scholarship decisions will be finalized and sent out by the end of June.