

GUIDE TO COMPLETING YOUR EAST TENNESSEE FOUNDATION ONLINE SCHOLARSHIP APPLICATION

APPLICATION DEADLINE: MARCH 14, 2016

Incomplete and/or late applications will NOT be considered!

- **Read this tutorial thoroughly before completing your application!**
- Save your application periodically. We recommend every 15-30 minutes to avoid losing work.
- System will log off after 90 minutes of inactivity.

Registration Page/Log on

If you have NOT previously logged on/are a first time user:

1. Click on “Create New Account” to register.

If you have previously logged on/are a returning user:

1. Enter your email address, in the email address field.
2. Enter the password that you chose when you created your account.
3. Click the “Log On” button.

If you have forgotten your password:

1. You can click on the “Forgot your Password” link, enter your email address, and the system will email your password to your email account.

The screenshot shows the login page for the East Tennessee Foundation. At the top left is the foundation's logo, which features a landscape with a tree and the text "East Tennessee FOUNDATION". To the right of the logo, the text "EAST TENNESSEE FOUNDATION" is displayed in large, bold, blue letters, with the tagline "Thoughtful Giving for Stronger Communities, Better Lives" underneath in a smaller font. Below this header is the "Logon Page" section. It contains two input fields: "Email Address*" and "Password*", each with a small green question mark icon to its right. Below the password field is a link that says "Forgot your Password?". At the bottom of the form are two buttons: "Log On" and "Create New Account", separated by the word "or". Three callout boxes provide instructions: one points to the "Forgot your Password?" link with the text "Click here if you can't remember your password."; another points to the "Log On" button with the text "New applicants click here to create new account."; and a third points to the "Email Address*" and "Password*" fields with the text "Applicants who previously registered can log on by entering their email address and password." The background of the page is a light blue gradient with a faint, repeating watermark of the word "DEMO".

Create New Account (first time users only)

1. Enter your personal contact information.
2. Click on the “Next Step” button on the bottom of the page. This will take you to the Password Page.

Thoughtful Giving for Stronger Communities, Better Lives

East Tennessee FOUNDATION

Create New Account
This registration process has multiple steps you must complete before you can apply.
NOTE: Using the browser's back button will delete your registration information.

Your Information

Salutation	First Name* Betsy
Middle Name	Last Name* Rayhel
Suffix	Business Title
Email/Login* brayhel@yahoo.com	Telephone Number* 865 123-4567
Mobile Number	Fax Number
Address 1* 1 main st	Address 2
City* knoxville	State (Enter 2 character abbreviation) tn
Postal Code* 37922	Country

Cancel Account Creation Next Step

Enter Applicant Information

All questions marked with an asterisk (*) must be completed.

Click on “Next Step” to continue. You will be taken to the Password page.

Entering a Password

To complete your registration, you will be taken to the Password page (below).

1. Enter a password with at least 6 characters.
2. Enter password again to confirm.

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EAST TENNESSEE FOUNDATION

Create New Account
This registration process has multiple steps you must complete before you can apply.
NOTE: Using the browser's back button will delete your registration information.

Password

Password*

Confirm Password*

Previous Step Finish

Create and enter password of at least 6 characters.

Once you have confirmed your password, click on “Finish”. This will take you to the Application Page.

Application Page

1. After saving your password, you will be directed to the Application Page. This allows you to review the list of available scholarships.
2. Click on the “scholarship page” link for a detailed description of scholarship programs and criteria.
3. Be sure to check the scholarship criteria to make sure you are eligible **BEFORE** completing your application.
4. Click on the name of the scholarship program to start filling out the application form.
5. You will have to complete **a separate application** for **each scholarship** for which you are applying.

Application Page
Please click on a link below to begin the application process.
Note: If you have been provided with an Access Code to view a restricted application link, you may enter it under 'Access Code' at the bottom of the main menu.

B & W Y-12 Scholarship - 2014
For more information, please go to [the scholarship page](#).

Info: The grant cycle for this process has not started.

Coach Jack Blair Scholarship - 2014
For more information, please go to [the scholarship page](#).

Info: The grant cycle for this process has not started.

Harold W. Canfield Memorial Scholarship - 2014
For more information, please go to [scholarship page](#)

Info: The grant cycle for this process has not started.

Ruby A. Brown Memorial Scholarship - 2014
For more information, please go to [scholarship page](#)

Info: The grant cycle for this process has not started.

Click on the name of the scholarship program to apply.

Click on “scholarship page” for detailed description of scholarship program and criteria. See example below. Check the criteria **before** beginning application!

Receive

Home > Receive > Library Pages > Coach Jack Blair Scholarship

Coach Jack Blair Scholarship

- **Purpose and History:** Established in 1999 by Scott Niswonger to honor Coach Jack Blair for his more than 26 years of outstanding service as coach of the Lady Devils basketball team.
- **Scholarship Amount:** \$750 one-time award for 1 year
- **Eligibility Requirements:**
 - **Residency Requirement:** Not Applicable
 - **Education Requirement:** Graduating seniors of Greeneville High School
 - **Field of Study:** Not Applicable
 - **GPA Minimum:** Not Applicable
 - **College Enrollment Requirement:** Full-time enrollment at an accredited college, university, community college, or technical school
 - **Financial Need:** Not Applicable
 - **Additional Requirement:** Member of Lady Devils basketball team

[Return to Scholarships Listed by County](#)

[Return to Scholarships Listed by Name](#)

Sample Scholarship Description Page

Filling out the Application Form

1. Answer each application question, paying close attention to the specific instructions and character limits.
2. Some questions have size and/or character limitations. Text questions have a character limit. Questions that require file uploads limit the size of those files; upload limits will be in Mega Bytes (MB).
3. **Uploading Documents:** All scholarships require you to upload some documents such as transcripts.
To Upload:
 - a. If the required documents exist in an electronic format on your computer, you may upload it by clicking the "Upload a file" button below the question and choose the desired document from your computer.
 - b. If you do not have an electronic version, but have access to a scanner, scan the document to create an electronic file and upload it.
 - c. If you do not have access to a scanner, you may use "Fax to File" to obtain an electronic copy. Click on "Fax to File" in the left margin of your screen under "Tools" and follow the directions provided.
 - d. If you are unable to upload your required document, you must upload an attachment stating that fact, **AND it is your responsibility to ensure that the required document is received by East Tennessee Foundation by the deadline.**
 - e. You may only upload ONE document per question.
 - f. Your document will not show up as uploaded until you have saved your application by clicking on "Save Application".



4. **Letters of Recommendation:** You must follow the directions below in order for your letter(s) of recommendation to be uploaded to your application:
 - a. Enter the email address of the individual from whom you are requesting a letter of recommendation. **NOTE:** Do not send more than one email for each Letter of Recommendation question.
 - b. Click on "Compose Email" and compose an email to your recommender requesting that he/she write a letter of recommendation for you.
 - c. Be sure to include your full name and the name of the scholarship in the email.
 - d. Click on "send".
 - e. The recommender will then receive your email and an email from East Tennessee Foundation.
 - f. **Check with your recommenders to be sure they received the emails.** This is very important because emails can be blocked by spam filters.
 - g. The date & time the letter of recommendation is uploaded to your application will appear on your application below the "compose email" question. You may also check to see if recommendations have been uploaded to your application by going to your application status page.
 - h. You may submit your application before the letters of recommendation have been uploaded, **HOWEVER; Letters of recommendations must be received by the application deadline for your application to be complete!**
5. Click "submit application" when application is complete.
6. 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.

Special Circumstances (optional)
Discuss any special financial, family, or other extenuating circumstances that you would like us to consider.

[3000 characters left of 3000]

Letters of Recommendation Instructions
Letters of Recommendation
You must follow the directions below in order for your letters of recommendation to be uploaded to your application.

- Enter the email address of the individual from whom you are requesting a letter of recommendation.
- Click on "Compose Email" and compose an email to your recommender requesting that he/she write a letter of recommendation for you. Be sure to include your full name in the email.
- Click on "send." The recommender will then receive your email and an email from East Tennessee Foundation.
- Be sure to check with your recommender to be sure he/she received the emails. **This is very important because emails can be blocked by spam filters.**
- Check to see if recommendations have been uploaded to your application by going to your dashboard. **Letters of recommendation must be received by the deadline for your application to be complete.**

Letter of Recommendation #1
Email Address for Writer of Letter of Recommendation #1*
Letters of Recommendation must be from either school personnel, volunteer supervisor, employer, or a non-relative who knows you well.

bheller@etf.org

Compose Email

Success: Response was submitted 9/3/2014 9:44:17 AM EDT.

Letter of Recommendation #2

Character limit

Click here to compose email requesting letter of recommendation.

Date letter submitted will appear here.

Enter recommender's email address.

responsibility to ensure that each required document is received by East Tennessee Foundation before the deadline.

Transcript*
Upload a copy of your transcript, including test scores. Be sure your transcript includes **fall semester grades from your senior year**. We will accept unofficial transcripts.

Upload a file [5 MiB allowed]

Student Aid Report*
Upload your Student Aid Report (SAR). The Expected Family Contribution (EFC) should appear in the upper right hand corner of your SAR. If you do not have your SAR, upload a copy of your Free Application for Federal Student Aid (FAFSA) or FAFSA4C.

Upload a file [5 MiB allowed]

Certification
Full Name of Applicant*

Applicant Certification*
I certify that the information provided in this application is complete and true to the best of my knowledge.

I agree.
 I do not agree.

Full Name of parent or guardian if applicant is under 18.

Parent or Guardian Certification (if applicant is under 18)
I certify that I am the parent or legal guardian of the applicant and that the information provided in this application is complete and true to the best of my knowledge.

I agree.
 I do not agree.

REMINDER

- Save your application before exiting the program.
- Click "Submit" when your application is complete.

Save Application Submit Application

Upload file button

MB limit on size of uploaded file

Complete this section to verify that all information is correct.

Click here to save application. You can keep working now or return to the application later.

Click here to submit completed application. Once submitted no changes can be made!

Grant Management Software
provided by FOUNDANT

Application Status Page

After you have saved or submitted your work, you can check whether or not you have submitted your application on the the Application Status Page. Once you have registered the first time, whenever you return, you will automatically be directed to the Application Status Page.

1. If you have submitted the application, then you can **only** view the form and print it. You can no longer make changes.
2. If you have saved the application, then you can edit the saved form from the Application Status Page.
3. **Left side of screen:**
 - a. **Apply** – Allows you to review the available scholarships and apply.
 - b. **Dashboard** –goes to Application Status Page where you can check on the status of your scholarship application(s). This page will also display the form you just filled out and what its status is.
 - c. **Fax to File** – If you do not have access to a scanner, you may use "Fax to File" to obtain an electronic copy. Using Fax to File also helps shrink documents to a smaller file size.

The screenshot shows a web browser window displaying the 'Application Status Page' for the East Tennessee Foundation. The page title is 'Application Status Page' and the subtitle is 'View the status of your applications below.' The user is identified as 'Bess Helray'. The page displays contact information for Ms. Bess Helray and a table of applications. Two callout boxes point to the 'View Application' and 'Edit Application' links. A third callout box points to a pencil icon in the top right corner. A fourth callout box points to the 'Fax to File' link in the left sidebar. A fifth callout box points to the 'Draft' status of an application. A sixth callout box points to the 'Submitted' status of an application. A seventh callout box points to the 'Submitted' status of an application. A eighth callout box points to the 'Submitted' status of an application.

Application submitted.

Check letters of recommendation status. This shows zero out of two submitted.

Click on pencil icon to edit your contact information.

Click on "Fax to File" to use this feature.

Application not yet submitted

Saved application that can still be edited before submitting.

Can view, but **not edit**, submitted application.

TIPS

- ✓ Follow all directions carefully.
- ✓ Asterisks (*) indicate required questions; you will not be permitted to submit your application until you have answered all required questions.
- ✓ The application software does **not** provide Spell Check or Grammar Check, so be sure to carefully review and proofread all answers.

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Questions? Contact Beth Heller, ETF Scholarship and Program Officer, at bheller@etf.org or by telephone at (865) 524-1223 or *toll-free* at (877) 524-1223

APPLY HERE

(<https://www.grantinterface.com/easttennesseefoundationsscholarship/Common/LogOn.aspx>)

East Tennessee Foundation (ETF) is an equal opportunity provider of services and employment and respects, celebrates and encourages diversity that positively contributes to the community. ETF does not discriminate on the basis of race, color, national origin, religion, gender, familial status, sexual orientation, age, disability, covered veteran status, or any other classification protected by federal, state or local law. ETF encourages its grantee and partner organizations to adhere to these principles.