GUIDE TO COMPLETING YOUR EAST TENNESSEE FOUNDATION ONLINE SCHOLARSHIP APPLICATION

APPLICATION DEADLINE: February 15, 2018
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:
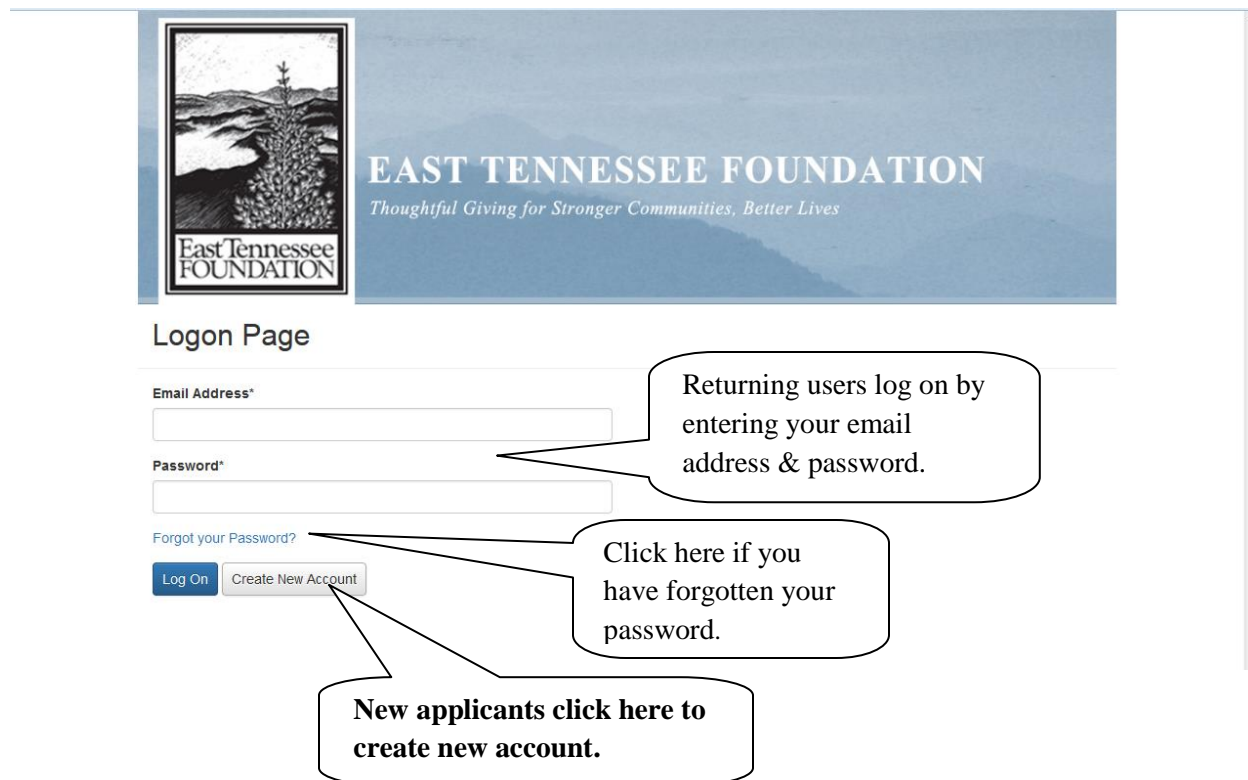
1. Click on "Create New Account" to register.

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.

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.

Create New Account

If you already have an Account, click the 'Cancel Account Creation' button to go to the Logon page

⚠ Using the browser's back button will delete your registration information.

ℹ This registration process has multiple steps you must complete before you can apply.

Fields with an asterisk (*) are required.

> Enter Applicant Information

User Information

Salutation*

First Name*

Middle Name

Last Name*

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

Suffix

Business Title

Email / Username*

Email / Username Confirmation*

Telephone Number*

Mobile Number

Fax Number

Address 1*

Address 2

City*

State (Enter Abbreviation, i.e. TN)

Postal Code*

Country

Next ›

> Click on "Next" to continue. You will be taken to the

Password

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.

Cancel Account Creation

Create New Account

If you already have an Account, click the 'Cancel Account Creation' button to go to the Logon page

⚠ Using the browser's back button will delete your registration information.

ⓘ This registration process has multiple steps you must complete before you can apply.

Fields with an asterisk (*) are required.

Create and enter password of at least 6 characters.

User Information

Password

Password*   Confirm Password*

❮ Previous   Create Account

Once you have confirmed your password, click on "Create Account." You will be taken to the Email Confirmation screen.

Email Confirmation

ⓘ 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, 'East Tennessee Foundation (administrator@grantinterface.com)', look in your junk or spam folder. To remove 'East Tennessee 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

Send Email Again   Continue

Select "Continue without checking" and then click on "Continue" on the right side of the screen.

Click on "Continue." This will take you to the Apply page.

Applicant Dashboard & Eligibility Quiz (EQ)

1. After saving your password, you will be directed to your Applicant Dashboard. Click on **Apply.** This will take you to the link to the Eligibility Quiz (EQ). **You cannot access the scholarship applications without completing the Eligibility Quiz.**
2. After you complete the quiz, you will see a list of ETF scholarships for which you are eligible to apply on the Confirmation Page.
3. Click "Continue" to get to the "Apply" page.
4. Click on "Apply" which appears next to the name of the scholarship to apply for that particular scholarship.
5. You will have to complete **a separate application** for **each scholarship** for which you are applying.

Click on "Apply" to complete the Eligibility Quiz (EQ). You must complete the EQ in order to get to the scholarship applications.

Click here to complete the Eligibility Quiz.

List of scholarships for which student is eligible.

Click on "Continue" to apply for the scholarships.

🏠   📄 Apply   📄 Fax to File

Apply

Enter Access Code [   ] Enter Code

ⓘ If you have been provided with an Access Code, you may enter it in the box at the top of the page.

🔍 Quick Search   ✖

High School Scholarship Matching Criteria

ⓘ Based on your answers, you are eligibile for the following

> Mrs. White Scholarship   Accepting Submissions   Apply

> Green Family Scholarship   Accepting Submissions   Apply

> *Click on "Apply" to apply for scholarship.*

Filling out the Application Form

The application can be completed in one sitting or you may begin the application and complete it another time. You may return to your application as many times as you wish prior to submitting it.

Please note: Be sure to save your work regularly -every 15-30 minutes. After 90 minutes of inactivity, you will be logged off for security reasons.

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. and follow the directions provided. Click on "Fax to File" at the top of the screen 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.
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. *We strongly suggest that you confirm that the individual has agreed to write your letter.* **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. Be sure to include your full name and the name of the scholarship in the email.
   c. Click on "send".
   d. The recommender will then receive your email and an email from East Tennessee Foundation.
   e. **Check with your recommenders to be sure they received the emails. This is very important because emails can be blocked by spam filters.**

f. The date and 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 Dashboard.

g. 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.

Complete this section to certify that all information is correct.

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.

Applicant Age*
Is applicant under age 18?
○ Yes
○ No

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 a...   ...s complete and true to the bes...
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]

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!

Applicant Dashboard (Home Icon)

After you have saved or submitted your work, you can check whether or not you have submitted your application on the Applicant Dashboard. You can get to your Applicant Dashboard by clicking on the Home Icon at the top of the screen. Once you have registered the first time, whenever you return, you will automatically be directed to the Applicant Dashboard.

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 Applicant Dashboard.
3. **Top of screen (from left to right):**
   a. **Home Icon**
   b. **Apply** – Allows you to review the available scholarships and apply.
   c. **Fax to File** – If you do not have access to a scanner, you may use "Fax to File" to obtain an electronic copy.

Home Icon- takes you to your Applicant Dashboard.

Fax to File

🏠 Apply   Fax to File

Applicant Dashboard

Applicant:
Ms. Betsy Heller
Betsy@gmail.com
(865) 694-22122
10 Main Street
Knoxville, 37931   Contact Email History

Click on pencil icon to edit your contact information.

Check letters of recommendation status. This shows zero out of one submitted.
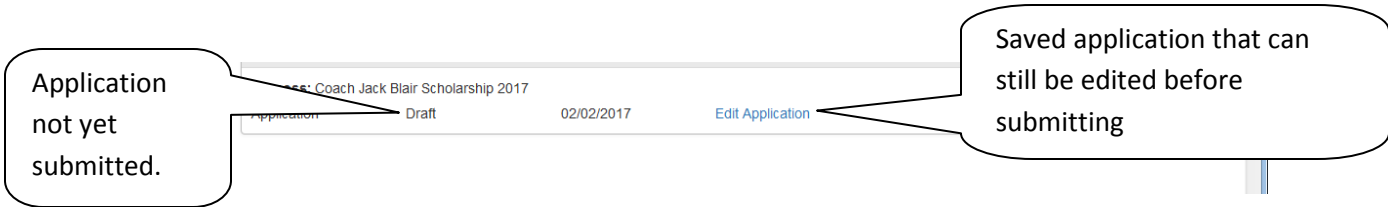
asdas

...Howard H. Baker Medical Scholarship 2017
                  Submitted   02/02/2017   View Application   Third Parties: 0/1

Betsy Heller

Process: Copy of B & W Y-12 Scholarship 2017 TEST
Application   Submitted   10/24/2016   View Application   Third Parties: 0/1

Application submitted. Can view, but not edit submitted.

Application not yet submitted.

Coach Jack Blair Scholarship 2017

Application | Draft | 02/02/2017 | Edit Application

Saved application that can still be edited before submitting

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.

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Questions? Contact Beth Heller, Director of Scholarship Programs, at bheller@etf.org or Ashley Siferd, Program Assistant, at asiferd@etf.org by telephone at (865) 524-1223

APPLY HERE

(https://www.grantinterface.com/easttennesseefoundationscholarship/Common/LogOn.aspx)

**ETF scholarships are administered in compliance with ETF's
equal opportunity/non-discrimination policy.**