

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:

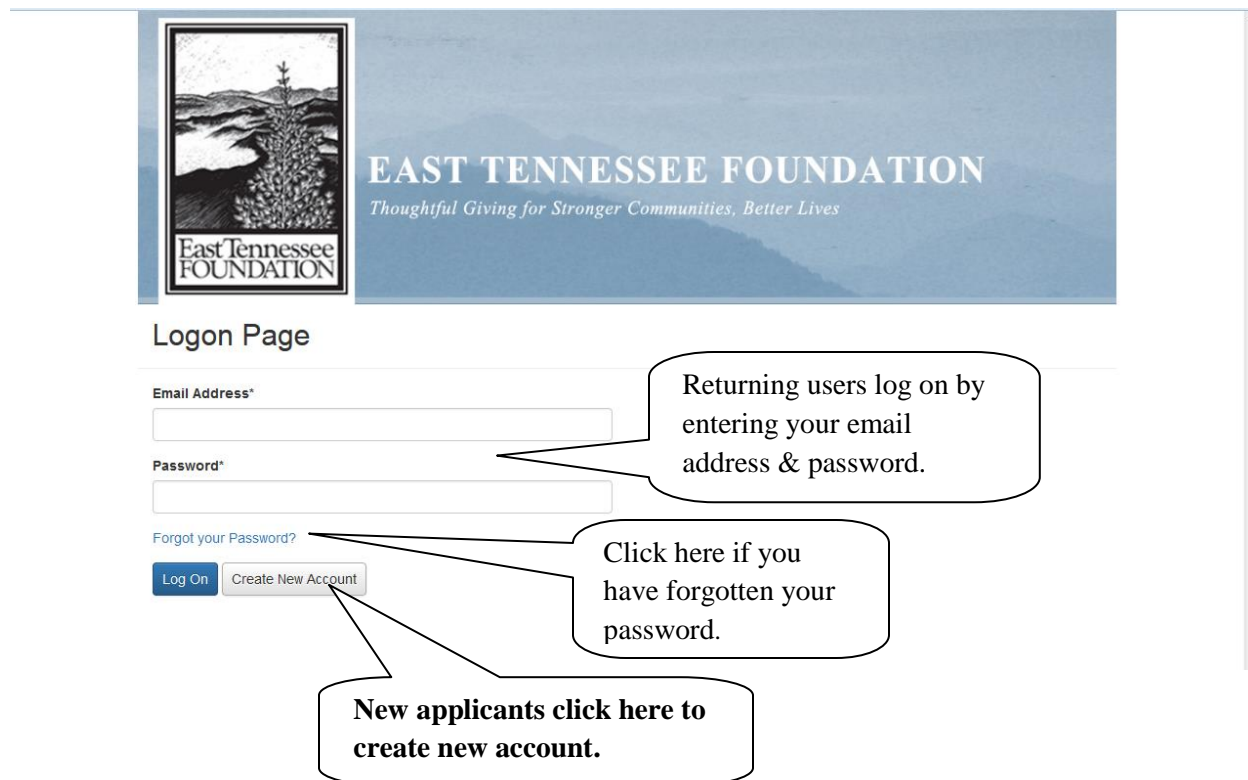
1. Click on “Create New Account” to register.

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.



The screenshot shows the East Tennessee Foundation logo and tagline at the top. Below is the "Logon Page" with the following elements:

- Email Address***: A text input field. A callout box points to it with the text: "Returning users log on by entering your email address & password."
- Password***: A text input field.
- Forgot your Password?**: A link. A callout box points to it with the text: "Click here if you have forgotten your password."
- Log On**: A blue button.
- Create New Account**: A grey button. A callout box points to it with the text: "New applicants click here to create new 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.

The screenshot shows a web form titled "Create New Account". At the top right, there is a "Cancel Account Creation" button. Below the title, a message states: "If you already have an Account, click the 'Cancel Account Creation' button to go to the Logon page". A yellow warning box contains the text: "Using the browser's back button will delete your registration information." Below this is an information box with a blue header "Enter Applicant Information" and the text: "This registration process has multiple steps you must complete before you can apply. Fields with an asterisk (*) are required." The form itself is titled "User Information" and contains the following fields: "Salutation*", "First Name*", "Middle Name", "Last Name*", "Suffix", "Business Title", "Email / Username*" (with an envelope icon), "Email / Username Confirmation*" (with an envelope icon), "Telephone Number*", "Mobile Number", "Fax Number", "Address 1*", "Address 2", "City*", "State (Enter Abbreviation, i.e. TN)", "Postal Code*", and "Country". At the bottom of the form is a "Password" field and a blue "Next >" button. Three callout boxes are present: one pointing to the "Enter Applicant Information" header, one pointing to the asterisked fields with the text "All questions marked with an asterisk (*) must be completed.", and one pointing to the "Next >" button with the text "Click on 'Next' to continue. You will be taken to the".

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.

The screenshot shows the 'Create New Account' page. At the top right is a 'Cancel Account Creation' button. Below the title, there is a note: 'If you already have an Account, click the 'Cancel Account Creation' button to go to the Logon page'. A yellow warning box states: 'Using the browser's back button will delete your registration information.' A blue information box says: 'This registration process has multiple steps you must complete before you can apply. Fields with an asterisk (*) are required.' The form has two sections: 'User Information' and 'Password'. The 'Password' section has two input fields: 'Password*' and 'Confirm Password*'. A callout bubble points to the 'Password*' field with the text: 'Create and enter password of at least 6 characters.' At the bottom left is a 'Previous' button, and at the bottom right is a 'Create Account' button. A second callout bubble points to the 'Create Account' button with the text: 'Once you have confirmed your password, click on "Create Account." You will be taken to the Email Confirmation screen.'

The screenshot shows the 'Email Confirmation' page. At the top is the title 'Email Confirmation'. Below it is a blue information box: '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.' Below this are three radio button options: 'I have received the email', 'Continue without checking', and 'I have not received the email'. A 'Send Email Again' button is located to the left of these options. A 'Continue' button is located to the right. A callout bubble points to the 'Continue without checking' radio button with the text: 'Select "Continue without checking" and then click on "Continue" on the right side of the screen.' Another callout bubble points to the 'Continue' button with the text: '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.

Applicant Dashboard

Applicant:
MS. Betsy RayHeller
barh@yahoo.com
(865) 228-1234
12 Main Street
Knoxville, 37919

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

You have not submitted any applications. Click [Apply](#) to begin the application process.

Apply

Click here to complete the Eligibility Quiz.

Start Eligibility Quiz

Confirmation Page

10:55:08 AM 10/10/2017

✔ Your Eligibility has been submitted.

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

- Green Family Scholarship
- Mrs. White Scholarship

List of scholarships for which student is eligible.

Click on “Continue” to apply for the scholarships.

Continue

Apply

i 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

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

> Mrs. White Scholarship	Accepting Submissions	<input type="button" value="Apply"/>
> Green Family Scholarship	Accepting Submissions	<input type="button" value="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.

The screenshot shows a web application interface with several sections:

- Special Circumstances (optional):** A text area for discussing special financial, family, or other extenuating circumstances. A callout indicates a "Character limit" of 3,000 characters left of 3,000.
- Letters of Recommendation Instructions:** A section providing instructions on how to complete the application, including a note that letters must be received by the application deadline.
- Letter of Recommendation:** A section for entering the recommender's information. A callout points to the "Email Address for Writer of Letter of Recommendation" field, stating "Enter recommender's email address." The field contains "bhelelr@etf.org" and a "Compose Email" button. A status message below reads: "Email was sent 10/24/2016 4:19:56 PM EDT. No response has been submitted."
- Transcript*:** A section for uploading a transcript. A callout points to the "Upload a file" button, stating "Upload file button." A file named "logon.docx" (12.7KiB) is shown with a "Delete File" button.
- Student Aid Report*:** A section for uploading a Student Aid Report (SAR). A callout points to the "Upload a file" button, stating "MB limit on size of uploaded file." A file named "logon.docx" (12.7KiB) is shown with a "Delete File" button.

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 and that the information provided 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

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.

- If you have submitted the application, then you can **only** view the form and print it. You can no longer make changes.
- If you have saved the application, then you can edit the saved form from the Applicant Dashboard.
- Top of screen (from left to right):**
 - Home Icon**
 - Apply** – Allows you to review the available scholarships and apply.
 - 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

Applicant Dashboard

Applicant:
Ms. Betsy Heller
Betsy@gmail.com
(865) 694-2212
10 Main Street
Knoxville, 37931

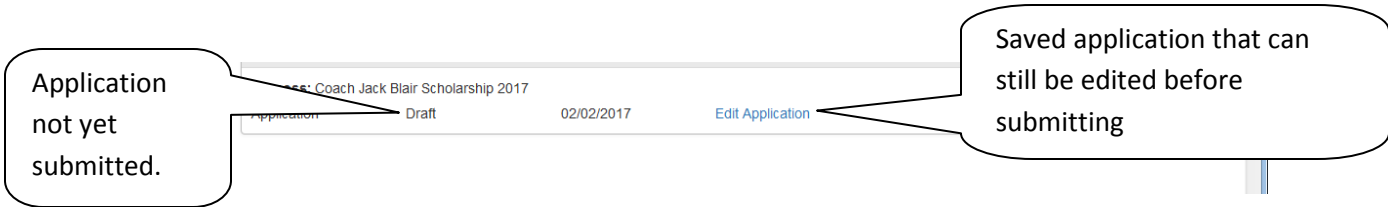
Contact Email History

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

Click on pencil icon to edit your contact information.

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

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



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/easttennesseefoundationsscholarship/Common/LogOn.aspx>)

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