

Scholarship Lifecycle Manager Learning Lab | Universal Application: Applicant Tutorial

Registration

To get started, click the link provided to you by the organization offering scholarships. This will bring you to the *Logon Page*. Then follow these steps to get set up to apply:

1. If this is your first time logging into the site, click **Create New Account**.



Logon Page

Email Address*

Password*

Log On

Create New Account

[Forgot your Password?](#)

Welcome to the Foundation's online grant portal.

New Users: Please click on "Create New Account" to complete the registration process and create your logon credentials.

Existing Users: Please enter your credentials and log in. If you forgot your password, please use the "Forgot your Password" link to the left to reset your password.

Not Sure? If you think that you have already registered in the system, do not create a new account. Please contact our Administrator, at example@email.com to receive your username and password.

2. You'll land on the *Registration* page. Any fields with an asterisk are required.
 - a. You may see the option to connect to Scholar Snapp. If you have a Scholar Snapp profile, you may use it to help fill out this registration page. Click **Connect to Scholar Snapp** and follow the instructions in the pop-up box.
 - i. There may also be questions on the scholarship application form that allow you to pull in responses from your Scholar Snapp profile.

Create New Account

[Connect to Scholar Snapp](#)

- b. After completing the fields on this page, click **Next**.
3. Create a password. Requirements for the password are listed above the text boxes.

Password

Passwords must be at least six characters long and may contain capital or lowercase letters, numbers, or any of the following special characters: !@#\$%&*()_

Password*

Confirm Password*

.....

.....


[< Previous](#)

[Create Account](#)

4. Click **Create Account** to finish registration.

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5. The next page asks you to confirm that you've received a confirmation email. Follow the instructions on that page before moving forward.
 - a. This step is important to make sure that you can receive other emails about your scholarship applications and possible awards.
 - b. Click **Continue** after following the instructions.

 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 *The Foundant Foundation* <administrator@grantinterface.com>, look in your junk or spam folder.

To remove *The Foundant 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

6. Now that you've created your account, when you visit the site again you can enter your email address and password, then click **Logon**.
 - a. If you forget your password, the *Forgot your Password* link will step you through resetting it.

Applying



1. After logging into the site, click **Apply** in the top navigation bar to view open opportunities.




Applicant Dashboard




2. Click **Apply** next to an opportunity to begin an Application.

Apply

 Quick Search 

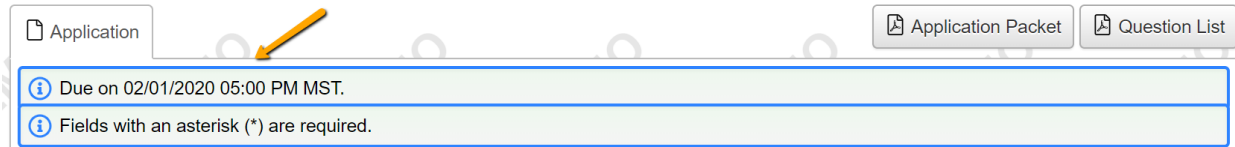
2020 Scholarships Accepting Submissions from 06/01/2019 to 02/01/2020 

To apply for a scholarship, please begin by clicking the "Apply" button. Note that all scholarships are due by 5:00 PM Mountain Time on February 1, 2020. Only high school students graduating in the year 2021 are eligible to apply for these awards.

 Preview  Send to GrantHub 

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3. If the Application has a due date, you will see it listed at the top of this form.
 - a. Please be aware that you may not be able to submit your Application after the deadline, depending upon how the organization has set up the due date.



The screenshot shows the top of the application form. On the left, there is a tab labeled 'Application' with a document icon. To its right is a yellow pencil icon. Further right are two buttons: 'Application Packet' and 'Question List', both with document icons. Below these elements is a light green banner with two information messages, each preceded by a blue 'i' icon. The first message states 'Due on 02/01/2020 05:00 PM MST.' and the second states 'Fields with an asterisk (*) are required.'

4. Fill out the Application form. Any questions with an asterisk next to them are required.
 - a. Questions with character limits will show an error message if your response is over the limit.
 - i. You will need to shorten your response to fit within the limit before you can submit your Application.
 - b. File upload questions will only accept one file per question, and there will be a file MiB limit noted.
 - i. If you upload a file that's too large or an unaccepted file type, a warning will appear, and your file will not be saved.
 - c. For some text questions, you might see a rich text editor bar. This allows you to add formatting to your response. If you're copying and pasting text from a Word document, it will also allow you to keep most formatting from Word.
 - i. Click a button in the editor (e.g. the B button for bold text) and then type. The formatting will be applied to the text that you type (e.g. the text you type will be bold).
 - Click the button in the editor again to stop using that formatting when you continue typing.
 - ii. Highlight existing text and then click a button in the editor. The formatting will be applied to the highlighted text.
 - iii. Highlight existing text and click the button in the editor again to remove the formatting.
 - iv. When adding a numbered or bulleted list, click the arrow next to the list button to view additional formatting options.

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Extracurricular Activities*

Please describe the following:


- Any extracurricular activities and service activities with which you are involved
- Work experience, number of hours per week, and length of employment
- Other activities that demonstrate leadership & character, including number of hours per week

The screenshot shows a text editor interface for the 'Extracurricular Activities' section. The text area contains the following content:

Extracurricular Activities
During high school, I have been involved in the following extracurricular activities:

- Cross Country
- Track & Field
- Band

A yellow arrow points to the bulleted list icon in the toolbar. Below the text area, a green bar indicates '4,856 characters left of 5,000'.

5. If you have a Scholar Snapp profile, you may click **Copy Scholar Snapp Profile** to pull in responses to questions on the Application with the Scholar Snapp icon (). Some Applications may not include any of these questions.
 - a. If you edit any of these responses on the Application, you can click **Update Scholar Snapp** at the bottom of the page to push your edited responses back to Scholar Snapp.
 - i. Note that some questions (for example, essay questions) pulled from Scholar Snapp will not push back with edits you made on your Application.
6. The Application may contain one or more sections to be completed by another person, for example someone who will write you a letter of recommendation. You'll see instructions on the Application if this is the case.

The screenshot shows the 'Letter of Recommendation' section. It contains a sub-section titled 'Third Party Email*' with the following text:

The person writing your recommendation should not be a family member. Please enter the email address for this person, then click Compose Email and request the recommendation. The system will then send them further instructions.

Below the text is an email input field with an envelope icon on the left and a 'Compose Email' button on the right.

- a. After typing in the email address for the person who will complete that section for you, click **Compose Email**.
 - i. In your email, let them know what you need, and include any other information as instructed on the Application.
- b. The system will then send them another email with a link to complete the questions in that section.
- c. You won't see the questions in that section, but you can see whether or not they've been completed.
 - i. Unless the organization gives you other instructions, you can submit your Application before this person completes their section.

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7. The system will autosave your work on the Application after every 100 characters you type or when you click into the next question. You can also click **Save** if you need to leave the site before you're done.
 - a. When you return to the site, click **Edit Application** from your dashboard to return to the form.

Applicant Dashboard

Applicant:
Lauren Example
lauren.example@foundant.com
123-123-1234
123 Main St.
Bozeman, MT 59715
[Contact Email History](#)

Active Requests **1** Historical Requests **0**

▼ 2020 Scholarships

Application	Draft	08/01/2019	Due on 02/01/2020 05:00 PM MST	Edit Application
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8. Once you're finished with the application, click **Submit**.
 - a. If you have not completed all required questions, the system will let you know which questions you missed.
 - i. All required questions must be completed to submit the application.
 - b. After submitting an Application, you can view it but you can't make edits.
9. Now you'll see a confirmation page, which lists the scholarships/opportunities you're eligible to apply for. You'll also see a list of any scholarships that require supplemental questions.
 - a. The system has automatically submitted your Application for scholarships you're eligible to apply for that do not require supplemental questions.
 - b. For scholarships that do require supplemental questions, you'll have the option to complete that info and submit your Application to those scholarships as well.

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Confirmation Page

✓ Your Application has been submitted.

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

Elizabeth Jones Scholarship

Track & Field Athlete Scholarship

We will ask for supplemental information for the following:

Elizabeth Jones Scholarship

Track & Field Athlete Scholarship

Continue

10. Click **Continue**. You'll be brought to the first Application with supplemental questions.
11. If a supplemental question is used on more than one scholarship that you're applying for, your response will carry across the Applications.
 - a. If you update your response on one Application, it will automatically update on the other Applications using that question.
12. If you do not want to apply for an opportunity with supplemental questions, click **Abandon Request**.

✓ Supplemental Questions

Essay - Personal Success*

Describe a success in your life.

5,000 characters left of 5,000

Abandon Request

Save Application

Submit Application

- a. If you choose to Abandon your request for an opportunity, you'll be brought back to your dashboard. Click **Edit Application** next to any opportunities with supplemental questions that you'd still like to complete and submit.

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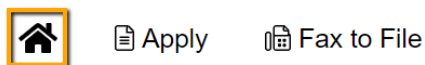
The screenshot shows a web interface with two tabs at the top: "Active Requests" (with a count of 1) and "Historical Requests" (with a count of 1). Below the tabs, there are two expandable sections. The first section, "July 2021 Test", shows an application submitted on 07/26/2021 with a "View Application" link. The second section, "Track & Field Athlete Scholarship", shows an application assigned on 07/26/2021 with a decision of "Undecided" and an "Edit Application" link. A yellow arrow points to the "Edit Application" link.

13. While working on your Application, you can click **Question List** to download a PDF version of the questions (without your responses). You can also click **Application Packet** to download a PDF version of the Application with your responses, plus any documents you've uploaded within the form.

The screenshot shows a web interface with a tab labeled "Application". To the right of the tab are two buttons: "Application Packet" and "Question List", both highlighted with orange boxes. Below the tab is a green bar with a blue information icon and the text "Due on 02/01/2020 05:00 PM MST."

Your Dashboard

1. When you logon to the site, you'll land on your dashboard. You can always get back here by clicking the **Home Icon** in the upper navigation bar.



2. You'll see two tabs on your dashboard. The *Historical* tab will contain your Applications once they are no longer open or active.
3. You'll see your Applications in the *Active* tab as long as you're still working on any of them, or if any of your Applications haven't yet been approved or denied.

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Applicant Dashboard

Applicant:
Lauren Example
lauren.example@foundant.com
123-123-1234
123 Main St.
Bozeman, MT 59715
[Contact Email History](#)

Active Requests **1**

Historical Requests **0**

2020 Scholarships			
Application	Submitted	08/01/2019	View Application Third Parties: 1/1

4. For an approved Application, you may see a **View Details** link. Click this link, then the **Award Details** tab on the next screen to view the amount of your award and more information.
 - a. Some organizations may not display this information on your dashboard.

Track & Field Athlete Scholarship			
Application	Submitted	08/01/2019	View Application
Decision	Approved	08/01/2019	View Details

5. If you've been assigned any Follow Up forms to complete for an award, you will see them grouped together above the related awards. Each follow up also lists the specific award(s) it is related to in the Award column.
 - a. Click Edit next to a Follow Up form to access it.


Active Requests **1**

Historical Requests **0**

2020 Scholarships			
Application	Submitted	10/31/2019	View Application
Follow Up Forms			
FORM NAME	AWARD	DUE DATE	STATUS
Scholarship Agreement	Track & Field Athlete Scholarship	05/31/2021	Assigned
Award Information	Dan & Mary Peterson Scholarship	08/11/2021	Assigned
Recipient Form	Track & Field Athlete Scholarship	12/22/2021	Assigned

- b. Just like on the Application, the system will autosave your work, and you can also click **Save** at any time if you need to leave the site before you're done.
 - c. You may also download a PDF version of the Follow Up form questions by clicking **Question List**, or download a PDF version of the form with your responses by clicking **Follow Up Packet**.

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Eligibility	Application	Follow Up	FollowUp Packet	Question List
<div> Due on 10/01/2019.</div>				

- d. Click **Submit** when you're done filling out the form.
6. You may edit your profile at any time by clicking on your name in the upper right corner of the screen when logged on. Then click **Edit My Profile**.

Foundant Base Camp Scholarship	Lauren Example ▾
 Apply  Fax to File	