

# GUIDE TO COMPLETING YOUR POISE FOUNDATION ONLINE SCHOLARSHIP APPLICATION

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.

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### Logon Page

Email Address\*

The Email Address\* field is required.

Password\*

The Password\* field is required.

[Log On](#) [Create New Account](#)

[Forgot your Password?](#)

Returning users log on by entering your email address & password.

**New applicants click here to create new account**

Click here if you have forgotten your password

scholarship portal.

First time here? Please click on "Create New Account" to complete the registration process and create your logon credentials. Be sure to keep this login information for your.

communicate with you immediate response.

If you have already used our new online scholarship system, but have forgotten your password, please click "Forgot Your Password?" and follow the instructions.

If you have not previously applied for one of POISE's scholarships before, but not used our new system, please refer to the "First time here?" instructions

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## 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

[Connect to Scholar Snapp](#)

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

If your email address is already in the database, please cancel account creation and contact [info@poisefdn.org](mailto:info@poisefdn.org) or call 412-281-4967 to receive your login credentials.

Prefix (Mr, Mrs, Ms, etc.)	First Name*
<input type="text"/>	<input type="text"/>
Middle Name	Last Name*
<input type="text"/>	<input type="text"/>
Suffix (Sr, Jr, III, etc.)	Email / Username*
<input type="text"/>	<input type="text"/>
Email / Username Confirmation*	Telephone Number (###-###-#### x###)
<input type="text"/>	<input type="text"/>
Mobile Number (###-###-####)*	Permanent Address 1*
<input type="text"/>	<input type="text"/>
Permanent Address 2	Permanent Address - City*
<input type="text"/>	<input type="text"/>
Permanent Address - State*	Permanent Address - Postal Code*
<input type="text"/>	<input type="text"/>

Next >

Password

Your Email will serve as your username

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

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

## Entering a Password

To complete your registration, you will be taken to the **Create New Account** page.

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

**Create New Account** Connect to Scholar Snapp

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.

User Information

Password

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

**Password\***  **Confirm Password\***

← Previous Create Account

**Callout 1:** Create and enter a password of at least 6 characters

**Callout 2:** 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, 'POISE Foundation (administrator@grantinterface.com)', look in your junk or spam folder. To remove 'POISE 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

**Callout 1:** Select "Continue without checking" and then click on "Continue" on the right side of the screen.

**Callout 2:** 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 Post-Secondary Scholarships Eligibility Quiz (EQ) and the EITC Pre-K, K-12 & OSTC Scholarship Application. **You cannot access the post-secondary scholarship applications without completing the Eligibility Quiz.** The quiz can be completed in one sitting or you may save it to finish later.
2. After you complete the quiz, you will see a list of POISE post-secondary 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 “Start Eligibility Quiz” to apply for post-secondary scholarships. You must complete the EQ in order to get to the post-secondary scholarship applications.

Click “Apply” to apply under the EITC Scholarship to access the EITC Scholarship.

List of post-secondary scholarships for which the student is eligible.

Click on “Continue” to apply for the scholarships.

POISE Foundation - Scholarships

Apply Fax to File

Apply

Enter Access 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

For details on each scholarship, click on the scholarship name.

Eligibility - 2019 Post-Secondary Scholarship Process

Based on your answers, you are eligible for the following

> Test Version 2019 Kelvin D. Isom II Impact Scholarship Fund	Accepting Submissions	Apply
> Test Version 2019 Kilby Family Endowed Scholarship Fund	Accepting Submissions	Apply
> Test Version 2019 Robert Chambers IV & Goals Scholarship Fund	Accepting Submissions	Apply
> Test Version Spring 2019 Greg Jones Scholarship Fund	Accepting Submissions	Apply
> Test Version Spring 2019 NAACP Agnes Jones Jackson Scholarship	Accepting Submissions	Apply
> Test Version Spring 2019 Robert B. Pease Scholarship Fund	Accepting Submissions	Apply
Test Version Spring 2019 POISE General Scholarship	Accepting Submissions	Apply
Test Version Spring 2019 Estelle Martin Cartledge Memorial Fund	Accepting Submissions	Apply

For a description of the scholarship, click the arrow.

Click on "Apply" to apply for a post-secondary scholarship. You must complete a separate application for each 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. **NOTE:** Please do not upload an encrypted document.
  - c) 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 the POISE Foundation by the deadline.**
  - d) 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.
  - e) You may only upload ONE document per question.

POISE Foundation - Scholarships

Apply Fax to File

5,000 characters left of 5,000

Character limit for questions and essays.

Upload file button

Recommendations

Recommendation Letter 1\*  
Please upload a recommendation letter in pdf format written by a current or former teacher.  
Upload a file [2 MB allowed]

Recommendation Letter 2\*  
Please upload a recommendation letter in pdf format written by a community leader.  
Upload a file [2 MB allowed]

Financial Information

Estimated Family Contribution (EFC)\*  
Please enter your Estimated Family Contribution (EFC) amount from your FAFSA Student Aid Report  
\$

FAFSA\*  
Please upload a copy of your most recent FAFSA Student Aid Report.  
Upload a file [2 MB allowed]

MB limit on size of uploaded file

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

Electronic Signature

By electronically signing below, I certify that the information provided is true and correct to the best of my knowledge.

Electronic Signature\*  
Please enter your full legal name

Date\*  
[Calendar icon]

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

Abandon Request Save Application Submit Application

4. Click "submit application" when application is complete.

## 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.

The screenshot shows the Applicant Dashboard for the POISE Foundation. At the top, there are navigation icons: a Home icon, an Apply icon, and a Fax to File icon. Below the navigation is the Applicant's contact information: Mr. John Fake, JohnFake@invalid\_email.com, 555-55-5555, 398 60th Street, Bozeman, MT 59718. There is a pencil icon next to the contact information and a link for Contact Email History. Below this are tabs for Active Requests (9) and Historical Requests (1). The main content area shows a table of applications with columns for Eligibility Quizzes, Application Decision, Submitted/Undecided status, and dates. Three callout boxes provide instructions: 'Home Icon takes you to your Applicant Dashboard' points to the Home icon; 'Click on pencil icon to edit your contact information' points to the pencil icon; 'Application submitted. Can view, but not edit submitted' points to a row with 'Submitted' status; 'Application not yet submitted' points to a row with 'Draft' status; and 'Saved application that can still be edited before submitting' points to the 'Edit Application' link.

- ✓ **Follow all directions carefully.**
- ✓ **Asterisks (\*) indicate required questions; you will not be permitted to submit your application until you have answered all required questions.**
- ✓ **Proofread your answers!**

**Incomplete and/or late applications will NOT be considered!**

Questions? Contact POISE at [info@poisefdn.org](mailto:info@poisefdn.org) or by telephone at (412) 281-4967.