# 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:

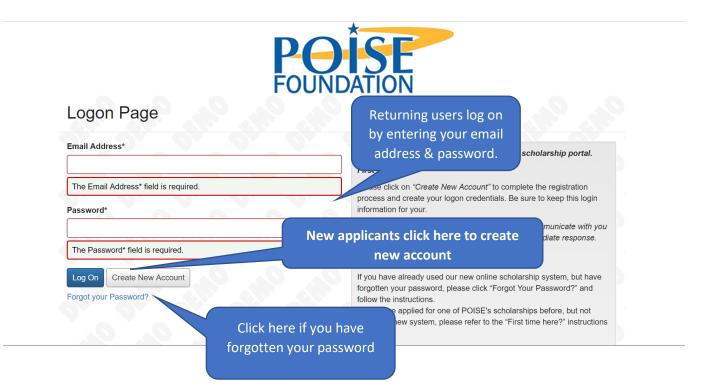
1. Click on "Create New Account" to register.

#### 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.



# <u>Create New Account (first time users only)</u>

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.

$ m \mathring{l}$ 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 accou	int creation and contact info@poisefdn.org or call 412-281-4967 to receive your login credentials.
Prefix (Mr, Mrs, Ms, etc.)	First Name*
Middle Name Your Email will	All questions marked with an asterisk (*) must be completed
Suffix (Sr, Jr, III, etc.) serve as your username	Email / Username*
Email / Username Confirmation*	Telephone Number (###.#### x###)
Mobile Number (###.#######)*	Permanent Address 1*
Permanent Address 2	Permanent Address - City*
Permanent Address - State*	Permanent Address - Postal Code*
Password COT	ck on "Next" to ntinue. You will e taken to the

#### **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.



## Applicant Dashboard & Eligibility Quiz (EQ)

- 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. <u>You cannot access the post-secondary scholarship applications without</u> <u>completing the Eligibility Quiz.</u> 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.

	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.		
	Q Quick Search X		
ck on "Start Eligibility Quiz" to	For details on each scholarship, click on the scholarship name.		
apply for post-secondary	Eliphity-2019 Post-Seconday Scholarship Process		
holarships. You must complete	DIRECTIONS		
e EQ in order to get to the post-	ATTENTION: The 2019 Eligibility Quiz and Post-Secondary Scholarship applications will be available March 18, 2019.		
secondary scholarship applications.	to a submitting the Eligibility Quiz, you will have access to any and all scholarships for which you are eligible. Your draft applicable to you, and submitting the Eligibility Quiz, you will have access to any and all scholarships for which you are eligible. Your draft applications will be be greated and the landing page when you first log in.		
	You with Apply page. A start of the scholarships are eligible for multiple scholarships, the list of scholarships to which you may apply will remain on this scholarships that you may be eligible for that may not be currently accepting applications. You will have to check equil those scholarships are open.		
	You will have to complete a separate tip- you may choose the 'Copy Previous Answers', the section of your screen when starting additional applications, in case there are identical questions on more than one scholarship app questions if using this feature, especially essays.		
	Please check your dashboard if you think you have already begun an application thing Apply again. Please DO NO create multiple drafts of the same application.		
	Click on "Start Eligibility Quiz" on the right side of the screen to begin.		
	Preview     Surt Englishy Our		
	Test Version 2019 ETIC Scholarship Accepting Submissions Accept		
Click "Apply" to apply	This application is used for the following scholarships:		
under the EITC			
Scholarship to access the EITC Scholarship.	The USTC (Opportunity Scholarship Tar Oreid) Program is for sligble students who revolved an USTC latter from their home school district and meet the residency and income requirements to attend a participating public or nonpublic school of their choice. For information about eligibility, click the USTC hyperlink.  Provides		
Scholarship to access the EITC Scholarship.	public or nonpublic school of their choice. For information about eligibility, click the USTC hyperlink.		
Scholarship to access the EITC Scholarship.	pued o rompulse borou of their choice. For information about eigebility close the USUC hyperine. ● Preview Scholar Brown List of post-		
Scholarship to access the EITC Scholarship.	List of post- secondary		
Scholarship to access the EITC Scholarship.	Scholar Brown- List of post- secondary scholarships for		
Scholarship to access the EITC Scholarship.         ISE Foundation - Scholarships         IME	Scholar Brown- List of post- secondary scholarships for which the student is eligible.		
Scholarship to access the EITC Scholarship. E Foundation - Scholarships Paper Paper Paper Paper Paper Pace of Pace Pace of Pace Pace Pace of Pace Pace Pace of Pace Pace Pace of Pace Pac	Scholar Brown- List of post- secondary scholarships for which the student is eligible.		
Scholarship to access the EITC Scholarship. E Foundation - Scholarships	Scholar Brown- List of post- secondary scholarships for which the student is eligible.		

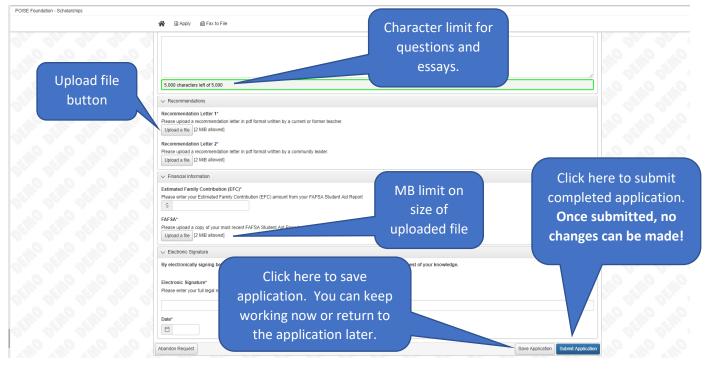
Apply 📾 Fax to File		Click on "Apply" to apply for a post-		
	Apply Enter Access Code	secondary scholarship. You must		
() If you have been provided with an Access Code, you may enter it in the box at the top of the page.		complete a separate application for		
	Q Quick Search	each scholarship.		
	For 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		
	vision Spring 2019 POISE General Scholarship	Accepting Submissions Apply		
descripti	ON Of rsion Spring 2019 Estelle Martin Cartledge Memorial Fund	Accepting Submissions Apply		

# Filling out the Application Form

the arrow.

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.



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.

POISE Foundation - Scholarships Home Icon cakes you to	Applicant Dashbo		o File	.0.0	0.0.0
your Applicant Dashboard	Applicant: Mr. John Fake JohnFake@invald email.com 555-55-555 398 60th Street Bozeman, MT 59718 Active Requests ③ Historical	Requests ()	Contact Email History	to edit yo	pencil icon ur contact nation
0.0.	Eligibility Quizzes	Scholarshin Process		Submitted	Application
10 00 00	✓ JF1234  Process: Test Version Spring 2019 Application Decision	Anthony S. Fountain and Alissa Fou Submitted	ntain-Burse Scholarship		submitted. Can view, but <b>not edit</b> submitted
Application	✓ JF1234				
not yet submitted	Process: Test Version Spring 2019	Estelle Martin Cartledge Memorial F Submitted 03/07/2019 Undecided	und	View Application	Saved application
cho cho	John Fail      Process: Example Process      Application      Decision	Draft 04/26/2018 Undecided		Edit Application	that can still be edited before submitting

- ✓ 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 or by telephone at (412) 281-4967.