Student Instructions

Go to: https://scholarships.edcoe.org

Register for an Account

1. Click on the Register link in the upper-right-hand corner.
2. Fill out your name, email and desired password (following the password requirements).
3. Click the **Register** button.
4. Check your email Inbox for an email with the subject "Confirm Your Email Address". If it can't be found check your Junk folder.
5. Click the I confirm link and you will be directed to a confirmation message and prompted to log in to the site.

Complete your Student Profile

6. On your home page you will see a checklist:

☑ Register for an online account

☐ Create a Student Profile

☐ Community Service

☐ Employment History

☐ Extra-Curricular Activities

☐ Honors & Achievements

☐ Create PDF of Profile and save locally

☐ View and 'Favorite' Scholarships

☐ View Required Documents (below)

☐ Upload Documents

☐ Apply for Scholarships

7. Click on Create a Student Profile.
8. Complete the five-step wizard and click **Submit**. Fields marked with a red asterisk (*) are required.
9. As you complete items on the checklist the empty, red checkboxes will become checked, green checkboxes

Add Community Service, Employment History, Extra-Curricular Activities, and Honors & Achievements

10. On your home page click on Community Service.
11. Click on **Add**.
12. Select a Year and list all Community Service items for that school year (max 2000 chars).
13. Continue for each year that you have items to list.
14. Do the same for Employment History, Extra-Curricular Activities, and Honors & Achievements.

Create a PDF of your Profile (General Scholarship Application) and Save Locally

15. On your home page click on Create PDF of Profile and save locally.
16. A PDF titled 'General Scholarship Application.pdf' will open or appear in your 'downloads' area.
17. Click the Save or Download button to save the PDF to your local drive. You will only have to do this once unless you make changes to any of the previous five sections (Student Profile, Community Service, Employment History, Extra-Curricular Activities or Honors & Achievements).

View and 'Favorite' Scholarships

18. On your home page click View and 'Favorite' Scholarships.
19. You will be presented with a list of scholarships sorted to match you and your profile.
20. Next to each scholarship is a legend about the requirements. Hover your mouse over the icons for more information.
    a. Green means you meet the requirement.
    b. Yellow means there is a restriction that you should look into.
    c. Red means you do not meet the requirement.

Barton Memorial Hosptial Auxiliary Scholarship 🏠 🗓 👤 ⚧ $ ⚖ **Specific career or major restriction**

21. The scholarship due date is also displayed. If it is in red, then you have missed the due date.
22. Use the 'search' box to search on keywords or make a selection in the 'Filter on Category' field.
23. Click on each scholarships to learn more about it, including requirements, submission details and required documents. Note the **Print** button at the bottom.
24. If this scholarship interests you can 'favorite' it by clicking the Heart button. This will make it easier to get to these scholarships in the future as you can click the Favorites button.

'Favorite' this scholarship -> ❤

Air Force Association (Chapter #116 Sacramento)
Due: 04/10/2020
Amount: $5,000.00

25. Now on your home page you will see a list of scholarships, sorted by due date, indicating the documentation required for each scholarship, and the status. You can also click on the name of the scholarship to see more information.

Scholarship	Due Date	General Application	Scholarship Specific Application	Unofficial Transcript	Official Transcript	Resume	Letter(s)	Essay(s)	Other(s)	Photo	Status
El Dorado High School Alumni Scholarship	02/08/2021	☑			☑			1 ☑	1 ☑	☑	**Applied**
Andrew J. Lamphere Scholarship	02/19/2021										Interested
Rhonda Phillips Memorial Scholarship	02/19/2021		☐				2 ☐	1 ☐			Interested

Upload Documents

26. On your homepage click on Upload Documents.
27. Select a Document Type, for example General Application.

Document Type *

General Application

Upload   Choose file   Browse

UPLOAD

28. Click the **Browse** button and then browse to the location where you saved your General Scholarship Application.pdf.
29. Click the **Upload** button.

    Note: the General Scholarship Application, Official/Unofficial Transcripts and Resume only have to be uploaded once (not for each scholarship that you are applying for).

30. Proceed to do this for all of the required documents listed on your home page.

    Note: if you select 'Essay', 'Letter of Recommendation', 'Photo' or 'Scholarship Specific Application' as the Document Type you will need to specify which Scholarship that particular document applies to.
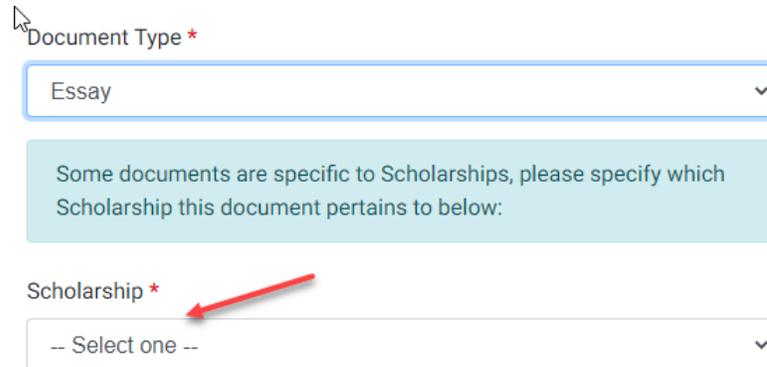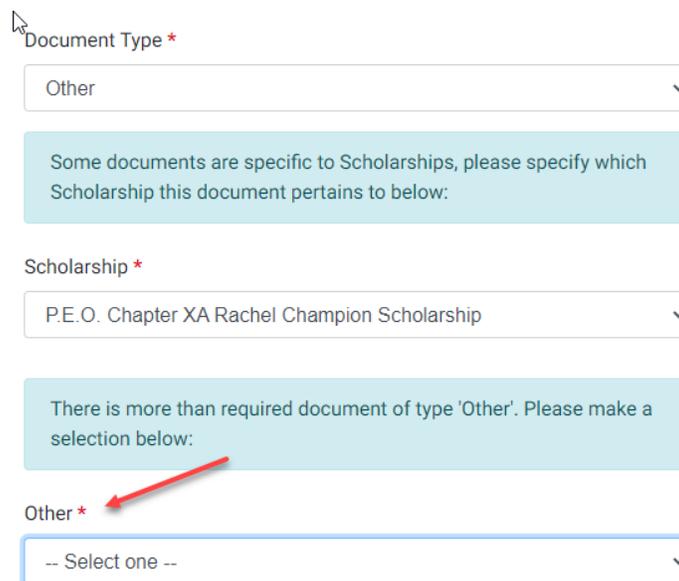
    Document Type *

    | Essay | ⌄ |

    Some documents are specific to Scholarships, please specify which Scholarship this document pertains to below:

    Scholarship *

    | -- Select one -- | ⌄ |

    Note: if you select 'Other' as the Document Type you will need to indicate "which 'Other'" in addition to the scholarship it applies to.

    Document Type *

    | Other | ⌄ |

    Some documents are specific to Scholarships, please specify which Scholarship this document pertains to below:

    Scholarship *

    | P.E.O. Chapter XA Rachel Champion Scholarship | ⌄ |

    There is more than required document of type 'Other'. Please make a selection below:

    Other *

    | -- Select one -- | ⌄ |

31. You can view, print and delete documents from this page
32. As you upload the required documents the empty, red checkboxes on your home page will become checked, green checkboxes.

Apply for Scholarships

33. Once you have all of the required documents uploaded you can officially submit your applications.
34. On your home page click on Apply for Scholarships.
35. Decide which scholarships you want to officially apply for and check the box next to them.
36. Click the **Apply** button.
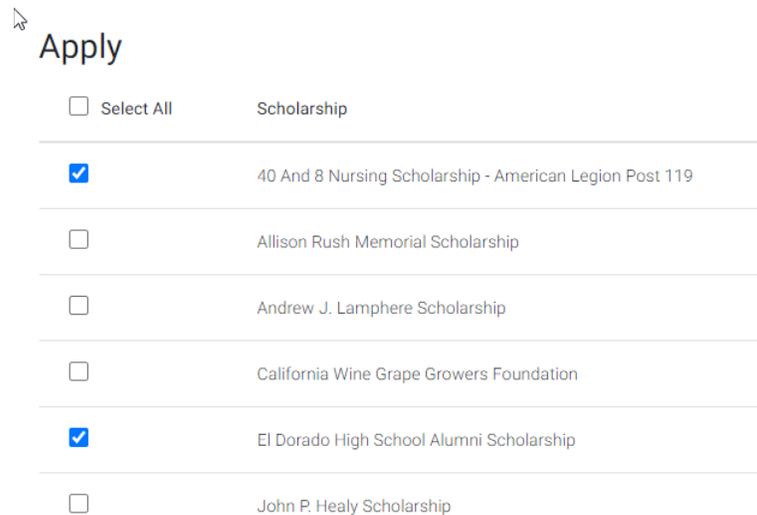
Apply

	Select All	Scholarship
☑		40 And 8 Nursing Scholarship - American Legion Post 119
☐		Allison Rush Memorial Scholarship
☐		Andrew J. Lamphere Scholarship
☐		California Wine Grape Growers Foundation
☑		El Dorado High School Alumni Scholarship
☐		John P. Healy Scholarship

37. You will receive confirmation of your submitted applications both on the screen and in an email(s). If there are any issues with your applications you will be notified as well.

Next Steps

38. If the Submission Details for a scholarship state 'Online' then your application is complete.
39. However if the Submission Details for a scholarship state 'Mail', be sure it is postmarked or arrives by the date provided.
40. You will be notified in April by your College & Career Center or by the donor if you are the recipient of each award.