

Guide to Completing Your Community Foundation of Greater Chattanooga Online Scholarship Application



- Read this tutorial thoroughly before completing your application
- **You cannot begin any scholarships until you have completed the Eligibility Quiz**
- Save your application periodically. We recommend every 15-20 minutes to avoid losing work
- The system will log off after 90 minutes of inactivity

If you have **NOT** previously logged on/are a first-time user:

1. Select “Create New Account” to register

If you have previously logged on/are a returning use:

1. Enter your email address, in the email address field.
2. Enter the password that you chose when you created your account
3. Select the “Log On” button

If you have forgotten your password

1. You can select the “Forgot your Password” link. Enter your email address and the system will email your password to your email account.



COMMUNITY FOUNDATION OF GREATER CHATTANOOGA

Logon Page

Email Address*

Returning users log in by entering your username and password

Password*

New applicants click here to create your new account

Log On


Create New Account

[Forgot your Password?](#)

Click here if you have forgotten your password

Create New Account (first time users/applicants 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

 This registration process has multiple steps you must complete before you can apply.

Fields with an asterisk (*) are required.

User Information

Enter Applicant Information

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

Prefix (Mr, Mrs, Ms, etc.)	First Name*
Middle Name	Last Name*
Suffix (Sr, Jr, III, etc.)	Email / Username*
Email / Username Confirmation*	Telephone Number (###-###-#### x###)*
Mobile Number (###-###-####)	Address 1*
Address 2	City*
State*	Postal Code*
Country	

Select "Next" to continue. You will then create your password

Next >

Entering a Password

To complete your registration, you will be taken to the Password Page

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

User Information

Password

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

Create and enter a password with at least 6 characters


Once you have confirmed your password, select "Create Account". You will be taken to the Email confirmation screen

Password*	Confirm Password*
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< Previous

Create Account

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 'Community Foundation of Greater Chattanooga (administrator@grantinterface.com)', look in your junk or spam folder. To remove 'Community Foundation of Greater Chattanooga (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

Select "continue without checking" and then select "Continue" on the right side



Select "Continue". This will take you to the Eligibility Quiz.

Eligibility Quiz

1. You cannot access the scholarship applications without completing the Eligibility Quiz. The quiz can be completed in one sitting or you may save it for later
2. After you complete the quiz you will see a list of CFGC scholarships for which you are eligible to apply for on the confirmation page.
3. Select "Continue" to get to the Apply page.
4. Select "Apply" which appears next to the name of the various scholarships
5. You will have to complete a separate application for each scholarship for which you are applying

Eligibility Questionnaire- 2018 CFGC Scholarships

In order to access scholarships administered by the Community Foundation of Greater Chattanooga, Inc. (CFGC), you must complete the Eligibility Quiz. After you have completed the Eligibility Quiz, you will see a list of CFGC scholarships for which you are eligible to apply.

 Preview 

CFGC Scholarship Eligibility Quiz

DIRECTIONS



To apply for scholarships, you must first complete the Eligibility Quiz. ALL questions are required, even if they do not seem applicable to you. After completing and submitting the Eligibility Quiz, you will have access to any and all scholarships for which you are eligible. Once you click "Apply" in the scholarships you would like to apply for, your draft applications will be saved on your dashboard - the landing page when you first log in.

You will only take the Eligibility Quiz once. If you are eligible for multiple scholarships, the list of scholarships to which you may apply will remain on this Apply page.

You will have to complete a separate application for each scholarship for which you are applying. However, after completing one application, you may choose the "Copy Previous Answers" button in the top right-hand section of your screen when starting additional applications, in case there are identical questions on more than one scholarship application.

Please check your dashboard if you think you have already begun an application instead of clicking Apply again.

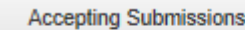

Click on "Start Eligibility Quiz" on the right side of the screen to begin.

 Preview 

Before beginning the application process you must complete an Eligibility Quiz to access applications

Once you submit your EQ you can then access scholarships you are able to apply for.

Select "Apply" to begin completing applications

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 15-20 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 a Student Aid Report (SAR) and or college 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. 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 the Community Foundation by the deadline.
 - e. You may only upload ONE document per question.
4. Letter(s) of Recommendation and High School Transcript: 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. We recommend using the email template provided in the application.
 - c. Click on "send".
 - d. The recommender will then receive your email and an email from the Community 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 letter(s) of recommendation have been uploaded; **HOWEVER, recommendation(s) must be received by the application deadline for your application to be complete!**

5. Click “submit application” when application is complete.

Each section of the application must be complete before submission

Be mindful of character limits when completing essay/short answer questions.

Copy and paste the email template provided in the application to send to your references. Be sure to update names and other information if needed

Click here to compose the email requesting the letter of recommendation

Enter recommender's email address here

Upload file button

MB limit on size of uploaded file

Terms and Conditions

The Together We Can Scholarship is a fund administered by the Community Foundation of Greater Chattanooga.

I certify, to the best of my knowledge, that the information on this application is complete and accurate. Falsification of any information will cause disqualification from the scholarship competition. I understand it is my responsibility to make sure the application and supplemental documents-letters of recommendation and official transcript are submitted by the required deadlines. I also understand that if any information is not complete/submitted by the deadline, the application will be disqualified.

In addition, I understand any information collected under the Family Educational Rights and Privacy Act (FERPA). Your scores and financial information will never be shared with the Community Foundation of Greater Chattanooga, Inc.

This application, upon receipt, becomes the property of the Community Foundation of Greater Chattanooga, Inc. and agree to attend the a mandatory Scholarship Orientation, typically held in late May.

If you are under 18, your parent must also agree to these Terms and Conditions.*

Applicant's signature*

Today's Date*

Parent's Signature, if not 18 years old

Today's Date

Save Application Submit Application

Complete this section to certify that all information in correct

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

Click here to submit your 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.

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.

CFGC Home Apply Fax to File

Applicant Dashboard

Applicant:
 John Fiction
 JohnFiction@invalid.email.com
 555-55-5557
 1112 16th Street NW Suite 600
 Denver, CO 55555 USA

Contact Email History

Eligibility Quizzes

Eligibility Questionnaire- 2018 CFGC Scholarships	Application not submitted yet	Submitted	10/27/2017	View Eligibility Quiz
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John Fiction

Process: Example Scholarship Process 2016

Application	Draft	04/05/2017	Edit Application	Third Parties: 0/1
Decision	Undecided			

John Fiction

Process: Example Scholarship Process 2016

Application	Submitted	02/04/1999	View Application	
Decision	Approved	02/26/1999	View Details	

No Follow Ups have been scheduled

Callout boxes:

- Fax to File
- Home Icon takes you to your Applicant Dashboard
- Select the pencil icon to edit your contact information
- Application not submitted yet
- Third Parties: 0/1
- Check letters of recommendation status. This shows zero out of one submitted
- Saved application that can be edited before submitting
- Once submitted you can view but not edit

Tips:

1. Follow all directions carefully
2. Asterisks (*) indicated required questions: you will not be permitted to submit your application until you have answered all required questions.
3. Check for spelling and grammar errors in essay questions before submitting

Questions? Contact Rebecca Suttles, Director of Scholarships, at rsuttles@cfgc.org or Kelly Farina, Program Assistant at kfarina@cfgc.org

APPLY HERE

CFGC Scholarships are administered in compliance with CFGC equal opportunity/ non-discrimination policy.