

# Uploading your Semester and End of Year Grades

If you have been awarded a scholarship that is for one year or more you are required to submit grades in order to continue receiving your scholarship.

## How to submit your grades:

- 1) Log into your online account with the Community Foundation. If you would like to update your email address to your new student email you can do so once you log into your account.
- 2) Once you log in to your account, you will see your dashboard. At the bottom of the page there is a section titled **"Follow Up Forms"**.
- 3) You will want to upload grades for the corresponding semester. If you are uploading your Fall 2018 grades select the **"Edit"** button to upload your grades.
- 4) After selecting the **"Edit"** button on the dashboard you will be taken to a page to upload your grades.

## Logon Page

Email Address\*

Password\*

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

[Forgot your Password?](#)

**Applicant:**  
mr dick gregory  
resmith524@fake.com  
[423-423-1234](#)  
1234 Main Street  
chattanooga, TN 37411 [Contact Email History](#)

Eligibility Quizzes

**Eligibility Questionnaire- 2018 CFGC Scholarships** Submitted 10/27/2017 [View Eligibility Quiz](#)

▼ DG6410

**Process: 2018 RMHC® Scholars Scholarship V2**

LOI	Submitted	09/22/2017	<a href="#">View LOI</a>	
Application	Submitted	10/06/2017	<a href="#">View Application</a>	Third Parties: 0/1
Decision	Approved	02/23/2018	<a href="#">View Details</a>	

**Follow Up Forms**

FORM NAME	ASSIGNED TO	AWARD / INSTALLMENT	DUE DATE	STATUS	EDIT/VIEW
Fall Semester 2018 grades	dick gregory	Overall Award	01/15/2018	Assigned	<a href="#">Edit</a>
Spring Semester 2019 grades	dick gregory	Overall Award	06/14/2019	Assigned	

▼ Fall Semester Grades

**Applicant ID\***  
This will be used to locate and identify your scholarship application. Please enter your first two initials followed by the last four digits of your social security number.  
Example: Octavia Butler with the last four digits of her SS of 1234, you would enter OB1234

**Fall Semester Grades\***  
Please upload a **pdf** copy of your most up to date transcript. This transcript should include the grades for your fall semester.

[Upload a file](#) [5 MIB allowed]

**Fall Semester GPA\***  
Please enter your GPA for your recently completed Fall Semester.

**Current Cumulative GPA\***  
Please enter the cumulative GPA for all semesters you have completed so far.

5) On the page you will need to upload your transcript as a **PDF** along with entering your current semester GPA and your cumulative GPA for all semesters completed so far. If you do not know how to upload a document as a PDF [click here](#).

6) **You will receive an automatic reminder email two-weeks before your grades are due!**

