

# GUIDE TO COMPLETING YOUR EAST TENNESSEE FOUNDATION COMMON SCHOLARSHIP APPLICATION

## APPLICATION DEADLINE: February 15, 2020

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.



**Logon Page**

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

Click here if you have forgotten your password.

New applicants click here to create new account.

**Email Address\***

**Password\***

**Log On** **Create New Account**

[Forgot your Password?](#)

**Welcome to East Tennessee Foundation's online scholarship portal!** All scholarships in this portal are administered by East Tennessee Foundation.

**New Users:** Please click on "Create New Account" to complete the registration process and create your logon credentials.

**Existing Users:** Please enter your credentials and login. If you forgot your password, please use the "Forgot your Password" link to the left to reset your password.

For more information, please contact Beth Heller, Vice President for Scholarship Administration, at [bheller@etf.org](mailto:bheller@etf.org), or Ashley Siferd, Program Officer, at [asiferd@etf.org](mailto:asiferd@etf.org) or call toll-free 877-524-1223.

## 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

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

Salutation*	First Name*
<input type="text"/>	<input type="text"/>
Middle Name	Last Name*
<input type="text"/>	<input type="text"/>
Suffix	Business Title
<input type="text"/>	<input type="text"/>
Email / Username*	Email / Username Confirmation*
<input type="text"/>	<input type="text"/>
Telephone Number*	Mobile Number
<input type="text"/>	<input type="text"/>
Fax Number	Address 1*
<input type="text"/>	<input type="text"/>

Country

Next >

Password

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 Password page (below).

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

### Create New Account

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.

User Information

Password

Password*	Confirm Password*
<input type="password"/>	<input type="password"/>

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Create Account

Create and enter password of at least 6 characters.

Once you have confirmed your password, click on “Create Account.” You will be taken to the Email Confirmation screen.

## Email Confirmation

The screenshot shows an email confirmation interface. At the top, a blue box contains the text: "You will be receiving emails from this system about your request." Below this, a larger grey box contains the text: "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 'East Tennessee Foundation (administrator@grantinterface.com)', look in your junk or spam folder. To remove 'East Tennessee F...' (administrator@grantinterface.com) from your spam fil...". A blue link "Click Here for a tutorial about removing email add..." is visible. Below the text are three radio buttons: "I have received the email", "Continue without checking", and "I have not received the email". A "Send Email Again" button is at the bottom left. A "Continue" button is at the bottom right. Two callout boxes provide instructions: one points to the "Continue without checking" radio button, and another points to the "Continue" button.

Select "Continue without checking" and then click on "Continue" on the right side of the screen.

Click on "Continue." This will take you to the **Apply** page.

## Common Scholarship Application 2020 – Apply Page

1. After saving your password, you will be directed to the **Apply** page.
2. Click on "**Apply**" next to the "**Common Scholarship 2020 Application**" label. This will take you to the Universal Application, where you will fill out eligibility questions for almost all ETF scholarship opportunities.
3. Based on your answers to those questions, you will see a list of ETF scholarships for which you are eligible to apply.
4. **NOTE:** You will only complete **one application for all the scholarships for which you are eligible that are covered by the Common Scholarship 2020 Application!** There are **61** scholarships total within the Common Scholarship Application. If prompted, you will need to answer additional questions in order to complete the application.
5. **NOTE:** There are seven additional, individual scholarships with unique criteria. Please review the scholarship page link for detailed descriptions. If you want to apply to one of the seven individual scholarships, please see the "**Guide to Completing Your Individual Scholarship Application.**"

The screenshot shows the "Apply" page for "2020 Scholarships". At the top left is a "Quick Search" bar. Below it, the text reads: "2020 Scholarships" and "Accepting Submissions from 06/01/2019 to 02/01/2020". A blue "Apply" button is highlighted with a yellow box. Below this, instructions state: "To apply for a scholarship, please begin by clicking the 'Apply' button. Note that all scholarship... 2020. Only high school students graduating in the year 2021 are eligible to apply for these a...". At the bottom left are buttons for "Preview" and "Send to GrantHub". A callout box points to the "Apply" button.

Click on "Apply" to access the Universal Application. You must complete the questions.

## 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. Click Save if you need to return to your application at a later time.

**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 (MiB).
3. **Pay attention to the deadline! You will not be able to submit your application after the deadline.**

4. Once you're finished with the application, click **"Submit."**
  - a. If you have not completed all required questions, the system will let you know which questions you missed.
    - i. All required questions must be completed to submit the application.
  - b. After submitting an Application, you can view it, but you can't make edits.
5. Now you'll see a **Confirmation Page**, which lists the scholarships/opportunities for which you are eligible to apply. You'll also see a list of any scholarships that require supplemental questions.
  - a. **The system has automatically submitted your Application for scholarships you're eligible to apply for that do not require supplemental questions.**
  - b. For scholarships that *do* require supplemental questions, you'll have the option to complete that information and submit your Application to those scholarships as well.

## Confirmation Page

✓ Your Application has been submitted.

Based on your answers, you are eligible for the following:

- Elizabeth Jones Scholarship
- Track & Field Athlete Scholarship

We will ask for supplemental information for the following:

- Elizabeth Jones Scholarship
- Track & Field Athlete Scholarship

List of scholarships that require supplemental questions. You must answer these questions to be considered for the scholarships listed here.

Continue

6. Click **"Continue."** You'll be brought to the first Application with supplemental questions.
7. **NOTE: If a supplemental question is used on more than one scholarship that you're applying for, your response will carry across the Applications.**
  - a. **If you update your response on one Application, it will automatically update on the other Applications using that question. Be sure that you want that edit/change!**
8. If you do not want to apply for a scholarship with supplemental questions, click **"Decline Opportunity."** You will only be considered for those scholarships requiring supplemental information if you complete all the additional questions.
9. Click **"Submit Application"** only when you are finished filling out the questions and your application is complete! Click **"Save Application"** if you are going to work on it later.
10. Once submitted, no changes can be made!

Supplemental Questions

Essay - Personal Success\*

Describe a success in your life.

Click on "Decline Opportunity" if you don't want to apply for this scholarship.

Click on "Submit" when you are ready to submit your application.

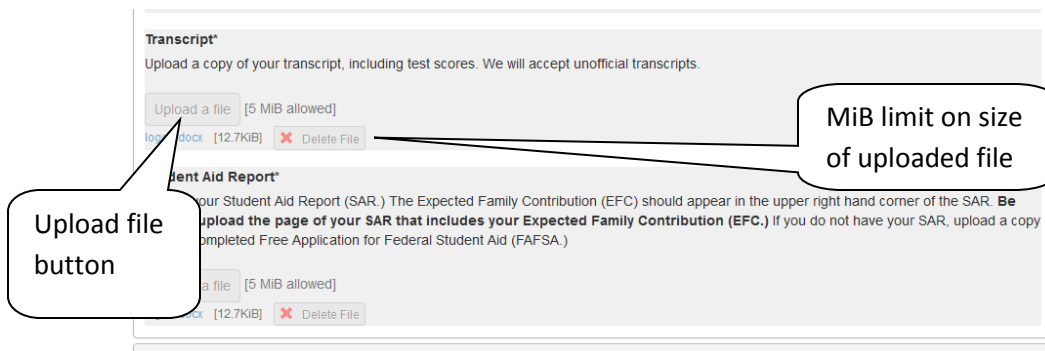
Due on 7/2020 05:00 PM MST.

Decline Opportunity Abandon Request Update Scholar Snapp Save Application Submit Application

11. **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 do not have access to a scanner, you may use “Fax to File” to obtain an electronic copy. 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 East Tennessee Foundation by the deadline.**
- e. You may only upload ONE document per question.



12. **Letters of Recommendation:** If your application requires a letter of recommendation, 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.
- c. Click on “Send.”
- d. The recommender will then receive your email and an email from East Tennessee 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(s) before the letters of recommendation have been uploaded; **HOWEVER, your Letter of Recommendation must be received by the application deadline for your application to be complete!**

Letters of Recommendation Instructions

Follow the instructions provided in the *Guide to Completing Your Scholarship Application* at [How to Apply](#) for your letter of recommendation to be uploaded to your application.

**NOTE:** While you may submit your application before you receive your letter of recommendation, your letter of recommendation must be received by the application deadline for your application.

Letter of Recommendation

Email Address for Writer of Letter of Recommendation

Letters of Recommendation must be from school personnel or employer. **ATTENTION:** BE SURE you enter the name you want, that the person has agreed to write your letter, and that you have entered the recommender's email address correctly!

✉ bheleir@etf.org Compose Email

Email was sent 10/24/2016 4:19:56 PM EDT. No response has been submitted.

Enter recommender's email address.

Click here to compose email requesting letter of recommendation, if required.

## [Applicant Dashboard \(Home Icon\)](#)

Once you have registered the first time, whenever you return, you will automatically be directed to the Applicant Dashboard.

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.

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.

Home Icon

Home Apply Fax to File

### Applicant Dashboard

**Applicant:**  
 Lauren Example  
 lauren.example@foundant.com  
 123-123-1234  
 123 Main St.  
 Bozeman, MT 59715 Contact Email History

Active Requests **1** Historical Requests **0**

2020 Scholarships

Application	Submitted	08/01/2019	<a href="#">View Application</a>	Third Parties: 1/1
Application	Draft	02/02/2017	<a href="#">Edit Application</a>	

Click on pencil icon to edit your contact information.

Check letters of recommendation status, if applicable. This shows one out of one submitted.

Application submitted. Can view, but **not edit** submitted application.

Application not yet submitted.

Saved 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!

**APPLICATION DEADLINE: February 15, 2020**

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Questions? Contact Beth Heller, Vice President for Scholarship Programs, at [bheller@etf.org](mailto:bheller@etf.org) or Ashley Siferd, Program Officer, at [asiferd@etf.org](mailto:asiferd@etf.org) or by telephone at 865-524-1223, or toll-free at 877-524-1223.

**APPLY HERE**

<https://www.grantinterface.com/easttennesseefoundationsscholarship/Common/LogOn.aspx>

**ETF scholarships are administered in compliance with ETF's  
equal opportunity/non-discrimination policy.**