

# GUIDE TO COMPLETING YOUR EAST TENNESSEE FOUNDATION INDIVIDUAL SCHOLARSHIP APPLICATION

**APPLICATION DEADLINE: February 15, 2021\***

**\*Deadline Exceptions:**

Steven L. Coffey Middle College Memorial Scholarship and the Spenser F. Powell Memorial Law Scholarship applications will be available April 1, 2021, and the deadline is June 1, 2021.

**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 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 a link which you can use to create a new password.



**Logon Page**

Email Address\*

Password\*

Log On

Create New Account

[Forgot your Password?](#)

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.

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 at [bheller@etf.org](mailto:bheller@etf.org), or Ashley Siferd, Program Officer, at [877-524-1223](tel:877-524-1223).

## Create New Account (first time users only)

1. Enter your personal contact information.
2. Click on the “Next” 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.**

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, which include upper case, lower case, numbers, and special characters. Special characters are !@#\$%^&\*()\_
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"/>

< Previous

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 paragraph explains that a confirmation email was sent from 'East Tennessee Foundation (administrator@grantinterface.com)' and provides instructions on how to check junk or spam folders and how to remove the sender from a spam filter. A link is provided for a tutorial on removing email addresses from spam filters. Below the text are three radio button options: "I have received the email", "Continue without checking", and "I have not received the email". A "Send Email Again" button is located below the radio buttons. On the right side of the page, there is a blue "Continue" button. Two callout boxes are present: one pointing to the "Continue without checking" radio button with the text "Select 'Continue without checking' and then click on 'Continue' on the right side of the screen." and another pointing to the "Continue" button with the text "Click on 'Continue.' This will take you to the Apply page."

**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.**

## Apply Page

1. After saving your password, you will be directed to the **Apply** page. You will see a list of seven individual scholarships as well as the "Common Scholarship 2021 Application."
  - a. **Please Note:** The Common Scholarship 2021 Application is a common application for mostly undergraduate scholarships, in addition to a few nursing and social work scholarships for adult students.
2. Please review the scholarship page link for a detailed description of each scholarship before you apply. Be sure to check the scholarship criteria to make sure you are eligible **BEFORE** completing your application.
3. Click on "**Apply**" to start filling out the application form.
4. You will have to complete **a separate application** for **each individual scholarship** for which you are applying.
5. If you believe you are eligible for scholarship opportunities covered by the Common Scholarship 2021 Application, you may apply for individual application(s) and complete the Common Scholarship 2021 Application.

The screenshot shows the "Apply" page interface. At the top, there is a blue box with a question mark icon and the text: "If you have been provided with an Access Code, you". Below this is a search bar with a magnifying glass icon and the word "Search". To the right of the search bar is an "Enter Code" button. Below the search bar is a list of scholarship entries. The first entry is "B & W Y-12 Scholarship 2017" with a subtext "Accepting Submissions from 11/01/2016 to 02/1". Below the entry text is a link: "For more information, please go to the scholarship page." There are two buttons below the entry: a "Preview" button with an eye icon and an "Apply" button. Two callout boxes are present: one pointing to the "scholarship page" link with the text "Click on 'scholarship page' for detailed description of scholarship program and criteria. See example below." and another pointing to the "Apply" button with the text "Click 'Apply' to start the application."

**Click on "scholarship page" for detailed description of scholarship program and criteria. See example below.**

**Click "Apply" to start the application.**

## 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 later.

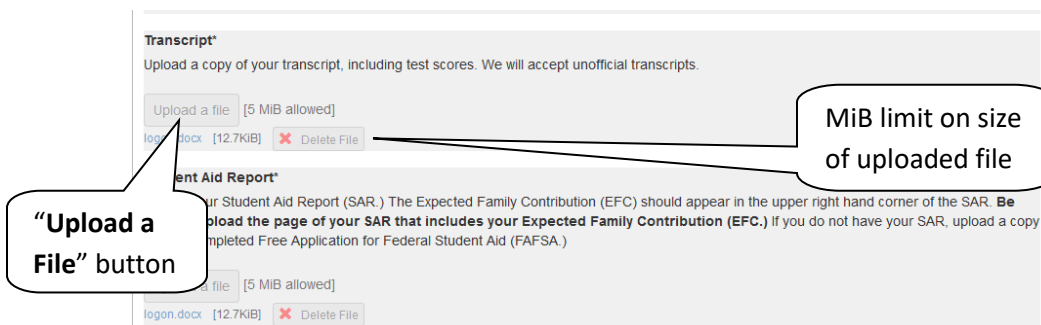
**Please note:** Be sure to save your work regularly - every 15-30 minutes. After 90 minutes of inactivity, you will be logged off for security reasons.

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. **Uploading Documents:** All scholarships require you to upload some documents, such as transcripts.

**To Upload:**

- a. If the required document exists 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 this fact, **AND it is your responsibility to ensure the required document is received by East Tennessee Foundation by the deadline.**
- e. You may only upload ONE document per question. For documents that are more than one page, make sure you upload all the pages as **one** document. If you upload pages individually, the new upload will overwrite the previous upload.
- f. If you are unable to access the required document because of the pandemic, upload a statement explaining your circumstances **AND** contact Beth Heller at [bheller@etf.org](mailto:bheller@etf.org) or Ashley Siferd Butler at [abutler@etf.org](mailto:abutler@etf.org) for alternate instructions. **DO NOT** wait until the deadline to contact us. It is important to allow enough time to submit the required information in an alternate format. **Please Note:** If your school building is operating virtually, we suggest you contact your school counselor who should be able to access your transcript and email it to you so that you can upload it to your application.



5. **Letters of Recommendation:** If your application requires a Letter of Recommendation, follow the directions below 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 you confirm 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 they 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 Applicant Dashboard.
- g. You may submit your application(s) before the Letter(s) of Recommendation have been uploaded; **HOWEVER, your Letter of Recommendation must be received by the 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 either your 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

**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.

6. 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 cannot make edits.

REMINDER

- Save your application before exiting the program.
- Click "Submit" when your application is complete.

### [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

  Apply  Fax to File

# Applicant Dashboard

The screenshot shows the Applicant Dashboard for Lauren Example. At the top, there is a profile section with contact information and a pencil icon for editing. Below this are tabs for 'Active Requests' (1) and 'Historical Requests' (0). A table lists applications, including '2020 Scholarships' and 'Blair Scholarship 2017'. Callout boxes provide instructions: '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.', and '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.
- **Please proofread your answers!**

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Questions? Contact Beth Heller, Vice President for Scholarship Programs, at [bheller@etf.org](mailto:bheller@etf.org) or Ashley Siferd Butler, Program Officer, at [abutler@etf.org](mailto:abutler@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)**

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