COMMUNITY FOUNDATION OF SOUTHERN WISCONSIN

Even though you will see the green "Apply online" button next to *many* scholarships on the website, DO NOT fill out an application for EACH scholarship. Filling out one application is all that is needed.

CREATING A NEW ACCOUNT IN THE SCHOLARSHIP PORTAL

- Click **Create New Account** and enter your information, including your email address, which will act as your username to log into the site in the future. You will also create a password.
  - Fields with an asterisk next to them are required fields and you must complete them before moving forward.
  - Note you can always click on the "Cancel Account Creation" button to abandon the registration page.
  - *Remember* you will use this account to edit, save and submit your application. You will also receive emails (if necessary) from the **Community Foundation of Southern Wisconsin.**

If at any time after creating an account, you can't remember your password, you may click on the *Forgot Your Password?* link, enter your email address and you'll be sent a link to reset your password.

We recommend that you bookmark the log in page in your internet browser for ease of access when returning to your account.

APPLYING FOR SCHOLARSHIPS

After logging in, click **Apply** at the top of the page. You will be taken to the application page where you will see the **Community Foundation of Southern Wisconsin Scholarship Application.** (If you don't see the application as shown below then the application has not yet been activated for the scholarship season. Scholarship application availability dates will be listed on the log in page).

- You can preview the application by clicking on the "Preview" button.
- To start a request click the **blue** "Apply" button to the right of the scholarship application name.

Once on the application page -

- If you'd like a PDF copy of the application, you can click the **Question List** button.
- Once you've completed the application, you may click the **Application Packet** button to download a copy of the questions and *your* responses.

At the bottom right of the screen you will find **Save Application** and **Submit Application**.

- **Save Application** will save what you currently have entered and allows you to come back and continue editing later.
- **Submit Application** will submit your completed application. ****Note**- once an application has been submitted you can no longer edit it.**
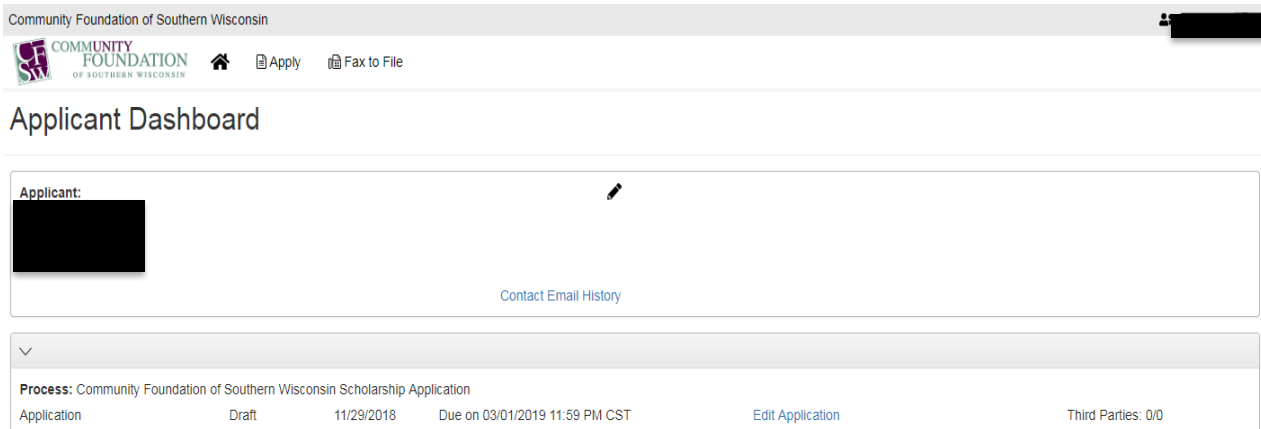
** After you have submitted your application you will see a **Confirmation Page** that lists all scholarship opportunities that you are eligible for and within that list those that will require you to submit *additional information* if you would like to be considered. Your application will automatically be considered for those scholarships that you are eligible for that do not require additional information.

You will be automatically logged out of the system after 90 minutes of inactivity (you will receive a warning message at 80 minutes of the pending "time out").

YOUR APPLICANT DASHBOARD
What you will find here:

- **Your Dashboard will list your application as submitted once you have clicked "Submit Application"**
- You may continue working on your saved application by clicking **Edit Application**.
- You may view your submitted application but **cannot edit it**.
- *Third Parties* will tell you how many people have submitted required online information on your behalf (i.e counselor, recommendations)
- *Contact Email History* will show emails sent to you from the **Community Foundation of Southern Wisconsin**

Community Foundation of Southern Wisconsin

COMMUNITY FOUNDATION OF SOUTHERN WISCONSIN   🏠   📄Apply   📠 Fax to File

Applicant Dashboard

Applicant:

█████████████

Contact Email History

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Process: Community Foundation of Southern Wisconsin Scholarship Application

| Application | Draft | 11/29/2018 | Due on 03/01/2019 11:59 PM CST | Edit Application | Third Parties: 0/0 |

We are here to help! If you have any questions, please email scholarships@cfsw.org.