

Student Instructions

(Detailed Version)

Register for an Account

1. Go to scholarships.edcoe.org
2. Click on the [Register](#) link under the 'Students' icon.



Students

[Register](#) for a free account, [Customize your profile](#) and [view scholarships](#) that match your profile.

3. Fill out your name, personal email (**do not use school email**) and desired password.
4. Click the **Register** button.
5. Check your email Inbox for an email with the subject "Confirm Your Email Address". If it can't be found, check your Junk folder.
6. Click the '[I confirm](#)' link and you will be directed to a confirmation message and prompted to log in to the site.

Complete your Student Profile

7. On your home page you will see a checklist:

<input checked="" type="checkbox"/> Register for an online account	<input type="checkbox"/> Extra-Curricular Activities optional
<input type="checkbox"/> Create General Application/Student Profile	<input type="checkbox"/> Honors & Achievements optional
<input type="checkbox"/> Community Service optional	<input type="checkbox"/> Create PDF of your General Application/Student Profile
<input type="checkbox"/> Employment History optional	<input type="checkbox"/> View and 'Favorite' Scholarships

8. Click on **Create General Application/Student Profile**.
9. Enter your information within each section, then click **Submit**. Fields marked with a red asterisk (*) are required.
10. As you complete items on the checklist your red checkboxes will become green checkboxes.

Add Community Service, Employment History, Extra-Curricular Activities, and Honors & Achievements

11. On your home page click on [Community Service](#).
12. Click on **Add**.
13. Select a Year and list all Community Service items for that school year (max 2000 chars).
14. Continue for each year that you have items to list.
15. Do the same for [Employment History](#), [Extra-Curricular Activities](#), and [Honors & Achievements](#). **If you don't have items to add to these sections, leave them blank.**

Create a PDF of your Profile (General Scholarship Application) and Save Locally

16. On your home page click on "Create PDF of your General Application/Student Profile".

<input checked="" type="checkbox"/> Register for an online account	<input checked="" type="checkbox"/> Create PDF of your General Application/Student Profile
<input checked="" type="checkbox"/> Create General Application/Student Profile	<input checked="" type="checkbox"/> View and 'Favorite' Scholarships
<input checked="" type="checkbox"/> Community Service <i>optional</i>	<input type="checkbox"/> View Required Documents (below)
<input checked="" type="checkbox"/> Employment History <i>optional</i>	<input checked="" type="checkbox"/> Upload Documents
<input checked="" type="checkbox"/> Extra-Curricular Activities <i>optional</i>	<input type="checkbox"/> Apply for Scholarships
<input checked="" type="checkbox"/> Honors & Achievements <i>optional</i>	

17. You will see a preview of your General Application which contains all the information you have added. To edit a section, click on the pencil icon at the top. If everything looks right, scroll to the bottom and click on the black button that says "Create PDF of General Application/Student Profile".

CREATE PDF OF GENERAL APPLICATION/STUDENT PROFILE

18. A PDF of your General Scholarship Application will open or appear in your 'downloads' area.
19. Save or Download this PDF to your google drive or computer. You will learn how to upload this document in the following steps.

View and 'Favorite' Scholarships

20. On your home page click [View and 'Favorite' Scholarships](#).
21. You will be presented with a list of scholarships sorted to match you and your profile. You can also use the search box to find specific scholarships.
22. Next to each scholarship is a legend about the requirements. Hover your mouse over the icons for more information.

- a. Green means you meet the requirement.
- b. Yellow means there is a restriction that you should look into.
- c. Red means you do not meet the requirement.



23. Click on each scholarship to learn more about it, including requirements, submission details and contact information.
24. If this scholarship interests you, you must 'favorite' it by clicking either the Heart button in the top right or by clicking the "Favorite" button at the bottom. **This action will now save an add the scholarship to your homepage so that you can apply for it.**

Air Force Association (Chapter #116 Sacramento)

Due: 04/10/2020

Amount: 5000.00

FAVORITE In order to apply for this scholarship, you must first 'Favorite' it.

25. As you favorite scholarships, you will see them appear in a list on your homepage, sorted by due date. The list will also indicate the required documents for each scholarship, the method of submission and the status. You can also click on the name of the scholarship to see more information.

Upload Your General Application & Other Documents

26. On your homepage click on [Upload Documents](#). **ALL DOCUMENTS MUST BE IN PDF FORMAT BEFORE THEY CAN BE UPLOADED.**
27. Under "Document Type", select **General Application**.

Document Type *

General Application

▼

28. Click the **Browse** button and then browse to the location where you saved the pdf of your General Application/Student Profile.
29. Click the **Upload** button. ***Please Note, that if you make any changes to your General Profile like GPA, awards or honors, etc. You will need to delete your previous General Application from within your Uploaded Documents page, then download and upload the updated General Application. It does not automatically update as you make changes.***
30. Follow these same steps to upload the additional required documents listed on your home page.
31. You can view, print and delete documents from this page. Please note that if you select 'Essay' as the Document Type you will need to specify which Scholarship the essay belongs to.
32. As you upload the required documents the empty, red checkboxes on your home page will become checked, green checkboxes.

Apply for Scholarships

33. Once you have all of the required documents uploaded you can officially submit your applications.
34. On your home page click on [Apply for Scholarships](#).
35. Decide which scholarships you want to officially apply for and check the box next to them.
36. Click the **Apply** button. **DO NOT DELETE ANY UPLOADED DOCUMENTS FROM YOUR PROFILE AFTER SUBMITTING. THIS WILL DELETE YOUR ENTIRE APPLICATION.**
37. Donors will notify you or your school in March/April if you have won a scholarship.
38. Be sure to visit your school's College & Career Center for help.