Greater Toledo Community Foundation

Scholarship Portal Applicant Instructions

Greater Toledo Community Foundation is excited to launch our upgraded scholarship portal for the 2020-2021 academic year. Over 40 scholarships are contained to a single universal application with a deadline of **February 11, 2020**. There are also multiple separate scholarships not contained in the universe that have varying deadlines that you may apply for. For questions regarding the new scholarship portal, please contact Sara Cryan, Scholarship Officer & Program Associate, via email at Scholarships@toledocf.org.

Create Account/Registration

Logon Page

All applicants must create an account in the new scholarship portal even applicants applying for renewal.

- 1. Click the link to the Logon Page: https://www.grantinterface.com/Home/Logon?urlkey=toledocfs
- 2. Click Create New Account button (screenshot below).

Email Address*	Welcome to the Scholarship Portal!
Password*	FIRST TIME HERE?
	Click the Create New Account button.
	All applicants must create an account even renewal applicants.
	 Enter required information to create your account.
Log On Create New Account	Email will be the main form of communication to applicants.
Forgot your Password?	SCHOLARSHIP DEADLINES & IMPORTANT DATES
	February 11, 2020 Deadline: Universal Application

3. You will land on the Create New Account page (screenshot below).

- o Complete all the required fields in the User Information section.
 - Email is the main form of communication so use a primary email address.
- Click the blue Next button at the bottom right hand corner of the page.

Create New Account

If you already have an Account, click the 'Cancel Account Creation' button to go to the Logon page

A Using the browser's back button will delete your registration information	ation.	
(i) This registration process has multiple steps you must complete bef	ore you can apply.	
Fields with an asterisk (*) are required.		
User Information		
Prefix (Mr, Mrs, Ms, etc.)*	First Name*	

4. Create a password in the **Password** section (screenshot below).

• Then click the blue Create Account button at the bottom right hand corner of the page.

User Information	
Password	
Passwords must be at least us characters long and may contain capital or lowercase letters, numbers, or a	
Password*	Confirm Password*
Previous	Create Account

Connect to Scholar Snapp



Scholarship Portal Applicant Instructions

Apply to Universal Application & Separate Scholarships 1. On your Applicant Dashboard, click the Apply button at the top of the screen (*screenshot below*).

- 2. Click the **Apply** button to the right of the **2020-2021 Greater Toledo Community Foundation Scholarships** application.
 - o Scroll past the 2020-2021 universal application to see other scholarship opportunities.
 - If the scholarship has an apply button then it is accepting applications.

Community Foundation I Apply I Fax to File	
Apply	
Below you will find the available scholarship opportunities offered through the Greater Toledo Cor	nmunity Foundation (GTCF)
There will be various opportunities available at different times depending on when each specific s	cholarship application opens and ends.
Q Duick Search	×
You will be able to access your application(s) and their status(es) on your Applicant Dashboard by clicking the home icon	above.
2020-2021 Greater Toledo Community Foundation Scholarships	Accepting Submissions from 12/20/2019 to 02/11/2020 Apply
This universal application allows applicants to apply to over 40 scholarship opportunities offered through the Greater Toledo	Community Foundation. Click the blue "Apply" button to the right to begin.
Preview	

- 3. Begin the 2020-2021 Greater Toledo Community Foundation Scholarships Application.
 - The system auto-saves your answers on the application after every 100 characters you type OR after you click into the next question.
- 4. Complete all required sections which are marked with an asterisk (*).
 - Applicant Eligibility These answers determine the sections you are required to complete.
 - Common Questions Sections One of the following sections will appear depending on your answer to the "Student Type" question in the Applicant Eligibility section.
 - Non-College Students: Most commonly refers to high school students, but includes all applicants that are not currently attending college yet.
 - Current College Students: For applicants who are currently enrolled in college.
 - **Renewal Applicants Information** This only appears to applicants who selected "Yes" to the "Are you a renewal applicant?" question in the *Applicant Eligibility* section.
 - Transcript One of the following sections will appear depending on your answer to the "Student Type" question in the Applicant Eligibility section.
 - High School Transcript 3rd Party Upload: You will be required to enter your high school guidance counselor's email address so they can upload your transcript.
 - Transcript Applicant Upload: This section appears only to all non-high school students where you can upload your transcript or GED certificate.
 - FAFSA Information All applicants are required to enter their EFC and upload the first page of their Student Aid Report (SAR) which is generated after you complete the FAFSA.
 - Applicant Agreement All applicants must complete this section to submit the application.



Scholarship Portal Applicant Instructions

5. Click the blue Submit Application button at the bottom of the page (screenshot below).

• The system will only let you hit submit once you have completed all the required questions.

(i) Due on 02/11/2020 11:59 PM EST.	
Abandon Request	Save Application Submit Application

- If you no longer wish to apply to the universal application scholarship, click the white Abandon Request button on the bottom left hand corner of the page.
- If you are not able to complete the first part of the universal application, you can click the white Save Application button to finish your application at a later date.
 - When you log back into your account to complete the application, you will see the application on your Applicant Dashboard listed under the Active Requests tab.
 - To make changes, click the Edit Application link.
- 6. Once you submit your application, a **Confirmation Page** will appear that lists the scholarships opportunities and their descriptions you <u>may be eligible</u> for (*screenshot below*).
 - It also lists the scholarships that require supplemental information. This refers to additional questions required by that scholarship application.
 - When supplemental questions are used on multiple applications, your answers will carry across all applications in the universe, but you will still need to submit each application separately.
 This doesn't apply to guestions that require you to upload a file.
- 7. Click the blue **Continue** button which will take you to the first Application with additional questions.

Confirmation Page

Your Application has been submitted.

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

Advertising Club of Toledo Scholarship

For high school seniors and current college students residing in Northwest Ohio who are pursuing a communications, marketing, public relations or related degree as a full-time undergraduate or graduate student attending the University of Toledo, Bowling Green State University, or an accredited post-secondary institution in Ohio or Michigan. Must have a minimum 3.0 cumulative GPA. Applicants may reapply in subsequent years. 3-4 awards varying between \$900-\$1,200 each.

Nate Brahier 797 Memorial Engineering Scholarship

For second, third or fourth year undergraduate students pursuing a career in engineering or power technologies. Applicants may reapply in subsequent years. 1 award at \$725.

We will ask for supplemental information for the following: Advertising Club of Toledo Scholarship Nate Brahier 797 Memorial Engineering Scholarship Harold W. Wott-IEEE Toledo Section Scholarship Jamie Farr Scholarship Pat Hogan Engineering Scholarship Robert L. "Bob" and Lorena F. Porter Scholarship Robert L. Maxwell & Lathroo/Turmer Scholarship



- 8. Complete the additional questions for each scholarship then click the blue **Submit Application** button.
 - Once you submit an application, you cannot go back and edit your answers. You can only edit your application when it is in the **Draft** stage.
 - o If you do not want to apply for a specific scholarship, click the red **Decline Opportunity** button.

(i) Due on 02/11/2020	0 11:59 PM EST.		
Decline Opportunity	Abandon Request	Save Application	Submit Application

9. Once you **Submit** or **Decline** an opportunity, the system will automatically take you to the next scholarship application you may be eligible for so you can complete the additional questions.

Greater Toledo Community Foundation

Scholarship Portal Applicant Instructions

Applicant Dashboard

When you logon to the Scholarship Portal, you will land on the Applicant Dashboard.

• You can always return to this page by clicking the blue Home Icon in the upper navigation bar.

Community Apply	📾 Fax to File						R	ole (Applicant/Student) -
Applicant Dashb	oard	PL	SAL	SAL	SAT	SAL	SAL	SAT
Applicant: Mr. Molly Applicant	ot	ot		1	+	ot	to. to	t
MollyApplicant@invalid.email.con 555-555-5555 398 60th Street Bozeman, MT 59718	poard		Contact E	mail History				
Active Requests () Historic	al Requests 1	NDBU	NDB	NDB	JOB .	NDB	NDBU	NDBU

Edit User Icon

You can easily update your account information when something changes. It is important to always have the most up to date email address as this will be the main form of communication regarding your applications.

Contact Email History Link

This is a list of emails sent to your user account from this online system which include:

- System-generated emails: password reset or contact change notifications
- o Automatic emails: application submission, third party assigned, or follow up reminders
- o Administrator emails: emails that are sent through the system by the administrator

Active Requests Tab

This contains all your current applications that you are still working on, applications that have not been approved or denied yet, or have not been marked closed by the Foundation administrator.

Draft Application (not submitted)

- To continue working on an application in the Draft stage, click Edit Application (screenshot below).
- You can check the status of your third party questions (high school transcript, letters of recommendation or verification).
 - Not all scholarship applications have third party questions (Third Parties 0/0).

Active Requests	Historical Requests 1	2	50 AD6	, pp	NDD	NDB	NDD	200
✓ 2020-2021 Greater	Toledo Community Foundation	on Scholarships						-
Application	Draft	12/20/2019	Due on 02/11/2020 11:59 AM EST		Edit Application		Third Parties: 0/0	

Submitted Application (awaiting decision)

- You will only be able to <u>View Application</u> once it has been submitted (*screenshot below*).
- Check the Decision status of your application
 - The status will be "Undecided" until the Foundation administrator posts a decision.

✓ Charles and Jean Go	ottfried Scholarship			
Application	Submitted	01/01/2020	View Application	Third Parties: 2/2
Decision	Undecided			

Historical Requests Tab

This contains your Applications once they are no longer open or active including all your past awards.

 If you have previously received an award from Greater Toledo Community Foundation, your past applications have not yet been added to the new scholarship portal yet. All the historical applications will be added to the portal over time to see a complete history of your applications.