

GUIDE TO COMPLETING YOUR EAST TENNESSEE FOUNDATION COMMON SCHOLARSHIP APPLICATION

APPLICATION DEADLINE: February 15, 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

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.

Please contact Beth Heller, Vice President for Scholarship Administration, at bheller@etf.org, or Ashley Siferd, Program Officer, at asiferd@etf.org, or call toll-free 877-524-1223.

The image shows a screenshot of the East Tennessee Foundation's online scholarship portal logon page. It features a header with the foundation's name and logo. Below the header is a logon form with fields for "Email Address*" and "Password*", a "Log On" button, and a "Create New Account" button. A "Forgot your Password?" link is located below the "Log On" button. To the right of the form is a welcome message and instructions for new and existing users. Three callout boxes provide additional guidance: one pointing to the "Log On" button, one pointing to the "Forgot your Password?" link, and one pointing to the "Create New Account" button.

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.

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"/>

All questions marked with an asterisk (*) must be completed.

Country

Next >

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*

< 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 an email was sent to confirm account creation and provides instructions on how to manage email preferences. A callout bubble points to the "Continue without checking" radio button, stating: "Select 'Continue without checking' and then click on 'Continue' on the right side of the screen." Another callout bubble points to the "Continue" button, stating: "Click on 'Continue.' This will take you to the Apply page." The interface includes three radio buttons: "I have received the email", "Continue without checking", and "I have not received the email". There is also a "Send Email Again" button and a "Continue" button.

Common Scholarship 2021 Application – Apply Page

1. After saving your password, you will be directed to the **Apply** page.
2. Click on “**Apply**” next to the “**Common Scholarship 2021 Application**” label. This will take you to the Common Application, where you will fill out eligibility questions for almost all East Tennessee Foundation (ETF) scholarship opportunities.
3. Complete the **Common Scholarship 2021 Application** to apply for 63 of ETF’s scholarships by clicking on “**Apply**” to the right of **Common Scholarship 2021 Application**.
4. **Please note:** The Common Application is the **beginning** of the application process for 63 ETF scholarships.
5. Based on your answers to the eligibility questions on the **Common Scholarship 2021 Application**, you will see a list of scholarships for which you are eligible to apply on your **Confirmation Page**.
6. If you need to answer additional questions to complete the applications for the specific scholarships listed, you will be prompted by the system. These additional questions must be answered for your application to be complete and considered for those scholarships.
7. **NOTE:** There are seven additional, individual scholarships with unique criteria. Please review the [scholarship page link](#) for detailed descriptions of these scholarships. 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 interface. At the top left, there is a "Quick Search" bar. Below it, a section titled "2020 Scholarships" contains a paragraph of text: "To apply for a scholarship, please begin by clicking the 'Apply' button. Note that only high school students graduating in the year 2021 are eligible to apply for scholarships starting February 1, 2020." A callout bubble points to the "Apply" button, stating: "Click on 'Apply' to access the Common Application. You must complete the questions." The interface also includes buttons for "Preview", "Send to GrantHub", and an information icon.

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. 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 the Common Application, you can view it, but you cannot make edits.
5. Now you will see a **Confirmation Page**, which lists the scholarships for which you are eligible to apply. You will also see a list of any scholarships that require supplemental questions.
 - a. The system automatically submits your application(s) for scholarship(s) you are eligible to apply for that **DO NOT** require supplemental questions.
 - b. For scholarships that **DO** require supplemental questions, you will be prompted to answer additional questions to complete the applications for the specific scholarships listed. These questions **MUST** be answered for your application to be complete and considered for those scholarships.

Confirmation Page

✓ Your Application has been submitted.

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

Elizabeth Jones Scholarship
Track & Field Athlete Scholarship

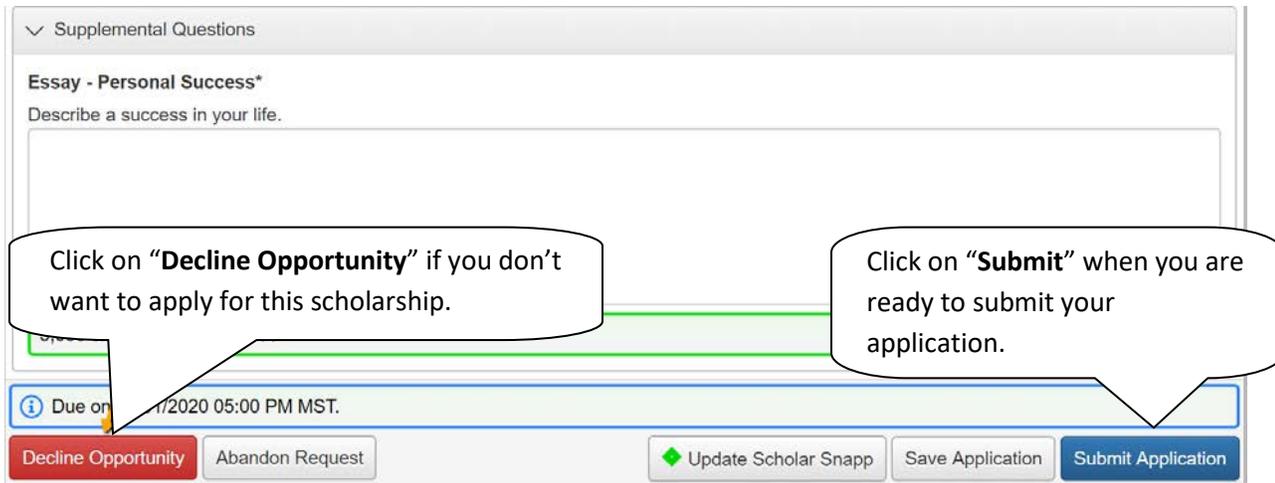
We will ask for supplemental information for the following:

Elizabeth Jones Scholarship
Track & Field Athlete Scholarship

Continue

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

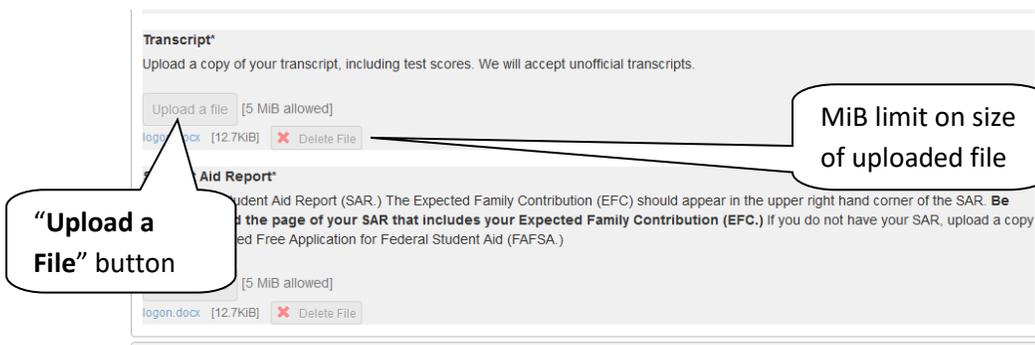
6. Click **“Continue.”** You will be brought to the first application with supplemental questions.
7. **NOTE:** If a supplemental question is used on more than one scholarship that you are applying for, your response will carry across the applications.
 - a. **If you update your response on one application, it will automatically update on the other applications using that question. Be sure 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 for each scholarship! Click **“Save Application”** if you are going to work on it later.
10. **Once submitted, no changes can be made!**



11. 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 or Ashley Siferd Butler at 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.



12. 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 a 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!

✉ bhelelr@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.

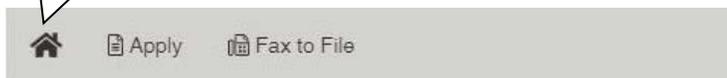
[Applicant Dashboard \(Home Icon\)](#)

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



Applicant Dashboard

The screenshot shows the Applicant Dashboard interface. At the top left, the applicant's name and contact information are listed: Lauren Example, lauren.example@foundant.com, 123-123-1234, 123 Main St., Bozeman, MT 59715. A pencil icon next to the name is highlighted with a callout box: "Click on pencil icon to edit your contact information." Below this is a "Contact Email History" link. The dashboard is divided into "Active Requests" (1) and "Historical Requests" (0). Under "Active Requests", there is a section for "2020 Scholarships" with a dropdown arrow. Below this, a table lists applications. The first row shows "Application Submitted 08/..." with a "View Application" link and "Third Parties: 1/1". A callout box points to this row: "Application submitted. Can view, but **not edit** submitted application." The second row shows "Jack Blair Scholarship 2017 Draft 02/02/2017" with an "Edit Application" link. A callout box points to this row: "Application not yet submitted." Another callout box points to the "Edit Application" link: "Saved application that can still be edited before submitting." On the right side, a callout box points to the "Third Parties: 1/1" text: "Check Letters of Recommendation status, if applicable. This shows one out of one submitted."

- Follow all directions carefully.
- Asterisks (*) indicate required questions; you will not be able 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 or Ashley Siferd Butler, Program Officer, at 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)

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

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