

GUIDE TO COMPLETING YOUR EAST TENNESSEE FOUNDATION ONLINE SCHOLARSHIP APPLICATION

APPLICATION DEADLINE: February 15, 2019*

***Deadline Exceptions:**

Steven L. Coffey Memorial Middle College Scholarship applications available March 15, 2019; Deadline: May 12, 2019
Spenser F. Powell Memorial Scholarship applications available April 1, 2019; Deadline: June 1, 2019

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:

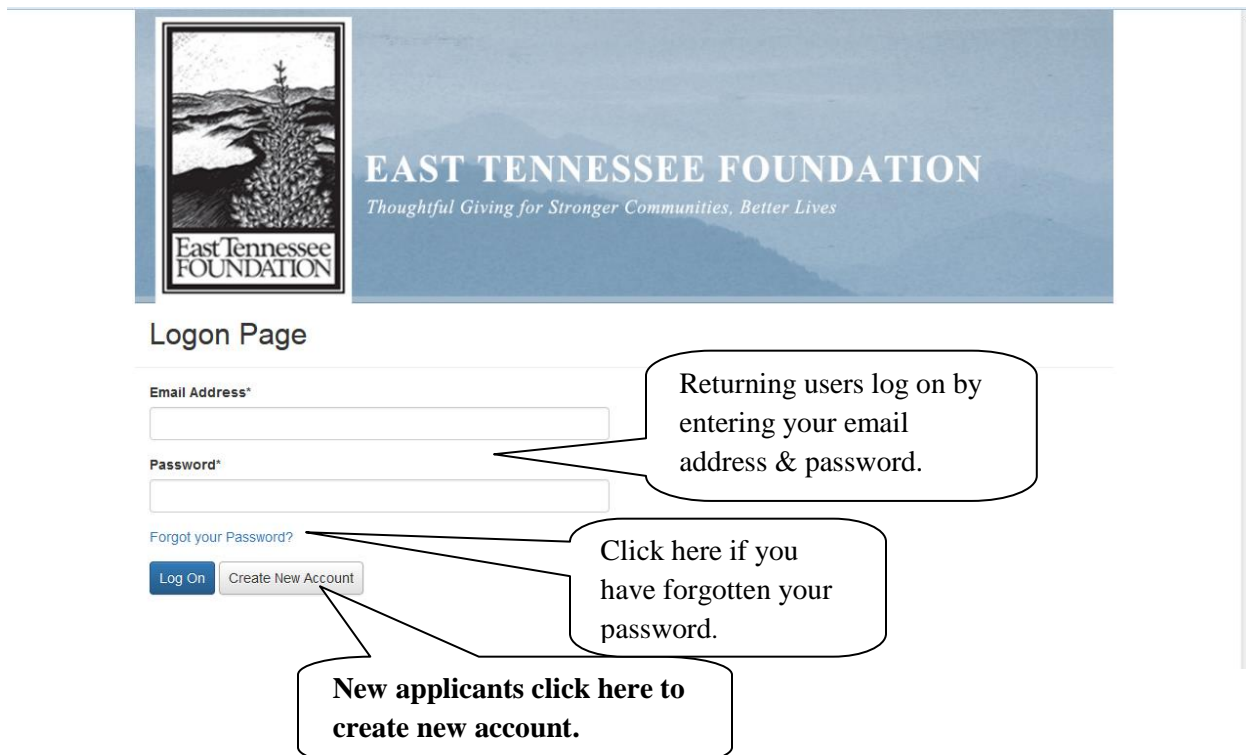
1. Click on “Create New Account” to register.

If you have previously logged on/are a returning user:

1. Enter your email address, in the email address field.
2. Enter the password that 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 your password to your email account.



The screenshot shows the 'Logon Page' for the East Tennessee Foundation. At the top left is the foundation's logo, which features a landscape with mountains and a tree, with the text 'East Tennessee FOUNDATION' below it. To the right of the logo is the text 'EAST TENNESSEE FOUNDATION' in a large, serif font, with the tagline 'Thoughtful Giving for Stronger Communities, Better Lives' underneath. Below the header is the 'Logon Page' section. It contains three input fields: 'Email Address*' (with a callout: 'Returning users log on by entering your email address & password.'), 'Password*' (with a callout: 'Returning users log on by entering your email address & password.'), and 'Forgot your Password?' (with a callout: 'Click here if you have forgotten your password.'). Below the input fields are two buttons: 'Log On' (a blue button) and 'Create New Account' (a grey button). A callout points to the 'Create New Account' button with the text: 'New applicants click here to create new account.'

Create New Account (first time users only)

1. Enter your personal contact information.
2. Click on the “Next Step” 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"/>
Address 2	City*
<input type="text"/>	<input type="text"/>
State (Enter Abbreviation, i.e. TN)	Postal Code*
<input type="text"/>	<input type="text"/>
Country	
<input type="text"/>	

Next >

Password

Click on “Next” to continue. You will be taken to the Password page.

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

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.
2. Enter password again to confirm.

The screenshot shows the 'Create New Account' page. At the top right is a 'Cancel Account Creation' button. Below the title, there is a note: 'If you already have an Account, click the 'Cancel Account Creation' button to go to the Logon page'. A yellow warning box states: 'Using the browser's back button will delete your registration information.' An information box says: 'This registration process has multiple steps you must complete before you can apply. Fields with an asterisk (*) are required.' The form has two sections: 'User Information' and 'Password'. The 'Password' section has two input fields: 'Password*' and 'Confirm Password*'. A callout bubble points to the 'Password*' field with the text: 'Create and enter password of at least 6 characters.' At the bottom left is a 'Previous' button, and at the bottom right is a 'Create Account' button. A larger callout bubble points to the 'Create Account' button with the text: 'Once you have confirmed your password, click on "Create Account." You will be taken to the Email Confirmation screen.'

The screenshot shows the 'Email Confirmation' page. At the top is the title 'Email Confirmation'. Below it is an information box: 'You will be receiving emails from this system about your request. To ensure you receive emails from this system we have sent you an email to confirm your account was created successfully. If you do not see an email from, 'East Tennessee Foundation (administrator@grantinterface.com)', look in your junk or spam folder. To remove 'East Tennessee Foundation (administrator@grantinterface.com)' from your spam filter, use the link below. Click Here for a tutorial about removing email addresses from spam filters.' Below this 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 to the left of these options. A 'Continue' button is on the right. A callout bubble points 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.' Another callout bubble points to the 'Continue' button with the text: 'Click on "Continue." This will take you to the Apply page.'

Applicant Dashboard & Eligibility Quiz (EQ)

1. After saving your password, you will be directed to your Applicant Dashboard. Click on **Apply**. This will take you to the link to the Eligibility Quiz (EQ). **You cannot access the scholarship applications without completing the Eligibility Quiz.** The quiz can be completed in one sitting or you may save it to finish later.
2. After you complete the quiz, you will see a list of ETF scholarships for which you are eligible to apply on the Confirmation Page.
3. Click “Continue” to get to the Apply page.
4. Click on “Apply” which appears next to the name of the scholarship to apply for that particular scholarship.
5. You will have to complete **a separate application for each scholarship** for which you are applying.

East Tennessee Foundation Betsy Ra

Home Apply Fax to File

Applicant Dashboard

Applicant:
MS. Betsy RayHeller
barh@yahoo.com
(865) 228-1234
12 Main Street
Knoxville, 37919

Confirm Mail History

Apply

You have not submitted any applications. Click [Apply](#) to begin the application process.

East Tennessee Foundation - Scholarships Alice Heller

Home Apply Fax to File

Apply

Enter Access Code Enter Code

If you have been provided with an Access Code, you may enter it in the box at the top of the page.

Quick Search

EQ Directions

DIRECTIONS

ATTENTION: The 2019 Eligibility Quiz and scholarship applications will be available November 1, 2018.

To apply for scholarships, you must first complete the Eligibility Quiz. ALL questions are required, even if they do not seem applicable to you. After completing and submitting the Eligibility Quiz, you will have access to any and all scholarships for which you are eligible. Your draft applications will be saved on your dashboard - the landing page when you first log in.

You will only take the Eligibility Quiz once. If you are eligible for multiple scholarships, the list of scholarships to which you may apply will remain on this Apply page.

You will have to complete a separate application for each scholarship for which you are applying. However, after completing one application, you may choose the "Copy Previous Answers" button in the top right-hand section of your screen when starting additional applications, in case there are identical questions on more than one scholarship application. This feature will only work on completely identical questions.

Please check your dashboard if you think you have already begun an application instead of clicking Apply again. Please DO NOT create multiple drafts of the same application.

Click on "Start Eligibility Quiz" on the right side of the screen to begin.

Click "Continue" to view the Apply page.

East Tennessee Foundation - Scholarships Alice Heller

Home Apply Fax to File

Confirmation Page

✔ Your Eligibility has been submitted.

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

- Green Family Scholarship
- Mrs. White Scholarship

Click "Continue" to view the Apply page.

Continue

i If you have been provided with an Access Code, you may enter it in the box at the top of the page.

Quick Search

High School Scholarship Matching Criteria

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

> Mrs. White Scholarship

Accepting Submissions

Apply

> Green Family Scholarship

Accepting Submissions

Apply

Click on "Apply" to apply for scholarship.
You must complete a separate application for each scholarship.

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.

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 (MB).
3. **Uploading Documents:** All scholarships require you to upload some documents such as transcripts.

To Upload:

- a. If the required documents exist 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. and follow the directions provided. 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 that fact, **AND it is your responsibility to ensure that the required document is received by East Tennessee Foundation by the deadline.**
 - e. You may only upload ONE document per question.
4. **Letters of Recommendation:** If your application requires a letter of recommendation, follow the directions below in order 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 that you confirm that 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 that he/she 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 Dashboard.

- g. You may submit your application(s) before the letters of recommendation have been uploaded; **HOWEVER, your Letter of Recommendation must be received by the application deadline for your application to be complete!**

The screenshot shows a web application interface with several sections:

- Special Circumstances (optional):** A text area for discussing special financial, family, or other extenuating circumstances. A callout bubble points to a green status bar indicating "3,000 characters left of 3,000".
- Letters of Recommendation Instructions:** A section with instructions and a note: "NOTE: While you may submit your application before your letter of recommendation has been uploaded, your Letter of Recommendation must be received by the application deadline for your application to be complete."
- Letter of Recommendation:** A section for providing the recommender's email address. A callout bubble points to the input field containing "bhelelr@etf.org".
- Transcript*:** A section for uploading a transcript. A callout bubble points to the "Upload a file" button.
- Student Aid Report*:** A section for uploading a Student Aid Report (SAR). A callout bubble points to the "Upload a file" button.

Additional callouts include:

- A bubble pointing to a "Compose Email" button with the text: "Click here to compose email requesting letter of recommendation, if required."
- A bubble pointing to the "Upload a file" button in the Student Aid Report section with the text: "MB limit on size of uploaded file".

5. Click “submit application” when application is complete.

The screenshot shows a web application interface for a certification process. The page title is "Certification" and the user role is "Administrator". The interface includes several sections for adding and answering questions:

- Full Name of Applicant:** A section for entering the applicant's full name, with a note that this is an electronic signature.
- Applicant Certification:** A section where the applicant certifies that the information provided is complete and true to the best of their knowledge. It includes radio buttons for "I agree" and "I do not agree".
- Applicant Age:** A section asking if the applicant is under age 18, with radio buttons for "Yes" and "No".
- Full Name of Parent or Guardian if Applicant is under 18:** A section for entering the parent or guardian's name, also noted as an electronic signature.
- Parent or Guardian Certification (if applicant is under 18):** A section where the parent or guardian certifies that they are the parent or legal guardian and that the information provided is complete and true to the best of their knowledge. It includes radio buttons for "I agree" and "I do not agree".

At the bottom of the page, there is a "REMINDER" section with the following instructions:

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

At the bottom right, there are two buttons: "Save Application" and "Submit Application".

Three callout boxes provide additional instructions:

- Top Left:** "Complete this section to certify that all information is correct." (points to the certification sections)
- Bottom Center:** "Click here to save application. You can keep working now or return to the application later." (points to the "Save Application" button)
- Bottom Right:** "Click here to submit completed application. Once submitted, no changes can be made!" (points to the "Submit Application" button)

Applicant Dashboard (Home Icon)

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. Once you have registered the first time, whenever you return, you will automatically be directed to the Applicant Dashboard.

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.
Fax to File – If you do not have access to a scanner, you may use "Fax to File" to obtain an electronic copy.

The screenshot shows the Applicant Dashboard interface. At the top, there are navigation icons: Home, Apply, and Fax to File. The main content area displays applicant information for Ms. Betsy Heller, including contact details and a 'Contact Email History' link. Below this, there is a table of applications. The first application is for the 'Howard H. Baker Medical Scholarship 2017', submitted on 02/02/2017, with a 'View Application' link and 'Third Parties: 0/1' status. The second application is for the 'Copy of B & W Y-12 Scholarship 2017 TEST', submitted on 10/24/2016, also with a 'View Application' link and 'Third Parties: 0/1' status. The third application is for the 'Coach Jack Blair Scholarship 2017', currently in 'Draft' status on 02/02/2017, with an 'Edit Application' link. Callout boxes provide the following information: 'Home Icon takes you to your Applicant Dashboard.' points to the Home icon; 'Fax to File' points to the Fax to File icon; 'Click on pencil icon to edit your contact information.' points to the pencil icon next to the applicant's name; 'Check letters of recommendation status. This shows zero out of one submitted.' points to the 'Third Parties: 0/1' status; 'Application submitted. Can view, but not edit submitted.' points to the 'Submitted' status of the first application; 'Application not yet submitted.' points to the 'Draft' status of the third application; and 'Saved application that can still be edited before submitting' points to the 'Edit Application' link for the third application.

- Follow all directions carefully.
- Asterisks (*) indicate required questions; you will not be permitted to submit your application until you have answered all required questions.
- Proofread your answers!

APPLICATION DEADLINE: February 15, 2019
Incomplete and/or late applications will NOT be considered!

Questions? Contact Beth Heller, Vice President for Scholarship Programs, at bheller@etf.org or Ashley Siferd, Program Assistant, at asiferd@etf.org or by telephone at (865) 524-1223

APPLY HERE

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

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