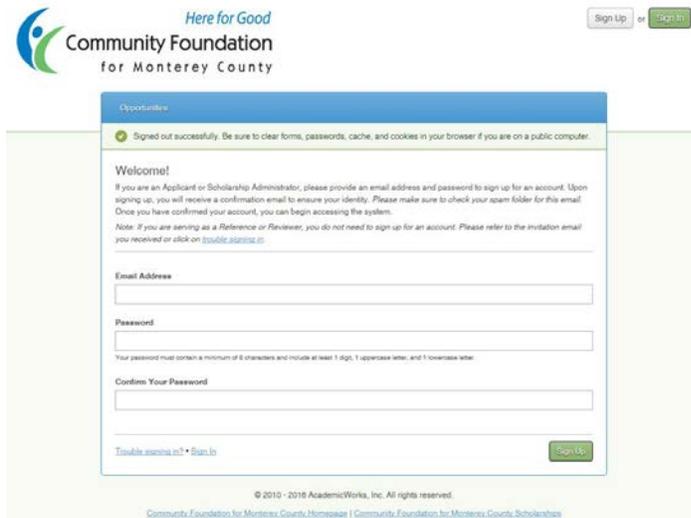


Community Foundation for Monterey County Online Scholarship System Instructions for Applicants

1. Go to www.cfmco.org/ScholarshipApp. Here you can see all of the scholarship opportunities available through this system. To begin applying, click “Sign Up” at the top right of the page



2. On the Sign Up page, type in your email address and create a password



3. You will receive an email at the address that you provided containing a link for you to click on to confirm your email address and create your account



Hi Test Applicant,

Before you can start searching for financial aid opportunities with us, please confirm your account by visiting the following link:

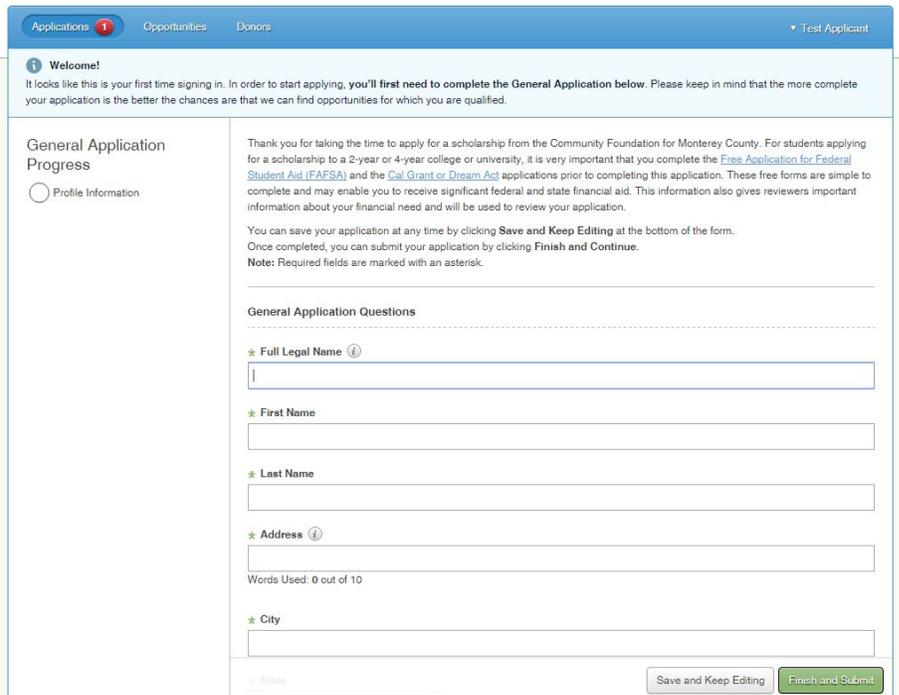
https://cfmco.academicworks.com/users/confirmation?confirmation_token=xSMx1tqxZxYtFvUiABv

If you believe this confirmation message was sent to you in error, please ignore this email. Your account will not be created until you access the previous link and create a password.

Thanks!

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- After clicking on the link you will arrive at the General Application. If you need to stop completing the application before you are finished, click on “Save and Keep Editing.” You can resume the application later by returning to <https://cfmco.academicworks.com> or <http://www.cfmco.org/ScholarshipApp> and signing in. When you have completed the application, click on “Finish and Submit.”

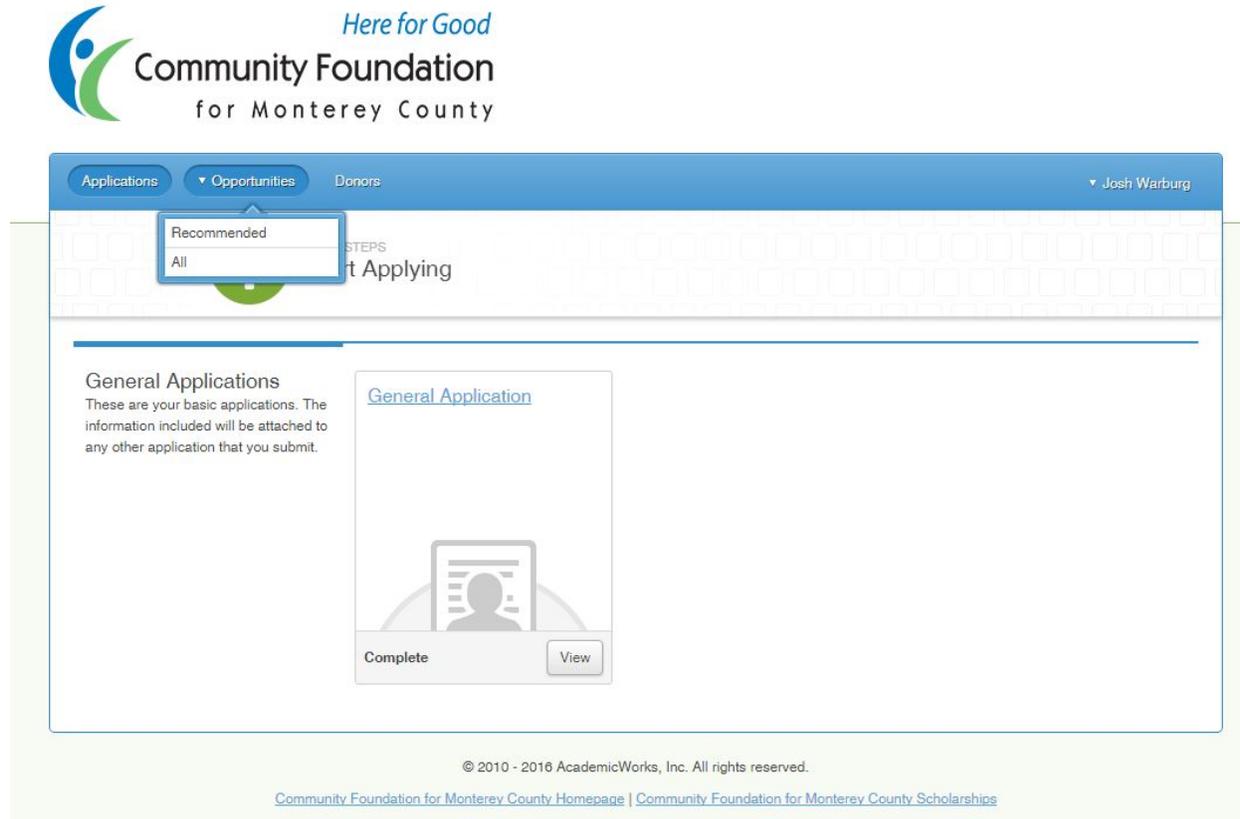



The screenshot shows the 'General Application' page. At the top, there are navigation tabs for 'Applications' (with a red notification icon), 'Opportunities', and 'Donors'. A 'Test Applicant' link is visible in the top right. A 'Welcome!' message states: 'It looks like this is your first time signing in. In order to start applying, you'll first need to complete the General Application below. Please keep in mind that the more complete your application is the better the chances are that we can find opportunities for which you are qualified.' Below this, the 'General Application Progress' section shows a radio button for 'Profile Information'. The main content area contains a thank-you message and instructions: 'Thank you for taking the time to apply for a scholarship from the Community Foundation for Monterey County. For students applying for a scholarship to a 2-year or 4-year college or university, it is very important that you complete the [Free Application for Federal Student Aid \(FAFSA\)](#) and the [Cal Grant or Dream Act](#) applications prior to completing this application. These free forms are simple to complete and may enable you to receive significant federal and state financial aid. This information also gives reviewers important information about your financial need and will be used to review your application. You can save your application at any time by clicking **Save and Keep Editing** at the bottom of the form. Once completed, you can submit your application by clicking **Finish and Continue**. Note: Required fields are marked with an asterisk.' The form includes several required fields: 'Full Legal Name', 'First Name', 'Last Name', 'Address' (with a '10' character limit and 'Words Used: 0 out of 10' indicator), and 'City'. At the bottom, there is a 'State' dropdown menu and two buttons: 'Save and Keep Editing' and 'Finish and Submit'.

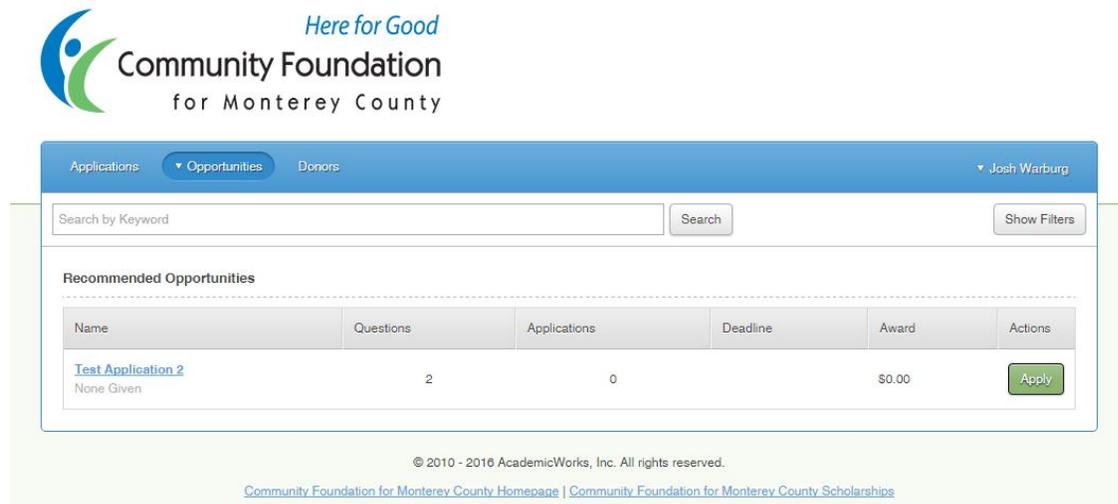
- After completing the General Application, you will be taken to your “Applications” page where you can view and update your general application and see any supplemental applications that you complete. The system will recommend scholarships for you to apply to, based on your answers on the General Application. To view these,

Community Foundation for Monterey County Online Scholarship System Instructions for Applicants

go to “Opportunities” and select “Recommended” from the drop down menu.



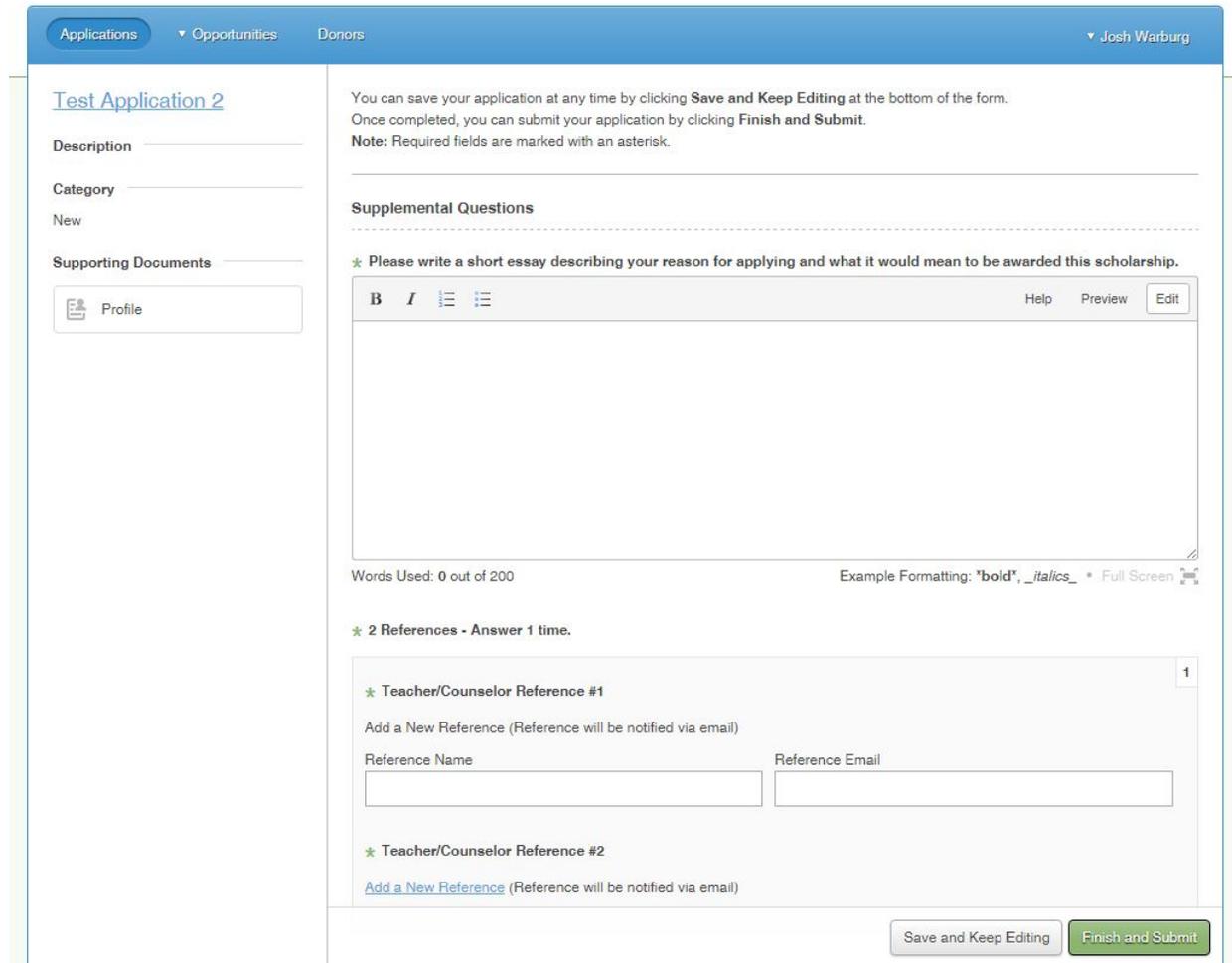
- The Recommended Opportunities page will list any scholarships for which you may be eligible to apply. Here you can see criteria, how many additional questions you must answer to apply, and the amount of the scholarship available. To apply to a scholarship, click on “Apply” on the right side of the screen.



- Complete the supplemental application, clicking on “Finish and Submit” when you have finished. If the application requires one or more references, click on “Add a New Reference” then typing your reference’s name

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and email address. If you have already completed a reference on a previous application, you can select that person from the drop down menu that will appear.

The screenshot shows the 'Test Application 2' form. The top navigation bar includes 'Applications', 'Opportunities', and 'Donors', with a user profile for 'Josh Warburg'. The form is divided into several sections:

- Test Application 2**: A section with fields for 'Description', 'Category', and 'New'. Below these is a 'Supporting Documents' section with a 'Profile' button.
- Supplemental Questions**: A section with a text area for an essay. The prompt reads: '* Please write a short essay describing your reason for applying and what it would mean to be awarded this scholarship.' The text area includes a rich text editor with 'B', 'I', and list icons, and buttons for 'Help', 'Preview', and 'Edit'. Below the text area, it shows 'Words Used: 0 out of 200' and 'Example Formatting: *bold*, _italics_ * Full Screen'.
- References**: A section titled '* 2 References - Answer 1 time.' It contains two reference forms:
 - Teacher/Counselor Reference #1**: Includes the text 'Add a New Reference (Reference will be notified via email)' and two input fields for 'Reference Name' and 'Reference Email'.
 - Teacher/Counselor Reference #2**: Includes the text 'Add a New Reference (Reference will be notified via email)' and a link to 'Add a New Reference'.
- Buttons**: At the bottom right, there are two buttons: 'Save and Keep Editing' and 'Finish and Submit'.

8. Once you have completed a Reference request, you can resend a request by clicking on "References" on the top menu bar, then clicking "Resend" next to any references who have not completed the form.
9. You will receive a confirmation email when you complete an application. After the application period ends, applications will be reviewed and winners announced in May. If you are awarded a scholarship, you will receive an email offering the award with further instructions about how to claim the award,