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 True Applicant,

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

   http://cfmco.academicworks.com/users/confirmation?
   confirmation_token=6SNaIus6OfYAfVukAB:

   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!
4. 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.”

5. 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,
go to “Opportunities” and select “Recommended” from the drop down menu.

6. 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.

7. 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
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.

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,