Applicant Tutorial

ARKANSAS
community foundation
Smart Giving to Improve Communities

Overview

This document is designed to provide scholarship applicants with instructions on how to access and use the online application portal.

- Go to www.arcf.org/apply/scholarships/
- Click the yellow box saying "**Scholarship Portal**"

Registration Page

Click on Create New Account to register.

To Create an Account

1. Click on "Create New Account"

2. Enter your contact information

3. Click on the "Next Step" button

4. Create a password you can remember

5. Click on the "Finish" button

Access Code

To access the EAST Student Scholarship and the Mary Lowe Good Legacy Scholarship applications, you need to enter the Access Code: **GoodEast26**

Applicant Dashboard

The Dashboard is your homepage where you can check the status of your application/s. This page will display scholarship applications you have in process.

Filling out the Application

All applications will be available starting Feb 1. Enter all the applicable information then Save as Draft or Submit the Form once finished.

1) Pay close attention to instructions and character limitations on each question.

2) Keep in mind, if you remain logged into the application portal with inactivity for longer than 90 minutes, you'll be logged off. Please save your work every 15 minutes or so.

3) You can save as draft and come back to the application after any given time to complete it. You cannot submit the application with any unanswered question/s.

4) After the application is submitted there will be a confirmation page stating that your application has been submitted.

Accessing Forms After Save and Submit

The Applicant Dashboard is where you can access application/s for historical record keeping. The Applicant Dashboard is your homepage. You will be automatically directed there when you login each time.