

## Registration and Log-In

**Returning users** log on to the system using your e-mail address and the password. Please do **not** create a second, new user account. There is a system prompt to assist if you need a password reminder.

**New users** must first register by clicking "Create New Account" on the Logon page.

### The Registration Process

The registration process has two steps: (1) your individual user information, and (2) choosing your individual user password.

During the registration process, you cannot save partial information; therefore, you should gather all required information before beginning the registration process.

Your user account ID is your e-mail address.

### Updating Your Registration Information

To update your user information, click on your name at the top right corner of the screen and select "Edit Profile" from the drop-down menu.

### The Application Page

After you have registered you will be directed to the Application Page. In order to access the application, you will need to enter access code: **shepherd15**

On the left side of the screen you will see "Request" and two options underneath:

- **Dashboard – (Application Status Page)** This screen is your homepage where you can check the status of your scholarship application. This page will display the form you just completed, the status of the form, and the next form in the process.
- **Apply – (Application Page)** This screen lists the available scholarships and is the portal to apply.

You may choose to bookmark the log in website address.

## Navigating the Online Scholarship Management System

- **Apply for a scholarship** by clicking "Apply" in the menu at the left side of the screen.
- **Manage your scholarship application** by clicking "Dashboard" in the menu at the left side of the screen. The Application Status Page provides information regarding the status of open scholarship applications. From this page, you can download completed application forms and see the status of an application form you have submitted. If you have saved but not submitted an application form, you must access the form on this page to complete and submit the form.
- **Manage your awarded scholarships** by clicking "Dashboard" in the menu at the left side of the screen. The Application Status Page provides information regarding awarded scholarships. From this page, you can see whether or not a scholarship has been awarded and complete required follow-up forms for awarded scholarships. The term "follow-up" describes an upcoming or pending event such as a report that is due or an upcoming

meeting.

## Uploading Files

- The **acceptable file types** for uploading files are: Microsoft Word/Excel and Adobe PDF (PDF) files. **Any other file type will result in the application being rejected.**
- Only **one file can be uploaded per question**. Multiple documents must be combined into one file and then uploaded.
- If the document(s) that need to be attached to your form are not electronic or you need to combine multiple documents into a single file, our online system gives you the option to **"Fax to File."** The easy-to-use tool will convert documents from hard copy to digital format as a PDF file.
  1. Click "Fax to File" in the menu at the left side of the screen and read the instructions.
  2. Select "Request a Fax #"; a toll-free number will appear on the page.
  3. Load a document, or multiple documents that need to be consolidated into one file, into your fax machine.
  4. Dial the toll-free number. Send a separate fax for each individual file you wish to create.
  5. Select "Finished Faxing" when you are done and to see your list of files.

## Online System Tips

### Things to Know

1. The **character counter** includes spaces as well as characters.
2. A user will be **automatically logged out** of the online system after 90 minutes of inactivity. The user will receive a warning message at 80 minutes of the pending time out. Working on a form without saving does not count as activity.
3. You may choose to **prepare your response in a document outside of the online system (e.g. Microsoft Word)** and then copy and paste the text into the online form. If you prepare your application in this way, be sure to keep track of character limits. As noted above, character limits include spaces and characters. We recommend that you do not use formatting tools, as available in Microsoft Word, because the formatting will likely not transfer to the response area when pasted into the online system.
4. It is advisable to download copies of all **submitted forms** to your computer.
5. If you do not provide an answer for one of the **required questions**, you will not be able to submit your application.
6. If your **PDF upload file exceeds the maximum file size**, consider using the Adobe Acrobat option to 'Reduce File Size' (look at the options in Document).
- 7 Remember to **click "Submit Form"** when you are finished.
8. **Once your application has been submitted** it is no longer available for editing.