Otha Grimes/Francis Tuttle Memorial Scholarship
Application Instructions

You must enroll in the scholarship site in order to apply. If you do not already have a ctYOU.org user account, you will need to create one first.

Creating a ctYOU Account
<mark>**(If you already have an account, skip to Completing the Application)**</mark>

1. Go to ctYOU.org and click the **Log In** link (below the photo banner to the left, or in the upper right corner of the screen).

2. Under the **Is This Your First Time Here** heading, click the **Create New Account** button.

3. On the User Agreement page, read the End User License Agreement, scroll to the bottom, and click the **Next** button.

4. On the Consent screen, click the **checkbox** to agree to the User Agreement, and click the **Next** button.

5. On the New Account form, create a user ID using all lowercase letters (firstname.lastname is recommended, such as mary.smith). Choose a password consisting of at least 8 characters, including at least 1 number, at least 1 lowercase letter, at least 1 uppercase letter, and at least 1 non-alphanumeric character (such as !, #, $, or -).

6. Complete the other fields on the form, check the **I Am Not a Robot** box near the bottom, follow the reCAPTCHA image prompts, and click the **Create My New Account** button at the bottom.

7. Click the **Continue** button on the next screen that appears, which will take you back to the ctYOU.org home page.

8. Access the email account you listed when you filled out the New Account form, locate the auto-generated email from ctYOU.org, open the email message, and click the **confirmation link** in the message. If you do not see the email, check your Spam, Deleted, Junk, and/or Clutter boxes. If the confirmation email was blocked by your email provider or school, email the ctYOU.org administrator at **ctyou@careertech.ok.gov** and provide the user ID you create; the staff will manually confirm your user ID.

Completing the Application

1. METRO TECH ENROLLMENT CODE KEY IS **y2k4sy**

2. Log in to ctYOU.org using the ID and password you created.

   (Note: If you applied for an Otha Grimes scholarship in the last year, at this point you may be able to access the current application through the My Courses link, located in the top navigation bar toward the left. If the Otha Grimes application for your school appears under My Courses, click to go to the site and skip to #5 below.)

3. On the ctYOU.org home page, scroll down and locate the Enrollment Code box below the rotating image banner.

4. In the Enrollment Code box, enter the six-digit code **y2k4sy** and then click the blue Enroll button. This will automatically take you to your technology center's scholarship application site.
   NOTE: To find this site in the future, log in to ctYOU.org, and then click the My Courses dropdown arrow located in the top navigation bar toward the left. A link to your technology center's scholarship site will appear In the My Courses dropdown menu.

5. Once in the scholarship site, you will see some instructions, followed by a Worksheet section, and the Online Scholarship Application section. After reading the instructions, download the **printable, form-fillable worksheet** and fill it out by hand, or save it to your computer device and fill it out in Microsoft Word. Contact your school's Financial Aid Administrator if you have questions about the form.

6. After filling out the worksheet, ask your school's Financial Aid Administrator to check it for errors.

7. Access the online application and complete the online form based on the information you compiled in the worksheet. If you are interrupted while filling out the online application, you can click the **Save** button at the bottom of the screen so you do not lose your work. You can log in later and continue filling out the form.

8. After completing the online application, click the **Submit Questionnaire** button at the bottom of the form. *The financial aid administrator will not receive the application until you click the **Submit Questionnaire** button.*

9. Once you submit the questionnaire, it cannot be edited. If you realize you made a mistake after submitting, contact your school's Financial Aid Administrator, who can delete your application and allow you to fill out a new one.

10. Log out of ctYOU.org when you are finished.

Application Worksheet

Instructions: This document is a form-fillable Word file. You may fill it out using your computer by clicking in the space provided to type your responses. If necessary, you may print it and fill it out by hand.

Note: The asterisk next to question numbers on the online form (*****) designates a required field in the online form. You must fill in all fields.

IMPORTANT:

- **Complete this worksheet before beginning the online application. Writing your responses on this form ahead of time will help ensure the online form does not time out before you submit it.**
- When completing the online application, you may save your answers and return later, but your application will not be received until you click the Submit button.
- You cannot change your answers after you click the Submit button on the online form.
- Contact your technology center's financial aid administrator if you have questions about how to complete this worksheet or how to submit the online application form.
- This scholarship is available only to Oklahoma residents.

1* Your first name:

Click here to enter text.

2* Your last name:

Click here to enter text.

3* Last four digits of your Social Security Number:

Click here to enter text.

4* Home/street address:

Click here to enter text.

5* City:

Click here to enter text.

6* Two-letter state code (examples: OK, KS, TX, AR, etc.):

Click here to enter text.

7* 5-digit ZIP code:

Click here to enter text.

8* Your primary phone number with area code (example: 405-555-1234):

Click here to enter text.

9* Name of your technology center (including campus, if applicable):

Click here to enter text.

10* Are you an in-district student or out-of-district student? (Click to select In-district or Out-of-district from the dropdown menu.)

Choose an answer from the dropdown list.

11* CareerTech program in which you are enrolled:

Click here to enter text.

12* Month and year that you started in the program (examples: MM/YYYY or 05/2021):

Click here to enter text.

13* Give the first and last name of an instructor who can attest to your progress in the program:

Click here to enter text.

14* In no more than 300 characters (including spaces), briefly state your career objective: **(IMPORTANT—Limit your response to no more than 300 characters, including spaces.)**

The examples below illustrate responses that fit within the limit of 300 characters, including spaces:

EXAMPLES:

- *I would like to become an ER nurse at a hospital.*

- *My short-term goal is to earn Firefighter I national certification and become a paid firefighter at a local station. However, long-term, I plan to finish a bachelor's degree in Fire Safety Engineering at Oklahoma State University and become a fire safety engineer at an industrial plant or refinery.*

Click here to enter text (NO MORE THAN 300 CHARACTERS).

15* In no more than 300 characters (including spaces), briefly describe the circumstances that dictate your financial need for scholarship assistance: **(IMPORTANT—Limit your response to no more than 300 characters, including spaces.)**

The examples below illustrate responses that fit within the limit of 300 characters, including spaces:

EXAMPLES:

- *I pay all my own living, transportation, and school expenses. I lost my job for 8 weeks during COVID, and I have found it challenging to pay for school expenses since then.*

- *My wife recently experienced a bad fall at our home and will require multiple surgeries. She will be unable to work or care for our children during her recovery. The scholarship will cover my tech center tuition, personal gear such as gloves and boots, and the cost of daycare for our two children.*

Click here to enter text (NO MORE THAN 300 CHARACTERS).

16* List all education-related **EXPENSES** by specifying the item and cost of each item for the current semester rounded to the nearest dollar (suggested examples include, but are not limited to, tuition, books, uniforms/scrubs, gasoline, conference registration fees, school supplies, and childcare):

Click here to enter text.

17* Total dollar amount of **EXPENSES** listed in Item 16: **(<u>IMPORTANT</u>: You must enter an amount using numbers only. Do <u>not</u> use a dollar sign, decimal, or comma. Round the total to the nearest dollar.)**

Note: The online form cautions, "Do not use thousands separators," which means to leave out commas in numbers 1000 or larger.

Click here to enter text.

18* List all financial **SUPPORT** you have or plan to receive this semester to assist with the cost of attending classes (for example, local or Federal grants or other scholarships). Specify the source and the amount rounded to the nearest dollar:

Click here to enter text.

19* Total dollar amount of financial **SUPPORT** listed in Item 18: **(IMPORTANT: You must enter an amount using numbers only. Do not use a dollar sign, decimal, or comma. Round the total to the nearest dollar.)**

Note: The online form cautions, "Do not use thousands separators," which means to leave out commas in numbers 1000 or larger.

Click here to enter text.

20*   Dollar amount requested: Take the **EXPENSES** in item 17 and subtract the **SUPPORT** listed in item 19 to determine the total amount of scholarship funds you are requesting **(EXPENSES – SUPPORT = AMOUNT REQUESTED)**:

IMPORTANT: You must enter an amount using numbers only. Do not use dollar signs, decimals, or commas.

IMPORTANT: Entering a zero ("0") will disqualify your application for a scholarship.

Note: The online form cautions, "Do not use thousands separators," which means to leave out commas in numbers 1000 or larger.

Click here to enter text.

21*   Type in your first and last name to electronically sign this application:

Click here to enter text.

22*   Today's date (the date you are submitting this online form):

Click enter a date or click the Today button.

23*   I hereby certify that the above information is correct to the best of my knowledge, and that I am at least 18 years of age. I understand that incomplete or incorrect information may result in the disqualification of my application. By typing my name and the date, I also agree that the electronic signature above is the equivalent of my manual signature. **(Choose Yes or No from the dropdown menu.)**

Choose Yes or No.

IMPORTANT: On the online application form, you cannot change your answers after you click the Submit button. Please review your online application before submitting. You may click the Save Changes button at the bottom of the online application and return later. However, your application will not be received until you return and click the Submit button. If you have questions, contact your technology center's financial aid administrator.