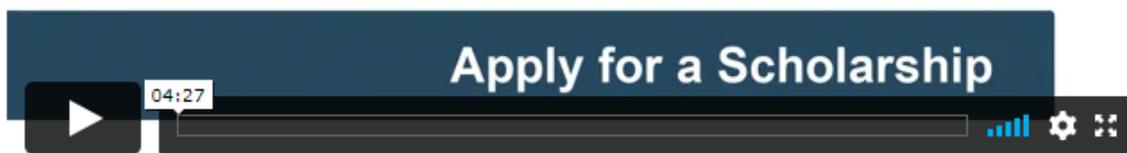




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Apply for a Scholarship

To view the demonstration video please visit: [SLM Applicant Tutorial](#)

Create an Account/Log On

1. Click the **link** provided to you by the organization to access the Logon Page.
 - If you've already created an account, enter your information and click **Log On**.



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Logon Page

Email Address*
EmilyClark@FTexample.org

Password*
.....

Log On Create New Account
Forgot your Password?

Welcome to Foundant's SLM's Online Portal.

New Users: Please click on "Create New Account" to complete the registration process and create your logon credentials.

Existing Users: Please enter your credentials and log in. If you forgot your password, please use the "Forgot your Password?" link to the left to reset your password.

Not Sure? If you think that you have already registered in the system, do not create a new account. Please contact our Grant Administrator to receive your username.

- If you've already created an account but have forgotten your password, click **Forgot Your Password** to reset it.

Logon Page

Email Address*

Password*

Log On

Create New Account

[Forgot your Password?](#)

- If you haven't created an account, click **Create New Account**.

Logon Page

Email Address*

Password*

Log On

Create New Account

[Forgot your Password?](#)

2. If you clicked **Create New Account**, you'll be asked to complete registration information. After filling out all the information, click **Create Account**.

Password

Passwords must be at least six characters long and may contain capital or lowercase letters, numbers, or any of the following special characters: !@#%*()*_

Password*

Confirm Password*

[← Previous](#) [Create Account](#)

- The next page asks you to verify that you received your confirmation email. This helps ensure that you'll receive other communications from this organization about your application. Click **Continue**.

Email Confirmation

i You will be receiving emails from this system about your request.

To ensure you receive emails from this system we have sent you an email to confirm your account was created successfully. If you do not see an email from *L&D Standard SLM* <administrator@grantinterface.com>, look in your junk or spam folder.

To remove *L&D Standard SLM* <administrator@grantinterface.com> from your spam filter, use the link below.

[Click Here](#) for a tutorial about removing email addresses from spam filters.

I have received the email
 Continue without checking
 I have not received the email

[Send Email Again](#) [Continue](#)

Apply for a Scholarship

- Click **Apply** to reach the Apply page, which lists the available scholarship opportunities and details about each.



- If you were provided with an access code, enter it in the upper right-hand corner and click **Enter Code**.

[Apply](#) [Enter Code](#)

i If you have been provided with an Access Code, you may enter it in the box at the top of the page.

- Click **Preview** for any scholarship opportunity on the page if you'd like to view the first form without starting a scholarship request.

[Apply](#) [Enter Code](#)

i If you have been provided with an Access Code, you may enter it in the box at the top of the page.

Quick Search

2022 Scholarships Accepting Submissions from 01/01/2022 to 09/01/2022 [Apply](#)

This is an example scholarship cycle.

[Preview](#)

2. Click **Apply** for a scholarship opportunity when you're ready to start a request.

The screenshot shows a web interface for applying to scholarships. At the top, there is a document icon labeled 'Apply' and an input field for 'Enter Access Code' with an 'Enter Code' button. Below this is a blue-bordered box containing an information icon and the text: 'If you have been provided with an Access Code, you may enter it in the box at the top of the page.' Underneath is a 'Quick Search' bar with a magnifying glass icon and a close 'X' button. The main content area features a header for '2022 Scholarships' and a sub-header 'Accepting Submissions from 01/01/2022 to 09/01/2022'. The text below reads 'This is an example scholarship cycle.' At the bottom left is a 'Preview' button with an eye icon. On the right side, there is a blue 'Apply' button, which is highlighted with a yellow arrow.

3. You'll arrive at the first form for the request, which is usually an application.

- If there's a deadline to submit the form, it's listed at the top of this page.

The screenshot shows the top portion of an application form. It features a document icon labeled 'Application'. Below this is a blue-bordered box with an information icon and the text: 'Due by 09/01/2022 05:00 PM CDT.' Below that is another blue-bordered box with an information icon and the text: 'Fields with an asterisk (*) are required.' A yellow arrow points from the 'Application' header down to the deadline box.

- Click **Question List** to download a copy of the form.

This screenshot shows the application form with the 'Question List' button highlighted. The form includes the 'Application' header, the deadline and required fields notices, and a section titled 'General Information' with a dropdown arrow. Under 'General Information', there is a 'Student Name*' field with the text 'Emily Clark' entered. In the top right corner, there are two buttons: 'Application Packet' and 'Question List'. A yellow arrow points to the 'Question List' button.

- Click **Application Packet** to download a PDF copy of the form once you've completed it.

This screenshot is identical to the previous one, showing the application form with the 'Application Packet' button highlighted. A yellow arrow points to the 'Application Packet' button in the top right corner.

4. Complete the questions on the form.

- Required questions are marked with an asterisk.
- The system auto saves your work every 100 characters you type and when you click out of a question. You can also click **Save** at any time.

Letter of Recommendation

Email Address for Recommender*

DanielleBrown@FTexample.org Compose Email

✓ Email was sent.

Due by 09/01/2022 05:00 PM CDT.

Abandon Request Save Application Submit Application

5. Click **Submit** when you're ready to submit the form.

Letter of Recommendation

Email Address for Recommender*

DanielleBrown@FTexample.org Compose Email

✓ Email was sent.

Due by 09/01/2022 05:00 PM CDT.

Abandon Request Save Application Submit Application

- If you decide to withdraw your application before submitting it, click **Abandon Request** instead.

Letter of Recommendation

Email Address for Recommender*

DanielleBrown@FTexample.org Compose Email

✓ Email was sent.

Due by 09/01/2022 05:00 PM CDT.

Abandon Request Save Application Submit Application

6. The system notifies you of any required questions that were missed. Complete those questions and then click **Submit** again on the form.

- The form cannot be edited once it's submitted.

7. You'll receive a confirmation message when your form is successfully submitted. Click **Continue**.
Confirmation Page

✓ Your Application has been submitted.

Continue

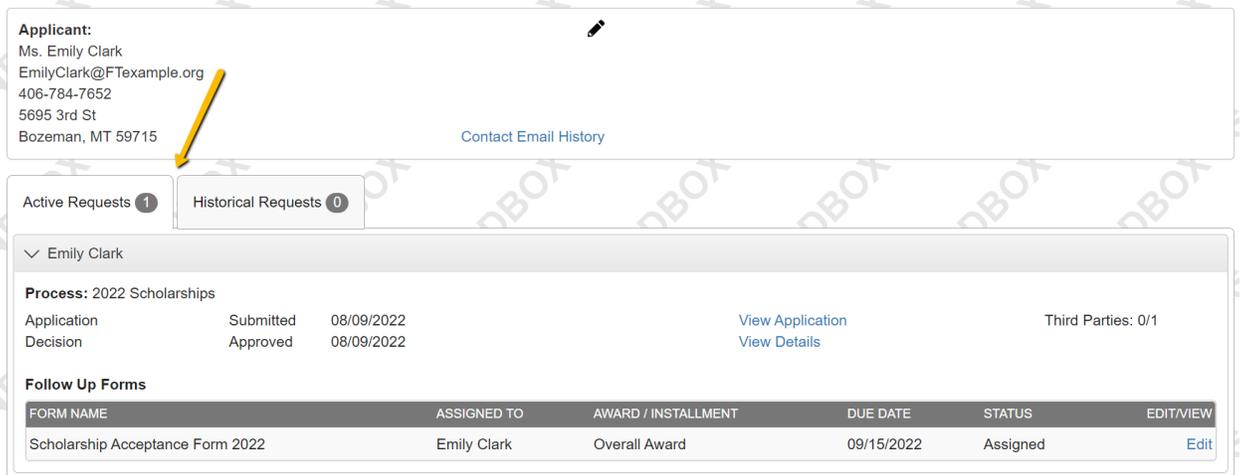
Your Dashboard

1. Click the **Home** icon to access your Dashboard.



2. There are two tabs on your Dashboard:

- Active tab - contains your draft requests, submitted requests still under consideration, and any approved requests that are still active.
 - Historical tab - contains any of your other requests that are no longer active.
- Applicant Dashboard



Applicant:
Ms. Emily Clark
EmilyClark@FExample.org
406-784-7652
5695 3rd St
Bozeman, MT 59715

[Contact Email History](#)

Active Requests **1** | Historical Requests **0**

▼ Emily Clark

Process: 2022 Scholarships

Application	Submitted	08/09/2022	View Application	Third Parties: 0/1
Decision	Approved	08/09/2022	View Details	

Follow Up Forms

FORM NAME	ASSIGNED TO	AWARD / INSTALLMENT	DUE DATE	STATUS	EDIT/VIEW
Scholarship Acceptance Form 2022	Emily Clark	Overall Award	09/15/2022	Assigned	Edit

3. The actions you can take on forms for a request depend upon the form's status.

- Click **View** to see a form you've already submitted.



Active Requests **1** | Historical Requests **0**

▼ Emily Clark

Process: 2022 Scholarships

Application	Submitted	08/09/2022	View Application	Third Parties: 0/1
Decision	Approved	08/09/2022	View Details	

Follow Up Forms

FORM NAME	ASSIGNED TO	AWARD / INSTALLMENT	DUE DATE	STATUS	EDIT/VIEW
Scholarship Acceptance Form 2022	Emily Clark	Overall Award	09/15/2022	Assigned	Edit

- Click **Edit** to continue working on a form you haven't yet submitted.

- This includes follow up forms which might be assigned if your request is approved.

Active Requests **1** | Historical Requests **0**

Emily Clark

Process: 2022 Scholarships

Application	Submitted	08/09/2022	View Application	Third Parties: 0/1
Decision	Approved	08/09/2022	View Details	

Follow Up Forms

FORM NAME	ASSIGNED TO	AWARD / INSTALLMENT	DUE DATE	STATUS	EDIT/VIEW
Scholarship Acceptance Form 2022	Emily Clark	Overall Award	09/15/2022	Assigned	Edit

- For an approved request, you might see the option to click **View Details**. This displays more information about the scholarship award.

Active Requests **1** | Historical Requests **0**

Emily Clark

Process: 2022 Scholarships

Application	Submitted	08/09/2022	View Application	Third Parties: 0/1
Decision	Approved	08/09/2022	View Details	

Follow Up Forms

FORM NAME	ASSIGNED TO	AWARD / INSTALLMENT	DUE DATE	STATUS	EDIT/VIEW
Scholarship Acceptance Form 2022	Emily Clark	Overall Award	09/15/2022	Assigned	Edit

4. Click your **name** in the upper-right corner of the page to view additional options.

Emily Clark ▾

Last Logon: None

Edit My Profile

Sign Out

- Click **Edit My Profile** to update your contact information or password.
- Click **Sign Out** to log out of the site.

If you've been assigned multiple follow up forms, the organization may require that you complete them sequentially by due date. If this is the case, you'll see the option to edit and submit the follow up with the earliest due date, but you will not see that option for the other follow ups yet. You might also see the option to preview and save your work on forms with later due dates, but you still must submit the forms in order by due date.

Alternatively, the organization may allow you to submit follow up forms in any order. If this is the case, you'll see the option to edit each follow up form right away.

Additional Information on Completing Forms

- Some questions have character limits.
 - You will not be allowed to submit the form until the length of your responses to these questions fits within the character limits.
 - Responses that are longer than the limit will be saved, but an error message will appear informing you that the limit has been exceeded.
- File upload questions only accept one file per question.
 - If you attempt to upload a file that is larger than the limit, you will receive an error message informing you that the file is too large and the file will not be saved.
 - If you attempt to upload a file in an unaccepted file type, you will receive a warning that the file type is not acceptable; you will not be able to upload the file.
 - Once a file has been uploaded, it can be deleted by clicking the red X next to the file name.
- The application form might contain one or more sections to be completed by another person, for example, someone who will write you a letter of recommendation. You'll see specific instructions on the application if this is the case, but the general steps are listed below:

1. Enter the email address for the person who will complete this section, then click **Compose Email**.



Letter of Recommendation

Email Address for Recommender*

DanielleBrown@FExample.org

Compose Email

2. Write them an email with details about what you're requesting, then click **Send**.

Compose Email

Please enter a personal message to include in the email we send.

Subject*

Letter of Recommendation

Body*

Hi Danielle,
Would you be willing to write me a letter of recommendation for a scholarship application?
It's due by September 1st. Thank you!
Emily Clark

9,846 characters left of 10,000

Cancel Send

3. The system will automatically send them another email with a link to complete the questions.

- You won't see the questions or their responses in this section, but you can see whether or not they've been completed.

4. Unless the organization instructs you otherwise, you can still submit your application before this person completes their section.

- For some text questions, you might see a rich text editor bar. This allows you to add formatting to your response. If you're copying and pasting text from a Word document, it will also allow you to keep most formatting from Word.

Student Information for Award Publication*

B i U

Example using rich text

- Item 1
- Item 2
- Item 3

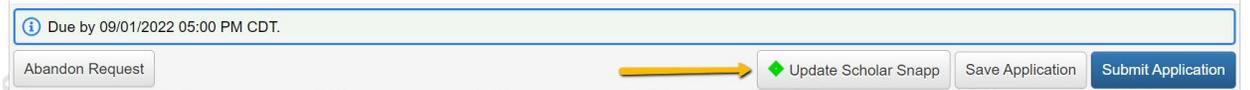
- Click a button in the editor (e.g. the B button for bold text) and then type. The formatting will be applied to the text that you type (e.g. the text you type will be bold).
- Click the button in the editor again to stop using that formatting when you continue typing.

- Highlight existing text and then click a button in the editor. The formatting will be applied to the highlighted text.
- Highlight existing text and click the button in the editor again to remove the formatting.
- When adding a numbered or bulleted list, click the arrow next to the list button to view additional formatting options.
- Depending upon the site, you might see the option to pull responses from your Scholar Snapp profile (if you have one) into the application form.

- Click **Copy Scholar Snapp Profile** at the top of the application form.



- You'll be asked to log into Scholar Snapp, and can then select responses from your Scholar Snapp profile to copy into relevant questions on the application.
- If you edit any of the responses copied onto the application, you can click **Update Scholar Snapp** to push your edited responses back to Scholar Snapp.



- Some questions (e.g. essay questions) pulled from Scholar Snapp will not push back with edits you made on your application.
- A URL that links to a supporting video, such as one hosted on Youtube or Vimeo, can be entered into a Url question on an application.
- Copy the URL from the website that the video is uploaded to, and then paste the URL into the question.

