User Manual

for American Indian College Fund Scholarship Application/Database

FOR STUDENT USERS

Developed by Student Success Services

Version 2.0, January 2015

Table of Contents

OVERVIEW

The purpose of the American Indian College Fund Scholarship Application/Database is to provide scholarship applicants with an easy-to-use online application for the Full Circle and TCU Scholarship Programs. In addition, it provides streamlined processing on the administrative side for both Fund and tribal college administrators.
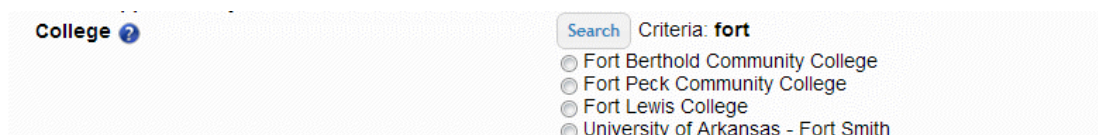
GENERAL TIPS FOR USING THE DATABASE

Calendar icon: Wherever you see the calendar icon, 📅, that means you need to click on the icon and search for the appropriate date, rather than typing in the date directly. (You search backward or forward by year, by month, and by day.) Click "Done" when you have identified the correct date on the calendar that you want to enter in this field.

? icon: The ? icon, ❓, is an online help service. When you hover over it or click on it, a box will appear with explanatory information about the particular field you are working in and what is being asked of you.

Orange triangle icon: If you have not filled in all the required fields of a particular application item, when you click on "Save" you will be taken back to this same page with a message stating that "[XYZ] FIELD IS REQUIRED." By scrolling down through the application, you will find an orange triangle symbol with an exclamation point inside ⚠ at that particular field. Correct the information and click on "Save" again.

Searchable drop-downs: Wherever you see the Search box [Search], you can start typing the name of whatever is being asked for in the particular field (example: College). When you start typing in the Search box, a list of colleges that meet your criteria will appear (example "fort"):
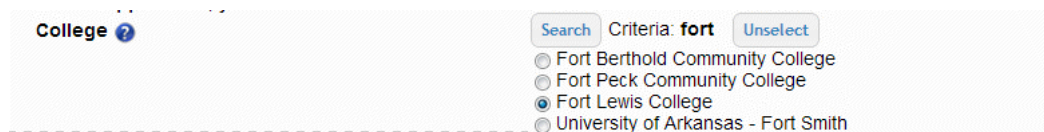
College ❓   [Search] Criteria: **fort**
　　　　　　　　⚬ Fort Berthold Community College
　　　　　　　　⚬ Fort Peck Community College
　　　　　　　　⚬ Fort Lewis College
　　　　　　　　⚬ University of Arkansas - Fort Smith

Select the appropriate college. **If you select the wrong college**, you can click on "Unselect" and repeat the process of Search and select.

College ❓   [Search] Criteria: **fort** [Unselect]
　　　　　　　　⚬ Fort Berthold Community College
　　　　　　　　⚬ Fort Peck Community College
　　　　　　　　⦿ Fort Lewis College
　　　　　　　　⚬ University of Arkansas - Fort Smith

Spell Check: Whenever you have the opportunity to write an open-ended response (e.g., on the application under the Short Answer and Thank-You), be sure to use spell check. Spell check is defaulted to being on.

> *NOTE: SCAYT means "spell check as you type."*

LOGIN/LOGOUT

To login, go to the site aicfstudents.civicore.com.
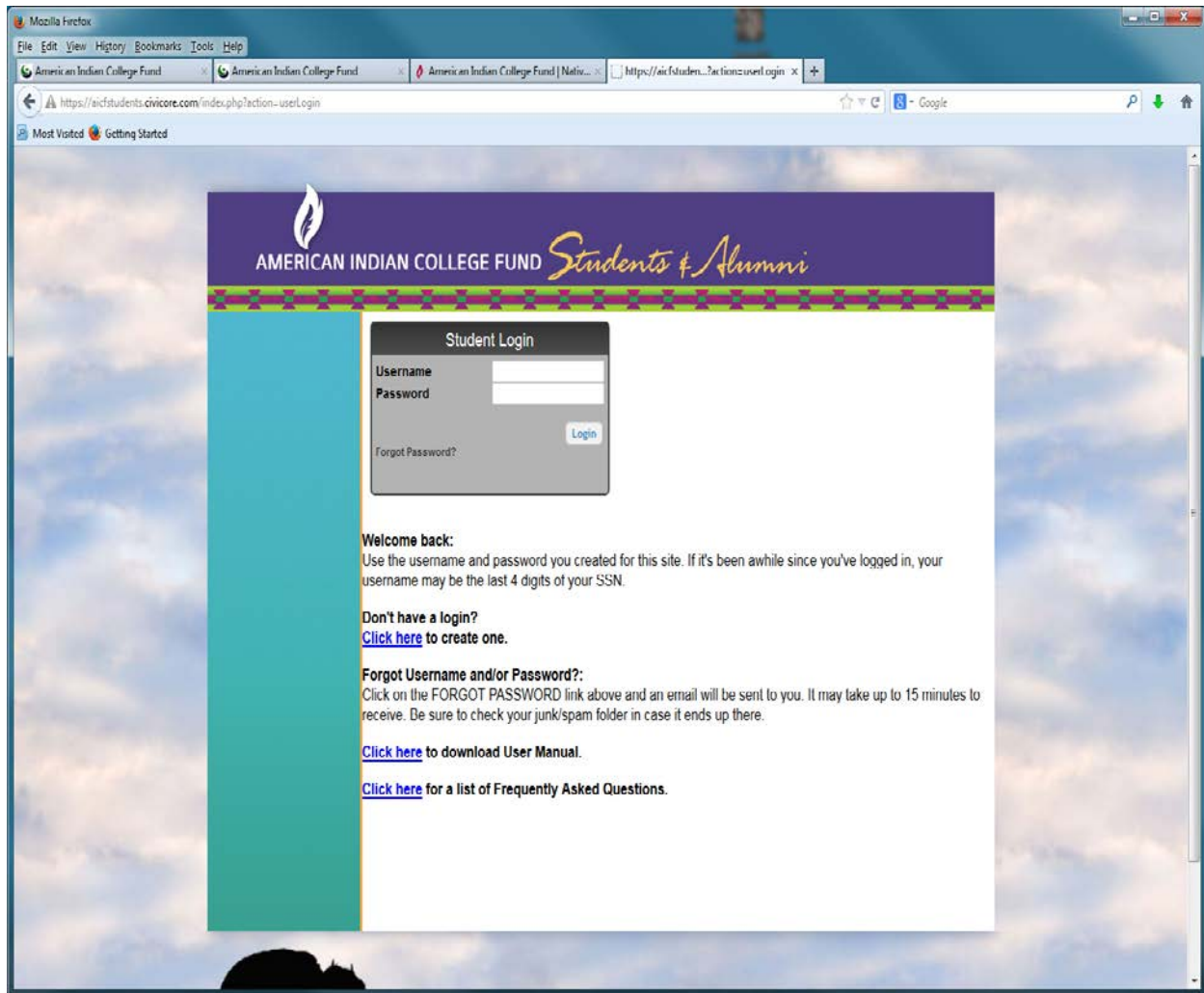
NOTE: Students who were in the previous database have been converted over to this new database with the last four digits of their Social Security number as their username. These students can leave their username as it is BUT it is recommended that they change to a username of their own choice.

Only students who have never applied with American Indian College Fund need to create an account.

To create a login, click on "Click here." You will be taken to:

> To create an account complete the following fields and click submit. Please be sure to remember your username and password as those will be used to login to the system in the future.
>
> ** - Required field*
>
> | | |
> |---|---|
> | * First Name | |
> | * Last Name | |
> | * Last Four Digits of SSN | |
> | * Email ❓ | |
> | * Username | |
> | * Password | |
> | * Confirm Password | |
> | * Date of Birth | 📅 |
> | * Gender | -- Select -- ▼ |
> | * Ethnicity | -- Select -- ▼ |
> | Home Phone | |
> | Cell Phone | |
> | May we send text messages about your application to this number? | ○ Yes ○ No |
>
> Submit Cancel

The content of the question mark icon ❓ hover box in the Email field is as follows:

- Most of our communication with you will be by email. Be sure to regularly check your email and update this if your address changes. If you do not currently have an account, please set one up at any of the free email providers like gmail.com, yahoo.com, and hotmail.com.

Use the calendar icon 📅 to select your date of birth. (Wherever you see this icon, click on it to get a calendar.)

If you fail to complete a required field OR put the wrong kind of information in a required field (e.g., on email you forget to put the entire URL), an orange triangle with an exclamation point inside it ⚠ will appear and the field box will be shaded in red, alerting you to complete OR correct the information in the field.

On subsequent logins, enter your login information on the opening login screen:

- username
- password

To logout, click "Logout" on the navigation menu.

HOME PAGE

The HOME PAGE is the welcome page for the online scholarship application (Full Circle Scholarship Program <u>and</u> TCU Scholarship Program).

Included on the HOME PAGE are the following:

- FIRST TIME HERE?
- RETURNING VISITOR?
- A display of messages/alerts. Messages can include general information, such as application deadlines and dates when recipients for scholarships will be selected. Messages can also include specific information for groups or individuals, such as dates when checks were mailed to schools and/or requests that documents be sent to American Indian College Fund.
- **If you are a returning visitor,** you MUST update information on your profile before submitting new applications. This is especially important for GPA, major, contact info, anticipated graduation date, and anything else that is likely to change from semester to semester.

From the HOME PAGE (and all other pages of the website), you can select from the following navigation areas:

- Profile
- Applications
- Scholarships
- You can also print out the User Manual at the bottom of this screen.
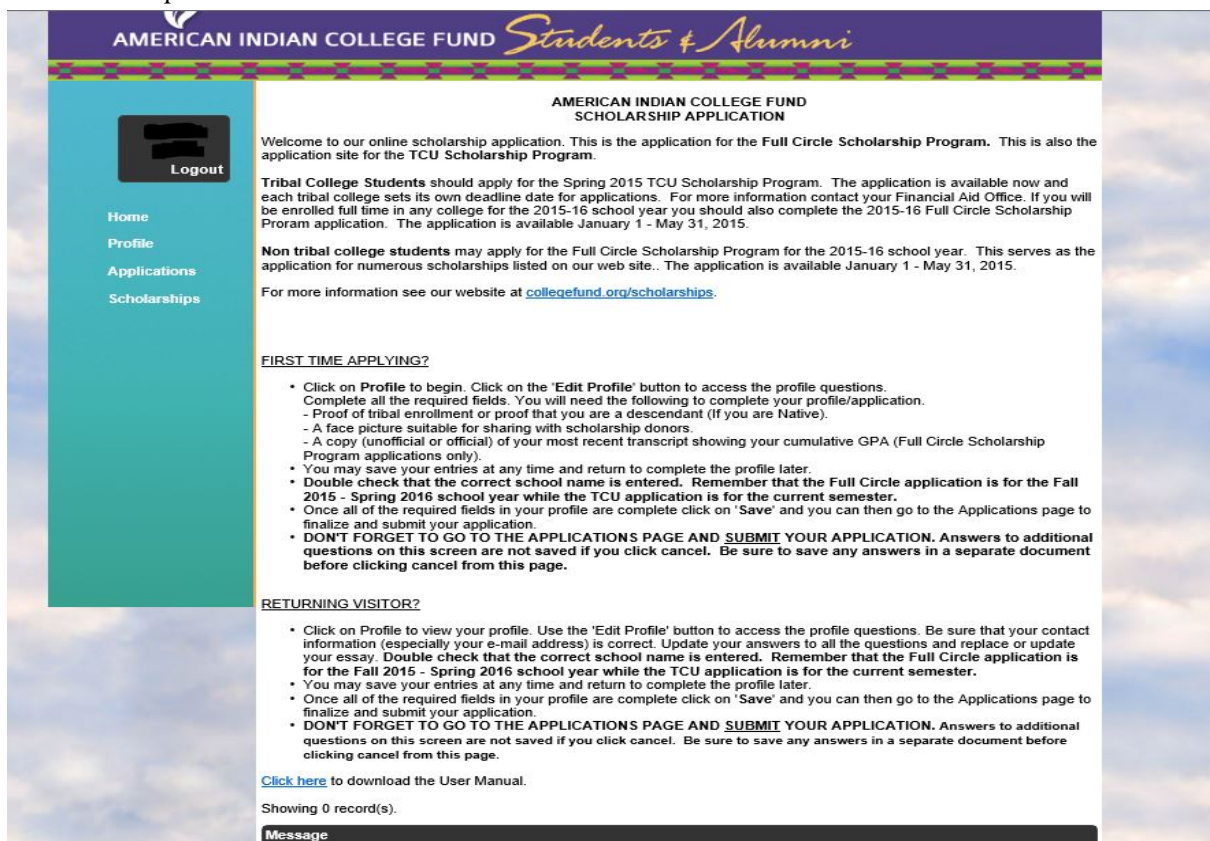
PROFILE

The PROFILE consists of four sections. It lists your personal information under the heading of **Basic Info**; the **Documents** section is where you upload your photo and tribal enrollment verification; **Address** section which shows your Permanent and school address (if different from your permanent address); and the **Application Information** section – this is not the final Application.

This is what you will see before clicking on "Edit".

Below lists information that has been entered for your profile. Please click 'Edit Profile' button on right to make any adjustments.

Edit Profile
Updated 12/04/2012 by

Test Student 1 Test Student 1
Logout

Home
Profile
Applications
Scholarships

Basic Info	
First Name	Test Student 1
Last Name	Test Student 1
Last Four Digits of SSN	3333
Date of Birth	12/04/1990
Gender	Male
Ethnicity	American Indian
Email	abcd@efg.com
Cell Phone	456-789-0123
May we send text messages about your application to this number?	No
Home Phone	123-456-7890
Username	Test Student 1
Password	******

To make any changes, click on the Edit Profile button at the top of the page.

Documents	
Tribal Enrollment Uploaded	No

To make any changes, click on the Edit Profile button at the top of the page.

☐ Hide **Address**

To make any changes, click on the Edit Profile button at the top of the page.

☐ Hide **Application Information**

Fill out this information and it will be used to populate any application you submit in the future. In order to submit an application, you MUST fill out all fields first!

To make any changes, click on the Edit Profile button at the top of the page.

This is what you will see after clicking on "Edit."

On your first time to the site, click "Edit Profile" and answer the profile questions, completing all required fields, which include the following:

- Proof of tribal enrollment OR proof that you are a descendant, if you are Native.
  - If you are a non-Native student applying at a tribal college please upload a copy of your student **ID** card or your driver's license/state **ID**.

- A face picture suitable for sharing with scholarship donors.

Basic Info

* First Name	Test Student 1
Middle Name	
* Last Name	Test Student 1
* Last Four Digits of SSN	3333
* Date of Birth	12/04/1990
* Gender	Male
* Ethnicity	American Indian
* Email ⓘ	abcd@efg.com
Cell Phone	456-789-0123
May we send text messages about your application to this number?	○ Yes ● No
Home Phone	123-456-7890
* Username	Test Student 1
* Password	•••••••
* Confirm Password	•••••••

Documents

Upload a current digital photograph. Photos are shared with scholarship donors so a headshot is preferred. Photos taken in Native dress are also appropriate.
No file is currently uploaded.
[Upload File]

Upload a digital copy of a document that verifies you are an enrolled tribal member. If you are applying as a descendant upload copies of birth certificates and enrollment information that proves the descendancy.
No file is currently uploaded.
[Upload File]

If you are a non-Native student applying at a tribal college please upload a copy of your student ID card or your drivers license/state ID.

☐ Hide   Address

Permanent Address 1	
Permanent Address 2	
Permanent City	
Permanent State/Province	-- Select --
Permanent Zip Code	
Is your address while at school the same as your permanent address above?	○ Yes ○ No

(Screen continued on next page)

In the **Documents** section, click on "Upload File" to browse and select from files on your computer. Fill in a document title (e.g., YOUR NAME photo) and click on "Upload File."

You will be taken to the files on your computer. Select/highlight the appropriate file. Click "Save."
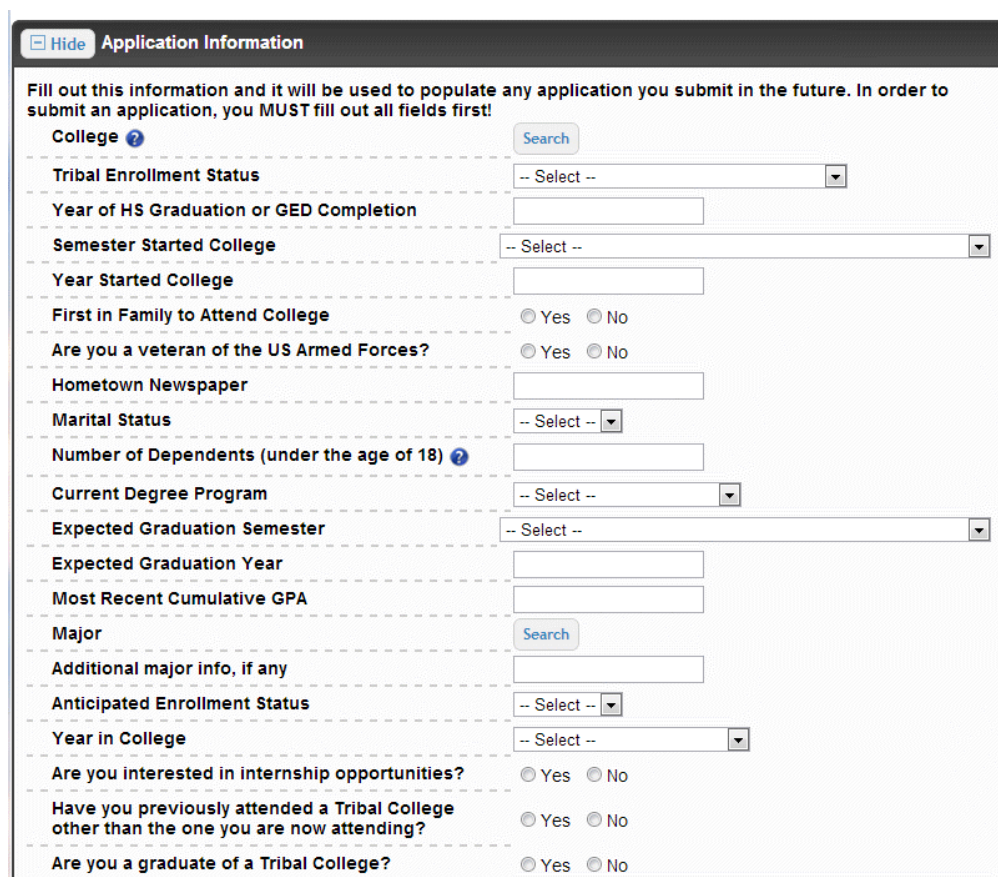
In the **Application Information** section :

The content of the question mark icon ❓ hover box in the College field is as follows:

- If your college is not listed, type in "Other", select it, and a text box will appear. Type in the name of your school here.

The content of the question mark icon ❓ hover box in the Number of Dependents field is as follows:

- Enter 0 if none.

⊟ Hide **Application Information**	
Fill out this information and it will be used to populate any application you submit in the future. In order to submit an application, you MUST fill out all fields first!	
College ❓	Search
Tribal Enrollment Status	-- Select -- ▼
Year of HS Graduation or GED Completion	
Semester Started College	-- Select -- ▼
Year Started College	
First in Family to Attend College	⚪ Yes ⚪ No
Are you a veteran of the US Armed Forces?	⚪ Yes ⚪ No
Hometown Newspaper	
Marital Status	-- Select -- ▼
Number of Dependents (under the age of 18) ❓	
Current Degree Program	-- Select -- ▼
Expected Graduation Semester	-- Select -- ▼
Expected Graduation Year	
Most Recent Cumulative GPA	
Major	Search
Additional major info, if any	
Anticipated Enrollment Status	-- Select -- ▼
Year in College	-- Select -- ▼
Are you interested in internship opportunities?	⚪ Yes ⚪ No
Have you previously attended a Tribal College other than the one you are now attending?	⚪ Yes ⚪ No
Are you a graduate of a Tribal College?	⚪ Yes ⚪ No

Once you upload a current digital photograph and a digital copy of a document that verifies you are an enrolled tribal member, the Documents section will list the names of those files and give you an option to remove them if you want different files to be uploaded. For example,

IN THE ADDRESS SECTION OF THE PROFILE: If you click "No" next to "Is your address while at school the same as your permanent address above?," an addition to your screen will appear, as follows:

Fill in the additional fields.

The pull-down menu for **Tribal Enrollment Status** includes:

- Enrolled member
- Descendant of qualifying enrolled member
- Non Native American

If you select "Enrolled member" OR "Descendant of qualifying enrolled member," additional information fields appear, as follows:
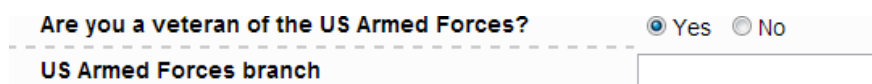
If your tribe isn't listed in the Search listing, type in "Other" and select it. A text box will appear to type in the name of your tribe.

The pull-down menu for **Semester Started College** includes:

- Fall
- Winter
- Spring
- Summer

If you select "Yes" to "Are you a veteran of the US Armed Forces," an additional information field appears.
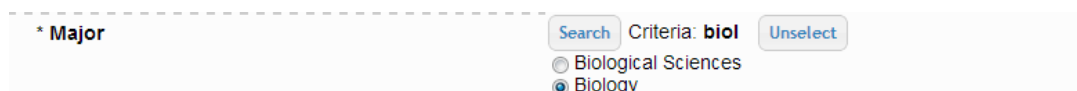
Are you a veteran of the US Armed Forces?	◉ Yes ○ No
US Armed Forces branch	

The pull-down menu for **Marital Status** includes:

- Single
- Married/Domestic Partnership
- Separated
- Divorced
- Widowed

In the Major field, click "Search" and start typing your major and a list of majors that meet that criteria will appear. Select the appropriate major (example "boil").

* Major	Search Criteria: **biol** Unselect
	○ Biological Sciences
	◉ Biology

If the major you type in the Search box is not listed, type "Other." Then select "Additional Major Info" and type in the appropriate information in the box.

The pull-down menu for **Anticipated Enrollment Status** includes:

- Part-time
- Full-time

The pull-down menu for **Year in College** includes:

- First-year Undergraduate (0 - 29 credit hours)
- Second-year Undergraduate (30 – 59 credit hours)
- Third-year Undergraduate (60 – 89 credit hours)
- Fourth-year Undergraduate (90+ credit hours)
- Graduate Student

If you select "Yes" for "Have you previously attended a Tribal College other than the one you are now attending?," an additional information field will appear, as follows:
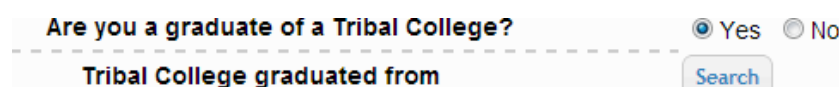

In the Tribal College attended most recently field, click "Search" and start typing your tribal college and a list of tribal colleges that meet that criterion will appear. Select the appropriate tribal college.

If you select "Yes" for "Are you a graduate of a Tribal College?," an additional information field will appear, as follows:

In the Tribal College graduated from field, click "Search" and start typing your tribal college and a list of tribal colleges that meet that criteria will appear. Select the appropriate tribal college.

Again, a reminder to use spell check when writing your short answers (formerly known as the essay) and your thank-you. Spell check is defaulted to being on.

You can save your entries at any time (as long as the required fields are completed) and return to complete the profile later.

Be sure to use spell check when you write your short answers and thank-you note. Spell check is defaulted to being on. The thank-you is not scored; it does not impact eligibility.

Click on **Save** at the bottom of this page.

**If you save before completing ANY "Application Information" questions**, you will get the following message:
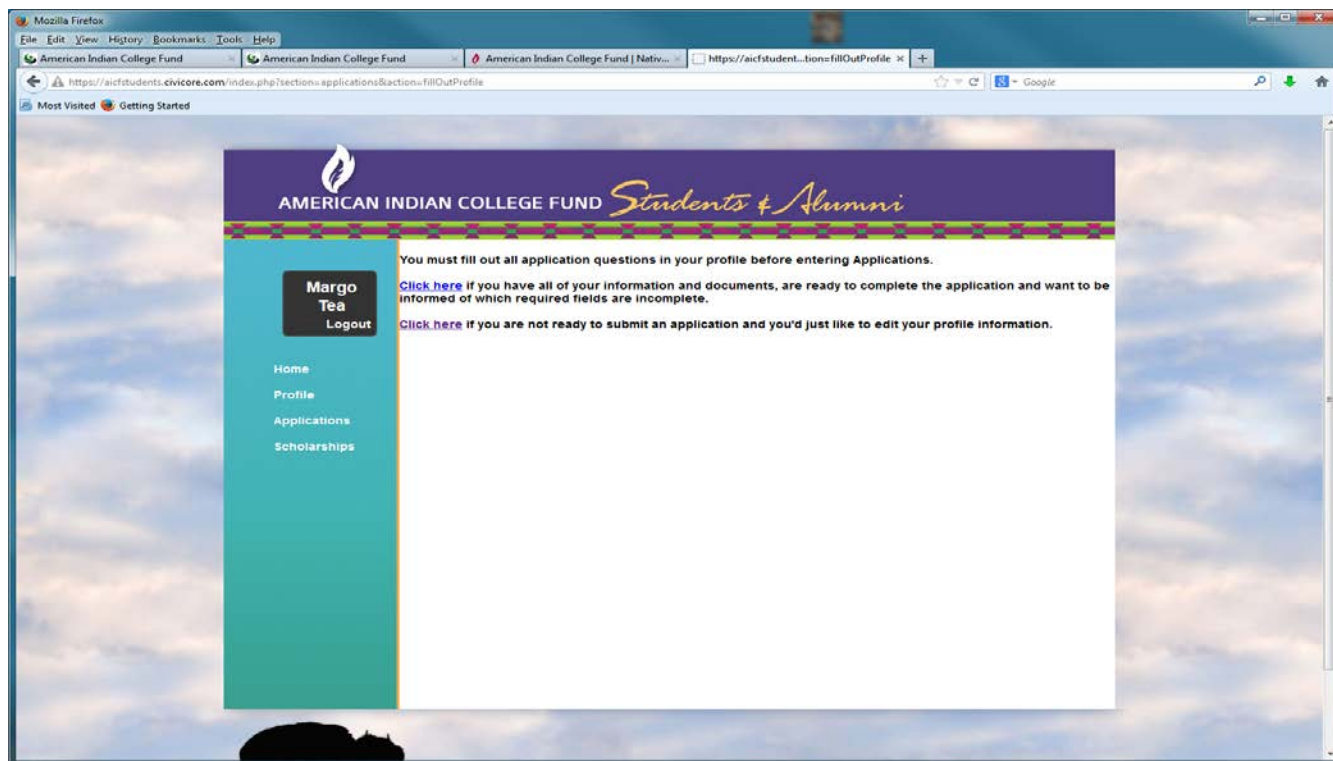
If you save before completing the entire Profile section, you will get a message on the top of your editable profile that lets you know which required items you have not completed. For example,
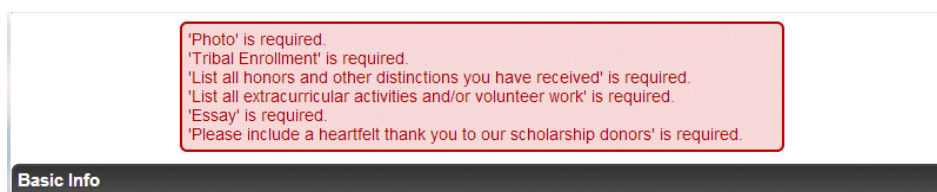
If you fail to complete a required field OR put the wrong kind of information in a required field (e.g., on email you forget to put the entire URL), an orange triangle with an exclamation point inside it ⚠will appear and the field box will be shaded in red, alerting you to complete OR correct the information in the field.

APPLICATIONS

The APPLICATIONS main page lists scholarship applications currently available as well as the applications you have submitted. Students attending a tribal college should submit BOTH Full Circle and TCU Scholarship Program applications. Those not at tribal colleges will only see the Full Circle Application as an option.
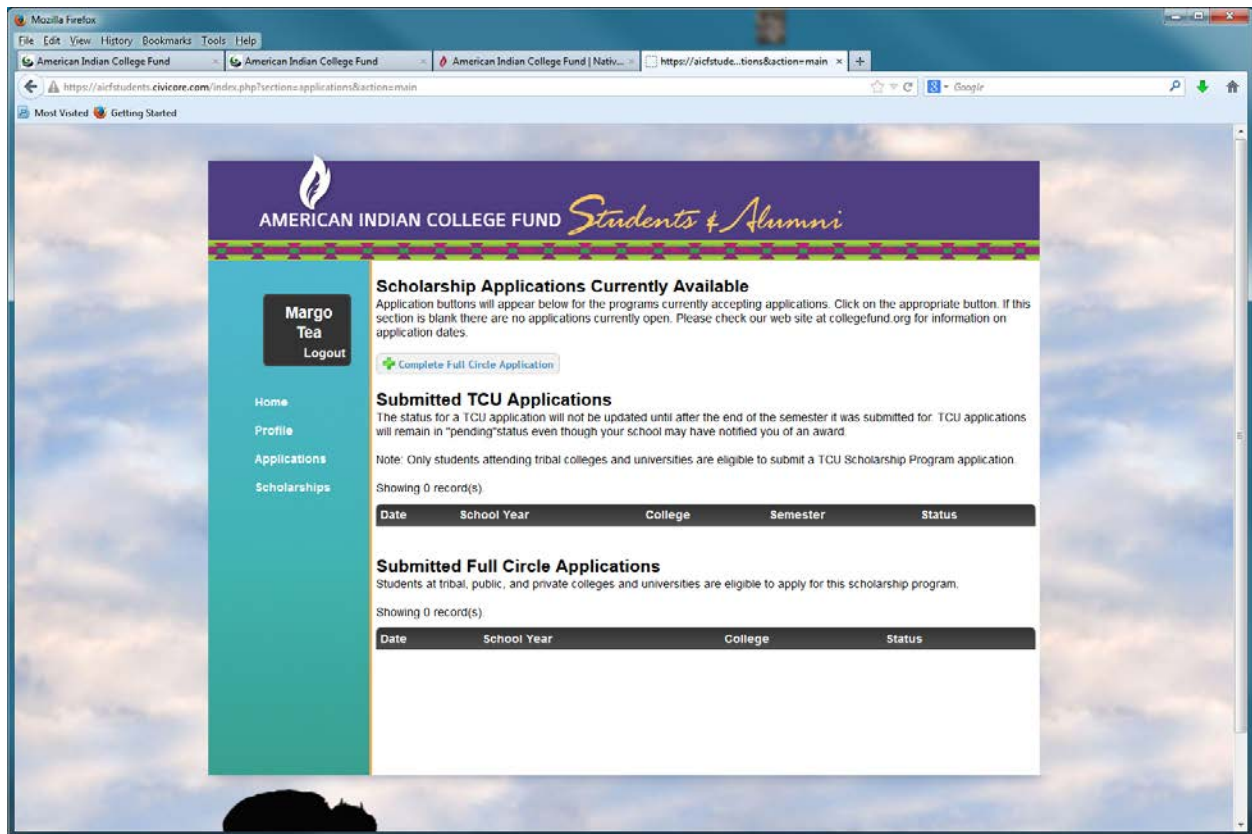
When you click on "Complete Full Circle Application" or "Complete TCU Application," you will be taken to an application form that reflects the information you entered in your profile. Shown on next page.

Full Circle Application

The application you are about to submit is listed below.

Make any updates to the application by clicking on the 'Edit application' button.

To submit the application, as it is shown, click 'Next Step in Submit Application Process >>'.

Updated 11/17/2012 by TEST first name TEST last name

Basic Info

First Name	TEST first name
Last Name	TEST last name
Last Four Digits of SSN	5555
Date of Birth	11/16/1994
Gender	Female
Ethnicity	Alaska Native
Email	gordonjl@aol.com
May we send text messages about your application to this number?	No
Home Phone	555-444-1234
Username	judygordon2829@gmail.com
Password	******

Documents

Upload a current digital photograph. Photos are shared with scholarship donors so a headshot is preferred. Photos taken in Native dress are also appropriate.

Upload a digital copy of a document that verifies you are an enrolled tribal member. If you are applying as a descendant upload copies of birth certificates and enrollment information that proves the descendancy.

Download

☐ Hide Address

Permanent Address 1	1234 Street
Permanent City	City
Permanent State	Connecticut
Permanent Zip Code	55555
Is your address while at school the same as your permanent address above?	No
School Address 1	567 AVenue
School City	Town
School State	Alaska
School Zip Code	77777

(Screen continued on next page)

To edit the application, click "Edit Application" and you will be taken to an editable version of the application.
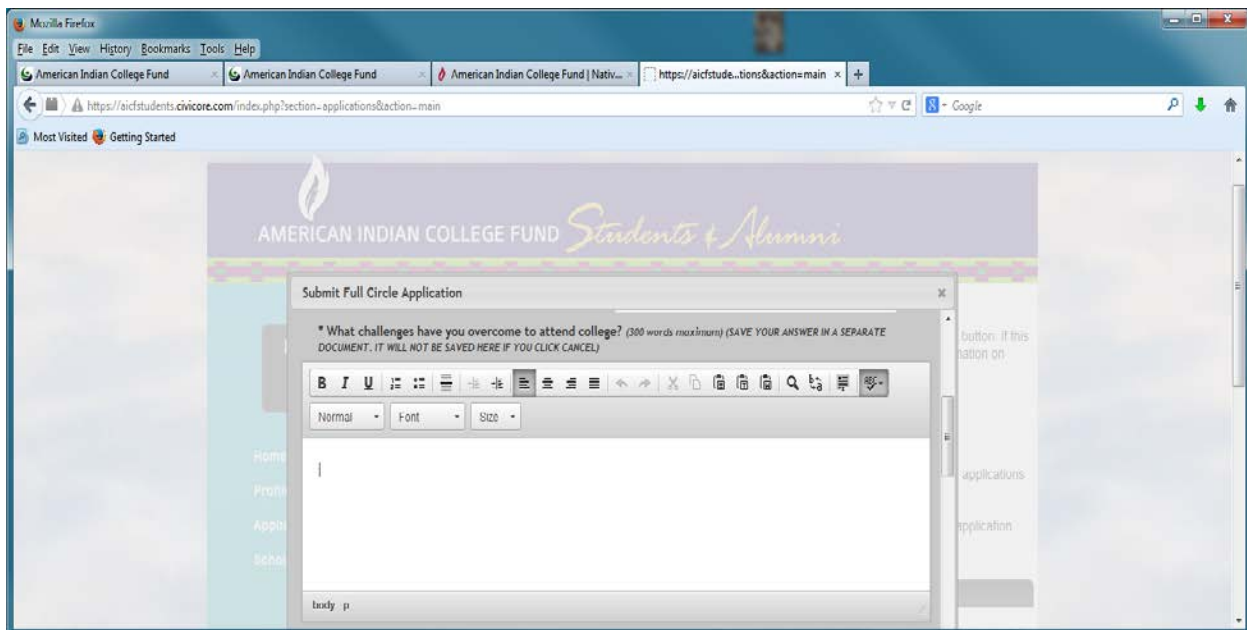
If the application is correct as is, click "Next Step in Submit Application Process." You will be taken to the next screen:

Please make sure to answer **all** of these again here to confirm this information. Then complete the three short answer questions (formerly known as the essay).

Short Answer Questions

The next three questions have a 300 word maximum. We suggest that you type the answers to these in a different program (eg. Word) and then cut and paste them into their section in the Application. **If you leave this page your answers will NOT be saved.**

(Screen continued on next page)

These answers are very important to the scoring process so please address them completely.

(Screen continued on next page)

Uploading Transcript

Click **"Upload File"** to upload a copy of your most recent transcript showing your cumulative **GPA**. (*NOTE: submitting a TCU scholarship does not require a transcript.*)

If you have mutliple pages scan and save them on your computer as one document **NOT** as separate ones.

If you uploaded the wrong file or want to change the file you uploaded, click "Remove File" and repeat the "Upload File" process. You cannot do this once you have "Submitted" your application.

Indicate your authorization of the release of information from application by selecting **"Yes."**

Click **"Submit Application."**

After clicking on "Submit Application" the following screen appears to formally acknowledge that you have submitted the application. This message is also sent to you the email address you supplied in the **Profile** under **Basic Information**.

Then click on "Close".
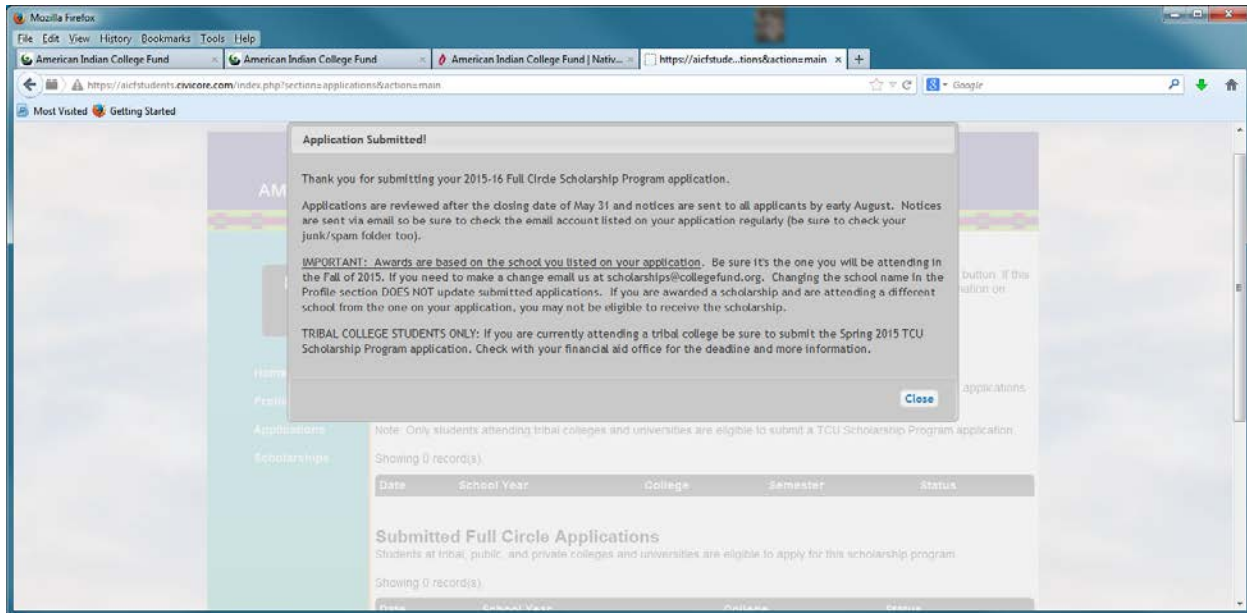
Your submittal now changes the Applications main page as follows (i.e., a submitted Full Circle application now appears as a record under "Submitted Full Circle Applications"):
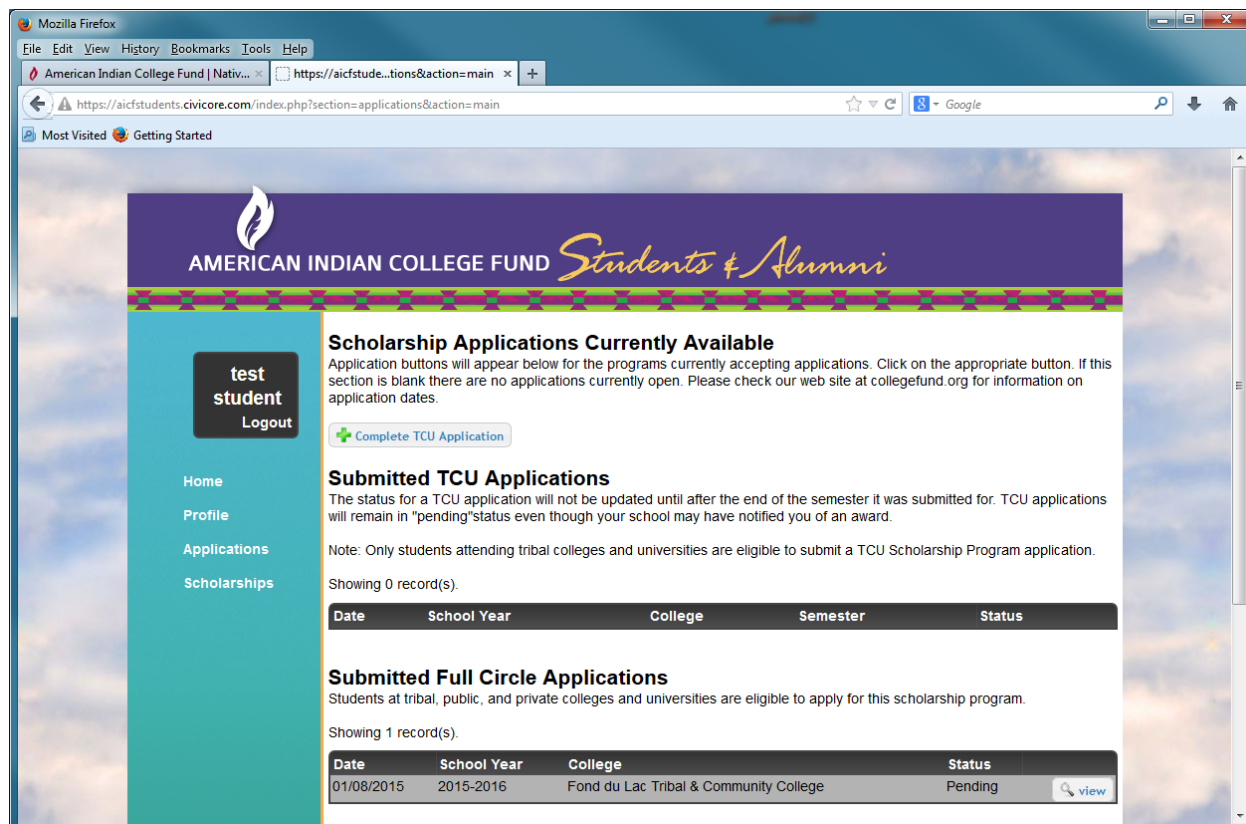
The current status of your application is "Pending." Other status options are "Awarded" and "Not Awarded."

- **Pending:** applications submitted but have not gone through the review/select process. This happens after the close of the application period of May31.
- **Awarded:** shows that the application has been selected to receive a scholarship award. Students are notified by an official letter via the U.S. Postal Service.
- **Not Awarded:** shows that the application has not been selected to receive a scholarship award. Students are notified only by email.

(This may be due to a number of factors, including but not limited to scholarships being filledprior to reaching the specific application, application did not meet specific scholarships criteria, overall score was too lower for consideration.)
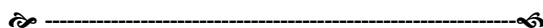
SCHOLARSHIPS

The SCHOLARSHIPS main page lists scholarships that have been awarded to you from the American Indian College Fund. (See screen above)

Before any scholarships have been awarded, this page will appear as follows:
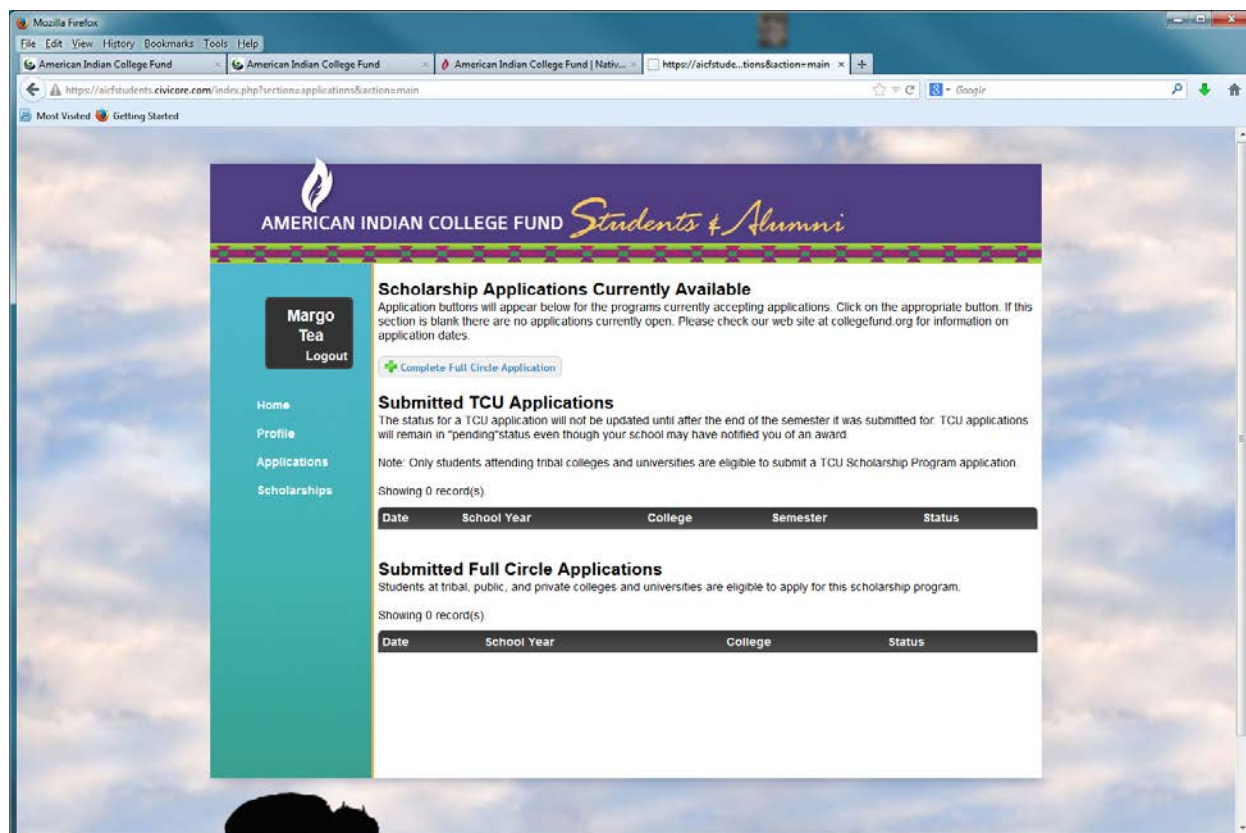
When you have been awarded a scholarship, this page will reflect that award. (As seen on the previous page)

❧ --❧

Best of luck in your College Career and please contact us here at the Student Success Services office at 303-426-8900 or by email at <u>scholarships@collegefund.org</u> should you have any further questions.