



User Manual
for American Indian College Fund Scholarship
Application/Database

FOR STUDENT USERS

Developed by Student Success Services

Version 2.0, January 2015


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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.

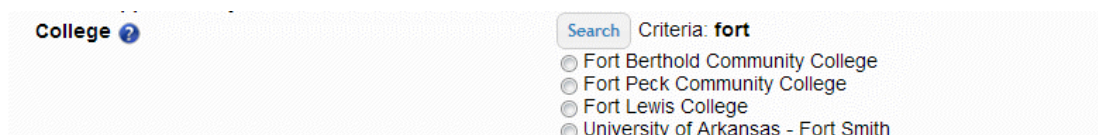
GENERAL TIPS FOR USING THE DATABASE

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 , 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”):

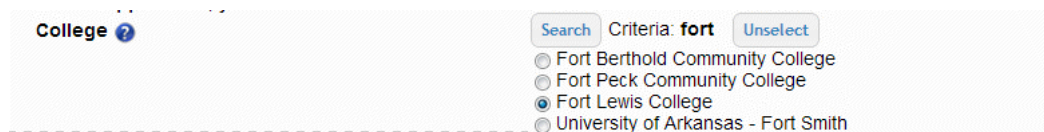


College ?

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

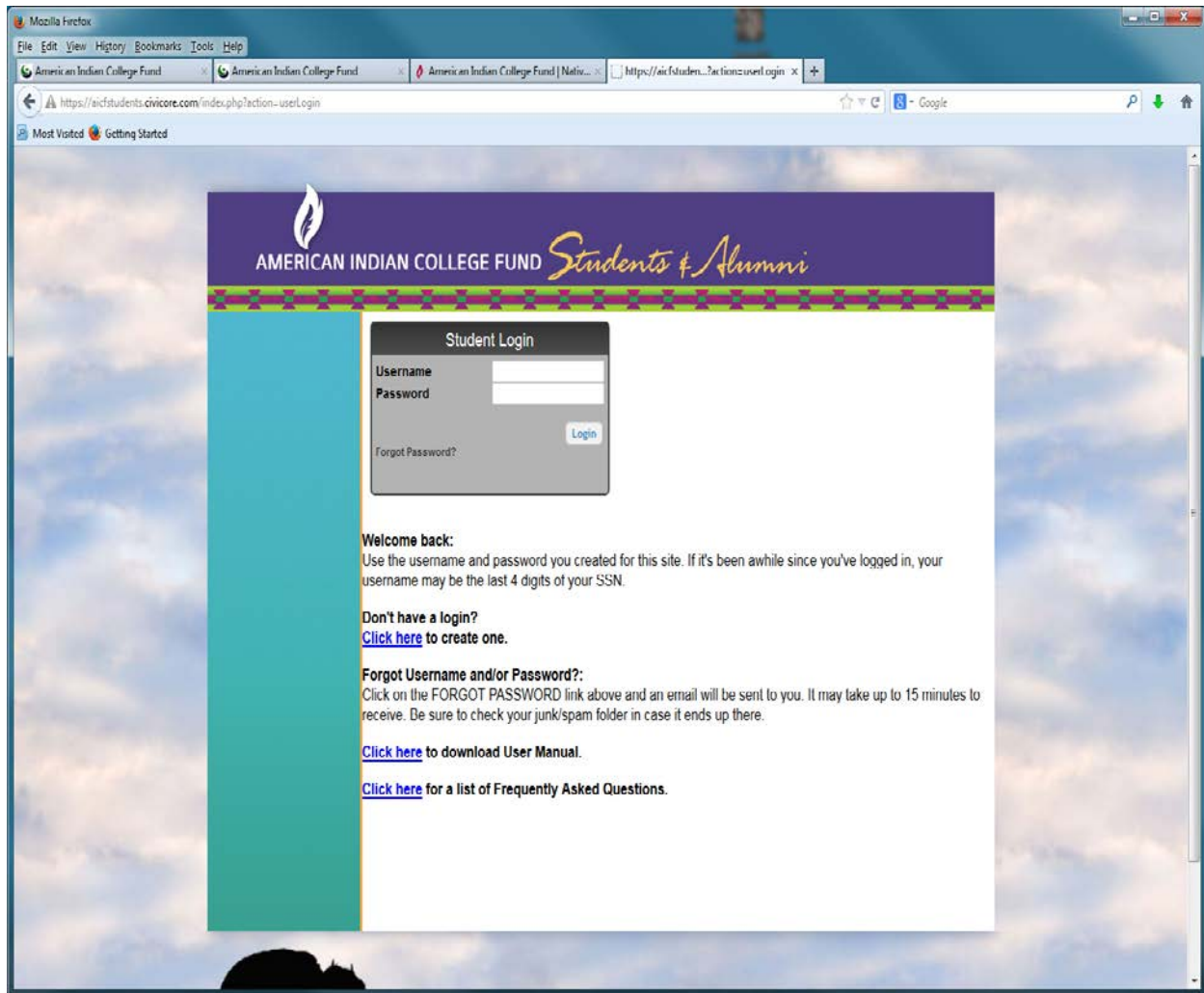
- ☐ Fort Berthold Community College
- ☐ Fort Peck Community College
- ☒ Fort Lewis College
- ☐ University of Arkansas - Fort Smith

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.civcore.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	<input type="text"/>
* Last Name	<input type="text"/>
* Last Four Digits of SSN	<input type="text"/>
* Email 	<input type="text"/>
* Username	<input type="text"/>
* Password	<input type="password"/>
* Confirm Password	<input type="password"/>
* Date of Birth	<input type="text"/> 
* Gender	-- Select -- 
* Ethnicity	-- Select -- 
Home Phone	<input type="text"/>
Cell Phone	<input type="text"/>
May we send text messages about your application to this number? <input type="radio"/> Yes <input type="radio"/> No	

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

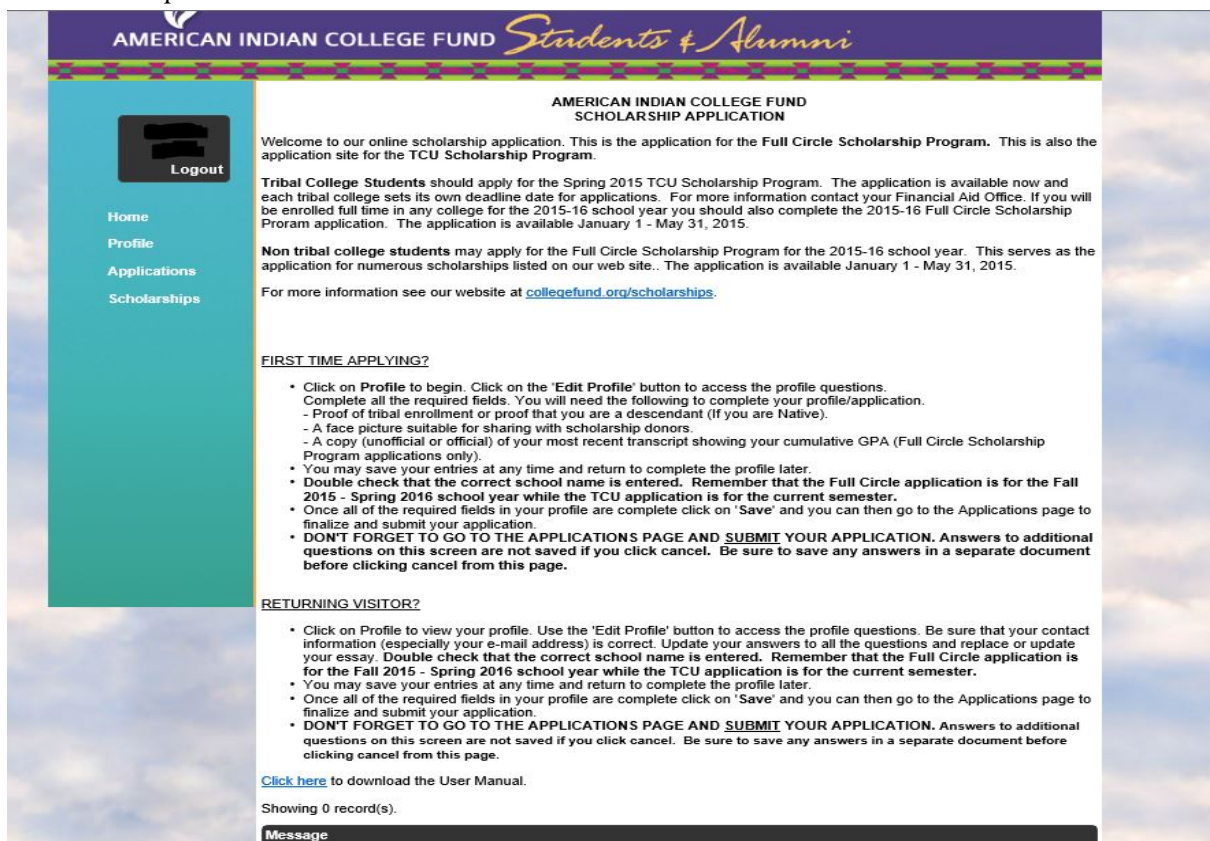
The HOME PAGE is the welcome page for the online scholarship application (Full Circle Scholarship Program and TCU Scholarship Program).

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

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.”

The screenshot shows a web browser window with the URL `https://aicfstudents.civcore.com/index.php?section=profile&action=edit&fwd=107215`. The page has a teal sidebar on the left with the user's name "Cheryl DeGraff" and a "Logout" button. Below the name are links for "Home", "Profile", "Applications", and "Scholarships". The main content area is titled "Basic Info" and contains the following fields:

* First Name	Cheryl
Middle Name	
* Last Name	DeGraff
* Last Four Digits of SSN	9030
* Date of Birth	01/01/1987
* Gender	Male
* Ethnicity	American Indian
* Email	cheryld60@gmail.com
Cell Phone	
Home Phone	
* Username	9030
* Password	*****
* Confirm Password	*****

Below the "Basic Info" section is a "Documents" section with three upload instructions:

- 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 button)
- 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 button)
- 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. (No file is currently uploaded. Upload File button)

At the bottom of the page, there are two expandable sections: "Address" and "Application Information", both with "Show" buttons.

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 descendency.

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.”

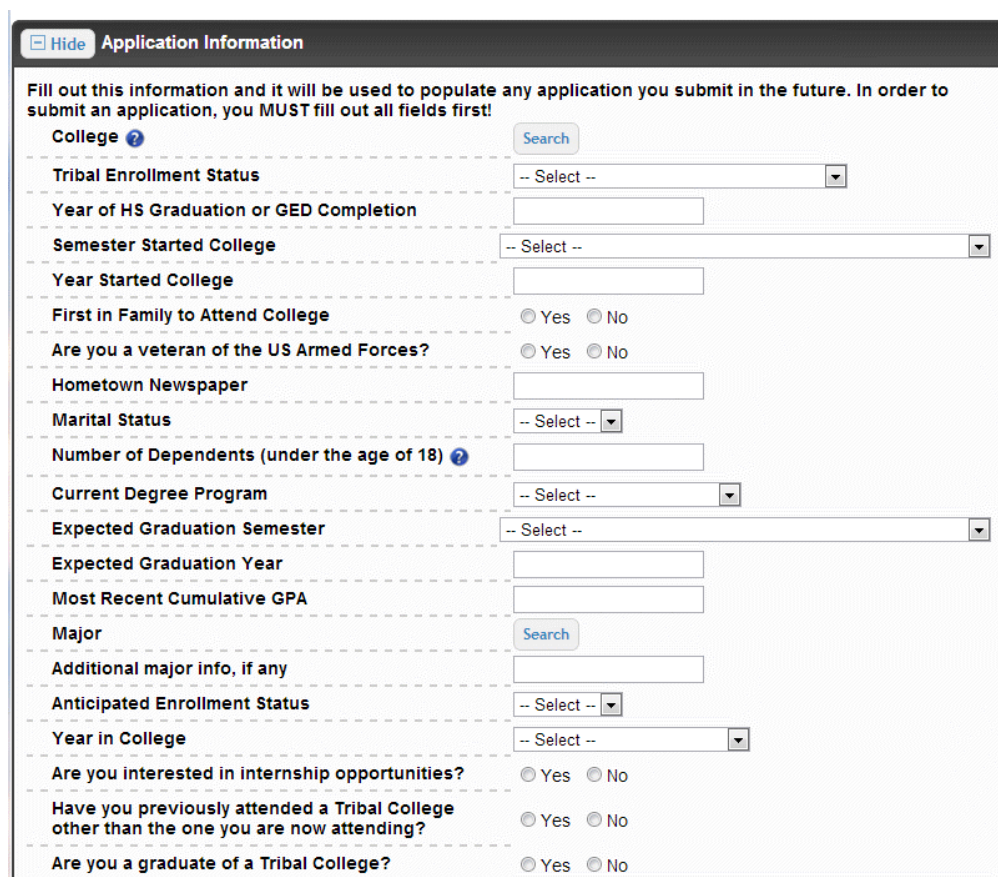
In the **Application Information** section :

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.



The screenshot shows a web form titled "Application Information" with a "Hide" button. Below the title is a instruction: "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!". The form contains the following fields:

- College**: A dropdown menu with a question mark icon and a "Search" button.
- Tribal Enrollment Status**: A dropdown menu with "-- Select --" as the current selection.
- Year of HS Graduation or GED Completion**: A text input field.
- Semester Started College**: A dropdown menu with "-- Select --" as the current selection.
- Year Started College**: A text input field.
- First in Family to Attend College**: Radio buttons for "Yes" and "No".
- Are you a veteran of the US Armed Forces?**: Radio buttons for "Yes" and "No".
- Hometown Newspaper**: A text input field.
- Marital Status**: A dropdown menu with "-- Select --" as the current selection.
- Number of Dependents (under the age of 18)**: A text input field with a question mark icon.
- Current Degree Program**: A dropdown menu with "-- Select --" as the current selection.
- Expected Graduation Semester**: A dropdown menu with "-- Select --" as the current selection.
- Expected Graduation Year**: A text input field.
- Most Recent Cumulative GPA**: A text input field.
- Major**: A dropdown menu with a "Search" button.
- Additional major info, if any**: A text input field.
- Anticipated Enrollment Status**: A dropdown menu with "-- Select --" as the current selection.
- Year in College**: A dropdown menu with "-- Select --" as the current selection.
- Are you interested in internship opportunities?**: Radio buttons for "Yes" and "No".
- Have you previously attended a Tribal College other than the one you are now attending?**: Radio buttons for "Yes" and "No".
- Are you a graduate of a Tribal College?**: Radio buttons for "Yes" and "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,

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.

student photo.jpg ready to be saved.

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 descendency.

enrollment verification.docx ready to be saved.

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:

* Is your address while at school the same as your permanent address above? ☐ Yes ☒ No

School Address 1
 School Address 2
 School City
 School State
 School Zip Code

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:

Tribal Enrollment Status

Enrolled member

Tribal Affiliation

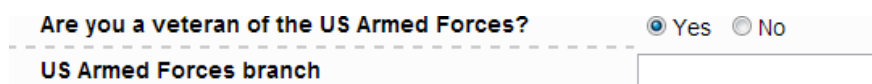
If you are Dine/Navajo, what chapter are you registered to vote in?

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.



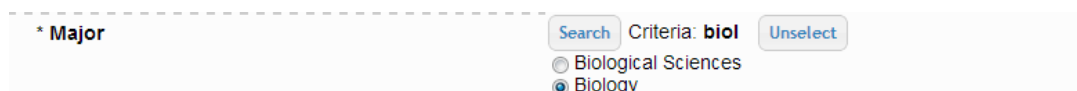
Are you a veteran of the US Armed Forces? ☒ Yes ☐ No

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 Criteria: **biol**

☐ 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:

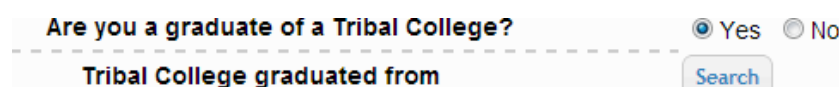


* Have you previously attended a Tribal College other than the one you are now attending? ☒ Yes ☐ No

Tribal College attended most recently

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:



Are you a graduate of a Tribal College? ☒ Yes ☐ No

Tribal College graduated from

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.

Most Visited Getting Started

body p

List in chronological order all colleges and universities you have previously attended (leave blank if none)

body p

List all honors and other distinctions you have received

body p

List all extracurricular activities and/or volunteer work in which you have been involved in (church, school or community)

body p

body p

Please include a heartfelt thank you to our scholarship donors

body p

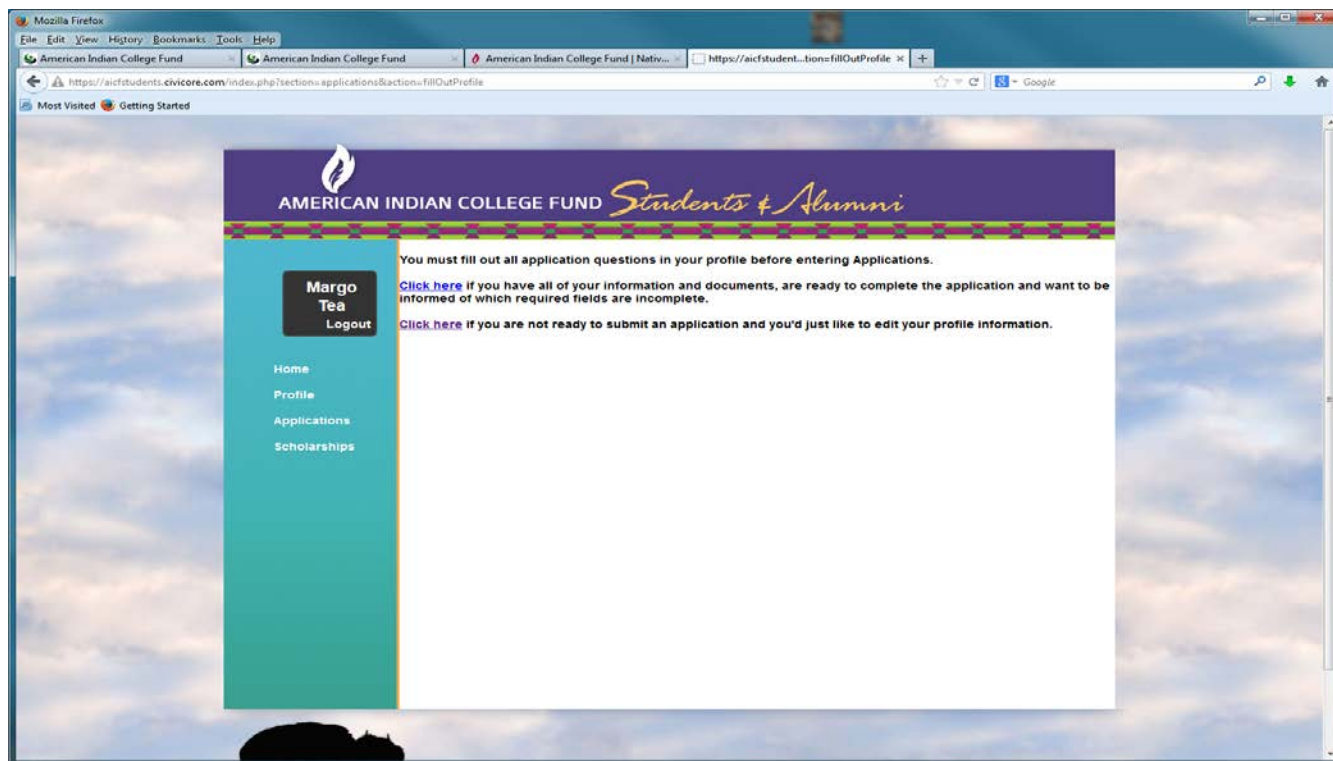
Save Cancel

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

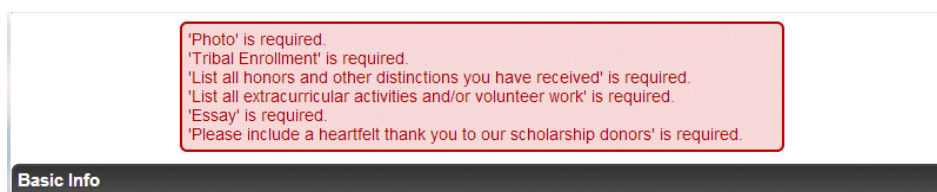
Be sure to use spell check when you write your short answers and thank-you note. Spell check is defaulted to being on. The thank-you is not scored; it does not impact eligibility.

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

If you save before completing ANY “Application Information” questions, you will get the following message:



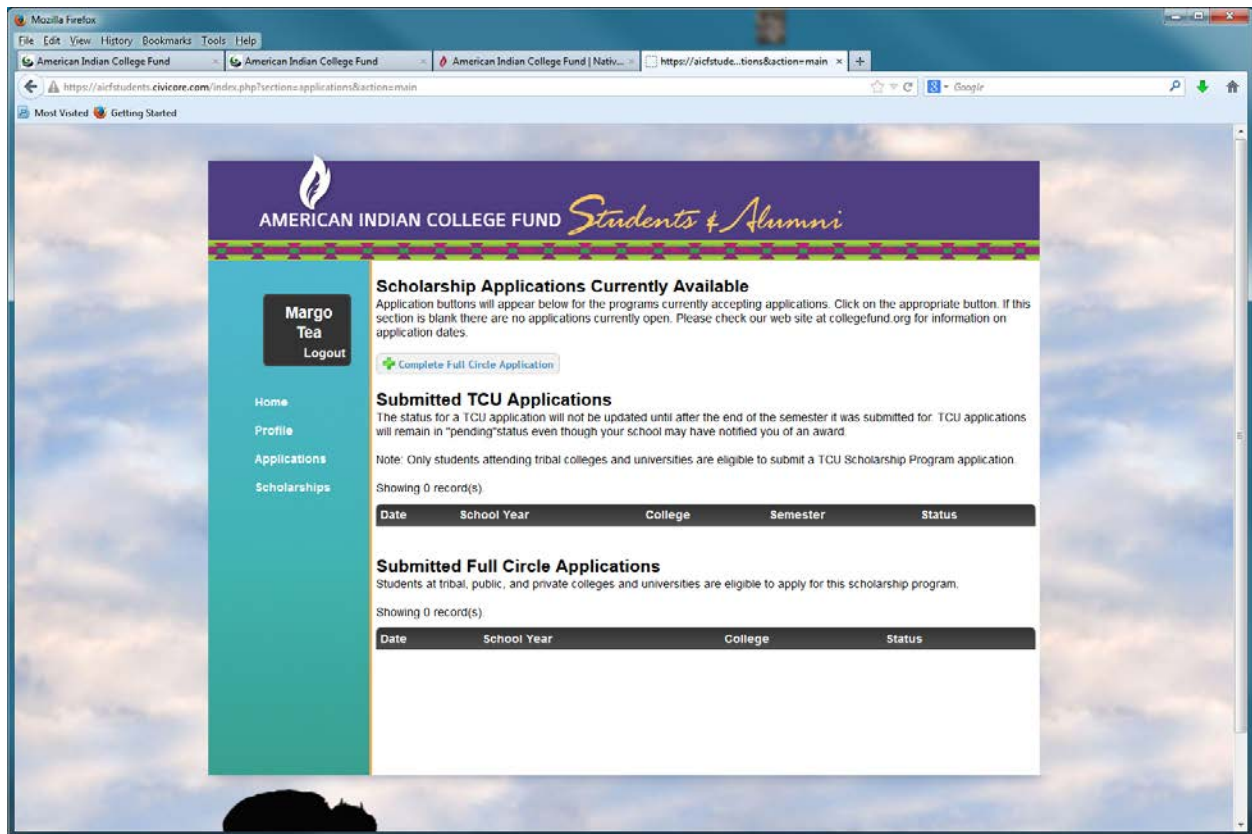
If you save before completing the entire **Profile section**, you will get a message on the top of your editable profile that lets you know which required items you have not completed. For example,



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 descendency.

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)

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	Fort Lewis College
Tribal Enrollment Status	Non Native American
Year of HS Graduation or GED Completion	2009
Semester Started College	Fall
Year Started College	2010
First in Family to Attend College	Yes
Are you a veteran of the US Armed Forces?	Yes
US Armed Forces branch	Navy
Hometown Newspaper	Gazette
Marital Status	Single
Number of Dependents (under the age of 18)	0
Current Degree Program	BA
Expected Graduation Semester	Spring
Expected Graduation Year	2015
Most Recent Cumulative GPA	3.5
Major	Biology
Additional major info, if any	astronomy
Anticipated Enrollment Status	Part-Time
Year in College	Second-Year Undergraduate

The screenshot shows a web browser window with the URL <https://aicfstudents.civilease.com/index.php/functions/applications/actions/main>. The form is titled 'Application Information' and contains the following fields:

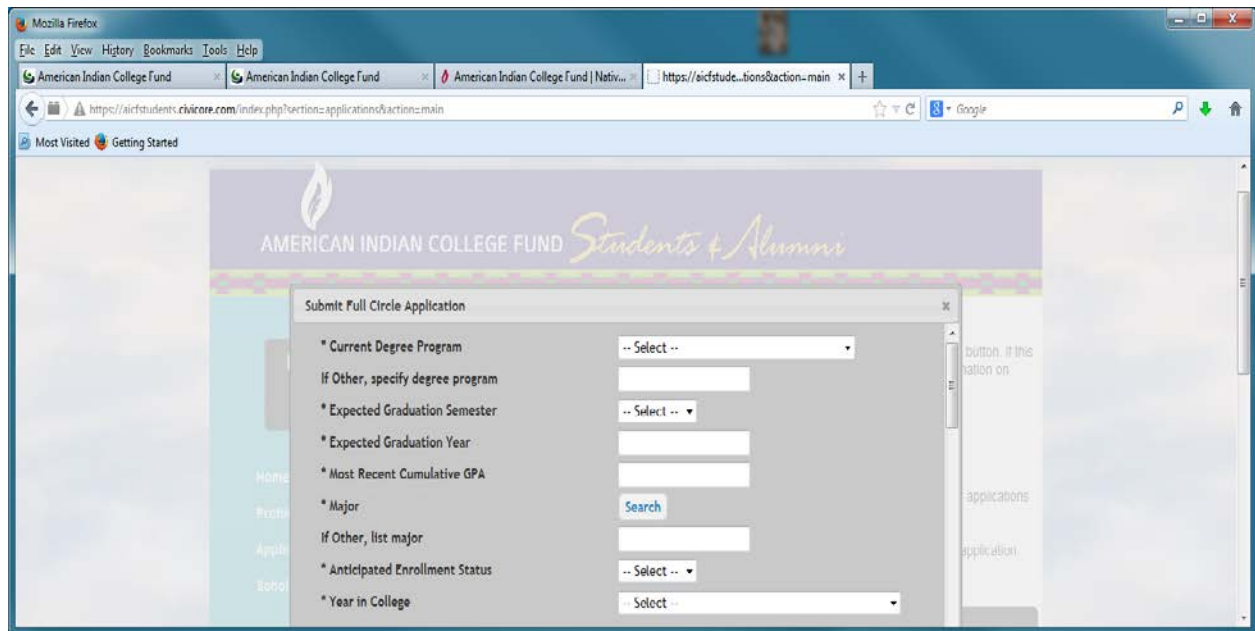
- Are you interested in internship opportunities? No
- Have you previously attended a Tribal College other than the one you are now attending? Yes
- List all honors and other distinctions you have received
- List all extracurricular activities and/or volunteer work in which you have been involved in (church, school or community)
- Please include a heartfelt thank you to our scholarship donors

At the bottom of the form, there are three buttons: 'Edit Application', 'Next Step in Submit Application Process >>', and 'Close'. A red arrow points to the 'Next Step in Submit Application Process >>' button.

To edit the application, click “Edit Application” and you will be taken to an editable version of the application.

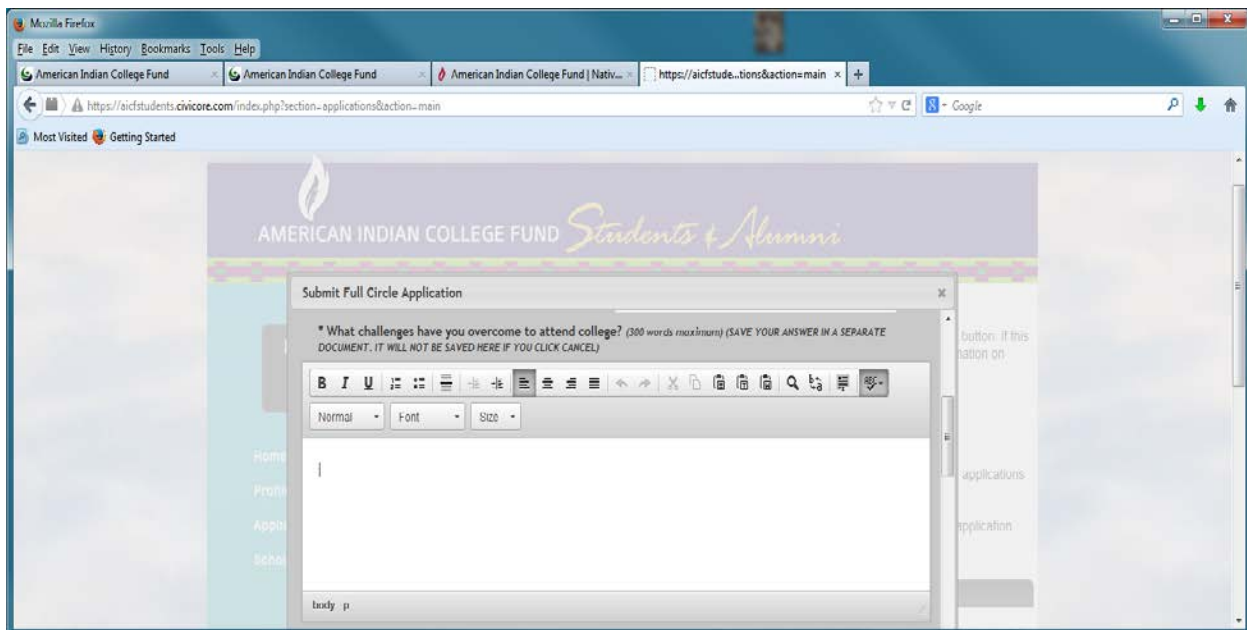
If the application is correct as is, click “Next Step in Submit Application Process.” You will be taken to the next screen:

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)

Mozilla Firefox

File Edit View History Bookmarks Tools Help

American Indian College Fund American Indian College Fund American Indian College Fund | Nativ... https://aicfstude...tions&action=main

https://aicfstudents.civcore.com/index.php?section=applications&action=main

Most Visited Getting Started

* What are your educational and career goals and how will this scholarship help you achieve them? (300 words maximum) (SAVE YOUR ANSWER IN A SEPARATE DOCUMENT. IT WILL NOT BE SAVED HERE IF YOU CLICK CANCEL)

Normal Font Size

body p

* How will completing your education impact the Native American community? (300 words maximum) (SAVE YOUR ANSWER IN A SEPARATE DOCUMENT. IT WILL NOT BE SAVED HERE IF YOU CLICK CANCEL)

Submit Application Cancel

Mozilla Firefox

File Edit View History Bookmarks Tools Help

American Indian College Fund American Indian College Fund American Indian College Fund | Nativ... https://aicfstude...tions&action=main

https://aicfstudents.civcore.com/index.php?section=applications&action=main

Most Visited Getting Started

* How will completing your education impact the Native American community? (300 words maximum) (SAVE YOUR ANSWER IN A SEPARATE DOCUMENT. IT WILL NOT BE SAVED HERE IF YOU CLICK CANCEL)

Normal Font Size

body p

Submit Application Cancel

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 multiple 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.

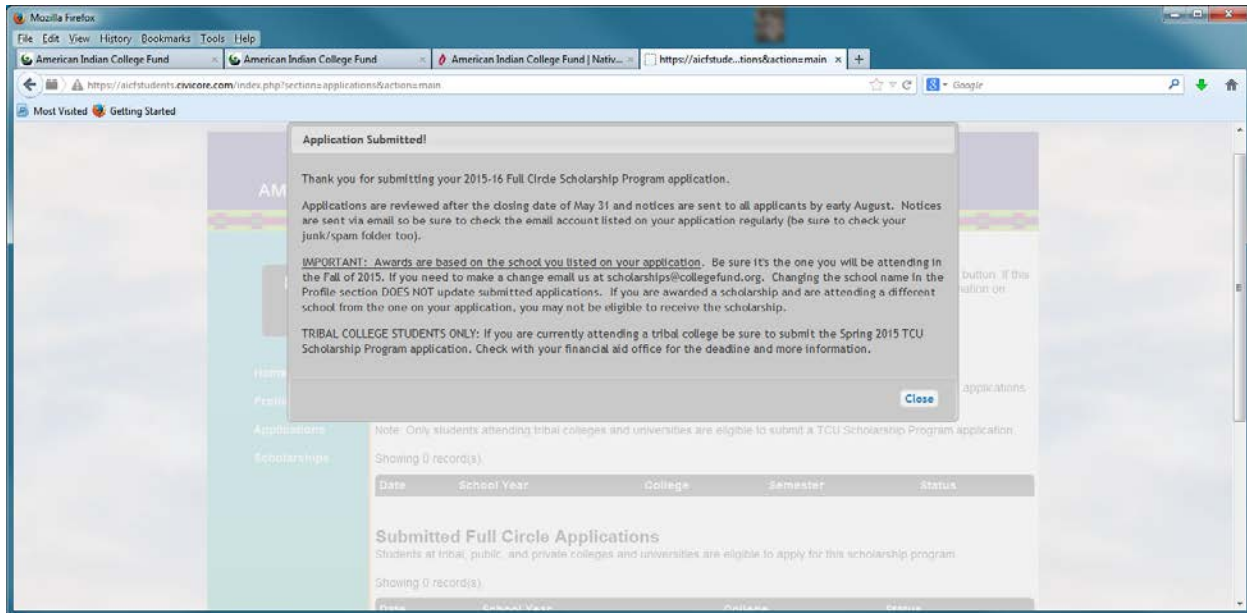
Indicate your authorization of the release of information from application by selecting “Yes.”

Click “**Submit Application.**”

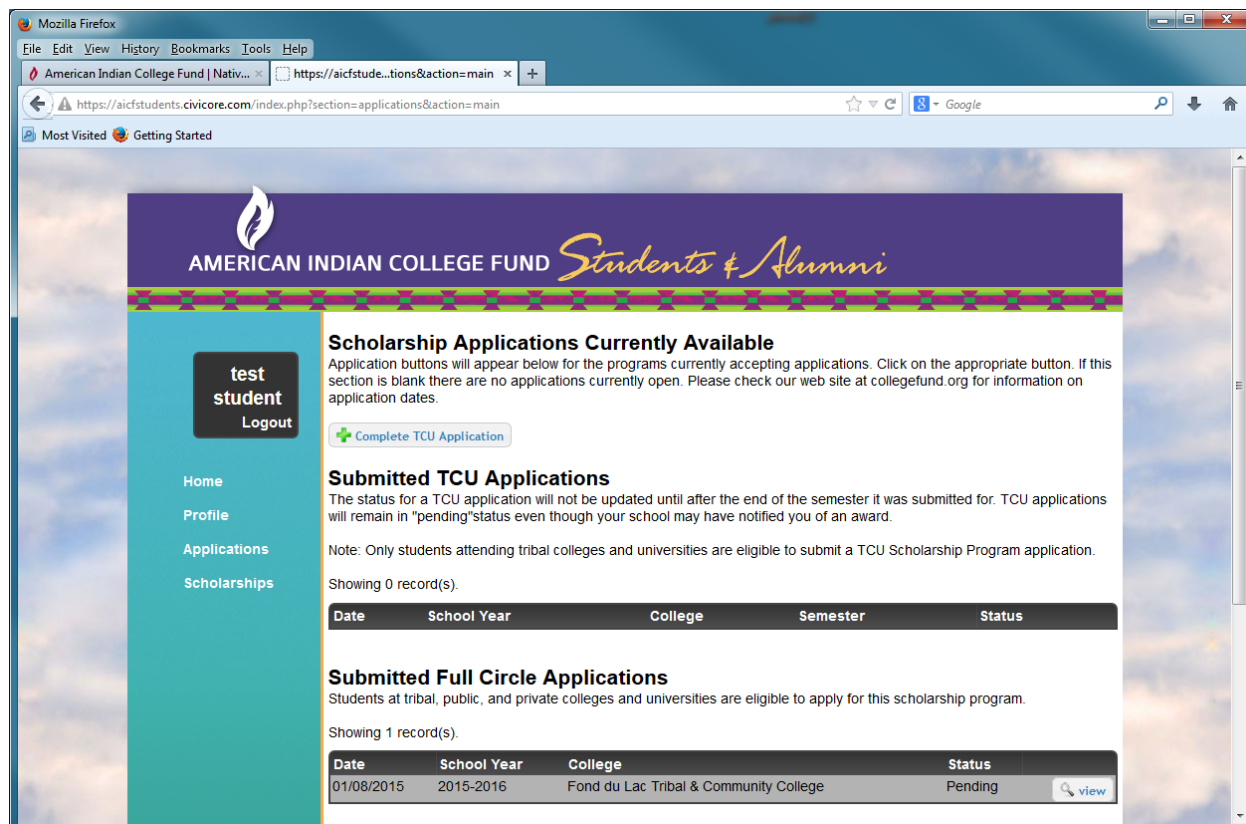
The screenshot shows a Mozilla Firefox browser window with the URL <https://aictstudents.civcore.com/index.php/section=applications&action=main>. The page displays the application form for the American Indian College Fund. The form includes a section for uploading a transcript, a certification statement, and a release of information authorization. The 'Upload File' button is visible, and the text 'No file is currently uploaded.' is displayed. The certification statement reads: '* I certify that all information on this application is true. All information submitted with this application, including my photo, may be used by the American Indian College Fund for advertising, fundraising, and public awareness purposes. I understand that I will not be compensated for the use of these materials.' The release of information section states: 'I authorize the release of information from this application to my school and for other educational purposes. (we will never release your information for any commercial purposes). I authorize my college to release information about my academic performance, my financial aid application and awards (including FAFSA information) to the American Indian College Fund. NOTE: By selecting 'yes' you are electronically signing and agreeing to everything stated above. Selecting 'no' may reduce or eliminate your eligibility for a scholarship.' The 'Yes' option is selected in the dropdown menu. The 'Submit Application' and 'Cancel' buttons are at the bottom right of the form.

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.”

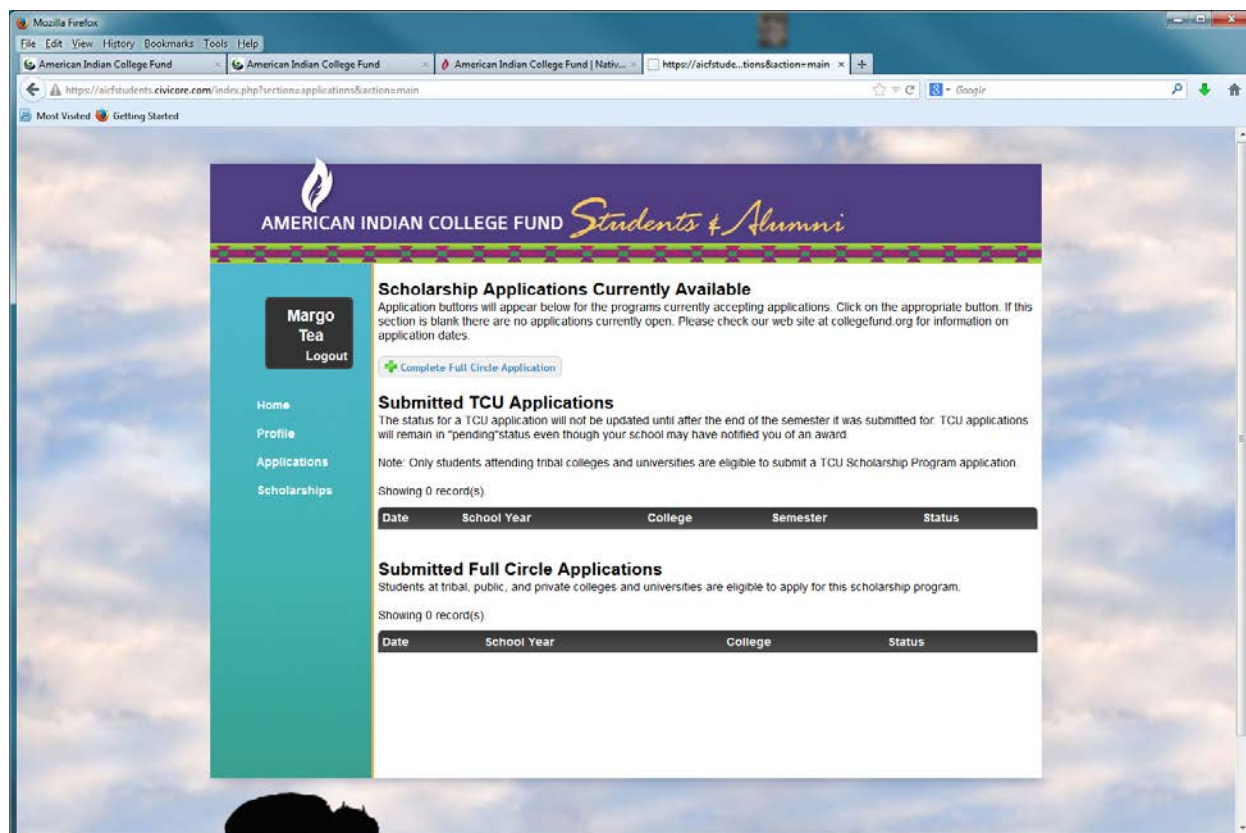
- **Pending:** applications submitted but have not gone through the review/select process. This happens after the close of the application period of May31.
- **Awarded:** shows that the application has been selected to receive a scholarship award. Students are notified by an official letter via the U.S. 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 filled prior to reaching the specific application, application did not meet specific scholarships criteria, overall score was too lower for consideration.)

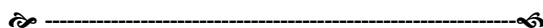
SCHOLARSHIPS

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 scholarships@collegefund.org should you have any further questions.