

# Texas 4-H Foundation Scholarship Portal - How To

## Site Access & Account Creation

You will access the system via the log on page. The portal link is linked on the Texas 4-H Foundation website on under Scholarships. It's recommended that you bookmark this page in your internet browser for ease of access. If you've already created an account, you may enter your email and password and log right in. Otherwise you'll want to click on the "Create New Account" button. If at any time after creating an account, you can't remember your password, you may click on the "Forgot Your Password" button, enter your email address and will be sent a link to reset your password.



## Texas 4-H Youth Development Foundation

### Logon Page

Email Address\*

Password\*

Log On

Create New Account

[Forgot your Password?](#)

#### Welcome to Texas 4-H Foundation's Scholarship Portal!

##### First time here?

Click "Create New Account". If you need assistance, please refer to the "How To" guide on our Scholarship Resources page of the Texas 4-H Foundation website. Be sure to keep this login information for your records as you will use this portal through the life-cycle of your scholarship, should you be awarded.

*TIP: This email address is the one we will use to communicate with you if we have questions, which sometimes require immediate response. It is imperative to monitor your emails throughout this process.*

##### Been here before?

If you have already used our new scholarship portal, but have forgotten your password, please click "Forgot Your Password?" and follow the instructions.

##### Not sure?

If you believe you already have a profile but you are unsure of the login information, **DO NOT** create a new profile. Doing so could result in loss of historical information of your scholarship. Instead, please contact [4hscholarships@ag.tamu.edu](mailto:4hscholarships@ag.tamu.edu).

### CREATE NEW ACCOUNT:

- After you've clicked the "Create New Account", you will first be prompted to enter your personal information, including your email address which will act as your username to logon to the site in the future.
  - Fields marked with an asterisk are required fields.
  - After you've entered in your information, click the "Next" button to add a password.

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- Click “Create Account” to complete registration.

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

## EMAIL CONFIRMATION:

Upon clicking “Create Account” you will be taken to the Email Confirmation page, where you will confirm that you have received an email from the system. Follow the onscreen instructions and click the “Continue” button to finish the registration process.

- If you are awarded a scholarship, you will use this account in the scholarship portal for managing your scholarship.

## Applying for a Scholarship

After you have logged in, you will be taken to the **Apply Page**. This page will show you any currently open opportunities that you can apply for, as well as any relevant deadlines and other applicable information.

- You can preview the application without having to save any work by clicking on the “Preview” button.
- To start an application, click on the blue “Apply” button under the opportunity.
- If you’d like a PDF copy the application, you can click the “Question List” button.
- Once you’ve completed the form, you may click the “Application Packet” button to download a copy of the questions and your responses.
- The application deadline is listed at the top of the form.
  - If the past due message is reflected in red, you no longer have the option to submit the application. You will receive an error message if you attempt to submit.

Work your way through the form responding to the fields.

- All fields with an asterisk are required fields and must be completed in order to submit the application.
- As you complete the form, the system will auto-save every 100 characters typed and every time you click out of a field.
- As an indicator to yourself that you’ve completed a section and to reduce scrolling, it is recommended that you collapse question groups as you go, once you’ve finished all the questions in that group.
- Some fields have character limits.
  - Responses that are longer than the set limit will be saved, but an error message will appear informing the you that the limit has been exceeded.

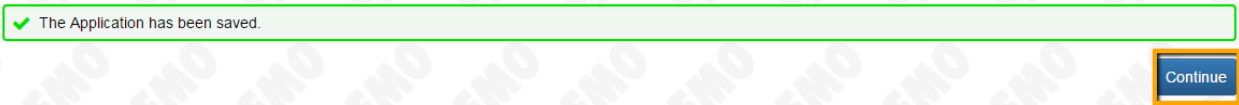
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- You will not be allowed to submit the form until the length of the response has been decreased in accordance with the limit.
- File **upload fields** will only accept one file, per field.
  - Upload fields have size limits.
    - If you attempt to upload a file that is larger than the set 5 MiB limit, you will receive an error message informing the you that the file is too large, and the file **will not** be saved.
  - PDF format is the only file type that the upload fields will accept.
  - Once a file has been uploaded, it may be **deleted** by clicking the **red X** next to the file name and a new file can be uploaded.
- Even though the system has an auto-save feature, there is still a **“Save”** button at the bottom of the form.
  - Your application will be saved as a draft when you save and exit the system. Your draft will be available on your portal dashboard when you log back in.
    - You can continue your application by selecting the **“Edit”** link to the right of the application.

When all the fields are complete, submit the application.

- When a form is submitted successfully, you will be taken to a confirmation page.
  - When you click **“Continue”**, you are taken to your dashboard where you can VIEW your submitted request.
  - You can no longer edit your application after it has been submitted.

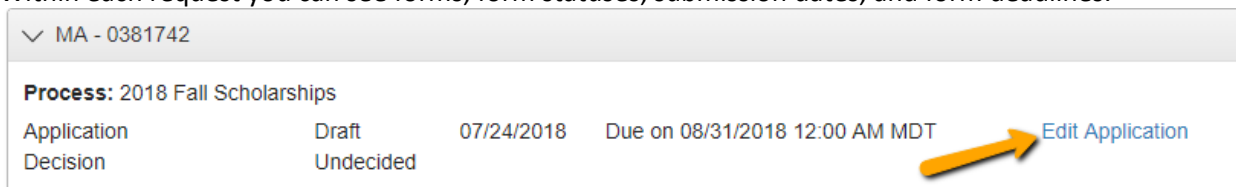
## Confirmation Page



## Your Applicant Dashboard

Your dashboard houses current and historic requests.

The active request tab houses all current applications. These are the applications still requiring action, awaiting a decision and/or application's that have not yet been marked closed by the site administrator. Within each request you can see forms, form statuses, submission dates, and form deadlines.



- You may continue working on saved forms by clicking the edit option next to the form.
- You may view forms that have been submitted but once submitted you cannot edit them.
- You can also see the application's decision status.
  - The status will be **“Undecided”** until the site administrator posts a decision.

If your application is approved, you will be assigned Follow Ups to be completed and submitted through the system. These will include the scholar contract and semester fund requests.

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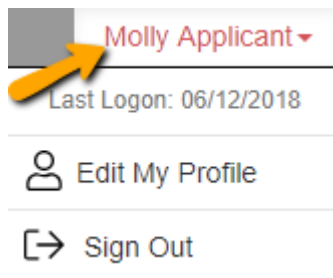
- If you've been assigned multiple follow up forms, you must complete them sequentially by due date.
- Follow ups that are past due will be marked as such.
  - If the past due message is reflected in orange, you may still submit the form.
  - If the past due message is reflected in red, you no longer have the option to submit the form.

### Follow Up Forms

FORM NAME	ASSIGNED TO	AWARD / INSTALLMENT	DUE DATE	STATUS	EDIT/VIEW
Award Agreement	Molly Applicant	Overall Award	05/31/2018	Past Due	Assigned <a href="#">Edit</a>

Denied applications are marked closed by the site administrator and housed in the Historical Request tab.

If you wish to edit your account information or change your password, click your name in the top right corner of the page. This will expand a drop-down menu. You can update your profile and change your password by clicking "Edit my profile". Be sure to click "Save" in the bottom right corner once you've finished.



Please note, that you will be automatically logged out of the system after 90 minutes of inactivity (you will receive a warning message at 80 minutes of the pending "time out").