CALocalScholarships.org

www.CALocalScholarships.org

Step 1: Create your login and begin your profile. <u>Remember your email and</u> <u>password!</u>



Step 2: After you log in, select 'User Profile' from the menu on top of the page.

CALocalscholarships.org "Locally given scholarships in your county"	Home	Scholarships	User Profile	.og out
welcome, County: El Dorado; District: El Dorado Union H5D; School: Union Mine High				

Step 3: Complete **each** step of the User Profile – it becomes your application, so be sure to use correct capitalization, spelling, etc.

To add or make changes to your complete student profile must complete all areas in order to produce a complete a	e, select any or all of the options below. Please be aware the polication
Student Demographic Information Honors or Achievements Extra Curricular Activities Community Service or Activities Employment History Additional Information - Summary Page (To change or modify your County and/or School District,	Make sure to include a scholarship essay for your summary page on your profile.

Step 3: After completing your profile, click on **"Scholarships**" to see the list of scholarships which match your information.



Step 4: View each scholarship by clicking on the **Scholarship Name**. Read the description and determine your eligibility.



Step 5: All of the scholarship criteria and requirements will be listed here – including a link to another application if applicable. Read the scholarship carefully to make sure you have all of the information correct! If you want to print out a calocalscholarship application for this scholarship, select the "create PDF..." link on the scholarship page, or the "View App" link on the Scholarship Listing screen (see arrows).

Step 6: Gather all documents requested by the scholarship committee (application, resume, letter(s) of recommendation, transcript, essay, etc.)

Step 7: Package with cover page (name of scholarship, your name, picture – if desired), and table of contents (optional).

Step 8: Submit by the **due date** to the scholarship committee or to the Career Center as specified by the scholarship.