Step 1: Create your login and begin your profile. *Remember your email and password!*

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

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

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.

A row of all GREEN squares mean you are eligible for this scholarship.

A RED square means you are not eligible for this scholarship.

A YELLOW square means you may be eligible, but check to make sure.

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 callocalscholarship 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.