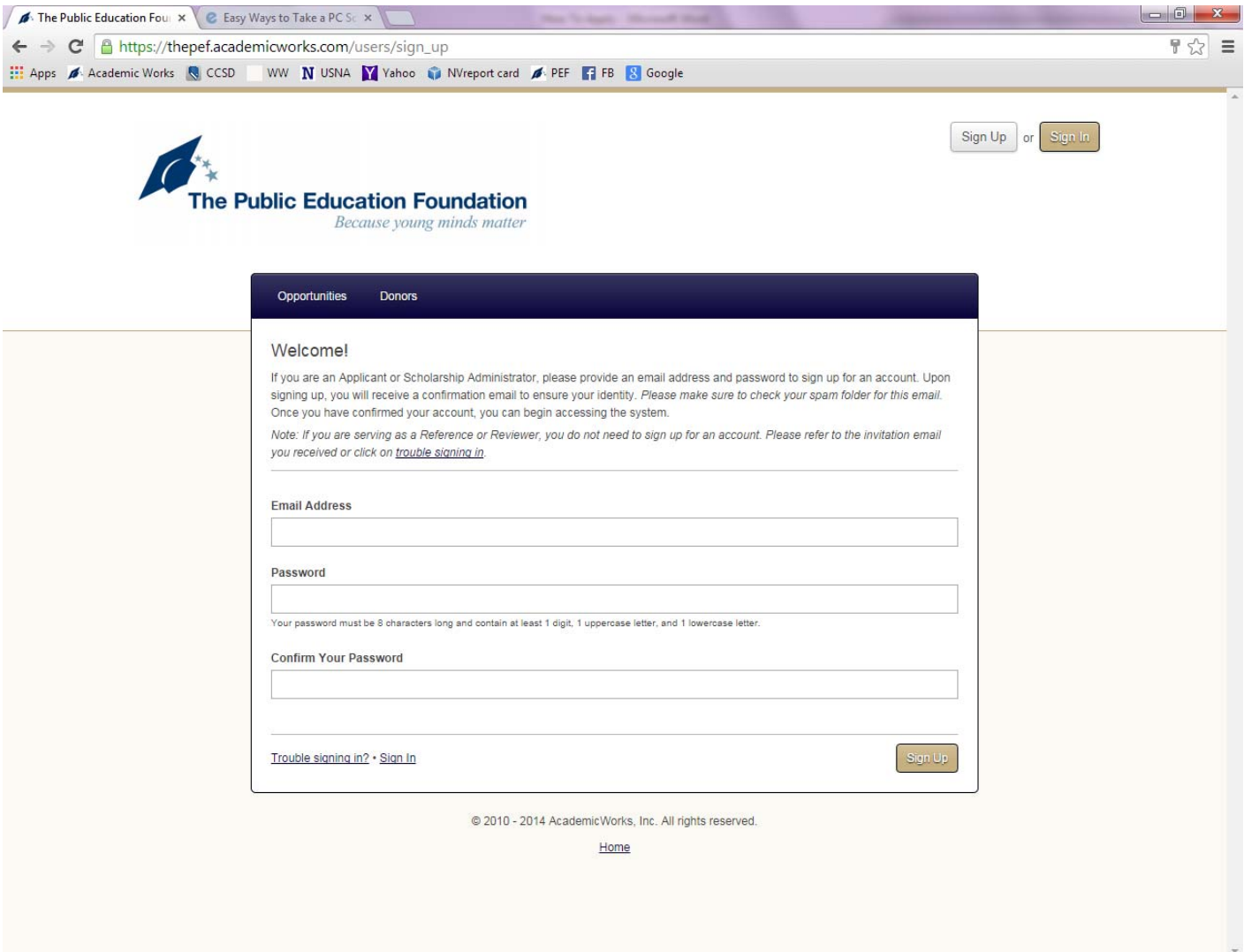


Notes:

1. All applications must be submitted online
2. Check back frequently for new scholarship opportunities
3. Use a word processing program for essays and statements
 - a. the general application has no spell check program
 - b. copy them and paste into the application
4. Enter numbers without symbols
5. Transcripts with 1st semester of your senior year are required
 - a. Provide your counselor's email address
 - b. Counselors can upload these starting at the end of January
6. You will be asked to submit the email addresses of the person(s) recommending you for the scholarship
 - a. This person will receive an email to submit their letter of recommendation
 - b. Please read each scholarship carefully since some require a specific person as a reference

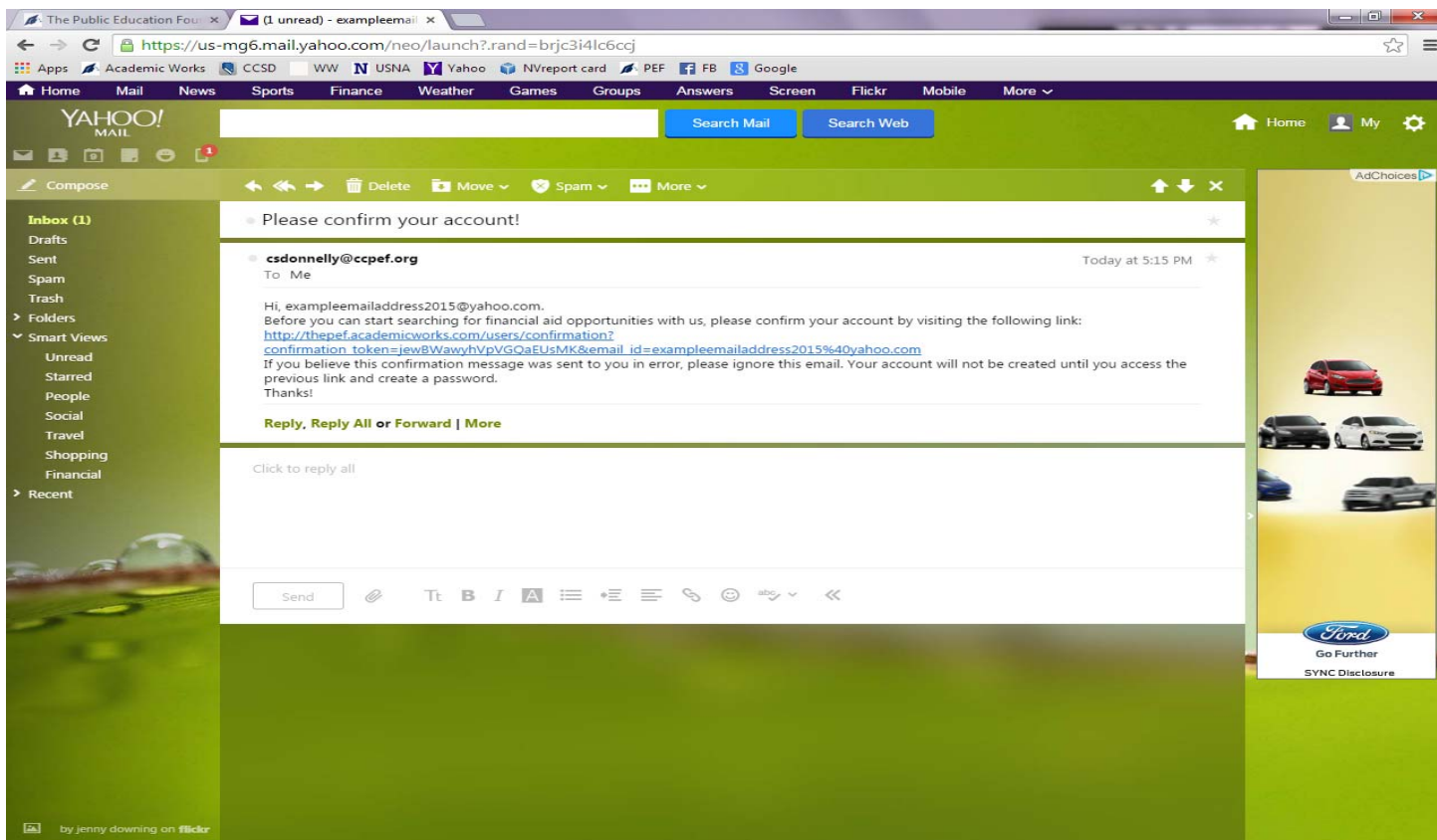
How to apply:

1. "Sign up"
 - a. Top right corner of home page <https://thepef.academicworks.com>
 - b. Choose an email to use
 - c. Create a password
 - i. 8+ characters, including 1digit, 1uppercase letter, and 1 lowercase letter.

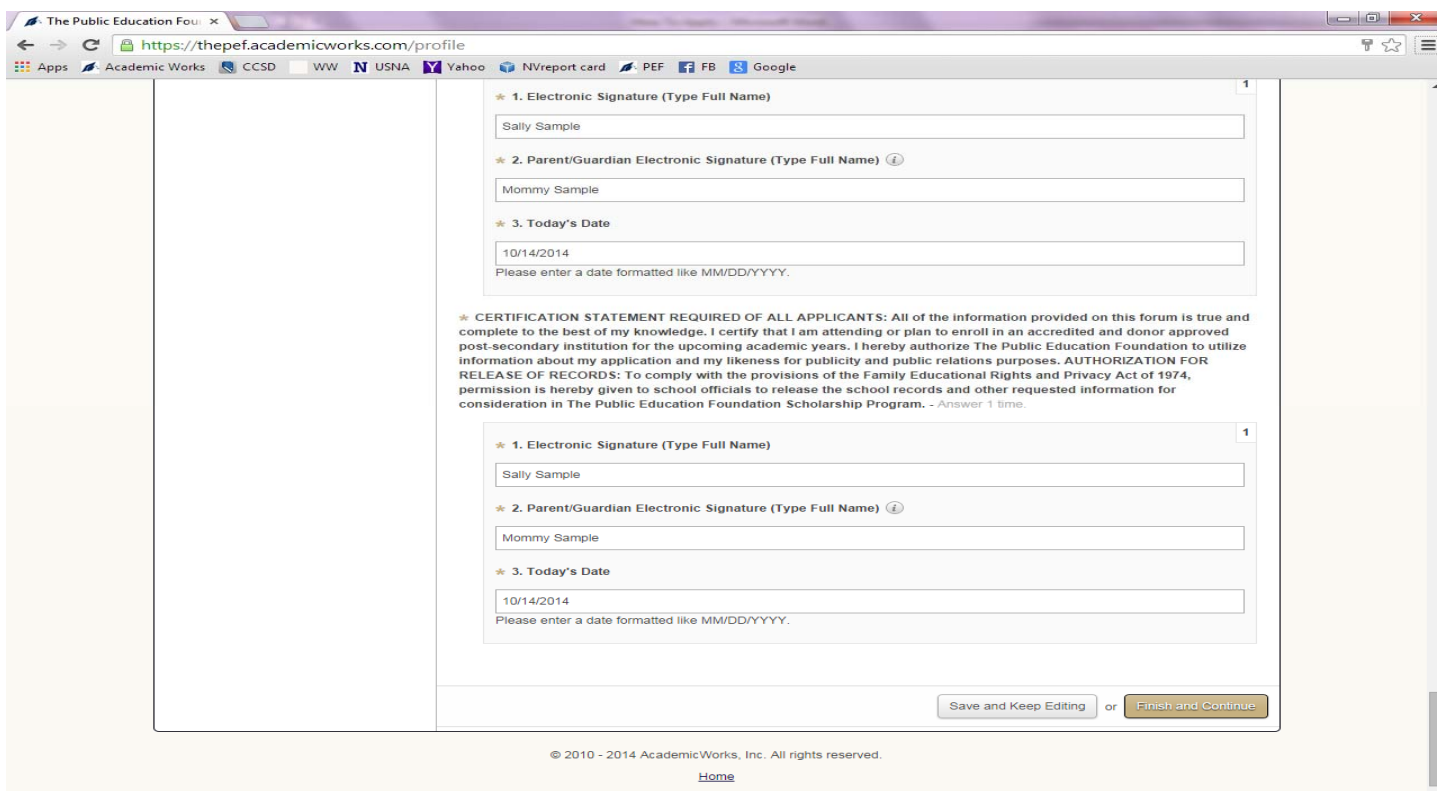


The screenshot shows a web browser window with the URL https://thepef.academicworks.com/users/sign_up. The page features the The Public Education Foundation logo and navigation buttons for "Sign Up" and "Sign In". A dark blue header contains "Opportunities" and "Donors" tabs. The main content area is titled "Welcome!" and includes instructions for applicants and administrators, a note for references, and a sign-up form with fields for "Email Address", "Password", and "Confirm Your Password". A "Sign Up" button is located at the bottom right of the form. At the bottom of the page, there is a copyright notice: "© 2010 - 2014 AcademicWorks, Inc. All rights reserved." and a "Home" link.

2. Confirm identity via clicking on link in email sent to you



3. This brings you to "Your General Application."
- a. Fill out the form
 - b. Questions with an asterisk are **required**
 - c. Enter 0 if you do not have a student number
 - d. Electronic Signatures are required at the end
 - e. Click Save and Keep Editing or Finish and Continue



4. If you need to add or update the general application
 - a. Click on Applications
 - b. Click on General Application
 - c. Make your changes
 - d. Click Update General Application

Update General Application

5. Locate the checkmark in the upper left corner of the page.
 - a. Gray = not submitted
 - b. Follow prompts to complete
 - c. Green = proceed
 - d. Click on the “recommended opportunities” link.



6. Review those recommended for you to see if you meet the more specific criteria.
 - a. Remember that some scholarships are very specific, others are quite general
 - b. Carefully read each recommended opportunity
 - c. Too apply, click on the yellow “Apply Now” button beside a scholarship to get started.
7. Answer the additional questions
 - a. When finished, click on the yellow “Finish and Submit” button to submit your application.

Monitoring Your Scholarship Applications

To monitor the progress of your scholarship application, you may click on the “Applications” tab in the upper left corner of the page. This will show you all of the scholarships for which you’ve submitted an application.

By clicking on the “References” button, you can also monitor whether or not your references have successfully submitted a recommendation or transcript for your application (you can also re-request a reference from this location.)

How Will I Know if I Have Received a Scholarship?

If you are offered a scholarship, you will receive an email notifying you of such to the email address you used to log in.

Apply for all scholarships where you meet the criteria and good luck!

Questions? Email Sara Ritner sritner@ccpef.org Or call 702-799-1042