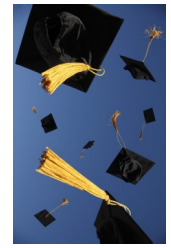




# 2018-19 Lenawee County Education Foundation Online Scholarship Applications Student Instructions



1. Click the link or type the following <https://lenaweecef.org> to access the website.
2. Start an application by clicking on “Scholarships” and then the “2019 Scholarships-Apply Now!” link. If you are a returning user, log in **using the exact same information as you used to make the account**. Upon creating log in you would then select “College Applications” and then “next”.
3. Use the **same email address** every time you log in! Create a password you can remember. (If you forget your password, click on “forgot password” to have it immediately reset-you do not need to create a new account.)
4. Complete personal information and answer multiple questions in the base application. These questions are vital for the scholarship filtering process.
5. If you are not set on one field of study, you can choose more than one.
6. If you are not certain which college/university you plan to attend, you may choose more than one. However, if you are awarded a college specific scholarship you must attend that college in order to receive the scholarship.
7. Review the generated list of scholarships for which you may be eligible and carefully read the criteria for each one.
8. Begin completing your list of applications. (All of the information will auto-fill to the unique applications you have saved and you begin completing the application.)
9. **ALL** applications require your Fall Semester 2018 High School transcript. It is the student’s responsibility to upload a PDF of their transcript from the counseling office and or parchment. **NOTE:** your base application **CAN NOT** be submitted without this upload, as a work around only, you may wish to upload your prior transcript in order to get your list of scholarships you appear eligible for but you MUST replace this document when your new Fall semester 2018 transcript becomes available.
10. Some, but not all, scholarships require one or more letters of recommendation. Some scholarships have specific information they would like to be included in their recommendation, please let the recommender know if this is identified in the scholarship(s). **Beware:** scholarship donors want their letter of recommendation to be unique and address attributes related to their scholarship. (A leadership scholarship should have a recommendation letter that addresses the student’s leadership skills.) Choose recommenders wisely and you will be responsible for uploading their letter to your application.
11. It is important to log back in and check your email **OFTEN** for application status updates. Be sure to check your email’s “junk mail” to make sure your settings allow automated reply messages from the software.

**PLEASE NOTE:** The information you provide in the questions on your base application will be used to build a list of scholarships for which you **MAY** be eligible. (For example, if you choose “Criminal Justice” as your intended major, you will see scholarships specific to that field, as well as others. If you do not choose Criminal Justice, a scholarship requiring that major will not be displayed.)

## **HELPFUL HINTS - Pay Attention to the Details:**

- As you complete a question and go to the next your information is saved automatically.
- Use the calendar to enter your date of birth!
- You may see additional scholarships in your list if they are added late and that you appear eligible for.
- Prepare your essays carefully with attention to spelling and grammar. Keep in mind the audience for whom you are writing the essay!
- Any uploads **MUST BE** in PDF format.
- Once you click “submit” your application, you still have the capability of making revisions up to February 28th, after that date, the system is globally locked and you will not be able to log in.
- Do not procrastinate on completing the application process; your Counseling Office and recommenders need time to complete their tasks! The earlier you request your letter, the more time the recommender has to complete it, may mean a better quality letter for you!