



Online Scholarship Application Student Instructions



1. Go to <http://www.lenaweecef.org/what-we-do/scholarships>
2. Click the link to apply for scholarships.
3. If you are a returning user, log in **using the exact same information as you previously used to make an account**. Otherwise, start an application by clicking on “Begin Search”.
4. Complete information for the scholarship matching on the common application. **(This information will be used to determine the specific scholarships for which you may be eligible.)**
5. Note: for “High School/TECH Center”, choose the high school from which you will graduate and the TECH Center if it applies.
6. Review the generated list of scholarships for which you may be eligible and carefully read the criteria for each one. Select those you wish to add to your “saved applications” to complete at a point in the future.
7. If you are a new user, at the end of the process you will be prompted to create an account. Use the **same email address** every time you log in! Create a password you can remember. (If you have forgotten your password, click on “contact us” to have it reset by LCEF.)
8. Begin completing your list of saved applications by **starting with the LCEF Common Application**. (This information will auto fill to the unique applications.)
9. ALL applications require a Counselor Information Request to be completed. Be prepared with the full name, email address, and phone number of the person designated by your counseling office that will complete this information. NOTE: you will NOT be able to completely submit your application without this Information. You will receive an email letting you know when it has been completed and the status on the application will be updated.
10. Be sure to check your email’s “junk box” to make sure your settings allow automated reply messages from the scholarship software.

PLEASE NOTE: The information you provide in step 4 above 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:

- As you complete a section and click “next”, your information is saved
- You may click “save and return later” at any time in the application
- Prepare your essays in a word processing software for editing, then copy and paste into the essay portion of the application.
- Have a list of people and their contact information to use for your recommendations (if required). Be sure to obtain their information and permission ahead of time!
- Once you click “submit” your application is electronically stamped and sent.
- Do not wait until 11:59 on the deadline date; your Counseling Office (and any recommenders) need time to complete their information!

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