

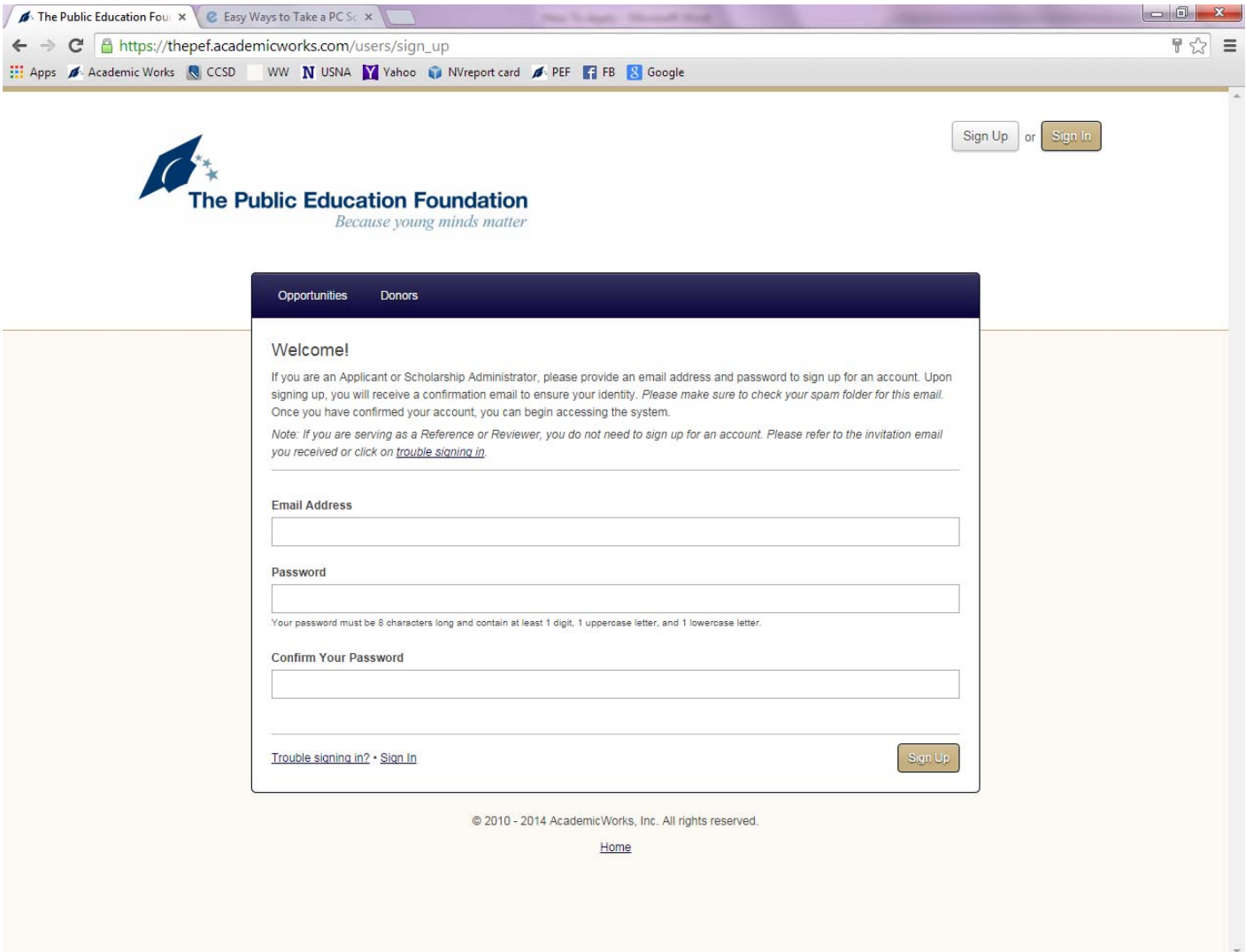
Notes:

1. All applications must be submitted online
2. Check back frequently for new scholarship opportunities (opportunities are activated weekly through February)
3. Use a word processing program for essays and statements (the application does not have a spell check program)
4. Transcripts should be your most recent. Some donors might request one with 1st semester grades of senior year.

How to apply:

From thepef.org, click on “programs”, “scholarships”, “apply for scholarships”, then

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 links for "Opportunities" and "Donors". The main content area is titled "Welcome!" and contains instructions for signing up. It includes three input fields: "Email Address", "Password", and "Confirm Your Password". A "Sign Up" button is located at the bottom right of the form. A note at the bottom of the page reads: "© 2010 - 2014 AcademicWorks, Inc. All rights reserved. [Home](#)".

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

The screenshot shows a web browser window with the URL <https://thepef.academicworks.com/profile>. The page contains a form with the following sections:

- * 1. Electronic Signature (Type Full Name)**: A text input field containing "Sally Sample".
- * 2. Parent/Guardian Electronic Signature (Type Full Name)**: A text input field containing "Mommy Sample".
- * 3. Today's Date**: A date input field containing "10/14/2014". Below it, a note says "Please enter a date formatted like MM/DD/YYYY."

Below the form is a **CERTIFICATION STATEMENT REQUIRED OF ALL APPLICANTS**. The text reads: "All of the information provided on this forum is true and complete to the best of my knowledge. I certify that I am attending or plan to enroll in an accredited and donor approved post-secondary institution for the upcoming academic years. I hereby authorize The Public Education Foundation to utilize information about my application and my likeness for publicity and public relations purposes. AUTHORIZATION FOR RELEASE OF RECORDS: To comply with the provisions of the Family Educational Rights and Privacy Act of 1974, permission is hereby given to school officials to release the school records and other requested information for consideration in The Public Education Foundation Scholarship Program. Answer 1 time."

Below the certification statement is another identical form section with the same fields and values. At the bottom right of the form area, there are two buttons: "Save and Keep Editing" and "Finish and Continue".

At the bottom of the page, there is a copyright notice: "© 2010 - 2014 AcademicWorks, Inc. All rights reserved." and a "Home" link.

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”
5. Review those “recommended” for you to see if you meet specific criteria.
 - a. Remember that some scholarships are very specific, others are quite general
 - b. Carefully read each recommended opportunity
 - c. To apply, click on the “Apply Now” button beside a scholarship to get started.
6. 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 for your application (you can also re-send to 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, usually by May 1.

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

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