

Applying Online

After entering the online portal, create an account. Be advised that each applicant will require a unique email that will become his or her User ID moving forward.

The screenshot shows the login page with a search bar at the top right. On the left, there is a 'Login' section with fields for 'Email' and 'Password', a 'Forgot Password?' link, and 'Login' and 'Cancel' buttons. On the right, there is a welcome message: 'Welcome to Rochester Area Community Foundation's Online Scholarship Application Portal'. Below this, it states: 'Our scholarships were created by local individuals, families, and organizations to support local students and mostly in the eight county region - including Genesee, Livingston, Monroe, Ontario, Orleans, Seneca, Wayne, and Yates counties.' It also mentions: 'Each scholarship has a unique set of eligibility criteria established by the people or organizations that created them.' There is a link to 'View All Scholarships' and a note that not all scholarships are managed on this site, with a link to 'www.ract.org/Scholarshipinfo'. A section for 'New Applicants/First Time Users' includes a 'Create New Account' button and a note: 'Be sure to use a personal email such as Gmail, Yahoo, etc. and not your school email, as most automated and external communications will be blocked by your school's email server.'

Add desired scholarships to your cart to access later or click “apply” to begin that application.

The screenshot shows the details for the 'Bullis Family Scholarship'. It includes a 'Return to Search List' button at the top right. The scholarship name is 'Bullis Family Scholarship'. The 'Begin Accepting Applications Date' is '01/01/2019'. The 'Deadline (EST Time Zone)' is '02/29 16:11:00 PM'. There are 'Apply' and 'Add to Cart' buttons. Below this, it lists 'General Ledger Account: BULLIS', 'Renewable Notes: Students may Reapply each Year', 'Minimum Amount: \$500', 'Maximum Amount: \$1000', and 'Scholarship Type: Renewable'.

Complete each of the sections in the application to 100%.

The screenshot shows a progress dashboard with seven sections: 'Applicant Information' (100%), 'Academic Information' (0%), 'Financial Information' (0%), 'Sports Participation' (0%), 'Applicant Statement' (0%), 'Certification' (0%), 'Attachments' (0%), and 'Request' (Requested: 100%, Received: 0%). A green callout box with an arrow pointing to the 'Request' section contains the text: 'It is okay if the bottom bar is less than 100% since it is a pending request. Once the requests are sent and the top bar is at 100%, the application can be submitted. It is the student's responsibility to make sure the requests are sent and received.'

Click on “Final Review and Submit” when complete.

The screenshot shows a dark blue bar at the top with the text 'Deadline for Submission: 12:00 AM, Apr 15, 2016'. Below this bar are three buttons: 'Preview Application', 'Import Responses from Existing Applications', and 'Final Review and Submit'. A red arrow points to the 'Final Review and Submit' button.