

# Applicant Tutorial for Allison Justiss Volunteer Scholarship

## Overview

This document is designed to provide scholarship applicants with instructions on how to access and use the online application portal. While this document attempts to provide step-by-step instructions, we realize that not all user scenarios may be adequately covered. If you remain logged into the application portal with inactivity for longer than 90 minutes, you will be logged off. Please save your work every 15 minutes or so. We are ready to help with any issues you may have.

First go to [www.arcf.org/apply/scholarships](http://www.arcf.org/apply/scholarships) Click the yellow box saying “Scholarship Portal”.

## Registration Page

Click on Create New Account to register.



### Logon Page

Email Address\*

Password\*

[Forgot your Password?](#)

Log On

Create New Account

New applicants must first register themselves by “Creating an Account”

## To Create an Account

1. Click on Create New Account
2. Enter your contact information
3. Click on the Next Step button
4. Create a password you can remember
5. Click on the Finish button

## Eligibility Quiz

You'll be asked to take an Eligibility Quiz before you can access the application. Every question on the quiz is a required question, but there are a few that must be answered correctly for the Sweetheart application to show up for you. Below is a list of questions and the answers you must provide.

- What is your current level of study?
  - You must be a graduating High School Senior
- What is your cumulative GPA?
  - Your answer must be 2.5 or greater
- What is your ACT score?
  - Your answer must be 19 or higher
- Volunteer Hours/Community Service
  - Minimum 100 volunteer hours w/ Baptist Health Foundation during fall semester senior year
- What college or university will you be attending?
  - You must be attending a university within the state of Arkansas to claim this award

Once you submit your answers, the scholarship applications you're eligible for will appear. If for some reason you answered a question incorrectly contact ARCF by calling 501-372-1116 to have the Eligibility Quiz reset for you.

## Applicant Dashboard

The Dashboard is your homepage where you can check on the status of your application/s. This page will display scholarship applications you have in process and what its status is.

## Filling out the Application

Enter all the applicable information then Save as Draft or Submit the Form.

- 1) Pay close attention to the instructions and character limitations on each question.
- 2) You can save as draft and come back to the form after any given time to complete it. You cannot submit the form with any unanswered question.
  - a. After the application is submitted there will be a confirmation page stating that the form has been submitted.

## Accessing Forms After Save and Submit

The Applicant Dashboard is where you can check on the status of your applications and access them for historical record keeping. The Applicant Dashboard is your homepage. You will be automatically directed there when you login.