



Student “How-To” Guidelines: Scholarship Application

CREATING YOUR ACCOUNT / LOGGING IN

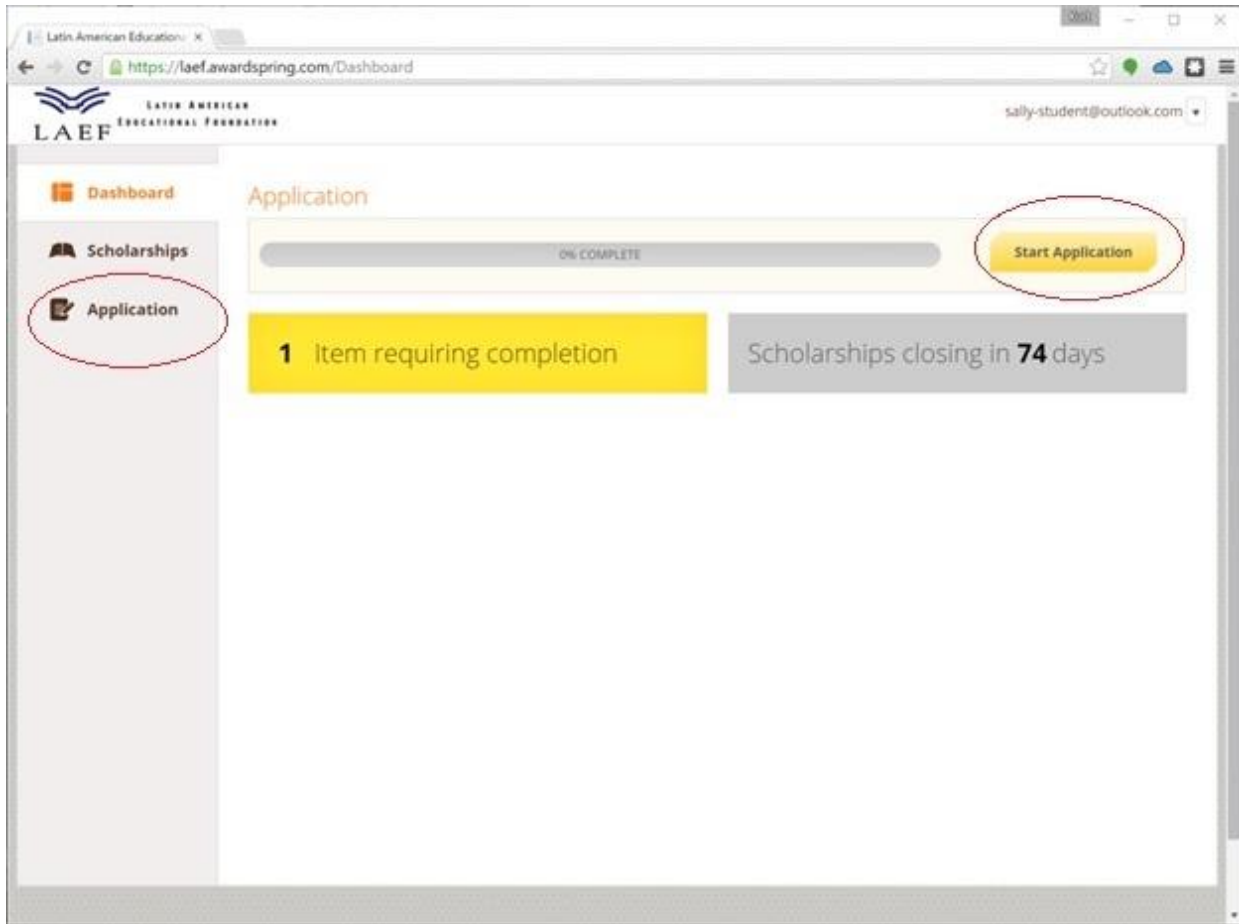
Navigate to <https://laef.awardspring.com>

- *First-time login:* click on **[Register]** to create your account
 - You will receive an email with instructions on setting your password (be sure to check your junk mail just in case)
- *Returning login:* enter your username & password and click **[Sign In]**

The screenshot shows a web browser window with the URL <https://laef.awardspring.com>. The page features the LAEF logo at the top center. On the left side, there is a navigation menu with three items: "Scholarships" (with a book icon), "Sign In" (with a lock icon), and "Register" (with a checkmark icon). The main content area is dominated by a large image of two smiling graduates in black caps and gowns. Overlaid on this image is a white "Sign In" form. The form includes two input fields: "Email" and "Password", both with asterisks indicating required fields. Below the "Password" field is a blue link for "Forgot password". A yellow "Sign In" button is positioned below the form. Below the button, the text "Don't have an account?" is displayed, followed by a yellow "Register" button.

THE STUDENT DASHBOARD

Once you've logged in to your account, you will land on the student dashboard, which looks like this:



From this dashboard view, you will want to begin (and complete) your application for scholarships by clicking on the [Start Application] button at the top right of the page (or by clicking the “Application” link in the left-hand navigation bar)

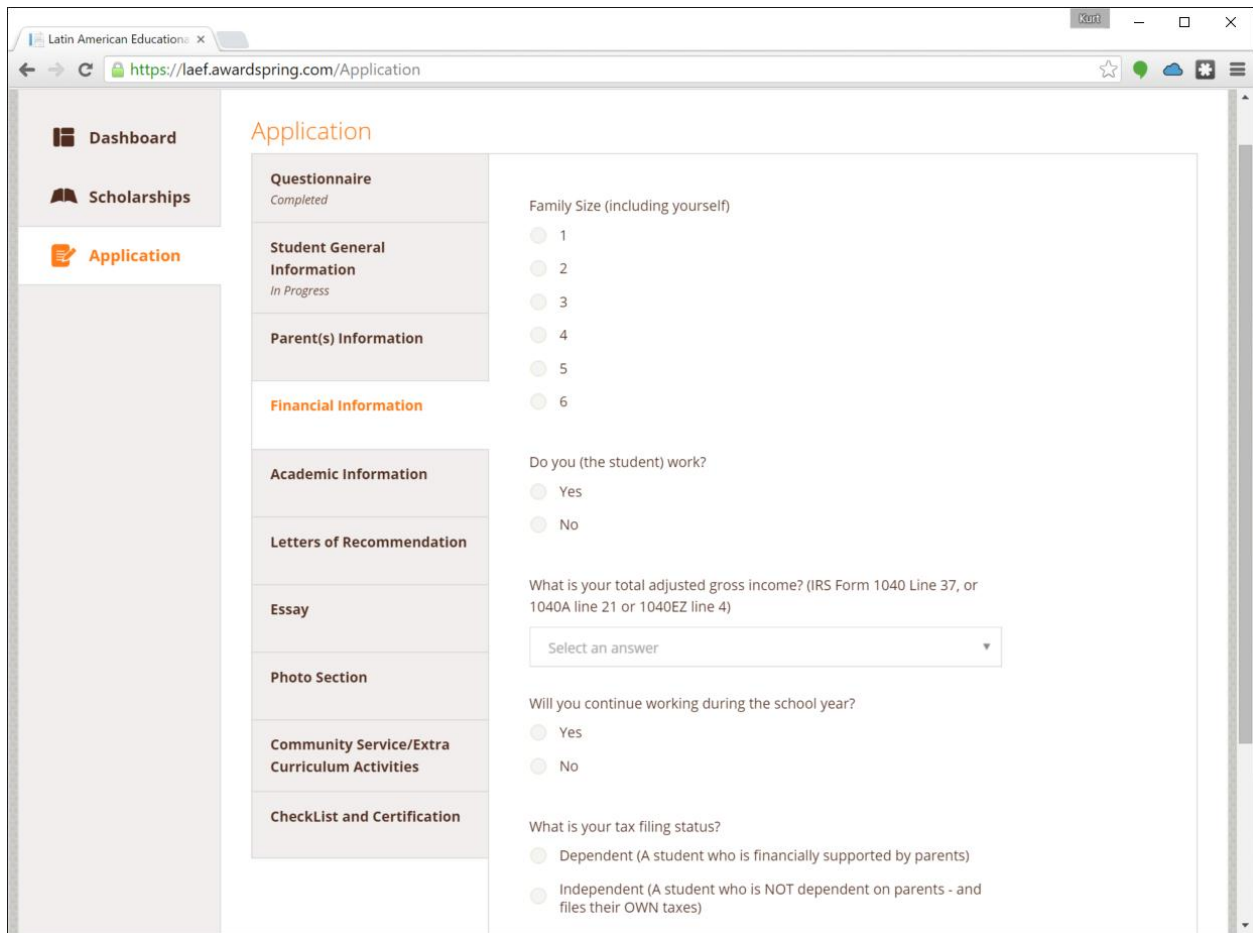
For returning users, you will either want to:

- Continue your application if you're unfinished by clicking on the [Start Application] button at the top right of the page (or by clicking the “Application” link in the left-hand navigation bar)
- If you've finished your application, you'll want to pay attention to any “Items requiring completion” listed, which may include additional requirements for specific scholarships or other follow-up items required

COMPLETE YOUR APPLICATION

The application process is relatively straight-forward. You will have multiple sections of information to fill out, and each section will identify whether you're completed or in progress on that section

- Answers selected will automatically save as you tab away from (or click away from) the answer you just selected
- At the end of each section, you can click the [Next Step] button to navigate to the next section of questions to answer (you may also simply click on the next section in the list)
- When all questions are answered, the [Submit Application] button will turn from gray (unselectable) to yellow, allowing you to complete your application



The screenshot shows a web browser window with the URL <https://laef.awardspring.com/Application>. The page is titled "Application" and features a sidebar with navigation options: Dashboard, Scholarships, and Application (highlighted). The main content area displays a progress bar and a list of sections:

- Questionnaire (Completed)
- Student General Information (In Progress)
- Parent(s) Information
- Financial Information
- Academic Information
- Letters of Recommendation
- Essay
- Photo Section
- Community Service/Extra Curriculum Activities
- CheckList and Certification

The "Financial Information" section is currently active, showing the following questions and options:

Family Size (including yourself)

- 1
- 2
- 3
- 4
- 5
- 6

Do you (the student) work?

- Yes
- No

What is your total adjusted gross income? (IRS Form 1040 Line 37, or 1040A line 21 or 1040EZ line 4)

Select an answer

Will you continue working during the school year?

- Yes
- No

What is your tax filing status?

- Dependent (A student who is financially supported by parents)
- Independent (A student who is NOT dependent on parents - and files their OWN taxes)

A NOTE ABOUT LETTERS OF RECOMMENDATION

We require that each student request 2 Letters of Recommendation. To do so, you will request those recommendations directly from the “Letters of Recommendation” tab on your application.

- Simply fill out the first request (example below) and click the [Send Request] button
- When done, you’ll see that request “Pending” at the top right of your screen, and can fill out a 2nd request following the same steps

The screenshot shows a web browser window with the URL <https://laef.awardspring.com/Application>. The page is titled "Application" and features a sidebar with navigation options: "Dashboard", "Scholarships", and "Application" (which is highlighted). The main content area is divided into two columns. The left column contains a list of sections: "Questionnaire" (Completed), "Student General Information" (Completed), "Parent(s) Information" (Completed), "Financial Information" (Completed), "Academic Information" (Completed), "Letters of Recommendation" (In Progress), "Essay", "Photo Section", "Community Service/Extra Curriculum Activities", and "CheckList and Certification". The right column is titled "Recommendations" and contains the following text: "Latin American Educational Foundation requires that you have 2 recommendation letter(s). Simply fill out the form below to send request for recommendation letters." Below this text is a form with the following fields: "Recommender First Name" (text input with value "Ricky"), "Recommender Last Name" (text input with value "Recommender"), "Email" (text input with value "ricky-recommender@outlook.com"), "Relationship" (dropdown menu with value "Counselor"), and "Request Message" (text area with value "I am applying for a scholarship from Latin American Education Foundation using an online scholarship application system, and I'd appreciate you providing a recommendation letter on my behalf. Your response is extremely important to me."). A "Send Request" button is located at the bottom of the form.

Latin American Education x

https://laef.awardspring.com/Application

Dashboard

Scholarships

Application

Questionnaire
Completed

Student General Information
Completed

Parent(s) Information
Completed

Financial Information
Completed

Academic Information
Completed

Letters of Recommendation
In Progress

Essay

Photo Section

Community Service/Extra Curriculum Activities

CheckList and Certification

Recommendations

Latin American Educational Foundation requires that you have 2 recommendation letter(s).

Simply fill out the form below to send request for recommendation letters.

Recommender First Name

Recommender Last Name

Email

Relationship

Select a relationship ▼

Request Message

Send Request

Pending

Ricky Recommender

ricky-recommender@outlook.com
Counselor
Requested on 12/3/2015

Edit Request