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 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
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
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
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