

Frisco Education Foundation
2012 Scholarship Application
On-Line Application Instructions

**PLEASE READ THESE INSTRUCTIONS BEFORE YOU GET STARTED!
FAILURE TO DO SO MAY RESULT IN APPLICATION NOT BEING
COMPLETED CORRECTLY.**

1. Go to link provided below for access to application
www.efoundationsolutions.com/FEF/FEF/scholarships
2. Log in as a new applicant-click the “register new user link” to create your account:
Create User Name – **THIS MUST BE YOUR EMAIL ADDRESS**
Create Password – **PLEASE WRITE DOWN AND KEEP IN A SAFE PLACE AS WE WILL NOT HAVE ACCESS TO RETREIVE LOST PASSWORDS AND YOU WILL HAVE TO START OVER!**
3. You will need to fill out each page/section and **save each page/section before going to the next** (save icon is on the top right hand side of each page, looks like a computer disk, under the status bar and next to the printer icon).

Page/Sections:

- A. FEF Scholarship Application
- B. Volunteer/Community Service/Employment
- C. Recommendations/Other Information/Signatures Required:
Recommendations will also be handled on line this year. See instructions on application in this section. For teachers you must request recommendations electronically by using their Fisd email address and no other. In turn, the teachers and outside recommendation person will submit your recommendations back to FEF on-line as well. **It will be up to you as the applicant to check back with the people you requested recommendations from to be sure they have completed and submitted your recommendation to FEF.**
Teachers and outside recommendation persons will receive an auto-generated email from FEF@efoundationsolutions.com notifying them you have requested an action of them to complete your FEF Scholarship Application and for them to click on a link to complete the request. **IT IS STRONGLY ADVISED YOU DOUBLE CHECK WITH THEM THEIR EMAIL ADDRESS BEFORE YOU SEND REQUEST AND YOU FOLLOW UP WITH THEM FROM TIME TO TIME, ESPECIALLY WITH THE COMMUNITY RECOMMENDATIONS. THE AUTO GENERATED EMAIL MAY GO TO THEIR JUNK MAIL OR SPAM.**
- D. School/Extra Curricular- **HOLD DOWN THE “CTRL” KEY AND CLICK THE YEAR TO SELECT MULTIPLE GRADE LEVELS**
- E. Testing/College Prep
- F. Essays -**only the FEF Essay is mandatory.** All others are optional and some require specific criteria to be considered. For instance, if you are not going to be attending a College/University in Texas, you do not need to write the SWS Freedom Scholarship Essay. Please read before getting started.
- G. Frisco Football League
- H. Youth Sports Organizations
- I. Financial/Signature Required (will need information from your parents for this section.)
- J. Frisco Soccer Association

**Don't forget to
SAVE YOUR
WORK prior to
going on to the
next page/section
every time!!!!!!**

**You can save an
incomplete page
and come back to it
later. JUST
REMEMBER TO
SAVE IT!**

* All areas that note **Signature Required:** will need your parent to type in their name.

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**Printing
the
application**

4. You may print a copy of the application at any time by using the printer icon located at the top right hand corner of the yellow box on the application. It will be your responsibility to keep a printed copy of your completed application.

IMPORTANT!

DO NOT SUBMIT your application until you are absolutely sure you are finished with it. You may work on your application and come back to it until you have completed it. You do not have to complete your application in one sitting if your schedule does not allow. You may start and stop when you need to as long as it is completed and submitted by Feb. 10th at 5:00pm. Be sure to save every single time you go into a page/section before you leave it or you will lose information. Once you submit, you will not be able to go back in and edit. As long as you have not submitted your application, you may go in and out of the application to edit it. Be sure you save after you edit. Watch the status bar at the top right of the application. This will let you know whether you have submitted your application or not.

Once application is submitted, applicant will receive an email confirming application has been successfully submitted.

5. **After you have submitted your application**, you may log into your application to see status: Submitted. You may also print a copy of your application at any time using the printer icon in the top right corner of the yellow box. To print your application in its entirety rather than in sections, you will need to click on FEF Application section of the application prior to clicking the printer icon.
6. **Deadline is 5:00pm February 10th, 2012. The system will lock down at that time and any un-submitted applications will not be accepted or available to complete and submit.**
7. It is the applicant's responsibility to check status of application to be sure application reflects submitted status.