Instructions for Uploading Documents to the Scholarship Application

Questions about the application should be directed to Maryellen Ferro at mferro@aaacf.org or 734.663.0401

**STEP 1:** Go to aaacf.org/scholarships and click on the green “Resume Your Application” button on the lower righthand side of the screen.

**STEP 2:** Enter your User name and Password. Click the green “Login” button located below.
STEP 3: Click on “Resume or View Your Application.”

Applications

The application consists of three items:
1. Online portion (including two essays)
2. Scholarship Recommendation Form ([download the form here]) - letters of recommendation are
3. Transcript

STEP 4: Click on the number listed under the “App Id Resume” column.

<table>
<thead>
<tr>
<th>APP ID RESUME</th>
<th>APPLICATION NAME</th>
<th>PROGRAM</th>
<th>APPLICATION DATE</th>
<th>APPROVED DATE</th>
<th>STATUS</th>
<th>APP PDF</th>
</tr>
</thead>
<tbody>
<tr>
<td>156463</td>
<td>Maryellen Ferro - 11/25/20</td>
<td>Community Scholarship</td>
<td>11/25/2020</td>
<td></td>
<td>In Process</td>
<td></td>
</tr>
</tbody>
</table>

STEP 5: Click “Details.”

<table>
<thead>
<tr>
<th>NAME</th>
<th>CURRENT STATUS</th>
<th>MANDATORY?</th>
<th>DUE DATE</th>
<th>DESCRIPTION</th>
<th>DATE COMPLETED</th>
<th>ALLOWED FILE TYPES</th>
<th>MAX FILE SIZE (MB)</th>
<th>ACTIONS</th>
</tr>
</thead>
<tbody>
<tr>
<td>Transcript</td>
<td>Incomplete</td>
<td>Yes</td>
<td>3/2/2021</td>
<td>Please upload your most recent transcript. Only Word Documents and PDF's can be uploaded.</td>
<td></td>
<td></td>
<td></td>
<td>Details</td>
</tr>
</tbody>
</table>

STEP 6: Click “Select.”
STEP 7: Locate and click on your document and click “Open.”

STEP 8: Click “Upload.”

STEP 9: Click “Back to Requirements.”

STEP 10: Click “Details” again and repeat steps 6-9 until all required documentation has been uploaded. You are done uploading when the “Date Completed” column has a date listed for each item.

Application Deadline: Tuesday, March 2, 2021 @ 3 PM