



## Ann Arbor Area Community Foundation

# Ann Arbor Area Community Foundation Instructions for Uploading Documents to the Scholarship Application

Questions about the application should be directed to Maryellen Ferro  
at [mferro@aaacf.org](mailto:mferro@aaacf.org) or 734.663.0401

**STEP 1:** Go to [aaacf.org/scholarships](http://aaacf.org/scholarships) and click on the green “Resume Your Application” button on the lower right hand side of the screen.

The screenshot shows the AAACF website interface. On the left is a navigation menu with items: 'Scholarships Resources & to Apply', 'Available Scholarships', 'Applicant instructions, Resources, & FAQs', and 'Apply Now'. The main content area has a heading 'secondary educations at schools throughout the nation.' followed by 'About the Online Scholarship Process'. This section explains that most scholarships use an online application and lists requirements: 'Online portion (including two essays)', 'Scholarship Recommendation Form', and 'Transcript'. A blue arrow points from the 'Scholarship Recommendation Form' text to a button labeled 'RESUME YOUR APPLICATION' in a dark orange box. To the right of this box is another dark orange box with yellow text: 'The scholarship application will be available on January 15, 2019 with a deadline of March 12th @ 3PM.' Below the 'RESUME YOUR APPLICATION' button are two more buttons: 'START YOUR APPLICATION' and 'DOWNLOAD THE SCHOLARSHIP RECOMMENDATION FORM'. Further down, there is a section for 'Additional Scholarships' and a final note about four scholarships without application forms.

**STEP 2:** Enter your User name and Password. Click the green “Login” button located below.

The screenshot shows the 'Account Login' form. It has two input fields: 'User' and 'Password'. Below the 'Password' field is a green 'Login' button, which is highlighted with a red box and a blue arrow. Below the 'Login' button is a link for 'Forgot Password'.

**STEP 3: Click on “Resume Your Application.”**

**Scholarships**

- View Scholarship Descriptions
- Start Your Application
- Resume Your Application**

## Welcome to AAACF's Online Scholarship Opportunities ▾

The application consists of three items:

1. Online portion (including two essays)
2. Scholarship Recommendation Form ([download the form here](#)) - *letters of recommendation are not accepted*
3. Transcript

**IMPORTANT DETAILS:**

1. Applications that do not use the Scholarship Recommendation Form will NOT be considered by the committee.
2. Photos of the Scholarship Recommendation Form and transcript will NOT be considered by the committee.
3. The Scholarship Recommendation Form and transcript must be uploaded as Word documents or PDF's.

Questions? Contact Maryellen Ferro at 734.663.0401 or [mferro@aaacf.org](mailto:mferro@aaacf.org).

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

Questions? Contact Maryellen Ferro at [mferro@aaacf.org](mailto:mferro@aaacf.org) or 734-663-0401.

**Search**

Range: Last 6 Months ▾

[Advanced Search](#)

**My Applications**

App Id Resume	Application Name	Program	Application Date	Approved Date	Status	App PDF
<b>140618</b>	Maryellen TEST-11.21.18	2018 NuStep Scholarship	11/21/2018		In Process	

### STEP 5: Click "Details."

- ✔ Section 3: Test Scores
- ✔ Section 4: College Information
- ✔ Section 5: Financial Information
- ✔ Section 6: Activities & Community Involvement
- ✔ Section 7: Employment History & Academic Achievement
- ✔ Section 8: Final Thoughts

Please upload required documentation as listed in the table below.

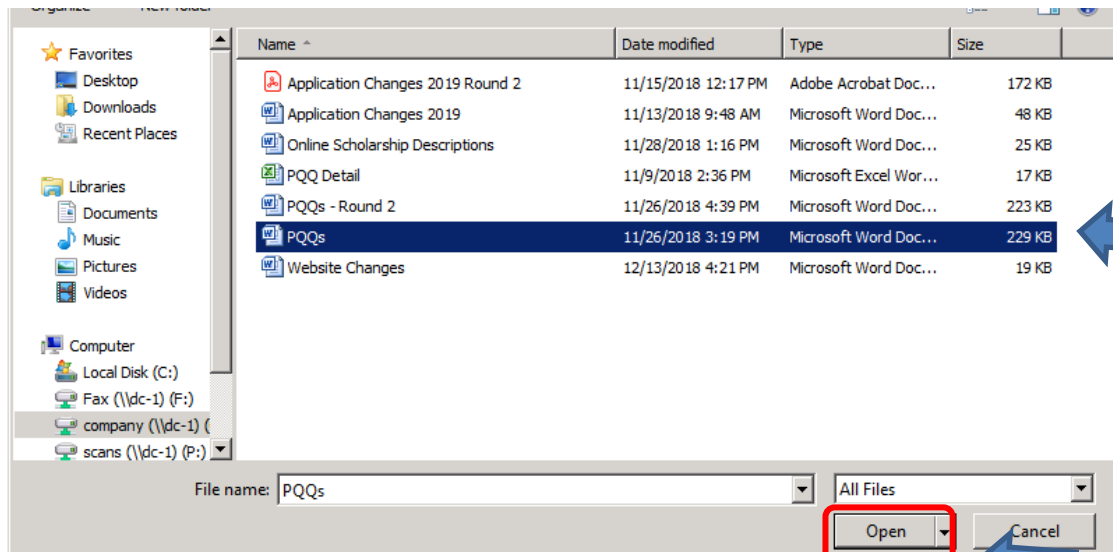
Name	Current Status	Mandatory?	Due Date	Description	Date Completed	Actions
SAT or Equivalent Test Score	Incomplete	Yes	3/13/2018	Provide a copy of your SAT or equivalent test score.		Details
Transcript	Incomplete	Yes	3/13/2018	Please upload your most recent transcript. Only Word Documents and PDF's can be uploaded.		Details
NuStep Essay	Incomplete	Yes	3/13/2018	Provide a brief essay on: How has active living impacted by life?		Details

### STEP 6: Click "Select."

**Upload**

- Select**
- Select** × Remove
- Select** × Remove
- 

### STEP 7: Locate and click on your document and click "Open."



**STEP 8: Click "Upload."**



**STEP 9: Click "Back."**



**Upload**

File Name

PQQs.docx



**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.**

**Section 8: Final Thoughts**

Please upload required documentation as listed in the table below.

Name	Current Status	Mandatory?	Due Date	Description	Date Completed	Actions
SAT or Equivalent Test Score	Completed	Yes	3/13/2018	Provide a copy of your SAT or equivalent test score.	12/13/2018	Details
Transcript	Completed	Yes	3/13/2018	Please upload your most recent transcript. Only Word Documents and PDF's can be uploaded.	12/13/2018	Details
NuStep Essay	Incomplete	Yes	3/13/2018	Provide a brief essay on: How has active living impacted by life?		Details
Scholarship Recommendation	Incomplete	Yes	3/13/2018	Upload your Scholarship Recommendation Form. Letters		Details

**Application Deadline: 3 PM on Tuesday, March 12, 2019**