



HOW TO USE THE CFNIL WEB PORTAL

· SCHOLARSHIPS ·

If you have previously registered for the Web Portal, you do not need to register again. You can access the Web Portal using the "Apply Now" icon found at the top of every page on cfnil.org.

· How to Register ·

- 1) Visit www.cfnil.org and click Scholarships, then click on the "Application Portal" icon on the right-hand side of the screen. The " Application Portal" icon is also on the header of every page on www.cfnil.org and links to <http://cfnil.spectrumportal.net/>.
- 2) **Click the blue "Register" link.**
- 3) Complete the requested profile information. Asterisks denote required fields. Please fill out the profile completely – leaving a field blank may affect your eligibility for some scholarships.
- 4) In the "Portal Access" section, select **"Scholarship Applicant"** only.
- 5) **Click "Register".**
- 6) A message will appear saying that a confirmation code has been e-mailed to you. Check your e-mail (including your spam folder) for your confirmation code. **You'll need to enter this code the first time** you log into the portal.
- 7) **You will be able to access the application as soon as you enter the confirmation code, but you can't** submit it until CFNIL approves your registration. This may take up to one business day, not including nights and weekends.

· Using the Web Portal ·

- 1) **Click "Scholarship Applicant"**, this will lead you to the scholarship home screen.
- 2) Click on **"Scholarship Applicant Profile"** under **"Available Applications"** to start a new application. **You can save and return to the application later; click on the appropriate application under "Saved Applications" to work on an application you've already started.**
- 3) Complete each page of the application, saving frequently. The system will log you out after a few **minutes of inactivity, and anything that hasn't been saved will be lost.** You can also write your **answers in a Word document and copy them to the application when they're complete to avoid** losing your work.
- 4) **Once you're completely finished with the profile, click "Select Scholarships" at the bottom of the "Certification" page.**
- 5) Based on your previous answers, the system will match you with any scholarship funds for which you are eligible. A list of all eligible funds will appear.

PLEASE NOTE: If you were not matched with a scholarship you think you are eligible for, do the following before proceeding:

- a) Review the specific criteria for the scholarship at www.cfnil.org/scholarships to make sure **you're truly eligible**.
 - b) Go back to your saved application and double-check your answers for accuracy.
 - c) If your answers appear to be correct and you are still not matched up with the scholarship, contact Program Associate Ciara Stahly before you do anything else at cstahly@cfnil.org or 779-210-8209.
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- 6) **When you're ready to proceed, check the box** next to each scholarship fund you wish to apply for. **Once you click "Continue" you will not be able to make any changes to your application.**
 - 7) **A screen will appear saying "More Information Required"**. For each scholarship fund you selected you need to complete an Addendum page, which includes an essay.
 - 8) Go back to the "Scholarship Applicant" section. **You'll see a new record for each scholarship fund under the "Saved Applications" heading.** For each scholarship fund you selected:
 - a. **Click on the "Scholarship Applicant Profile" link.** This will bring you to the Addendum page for that particular scholarship fund.
 - b. Complete the Addendum page as directed.
 - c. **Click "Submit"**. At this point emails will be automatically sent to your references with a link to the reference form. It is your responsibility to make sure that the emails are received, and the forms completed before the deadline.

Until you hit "Submit," you can access your saved scholarship applications, so you don't have to finish the addendum essays all at once. You can find your saved applications under "Scholarship Applicant" under the "Saved Applications" heading. We strongly recommend waiting to submit all your applications at the **same time; if they're submitted separately, it's possible that your references will have to complete the form twice.**

If you experience any technical issues with registering, logging in, or saving/submitting your applications, try the following troubleshooting suggestions first:

- 1) Log off the Web Portal, close your browser window, open a new window and log in.
- 2) **Type in your password each time you log in (the system doesn't always accept auto-filled passwords).**
- 3) Log off the Web Portal and restart your computer.
- 4) Try a different web browser (Chrome and Firefox work best).
- 5) Try a different computer or connect to a different network. Do not try to submit an application on your phone.

If none of these solutions work, contact Program Associate Ciara Stahly at cstahly@cfnil.org or 779-210-8209.

