

# Carol Rivchun Educational Development Fund (“C.R.E.D. Fund”)

## Applicant Guide

Part I. Summary of Application Process – brief description of entire process

Part II. How to Start Your Application – detailed description of every step *before* you apply

### Part I. Summary of Application Process

#### 1. Go to Landing Page

Review eligibility, award and required documents information for the C.R.E.D. Fund.

#### 2. Set up your Scholarship America User Account

Here you will create your username and password. (You will be redirected here once you click the “Apply Now” button on the bottom of the main page).

#### 3. Create Your Profile

Here you will fill basic information about yourself. Fill this in as completely and as accurately as you are comfortable with, even if you feel the information does not seem directly related to how you intend to use the C.R.E.D. scholarship, if awarded. Why? As an added benefit, the data you provide will be cross-referenced with other scholarship opportunities you may be eligible for in addition to the C.R.E.D. Fund.

#### 4. Apply for C.R.E.D. Fund and Other Opportunities!

Once your profile is created, you will have access to applying to the C.R.E.D. Fund and perhaps other scholarships you may be eligible for. *(NOTE: USE YOUR DAYFORCE ACCOUNT TO RETRIEVE YOUR EMPLOYER ID # AND DATE OF HIRE, WHICH WILL BE NEEDED DURING THIS STEP)*

## Part II. How to Start Your Application

This is a brief guide to help you navigate through the beginning stages of the application process for the C.R.E.D. Fund. If you have read the guide and still have questions, you may contact Scholarship America at (507) 931-1682 and refer to the C.R.E.D. Fund or send an email to [cred@scholarshipamerica.org](mailto:cred@scholarshipamerica.org).

First, the link provided to you (<https://learnmore.scholarsapply.org/cred/>) will take you to the landing page (see **screenshot below**), where you can review the eligibility requirements, award information, and required documents. Once you have read the landing page, you may click "Apply Now".



### Carol Rivchun Educational Development Fund ("C.R.E.D. Fund")

**Deadline to apply: April 25, 2019 3:00 pm CT**

Youth Opportunities Unlimited (Y.O.U.) has established the Carol Rivchun Educational Development Fund ("C.R.E.D. Fund") to assist full-time Y.O.U. employees who plan to enroll in coursework between August 2019 and July 2020.

This scholarship program is administered by Scholarship America®, the nation's largest designer and manager of scholarship, tuition assistance and other education support programs for corporations, foundations, associations, and individuals. Awards are granted without regard to race, color, creed, religion, sexual orientation, gender, age, disability or national origin.

For assistance with completing the application, download the [Applicant Guide](#).

Eligibility	Awards	Required Documents
<b>Applicants must meet all of the following criteria:</b>		
<ul style="list-style-type: none"><li>• Be full-time Youth Opportunities Unlimited employees who have a minimum of 18 months employment with the company as of the application deadline date.</li><li>• Be planning to enroll in certification, prep course work, undergraduate and graduate study between August 2019 and July 2020.</li></ul>		

Youth Opportunities Unlimited has partnered with Scholarship America. Selecting "Apply Now" will redirect you the Scholarship America Student Hub!

**Apply Now**

This will take you to the Scholarship America Hub login page (see **screenshot below**).

## Welcome to the Scholarship America Hub

The one stop shop for scholarship needs. If this is your first time here, please take a moment to register for an account.

Students, we'll match you with available scholarships. It's that easy.

Recommenders, please log in.

### Have an account?

Username \*

Password \*

LOG IN

[Forgot password/username?](#)

### First time here?

Username \*

Email \*

First name \*

Middle initial

Last name \*

REGISTER

If you are first-time user of the Hub, create an account on the right (under "First Time Here?").

\*Note for later: Once you have an account, you will log on the left side (under "Have an account?").

Once you click "Register", you will see a notification at the top of the page instructing you to check your email for a confirmation link ([see screenshot below](#)).

✔ Your account has been created. Before you can log into the website, please check your email for a notification request. Follow the link to confirm registration and choose your password.

## Welcome to the Scholarship America Hub

The one stop shop for scholarship needs. If this is your first time here, please take a moment to register for an account.

Students, we'll match you with available scholarships. It's that easy.

Recommenders, please log in.

### Have an account?

Username \*

Password \*

LOG IN

[Forgot password/username?](#)

### First time here?

Username \*

Email \*

First name \*

Middle initial

Last name \*

REGISTER

Check your email account for a message from Scholarship America Hub ([studentsupport@scholarshipamerica.org](mailto:studentsupport@scholarshipamerica.org)) and click the link to "Confirm your registration".

The link will take you to a new page that will allow you to set your password (see screenshot below). Create a password following the instructions.

\*Note for later: If you forget your username or password any time after this you complete this step, you can go to the login page and click "Forgot password/username?" for help.

## Set your password

Once your password is set, you will automatically be logged into the website.

The username for this account: "mstover4"

Your new password

*Please select a case-sensitive password for your account. It must be at least 8 characters long and contain at least one lower case letter, upper case letter, and some other character. No spaces, single quotes, or double quotes are allowed.*

Confirm your new password

*Please re-type your password for verification*

Log in

*This button will be enabled once the passwords match*

After you create your password, you will be sent to your Profile, where you will create a general profile, which includes all the basic information required for applications in the Scholarship America Hub. This profile will be used to match you to other scholarship opportunities (if applicable).

Since not all of the fields in the Scholarship Eligibility section of the general profile apply to all applicants applying to the C.R.E.D. Fund (those pursuing certification programs, course prep work, etc.), please use the default responses whenever a field is not applicable (N/A) to your situation (**see screenshot below**).

### Scholarship Eligibility

This website uses a 4.00 GPA scale. If needed, view the conversion chart to convert your % grade.

Your current grade level \*

If N/A, choose "Postsecondary (university) student"

Cumulative GPA on a 4.00 scale \*

If N/A, type "3.00"

format: n.nn (e.g. "3.60")

Post-secondary school type you plan to attend \*

If N/A, choose "Other"

What is your high school graduation year? \*

Required field (will not affect C.R.E.D. Fund application)

format: yyyy

Field of study \*

If N/A, choose "Undecided"

First generation college student \*

Yes  
 No If N/A, choose "No"

Estimated Family Contribution (EFC)

Not a required field

Your EFC number can be found on FAFSA form. Please enter numbers only; no commas, symbols, etc.

Year in school for the upcoming academic year \*

If N/A, choose "Sophomore"

Are you an active member of Boys and Girls Clubs of America?

Not a required field (does not apply to C.R.E.D. Fund)

Once your profile is complete, you will be sent to the Eligible Scholarships page ([see screenshot below](#)). Scroll down until you find the Carol Rivchun Education Development Fund and click APPLY NOW.

\*Note for later: LEARN MORE will take you back to the original landing page if at any time you would like to review the eligibility requirements, award information and required documents again.

	<b>The Forging Industry Women's Scholarship</b> Opens on: February 01, 2019 6:00am Due by: April 15, 2019 3:00pm <a href="#">LEARN MORE</a>   <a href="#">APPLY NOW</a>
	<b>The Univision Scholarship Program</b> Opens on: March 14, 2019 6:00am Due by: April 25, 2019 3:00pm <a href="#">LEARN MORE</a>   <a href="#">APPLY NOW</a>
	<b>Carol Rivchun Education Development Fund ("C.R.E.D. Fund")</b> Opens on: March 18, 2019 6:00am Due by: April 25, 2019 3:00pm <a href="#">LEARN MORE</a>   <a href="#">APPLY NOW</a>

This completes the “getting started” tutorial. You may now follow the on-screen prompts and fill out your application for the C.R.E.D. Fund.

**APPLICATION TIPS:**

- Each required field is indicated by a red asterisk.
- When applying, please answer as accurately as you are comfortable with. If you feel the question is not relevant to how you intend to use the C.R.E.D. scholarship, you may use the default response “Other” or, if a response is not required, leave the field blank.
- Use your Dayforce account to retrieve your Employee ID # and Date of hire, which will be needed during this step.

**If anything in the application is still unclear, you may contact Scholarship America at (507) 931-1682 and refer to the C.R.E.D. Fund or send an email to [cred@scholarshipamerica.org](mailto:cred@scholarshipamerica.org).**