

Evaluator Site Access & Account Creation

You will access the system via the log on page. The Foundation may have provided you with a link to this page, or it may be hyperlinked on their Foundation website. It is recommend that you bookmark this page in your internet browser for ease of access.

If you have already created an account, you may enter your email and password and log right in.

Otherwise, you will want to click on the Create New Account button.

If at any time after creating an account, you cannot remember your password, you may click on the *Forgot Your Password* button, enter your email address and you will be sent a link to reset your password.



Logon Page

Email Address*

Password*

[Forgot your Password?](#)

[Welcome to the LaGrange County Community Foundation's Online Scholarships Portal.](#)

New Users: Please click on "Create New Account" to complete the registration process and create your logon credentials.

- [Apply for a Scholarship - Applicant Overview Video](#)
- [Written Tutorial](#)
- [Video Tutorial: Site Access & Account Creation](#)
- [Optional Video Tutorial: Eligibility Quiz](#)

Existing Users: Please enter your credentials and log in. If you forgot your password, please use the "Forgot your Password?" link to the left to reset your password.

Not Sure? Do not create a new account, please contact our Scholarship Manager, Laurie Sherck, at lsherck@lccf.net to receive your username.

CREATE NEW ACCOUNT:

- After you've clicked the Create New Account, you will first be prompted to enter your personal information on a Registration Page, including **your email address which will act as your Username** to logon into the site in the future.
 - Fields with an asterisk next to them are **required** fields and you must complete them before moving forward.
 - Note you can always click on the "Cancel Account Creation" button to abandon the registration page.
 - After you've entered in your User information, click the "Next" button to add a password.

- Click Create Account to complete registration.

Password

Passwords must be at least six characters long and may contain capital or lowercase letters, numbers, or any of the following special characters: !@#%&*()_

Password*

Confirm Password*

< Previous Create Account

EMAIL CONFIRMATION:

Upon clicking Create Account, you will be taken to the Email Confirmation page, so you can confirm that you are receiving emails from the system. Follow the onscreen instructions and click the “Continue” button to finish the registration process.

- Now you have an account in this system, **and remember this is an account that you will use for both present and future evaluations.**

Applying To Be a Scholarship Evaluator

Upon accessing the system for the first time, you will land on the **Apply Page**. This page will show you any currently open opportunities that you can apply for, as well as any relevant deadlines and other applicable information. You are applying to be an Evaluator so **choose the 2021 Scholarship Evaluators opportunity.**

- You can preview the application without having to save any work by clicking on the “Preview” button.
- To start the Evaluator Application click on the blue “Apply” button under the opportunity you would like to apply to.”
- Clicking Apply will take you into a form to complete or submit.
-

LaGrange County Community Foundation - Scholarships

Apply Enter Access Code Enter Code

Quick Search

No Name Accepting Submissions **Apply**

Preview

Eligibility - Lilly Endowment

2021 LILLY ENDOWMENT COMMUNITY SCHOLARSHIP

The 2021 Lilly Endowment Community Scholarship application will be available online July 30, 2020.
Applications are due September 15, 2020 by 5 p.m.

Lilly Endowment established the Lilly Endowment Community Scholarship Program to help raise Indiana's level of educational attainment and to leverage further the ability of Indiana's community foundations to enhance the quality of life for local residents.

The program is offered state-wide and administered by local community foundations, with oversight from Independent Colleges of Indiana. Since the program started in 1998, 37 students from LaGrange County have received the award.

Award Details: The scholarship provides full tuition for four years at an accredited Indiana college or university, with a special allocation for up to \$900 for books and required equipment. Room and board is not included.

Criteria needed to apply:

- On course to graduate by June 30, 2021, with a diploma from an accredited LaGrange County school and plan to pursue a full-time baccalaureate course of study at an accredited public or private college or university in Indiana.

of LaGrange County.
 um GPA of 3.0.

County Community Foundation's Lilly Scholarship Advisory Committee evaluates applicants in several categories: community service, leadership, academics, work history, extracurricular involvement, and personal interview.

Preview **Start Eligibility Quiz**

Once in the form, *note, that your contact information automatically populates at the top of the form.*

- You may also update your contact information if needed, and view your email history.
- If you would like a PDF copy the application, you can click the Question List button.
- Once you have completed the form, you may click the Application Packet button to download a copy of the questions and your responses.
- Please note that if the form has a specific deadline it will be listed at the top of the form.
 - You will not be able to submit after the deadline has passed.
 - If the past due message is reflected in orange, you may still submit the form.
 - If the past due message is reflected in red, you no longer have the option to submit the form.
 - If you are not allowed to submit, you will receive a message should you attempt to submit.

Work your way through the form responding to the fields.

- Note that any fields with an asterisk are required fields and must be completed prior to submitting an application.
- **As you complete the form, the system will auto-save every 100 characters typed or every time you click out of a field.**
- Even though the system is auto-saving there is still a **“Save”** button at the bottom of the form.
 - When you click save you are taken to a confirmation page so you know the save was successful.
 - If you click **“Continue”**, you will be taken back into the form so you can continue working.
 - If you save and exit the system, you will access the **draft of the form** from your **Dashboard** the next time you log in.
 - Pick back up where you left off by clicking **“Edit”** link to the right of the request.

When all of the fields are complete, submit the application.

- If any required fields were not completed, or a response to a text question type is longer than the set limit, the system will not allow the form to be submitted.
 - An error message appears listing the fields that need to be completed or edited.
 - These fields are outlined in red so they are easy to identify as you scroll through the form.
- When a form is submitted successfully, you will be taken to a confirmation page.
 - When you click **“Continue”** you are taken to your dashboard where you can VIEW your submitted request.
 - **Note, that once an application has been submitted you can no longer edit it.**

Confirmation Page

✓ The Application has been saved.

Continue

Your Applicant Dashboard

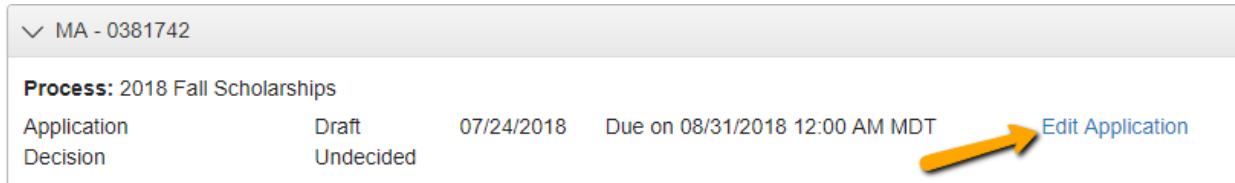
Your dashboard houses current and historic requests. You can always return to your Dashboard by clicking on the Home Icon at the top left hand side of the screen.

The active request tab houses all current requests. These are the requests still requiring action, awaiting a decision and/or requests that have not yet been marked closed by the site administrator. Within each request you can see forms, form statuses and submission dates and, if applicable, form deadlines.

MA - 0381742

Process: 2018 Fall Scholarships

Application	Draft	07/24/2018	Due on 08/31/2018 12:00 AM MDT	Edit Application
Decision	Undecided			



- You may continue working on saved forms by clicking the edit option next to the form.
- You may view forms that have been submitted but note that once submitted you can not edit them.
- You can also see the request's decision status.
 - The status will be "Undecided" until the site administrator posts a decision.
 - Timing on decision status updates vary depending on the foundation.

If your request to be an evaluator is approved you will be assigned Follow Up forms: **The Conflicts of Interest, Disclosure Statement and Confidentiality Forms** to be completed and submitted through the system.

- Follow ups are completed and submitted just like any other form.
- Follow ups that are past due will be marked as such.
 - If the past due message is reflected in orange, you may still submit the form.
 - If the past due message is reflected in red, you no longer have the option to submit the form.


Follow Up Forms


FORM NAME	ASSIGNED TO	AWARD / INSTALLMENT	DUE DATE	STATUS	EDIT/VIEW
Award Agreement	Molly Applicant	Overall Award	05/31/2018 Past Due	Assigned	Edit

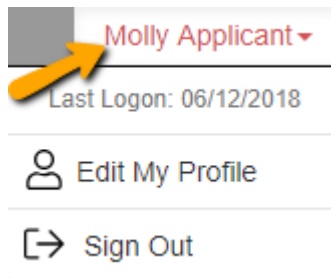
If you wish to edit your account information or change your password, click your name in the top right. This will expand a drop-down menu. If you click Edit my profile, you will be able to update your user information or change your password. Be sure to click save in the bottom right once you have finished.

Molly Applicant ▾

Last Logon: 06/12/2018

 Edit My Profile

 Sign Out



Please note, that you will be automatically logged out of the system after 90 minutes of inactivity (you will receive a warning message at 80 minutes of the pending "time out").