How to Apply for Pacific Union
Education Scholarships

Link to Scholarships: https://pacuniongrants.smapply.io. This will open a welcome page. *(**Note:** There is a toggle button in the right-hand corner that allows the applicant to switch between viewing information in Spanish (ES) or English (EN). Depending on the language setting in the Internet browser, an applicant may automatically see a specific language.)*
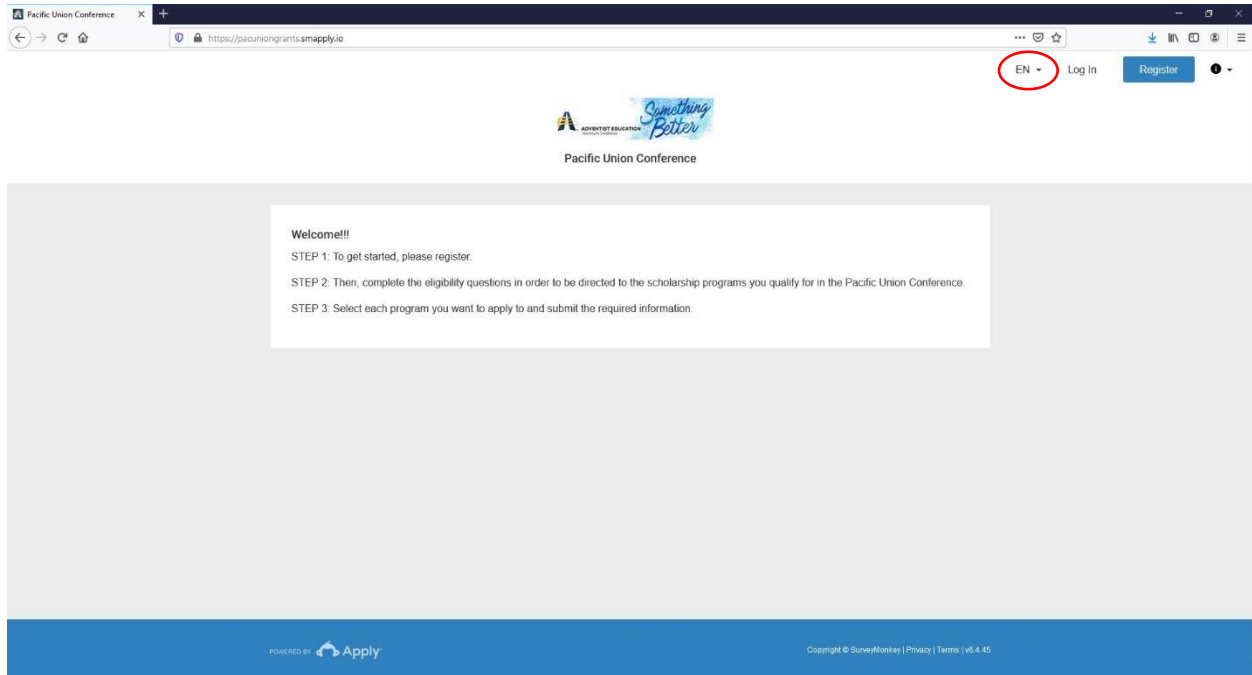
Log in for Account: To access an account that was previously setup, enter the email address and password on the login screen. If the password has been forgotten, choose "Forgot your password" to reset it. For applicants that do not have an account yet, select the "Register" button in the top right-hand corner to create an account.
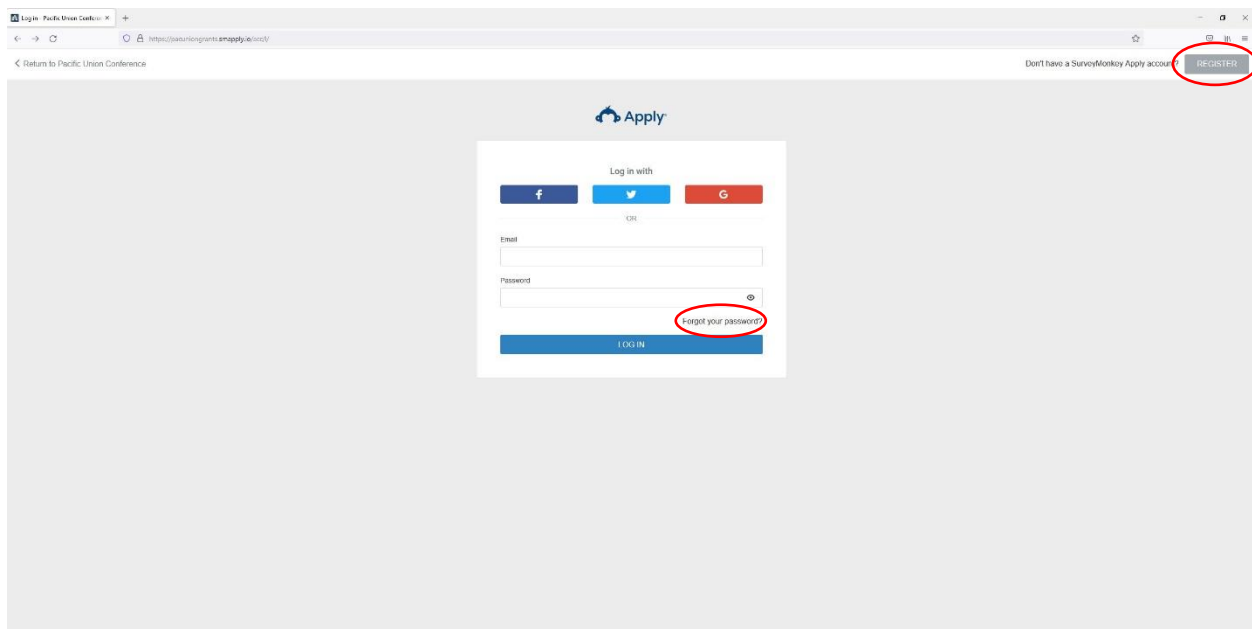
Register for Account: Applicants will need to register for an account by providing a first and last name, email address, and creating a password. This will allow them to return at any time to complete the application as well as monitor the application's progress through review and final approval. The application will save if the applicant needs to return later to complete it. *(**Note:** Parents with multiple children only need to setup* <u>*one account*</u> *as multiple applications can be submitted through the account.)*


Account Confirmation: After creating an account, an email will be sent to the applicant to confirm their email address. Once the email has been confirmed, click "Continue to site".

View Programs: Since the account is new, there are no applications for scholarship programs in process yet. Once an applicant has started an application, it will show in My Programs when the applicant logs in. Click "View Programs" to continue.
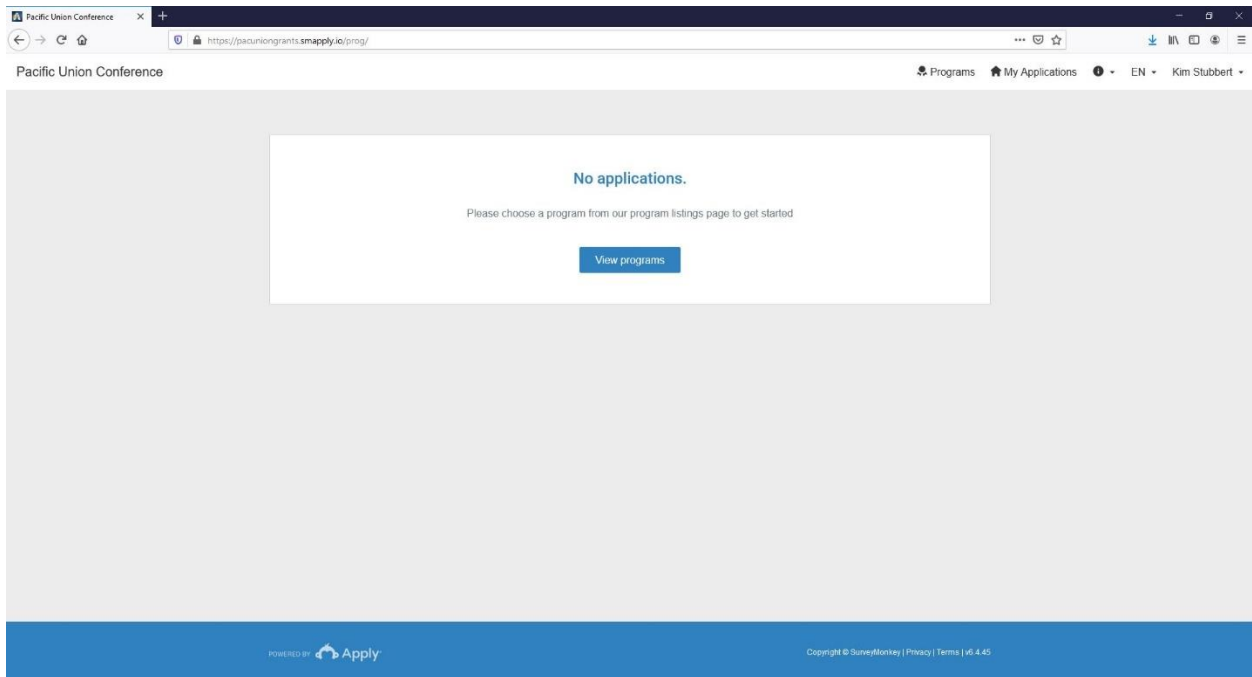
Eligibility Profile: Each applicant must complete an eligibility profile, which will give them access to apply for scholarships according to the criteria they meet.
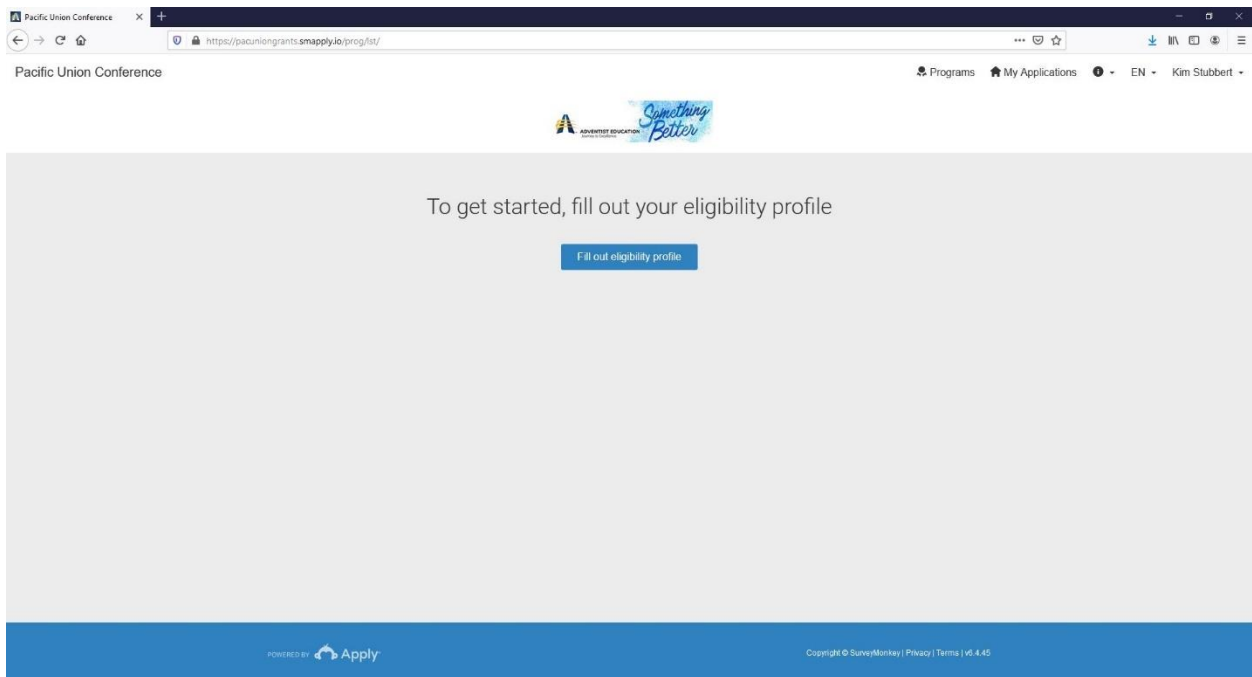
Eligibility Form: This form consists of five questions that are required to complete the eligibility profile.

Eligible for Scholarship Programs: Based on the eligibility profile an applicant will be directed to scholarship programs they qualify for in the Pacific Union Conference. An applicant may select a program and click "More" to learn more about it and choose if they want to apply.

Not Eligible for Scholarship Programs: In some cases, an applicant may not meet the eligibility criteria for a program and will receive a message stating, "Sorry, there are no programs".
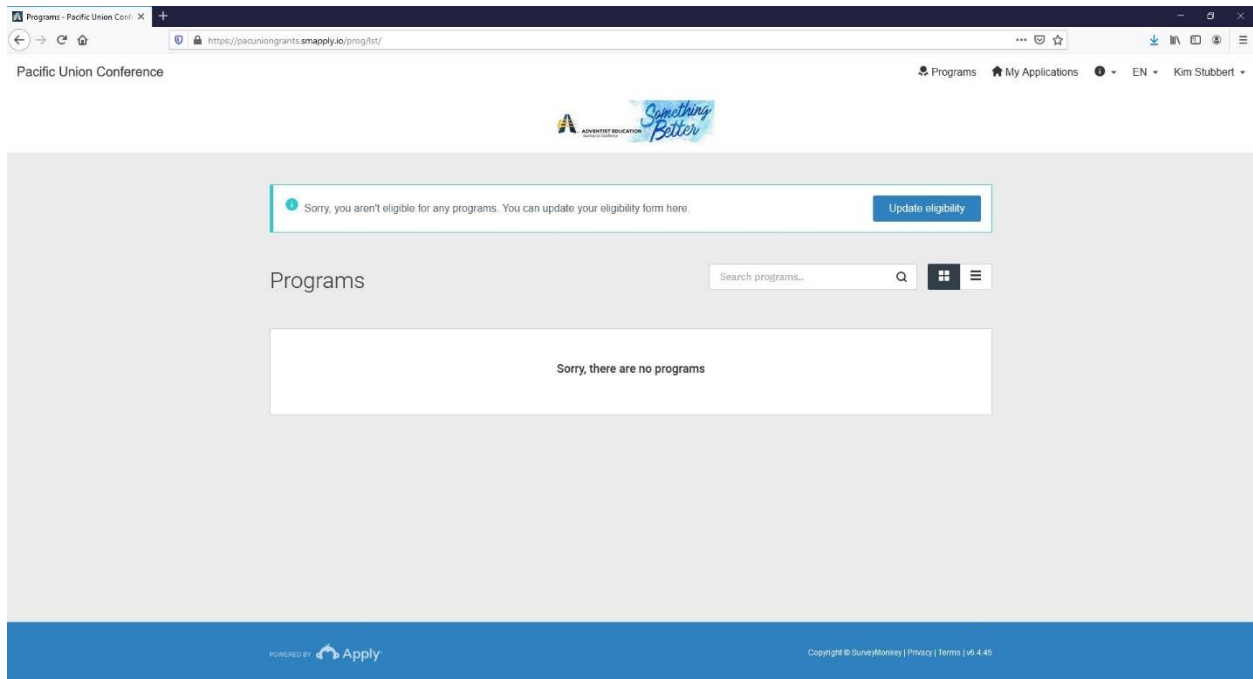
Description of Scholarship Program: When an eligible applicant clicks the "more" button on a scholarship program, they will receive a description, deadline, and requirements for the application prior to making the decision to apply. *(**Note:** Applicant must submit by the deadline.)*
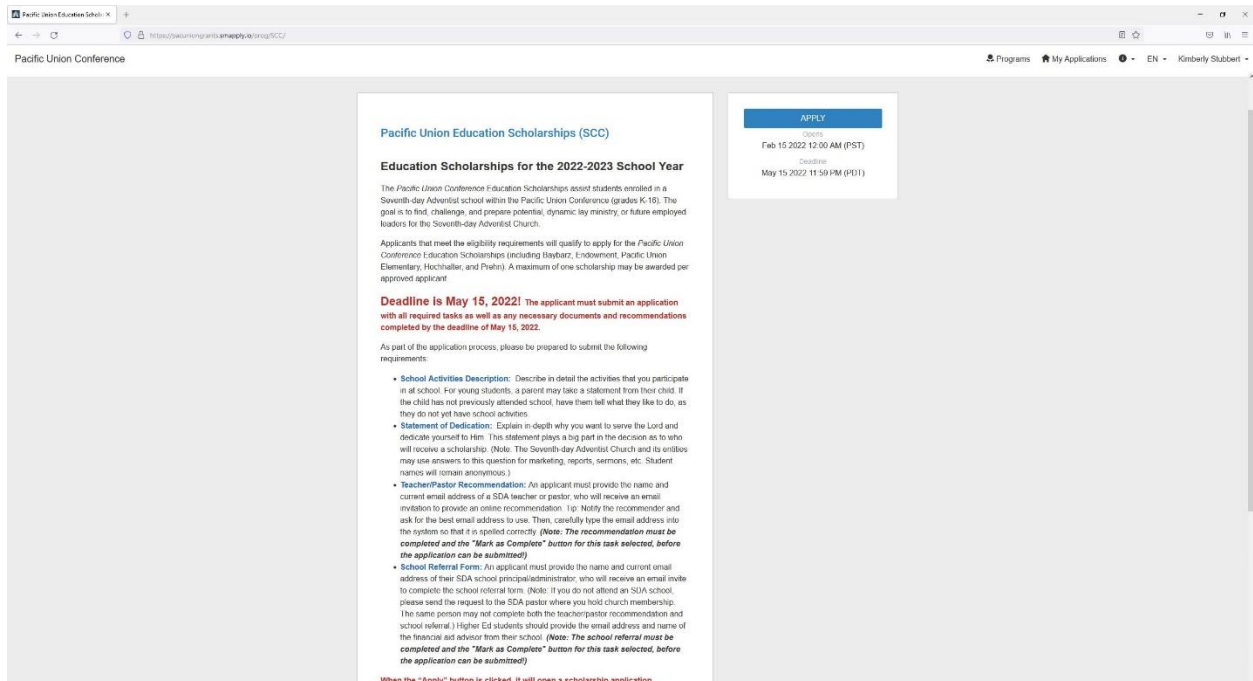
Name Application: Once the applicant clicks the "Apply" button, a pop-up box will appear to give the application a name. Enter the Student's First and Last Name. Then, click "Create Application".
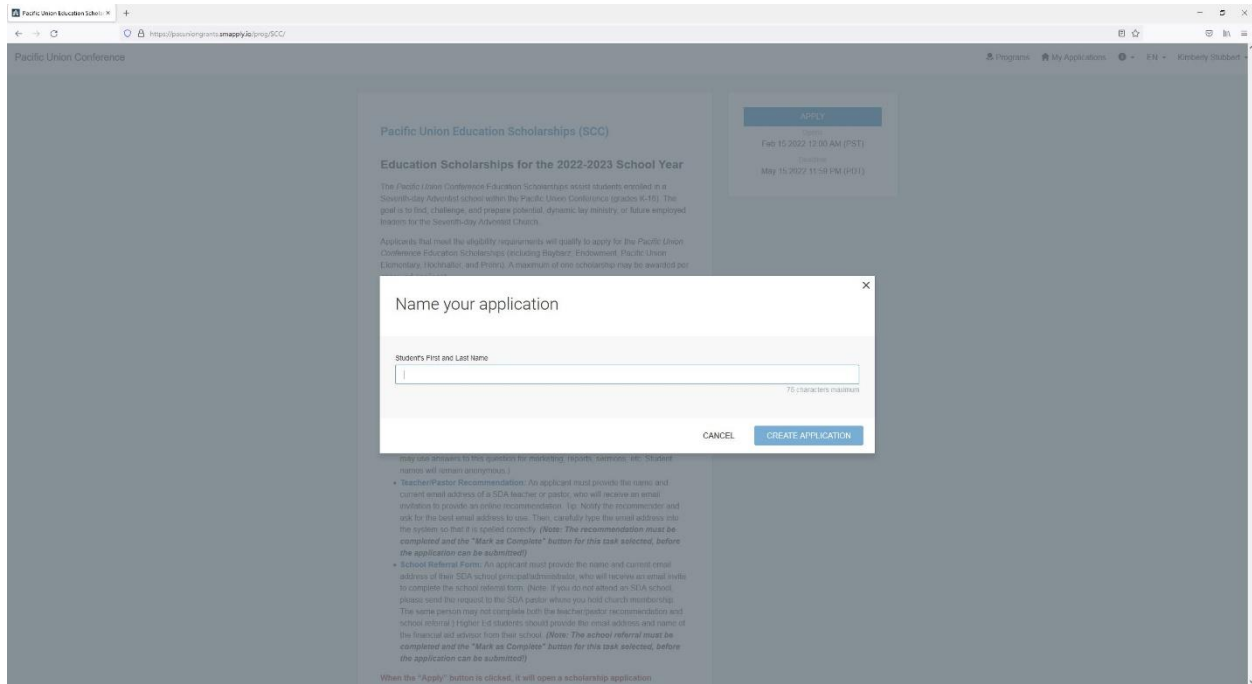
Scholarship Dashboard: Once the application is created, the applicant will see a scholarship application dashboard with a list of five tasks. The applicant can view what has been completed and what still needs to be accomplished. Each task must be completed with a green circle che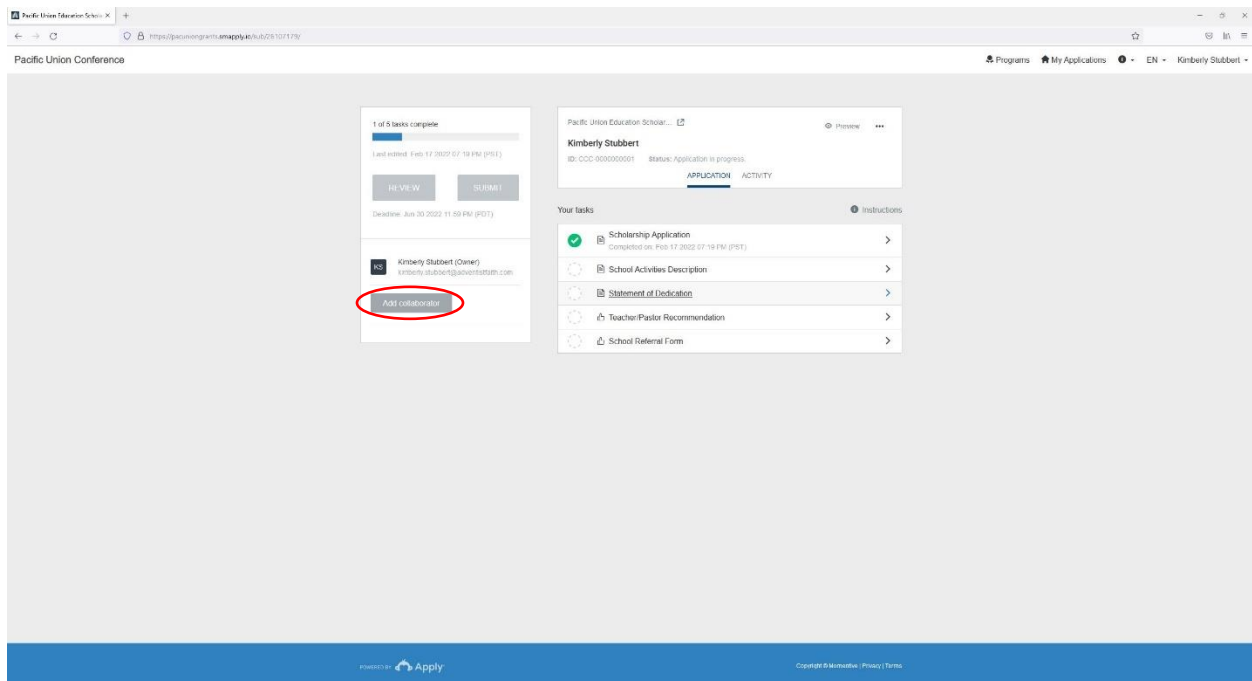ck marked before the application can be submitted. *(**Important!** Click the "Add collaborator" button to add the school administrator as a collaborator to view and support questions about the application.)*

Task 1 – Scholarship Application: The applicant must complete all the application questions. The percent of progress can be viewed along with a main menu of the next tasks that need to be completed. Once Task 1 is complete, click the "Mark as Complete" button. *(Note: The application can be saved, and the applicant return later to complete it.)*


Task 2 – School Activities Description: The applicant should follow the directions and type a detailed description of the activities they participate in at school. Once Task 2 is complete, click the "Mark as Complete" button.

Edit Task 2 – School Activities Description: Once the task is marked complete, it is still possible to edit the activities description. Go to the three dots menu on the right-hand side of the task for a drop-down list of options, then click edit. Once editing is complete, click the "Mark as Complete" button again.
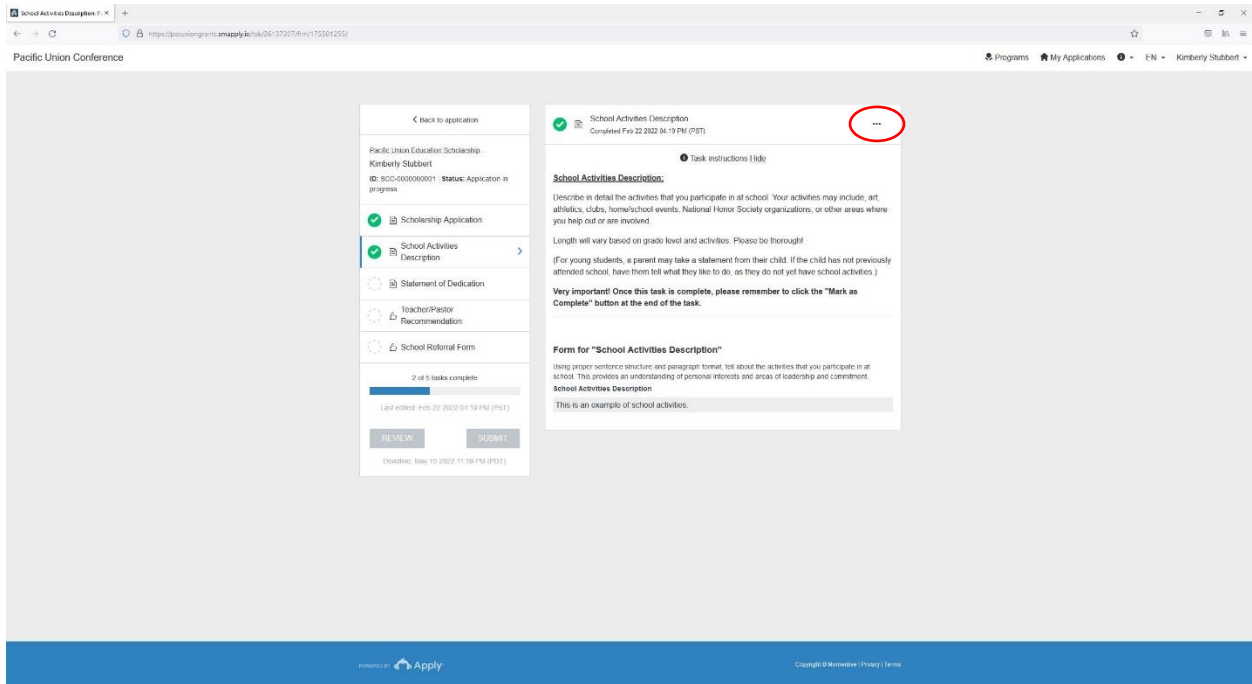
Task 3 – Statement of Dedication: The applicant should follow the directions and type a detailed statement of dedication explaining their commitment to God and serving the church. Once Task 3 is complete, click the "Mark as Complete" button. *(**Note:** This task may be edited, if necessary.)*
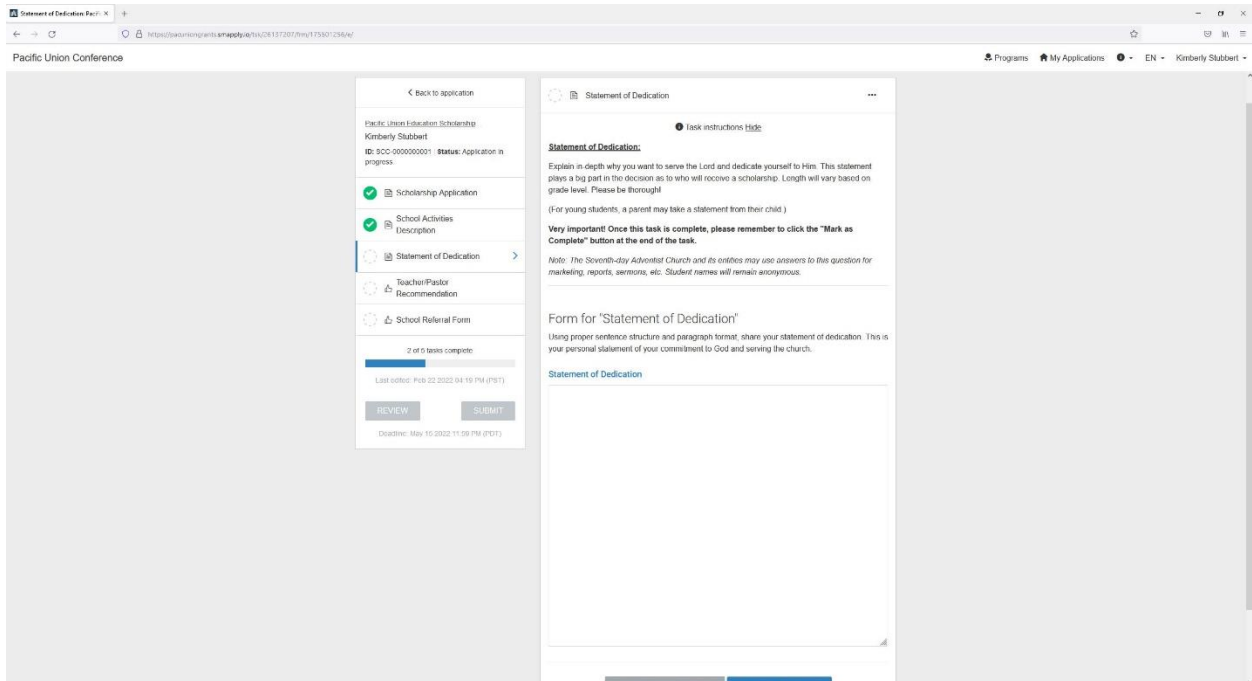
Task 4 – Teacher/Pastor Recommendation: The applicant must send an email invitation to a <u>current</u> SDA teacher or pastor to provide a recommendation. First, notify the recommender and ask for the best email address to use. This will also alert them to watch for the invite by email. Then, click "Request a Recommendation". *(**Note:** The recommender's first and last name will need to be provided along with an email address.)*
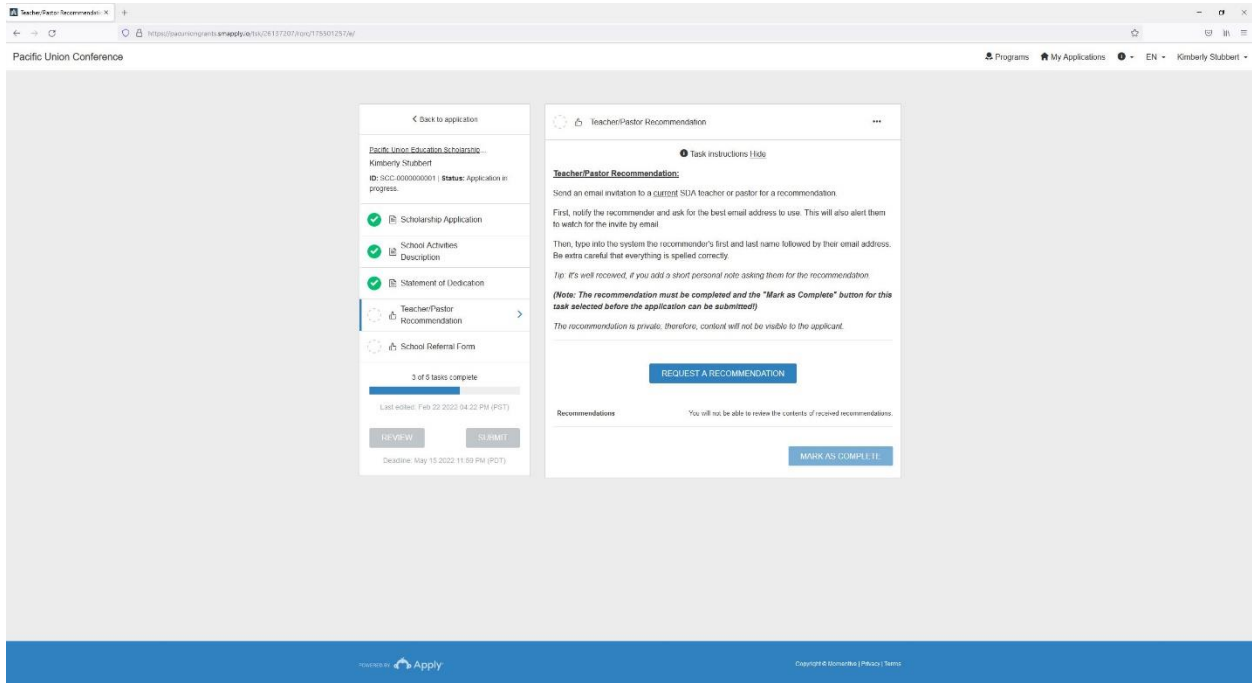
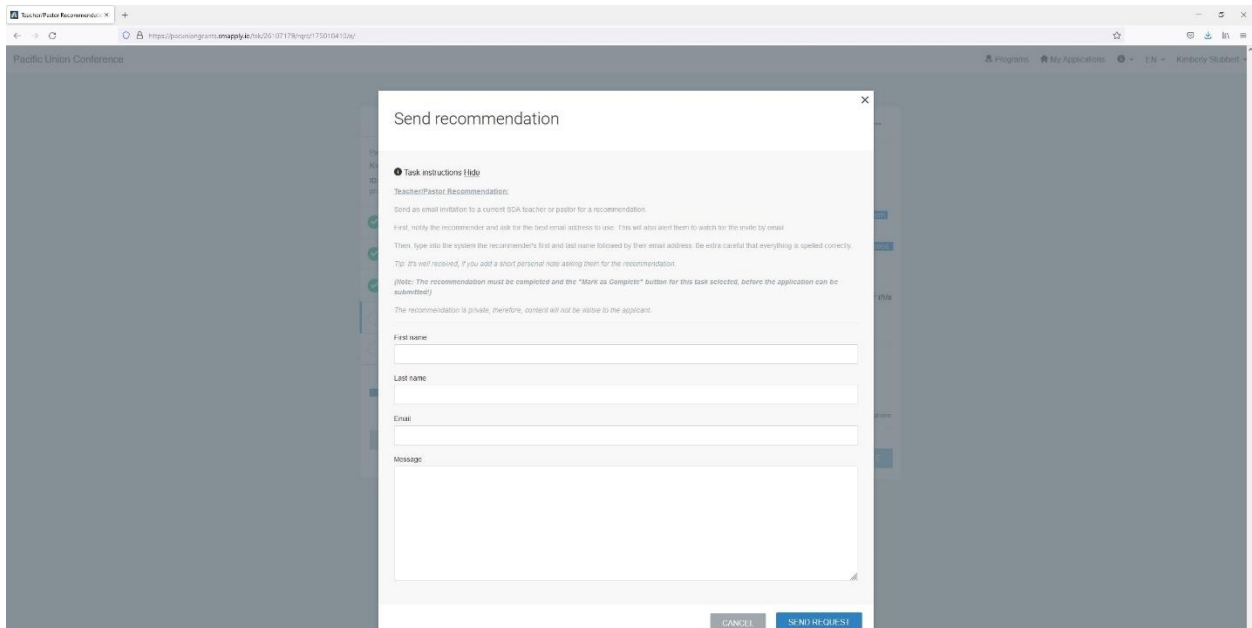**Request Recommendation:** This is the pop-up box where the applicant will provide the recommender's first and last name along with an email address to request a recommendation from their current SDA teacher or pastor. *(**Note:** The recommendation must be completed and the "Mark as Complete" button for this task selected before the application can be submitted! Applicant will receive email confirmation when the invite is accepted and when it is completed. The recommendation is private; therefore, content will not be visible to the applicant.)*

Task 5 – School Referral Form: The applicant must send an email invitation to a <u>current</u> SDA school principal/administrator where they are enrolled to complete the referral form. A list of SDA school contacts is provided. (If an applicant is not attending an SDA school, send the request to the SDA pastor where membership is held. The prior recommendation should be submitted by a different person.)
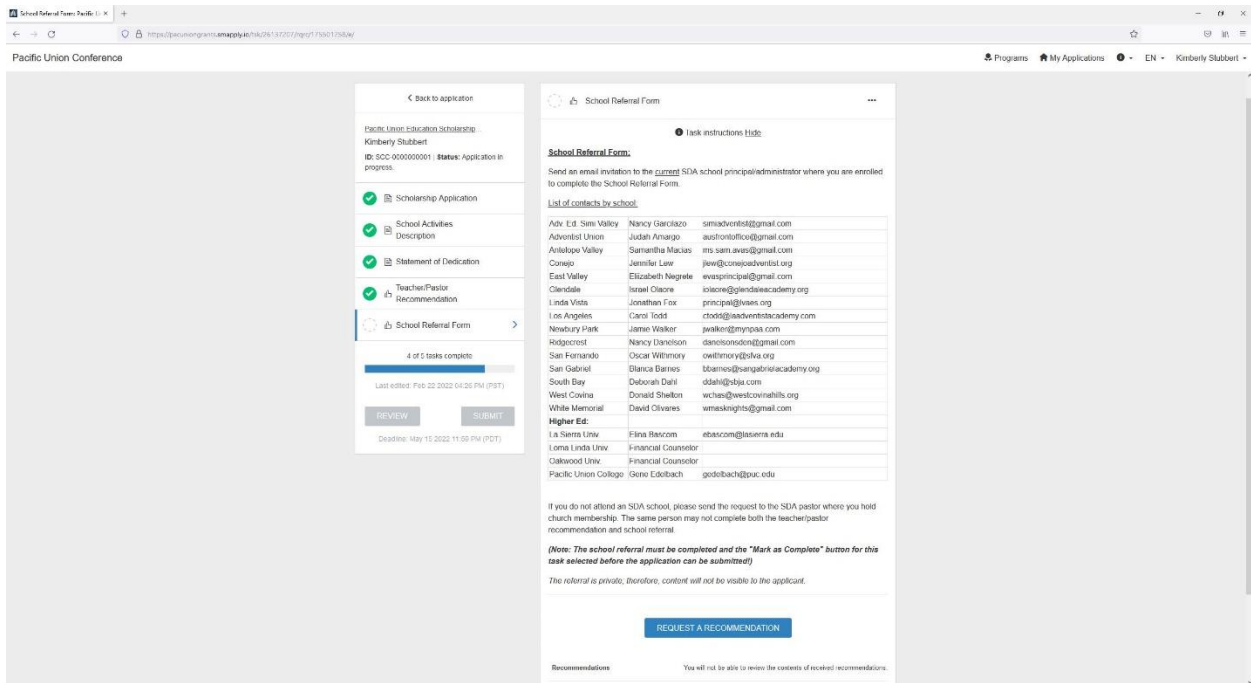

Request School Referral: This is the pop-up box where the applicant will provide the current SDA principal/administrator's first and last name along with email address to request a school referral be completed. *(Note: The referral must be completed and the "Mark as Complete" button for this task selected before the application can be submitted! Applicant will receive email confirmation when the invite is accepted and when it is completed. The referral is private; therefore, content will not be visible to the applicant.)*
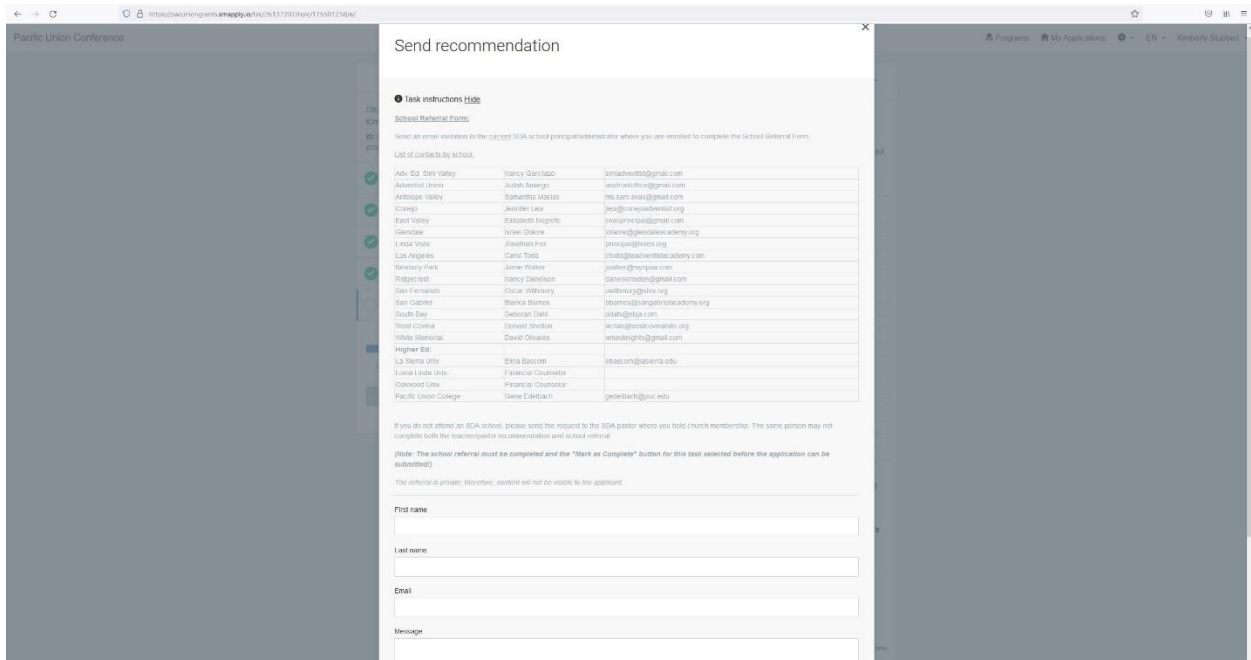
**Submit:** When all five tasks are complete, the applicant must click "submit". *(Note: Applicant must submit by the deadline!)*
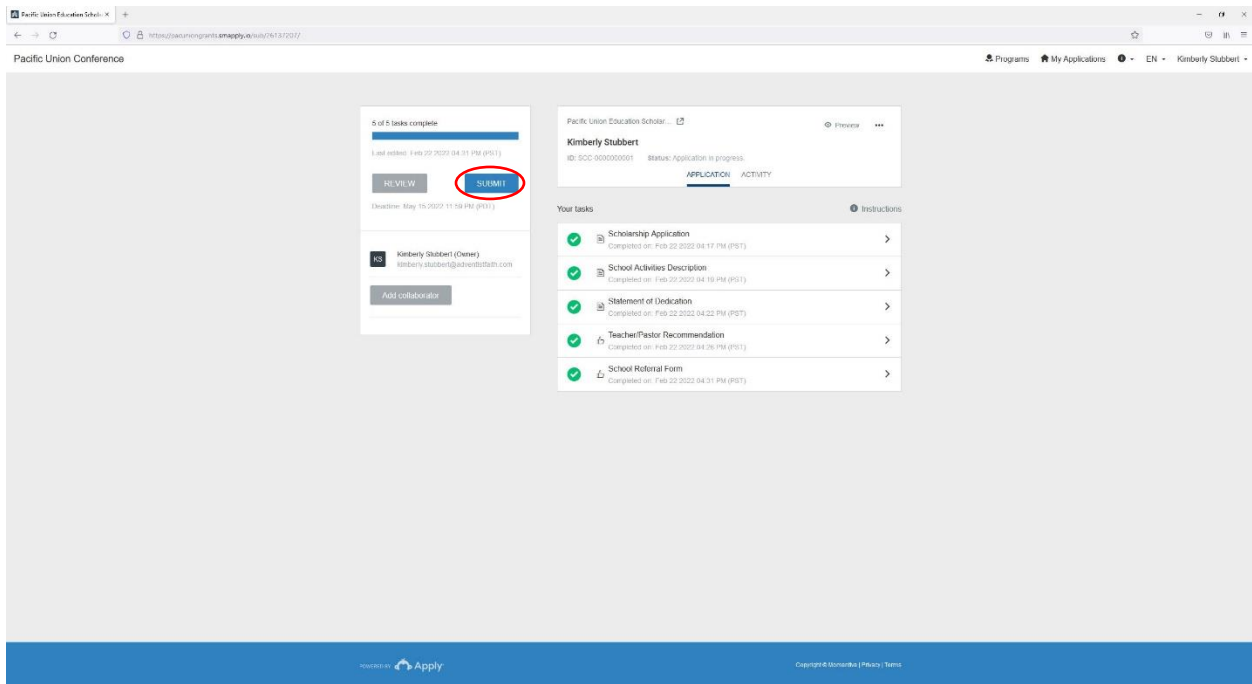
Confirm Submit: This pop-up box gives the applicant a final chance to review their application prior to submitting. Changes cannot be made once the application has been submitted.
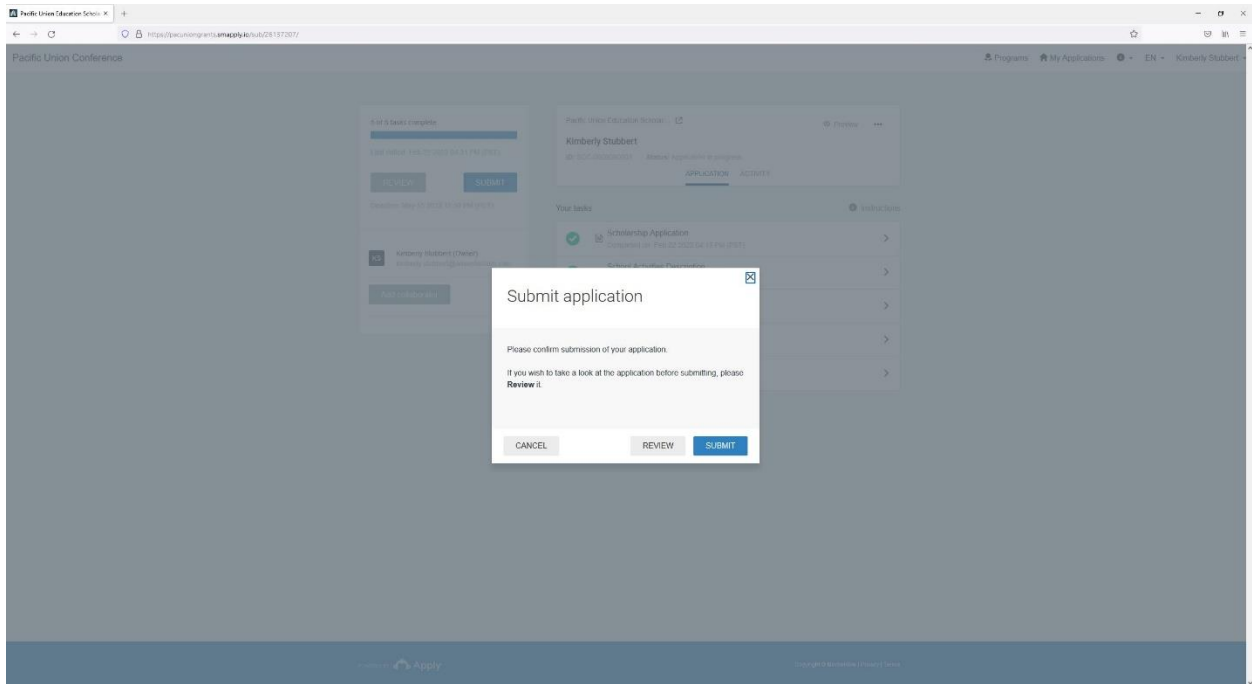
Confirmation of Submission: This page confirms that the application has been submitted. Click "Go to My Dashboard" which will show you the status of any applications. *(**Note:** If you have multiple students and need to submit another application, click on "View more Programs".)*
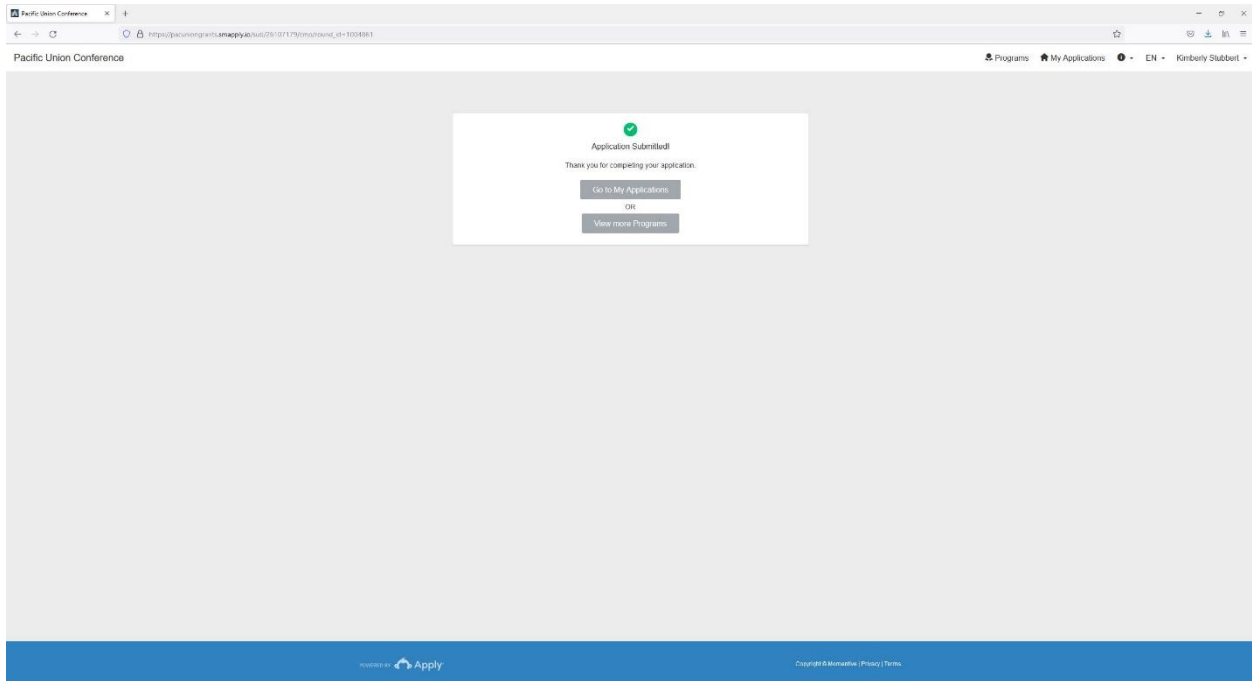
My Application Page: Once submitted, an application can be viewed under My Applications along with its status. The status will change as the application goes through the approval process, enrollment verification, and processing of funds. Notifications will be received by email as well.