

Scholarship Follow Ups Process

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This is an overview of how to complete required follow ups for a scholarship award through Greater Northwest Kansas Community Foundation.

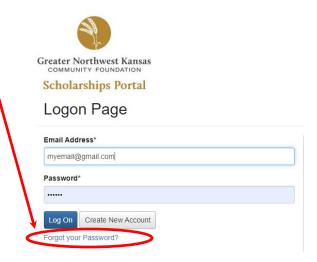
NOTE: The online scholarship portal works best in **CHROME browsers**. The following internet browsers are supported by the vendor for this website: Chrome, FireFox or Internet Explorer. If you are using other browsers and encounter issues, please switch to one of these supported browsers to complete your application. This site is not completely compatible with Safari (Mac / Apple browsers).

Scholarship Portal: https://www.grantinterface.com/Home/Logon?urlkey=gnwkscholarship

Login using the username (email address) and password created when you applied for the scholarship.

If you forgot your **password**, click "Forgot Password?" hyperlink to reset.

If you forgot your <u>email address</u> used or your email address is no longer valid, call GNWKCF at 785-734-2406 for assistance.

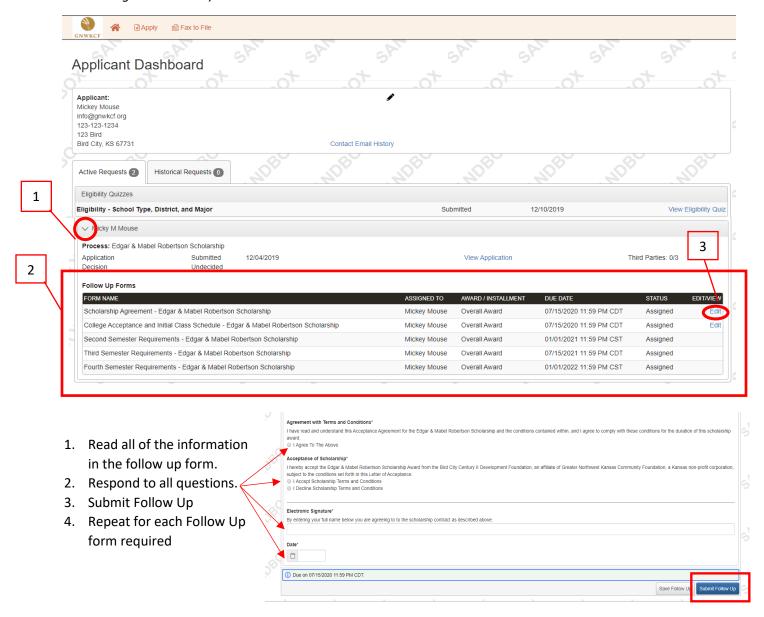


Follow Up Action:

- It is important for you to complete follow ups in a timely manner to ensure your scholarship award is paid. Failure to complete follow ups could result in forfeiting your scholarship.
- After you are awarded your scholarship, you can access the online scholarship system to start the acceptance process.
 - 1. Sign the online Acceptance Letter.
 - 2. Provide your first semester schedule (required) and a copy of your college acceptance letter (optional).
- If the scholarship is for more than one semester, you will need to return to the scholarship portal <u>at the end of</u> each semester to provide the following:
 - 1. Copy of college transcript showing cumulative GPA at the end of the current semester.
 - 2. Copy of your upcoming semester class schedule.
- Once your scholarship has been completed in full, you will no longer need to check the Dashboard.

Follow Up Forms are available in the Dashboard:

- 1. Click the Arrow to Expand the information for the scholarship.
- 2. Look for the Follow Up Forms Section.
- 3. Click on EDIT next to the forms that require action.
 - Scholarship Agreement must be completed prior to first payment
 - College Acceptance and Initial Class Schedule must be completed prior to first payment
 - Second Semester (Subsequent Semesters) Requirements must be completed prior to the next semester's payment being released. (The number of semesters is determined by the terms of the scholarship agreement. Some scholarships are one time payments, two semesters, four semesters or eight semesters.)



GNWKCF Staff are available Monday – Thursday from 8:30 a.m. – 4:30 p.m. Central Time to assist by calling 785-734-2406 or by emailing scholarships@gnwkcf.org.