Scholarship Committee Online Application Instructions

Logging On

To get started, visit **www.grantinterface.com/Home/Logon?urlkey=starkcfs**. This will take you to Stark Community Foundation's Online Scholarship Portal. We have already created an account for you, so you will only need to set your password before you can logon.

1. Enter your email address in the space provided. If this is your first time here or if you do not remember your previous password, click **Forgot your Password?** to securely set your password.
   a. Going forward, you may enter your logon credentials and click **Logon.**
   b. **Do not click** "Create New Account," as that option is for applicants only.

2. After logging on, you will land on your dashboard.

Your Dashboard

Your dashboard displays all applications assigned to you. You can always return here by clicking the **Home Icon** 🏠 in the top navigation bar.

Reviewing Applications

Once you log into the Online Scholarship Portal, there will be a solid red status bar that says "Pending." Below the status bar, you will see the scholarship of which you are a committee member. If you are a member of more than one scholarship committee, you will see more than one scholarship listed.

To view and/or print the applications including additional documents, you will need to follow these steps:

1. Click on the red exclamation point ⓘ located to the right of the applicant's last name.
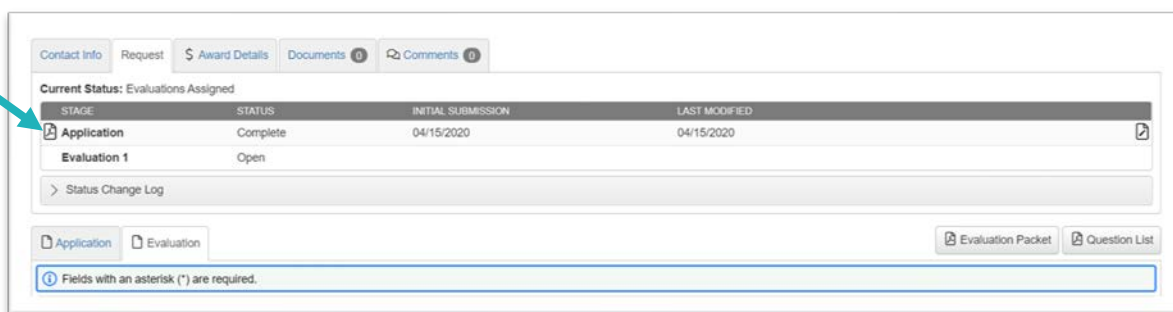

2. You will automatically be guided to a different screen called Evaluation. Click on the Request tab.
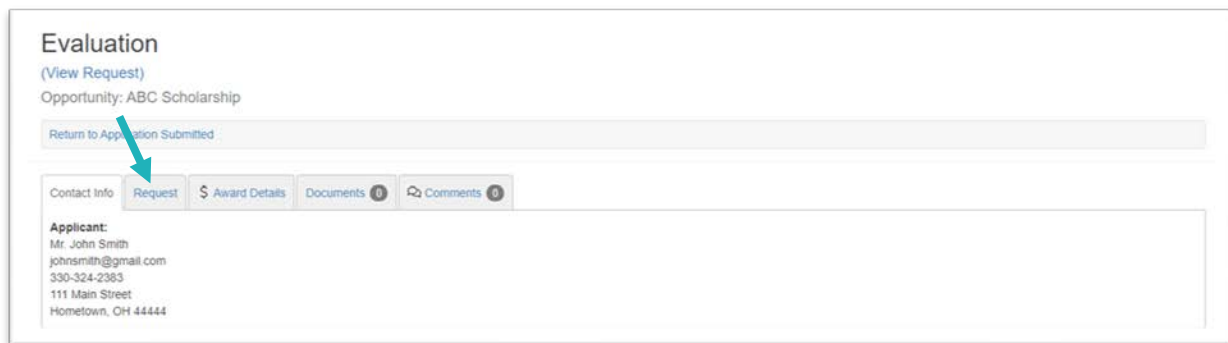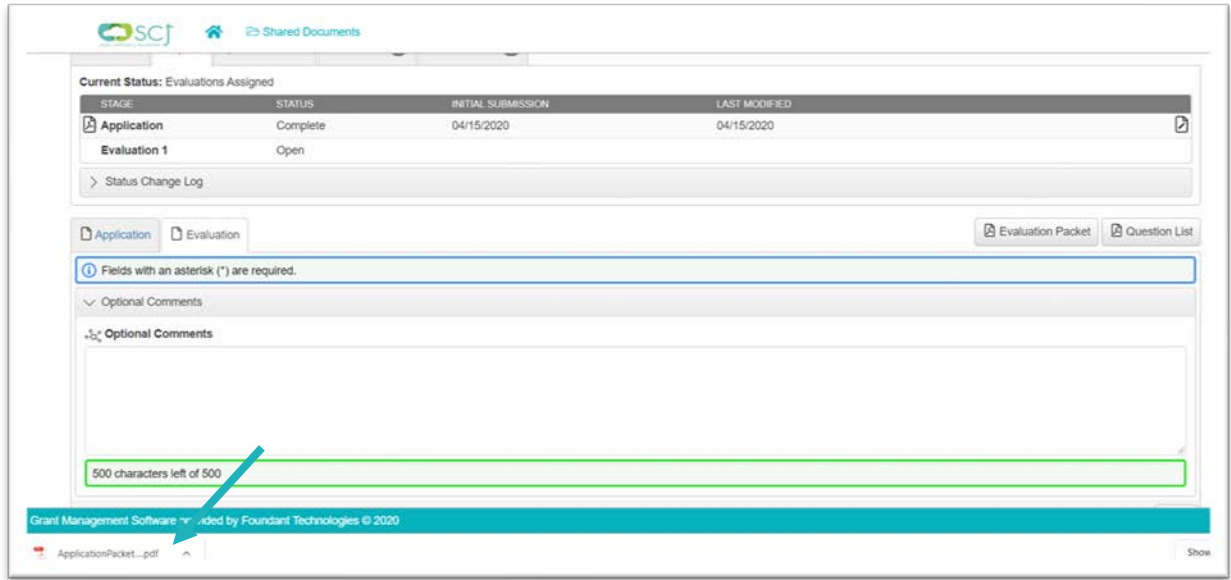

3. To view and/or print the application, click on the PDF symbol 📄 located next to the Application.

    *NOTE: If you do not have Adobe Acrobat Reader to view a PDF, visit **get.adobe.com/reader/** and click "Download Acrobat Reader" and it will guide you through a simple download.*

4. The downloaded PDF called Application Packet will appear in the bottom left of your screen. Click on the PDF and it will open the scholarship application.
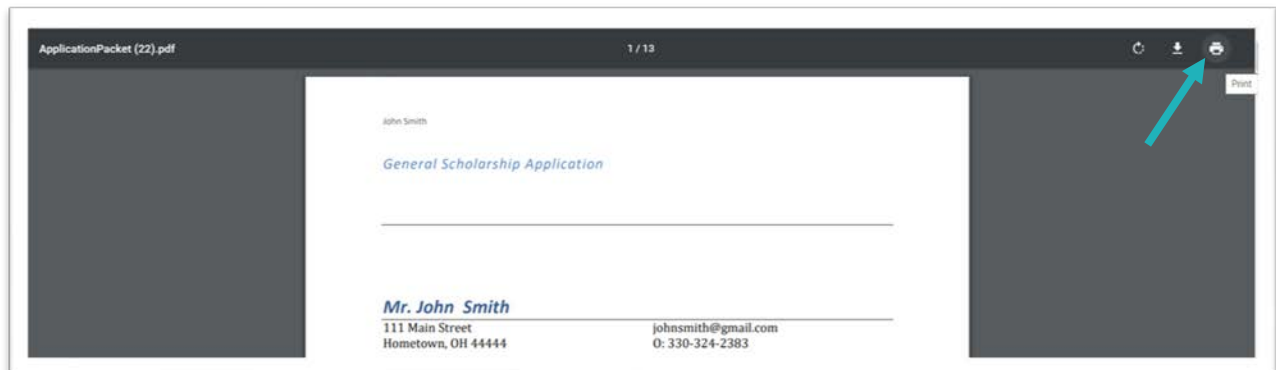

5. After you click on the PDF, it will open and appear like this:

Optional Step

6. To print the application, you can right click anywhere in the scholarship application and click Print. Or, you can click on the printer icon in the top right-hand corner within the black bar and click print again.

7. To view other scholarship applications, you will need to first exit out of the Application Packet PDF by clicking the X on the Application Packet tab at the top of your screen. This will automatically return you to the Evaluation page. Return to your Dashboard by clicking the home icon 🏠. You will repeat steps 1-6 for each applicant listed on your dashboard.