

Creating an Account in the Scholarship Portal

Hello, and thank you for your interest in applying for a scholarship through the Community Foundation for the Fox Valley Region. Today we will be covering how to create an account in the Scholarship Portal.

First, let's head to the Community Foundation's website.

There are two ways to access the Scholarship Portal. The first way is by locating the "Portals" dropdown menu at the upper right corner of the website and clicking on 'Scholarship Portal'. The second way is through the **"Scholarships: Start Here"** webpage. Click on "Apply for Scholarships" and then click on the 'Scholarship Portal' hyperlink.

After clicking on the "[Scholarship Portal](#)" link, select *Create New Account*. You will then be prompted to create an account using a personal email. Applicants should NOT use student school emails to register due to correspondence continuing post-high school and in some cases college.

Once logged in, applicants can access their portal dashboard. Here applicants can edit and submit their application, view the application's status, and complete any assigned follow up form(s).

Thank you for your time, and we look forward to receiving your application!