Guide to Completing Your Scholarship Application

Logon Page

If you have NOT previously logged on and you are a first-time user:

- Click on **Register Here** on the Atkinson Scholarship Program website page.
- Click on **Create New Account** to register.
- Enter your personal contact information.
- Click on **Next** on the bottom of the page. This will take you to the Password Page.
- Enter a password with at least 8 characters and must contain at least one uppercase letter, lowercase letter, number and any of the following special characters: !@#$%*()_
- Enter password again to confirm.
- Click on **Create Account.** You will be taken to the Email Confirmation Screen.
- Select **Continue without checking** or **I have received the email** and the click on **Continue.** This will take you to the Apply page.

If you have previously registered:

- Enter your email address in the email address field.
- Enter the password you chose when you created the account.*
- Click the **Log On** button.

*If you have forgotten your password:

- Click on the **Forgot your Password** link, enter your email address, and the system will email your password to your email account.

Apply Page

- Ignore the Enter Access Code field. Access Codes do not apply to this process.
- Ignore Quick Search.
- Click on **Apply** to the right of "2023 Atkinson Scholarship Application".

Filling out the Application

- The application can be completed in one sitting or over time. You may return to it as many times as you wish prior to submitting it. Click on the **Save Application** button at the bottom of the application if you need to return to your application at a later time.
- If you would like to view/print the list of questions before you begin, click on the **Question List** button in the right-hand corner.
- Follow directions carefully and answer each application question. Asterisks (*) indicate that they are required questions: you will not be permitted to submit your application until you have answered all required questions.
- Some questions have size and/or character limits. Questions that require file uploads limit the size of those files.
- Proofread your answers.

- Pay attention to the deadline! You will **NOT** be able to submit your application after February 1, 2023.
- Once you have finished the application, click on the **Submit Application button** at the end of the application**.** If you have not answered all required questions, the system will let you know which questions you missed. All required questions must be completed in order to submit the application.
- Once the application has been submitted, it can be viewed but **it cannot be changed.**

Uploading Documents
- If the required document exists in an electronic format on your computer, you may upload it by clicking **Upload a File** below the question and choose the desired document from your computer.
- If you do not have an electronic version of the required document but have access to a scanner, scan the document to create a PDF file and upload it.
- If you do not have access to a scanner, you may use "Fax to File" to obtain an electronic copy. Click on **Fax to File** at the top of the screen and follow the directions provided.
- If you are unable to upload your required document, you must upload an attachment stating the fact. It is your responsibility to ensure the required documents are received by the Sudbury Foundation by the deadline.
- You may only upload ONE document per question.

Letters of Recommendation and Transcript
Your application requires two letters of recommendation, preferably one from your guidance counselor and another from an individual who knows you well, such as a teacher, coach, employer, etc., but not a relative or peer. *(Although highly recommended that you provide us with a letter of recommendation from your guidance counselor, if you would prefer to submit a letter from another individual, please indicate that on the application.)*

An official transcript, including grades through the second quarter of senior year is required.

> Lincoln-Sudbury Regional High School (LS) Students:
> If you are an LS student, you don't have to request your guidance counselor letter of recommendation and you don't have to request your transcript. We will request them from LS after you submit your application. You are responsible for requesting your second letter of recommendation.

> Non LS Students:
> You are responsible for requesting two letters of recommendation (including one from your guidance counselor) and your official high school transcript.

Follow the directions below in order for these documents to be uploaded to your application.
- Enter the email address of the individual from whom you are requesting the document. We strongly suggest that you confirm that the individual has agreed to write your letter before entering the email. We suggest you give them at least a two-week notice.

- Click on the **Compose Email** button and compose an email to your contact requesting that they write a letter of recommendation for you or provide your transcript. Be sure to include your full name in the email.
- Click on **Send**.
- The contact will then receive both your email and an email from the Sudbury Foundation.
- **Check with your contact to be sure they received the emails. This is very important because emails can be blocked by spam filters.**
- The date and time the letter of recommendation is uploaded to your application will appear on your application below the Compose Email question. You may also check to see if a recommendation has been uploaded to your application by going to your Dashboard (see below).
- You may submit your application before the letter of recommendation has been uploaded.

Applicant Dashboard

Once you have registered for the first time, whenever you return, you will automatically be directed to the Applicant Dashboard.

You can check whether or not you have submitted your application on the Applicant Dashboard. You can get to your Applicant Dashboard by clicking on the **Home** icon at the top of the screen.

- If you have submitted the application, you can only view the form and print it. You can no longer make changes to it.
- If you have saved the application, then you can edit the save application from the Applicant Dashboard by clicking **Edit Application.**
- You can check letter of recommendation status on the Applicant Dashboard
- Once your application has been submitted, you will receive a confirmation email.

Questions?

Please don't hesitate to call us at 978-443-0849 if you have any questions.