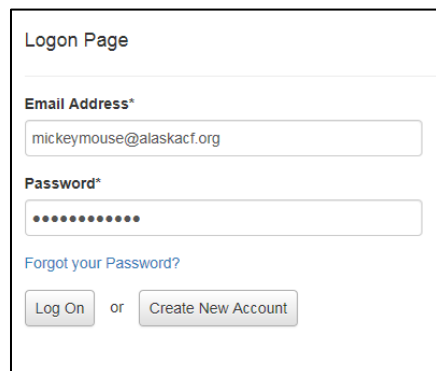


Instructions for Accessing Online Scholarship Applications

1. On the bottom right hand side of ACF's homepage (www.alaskacf.org) click on **"Scholarship Management."**



2. **Log in.** Your login is the email address you provided to ACF on your Committee Disclosure form. The default password is 1(lastname) i.e. 1bass



Logon Page

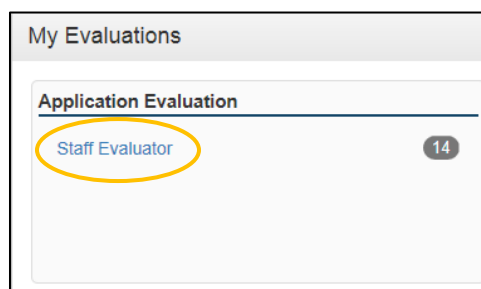
Email Address*

Password*

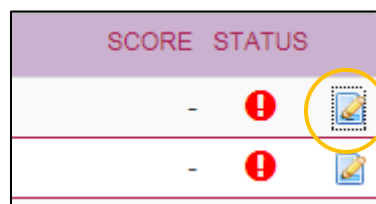
[Forgot your Password?](#)

or

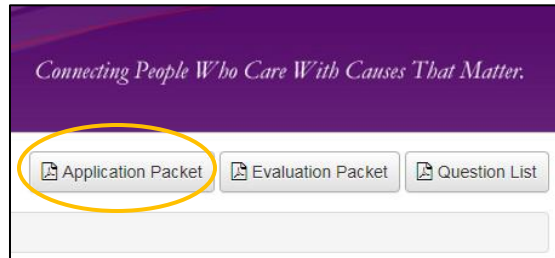
3. On your Dashboard, click on **"Staff Evaluator."** The number on the far right is the number of applications that were submitted to your scholarship program.



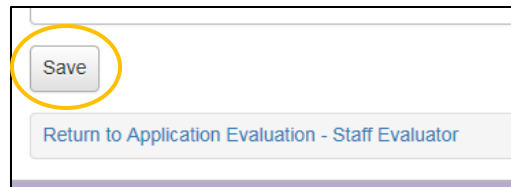
4. Next to each application (far right side of the page) is an icon that shows a piece of paper and pencil: click to access individual applications.



5. Once you reach the application summary page, **click on “Application”** to access the complete application as a PDF and scroll down to fill in the evaluation.



6. Click **“Save”** in the bottom left hand corner when evaluation for selected application is complete.



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