**USER TIPS FOR THE ONLINE SCHOLARSHIP APPLICATION PROCESS**



* **ACCESS:** <https://www.grantinterface.com/Home/Logon?urlkey=ucfoundation>
* **LOGIN:**
	+ If you are a brand-new applicant, click on “Create New Account”.
	+ If you have used our online application previously (LECSP), use your existing log in information. If you forgot your password, click “Forgot your Password?”
* **GENERAL APPLICATION:**
	+ You will first complete a general application. Based on your answers the system will determine which specific scholarship opportunities you qualify for.
	+ You may or may not be eligible for any opportunities based on your answers.
* **ELIGIBLE SCHOLARSHIP OPPORTUNITIES:**
	+ After you complete the general application and click submit, the system will populate a list of scholarship opportunities you are eligible to apply for.
	+ Click the DASHBOARD/HOUSE button circled below to go back and forth between opportunities/individual applications. The DASHBOARD/HOUSE button is located in the top left corner.
	+ You can SAVE your progress in each application by clicking the SAVE button. After you complete an individual application, click the SUBMIT button.
	+ Your completed, submitted applications will say “View Application”.
	+ Your incomplete or not started applications will say “Edit Application”.
	+ “Third Parties” is a tracker of requested and completed references/recommendations for each scholarship (if applicable).
* **DEADLINE:**
	+ ALL scholarship opportunities and reference requests have the same deadline: February 28, 2023 at 11:59 PM.
* **QUESTIONS:**
	+ Please contact Abigayle at arobinson@ucfoundationinc.org with any questions or concerns.