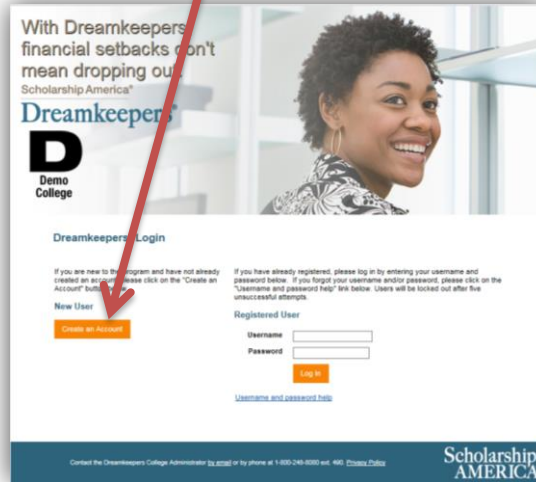


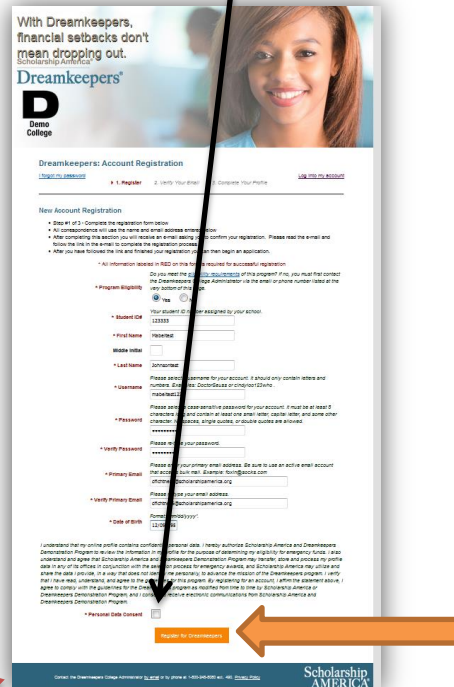
Welcome to the Dreamkeepers® Emergency Funding site for your school. This platform is mobile friendly; is usable by those students using screen readers; by those students who are color-blind; and is available on all major browsers (Internet Explorer, Firefox, Chrome, and Safari).

1. If you are a first time applicant, click on “Create an Account”, otherwise enter your Username and Password and click “Log In”.



NOTE: The following screens pertain to those students who have clicked “Create an Account” (If you are a returning User, skip to #17 below)

2. Account Registration Step 1 – complete all of the required fields (red or starred * fields). Read the consent language and Click in the box for the Personal Data Consent; then click “Register for Dreamkeepers”.



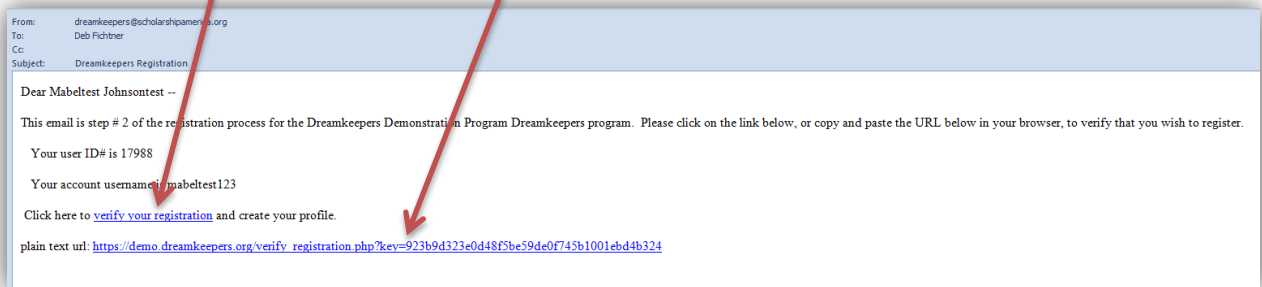
NOTE: On the bottom of each of the screens, there is contact information (email link and phone number) for the Dreamkeepers College Administrator for your school.

3. Account Registration Step 2 – You will be taken to this screen letting you know that Step 1 of the registration process is complete. It will give you your Applicant ID number and lets you know that an email has been sent to your account from dreamkeepers@scholarshipamerica.org. Be sure to safe list this email address. Close the browser tab/window and open the email.

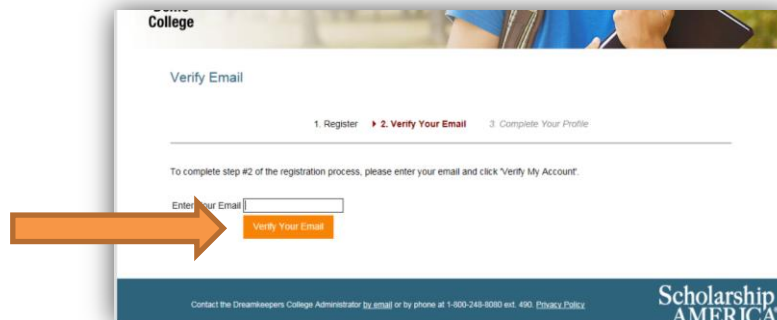


4. This is a sample of the email you will receive. If you don't receive an email, be sure to check your spam folder.

Click the embedded link (or copy/paste the link into your browser) to verify your registration.



5. Once you click on the Verify Your Registration link, you will be taken to this screen where you will need to enter the email address you used to register – then click "Verify Your Email".



6. The green notice tells you that the registration process is complete and that you now need to log in and create your account. Enter your Username and Password and click Login

Dreamkeepers: Login
 Step #2 of the registration process is complete. Next, please log in and complete your profile.

If you are new to the program and have not already created an account, please click on the "Create an Account" button below.

New User
 Create an Account

If you have already registered, please log in by entering your username and password below. If you forgot your username and/or password, please click on the "Username and password help" link below. Users will be locked out after five unsuccessful attempts.

Registered User
 Username
 Password
 Log In

[Username and password help](#)

7. You are now asked to complete your student profile. Notice the "breadcrumbs" at the top of the page have moved to Step 3 Complete Your Profile.

Scholarship America®
Dreamkeepers®
 Demo College

Dreamkeepers: Student Profile
 Applicant ID# 17588

Return to Student Account Overview Log Out

1. Register 2. Verify Your Email 3. Complete Your Profile

The final step in the registration process is completing your profile. After completing the profile below, you will be able to begin an application.
 (Note: Information on this page is for contact and statistical purposes only. The profile information you submit does not determine your eligibility nor does it affect your ability to receive funding. Your profile is confidential and will not be shared with parties outside of the college unless you give permission.)

* Required items have red labels like this

* Username (required)
 Address used for communication
 * Primary Email (required)
 Secondary Email An address other than your school email for long-term communication
 * Student ID# Student ID assigned to you by your school (required)
 * First & Last Name (required)
 * Date of Birth (required)
 * Address Your current address
 Address (line 2) (if required)
 * City
 * State (required)
 * Zipcode (required)
 * Primary Phone (required)
 * Gender Female Male Transgender
 * Parental Education Have either of your parents earned a Bachelor's degree?
 Yes No
 * Race/Ethnicity Select your background
 American Indian / Alaska Native
 Black / African American
 Asian
 Native Hawaiian / Pacific Islander
 Hispanic / Latino
 White / Caucasian
 Multi-Racial
 Other
 * Annual Household Income What is your current annual household income?
 (required)
 * Marital Status Select the option that fits you.
 (required)
 * Number of Dependents include yourself?
 (required)
 * Are you a U.S. veteran? Yes No
 * Were you a foster child at the time you turned 18?
 Yes No

Please check this box if you do not wish to receive email notifications, updates, and opportunities from Scholarship America. This will have any impact on your ability to receive emergency funding.
 Email Opt Out

Consider the Dreamkeepers College Administrator by email or by phone at 1-800-548-8255 ext. 680. Privacy Policy

Scholarship AMERICA

When you have answered all of the required profile questions (red or * starred fields), click on the "Save Profile Information" button. You will be given another opportunity to review and change your answers (if needed) during a later step.

8. You will now see the first screen in the application process: Step 1 – Student Information.

You'll notice at the top, there is a green message that your Profile information was successfully saved.

When you have completed the required questions (red or * starred fields) on the Student Information screen, click on the “Save and Continue” button.

Scholarship America®
Dreamkeepers®
Demo College

Dreamkeepers: Application Step 1 - Student Information
Applicant ID# 17888

1. Student Info 2. Award Request 3. Documents 4. Review 5. Confirmation Log Out

Your information has been successfully saved.

* All information entered in RED and which contains an asterisk (*) is required.

* Your current employment status:
 Full-time
 Part-time
 Occasional/Seasonal
 Unemployed

* Number of years you have attended this college:
 0
 1
 2
 3
 4
 5

* Enrollment status:
 Full-time Student
 Part-time Student

* Credits earned to date:
[]

* Credits in current term:
[]

* Degree being sought at this college (Select One):
[]

If degree = Other:
[]

* (Programs) of study (required):
[]

Anticipated graduation month at this college:
[]

Anticipated graduation year at this college:
[]

* Cumulative grade point average on a 4.0 scale - to two decimal places:
[]

* What are your plans as they relate to your future educational goals and expectations at this college?
 Strengthen skills and seeking a degree
 Gain college credits and transfer to another college in same degree
 Graduate from college under conditions
 Graduate from college seek higher degree
 Other

If you plan to transfer or attend another college in the future, please list the institution you plan to attend:
[]

If future plans = Other please describe:
[]

* Have you applied for Dreamkeepers emergency funds before?
 Yes
 No

If yes, did you receive Dreamkeepers emergency funds?
 Yes
 No

* Have you completed the Free Application for Federal Student Aid (FAFSA) for this academic year?
 Yes
 No

* Are you currently receiving or eligible to receive a FAF Grant?
 Yes
 No

* Are you currently receiving any other type of aid or scholarship?
 Yes
 No

If yes, please list them:
[]

* How did you learn about the Dreamkeepers Emergency Financial Assistance program?
 Financial Aid Office
 Student Services office
 Web site
 Counselor
 Parent or the
 Social connection
 Instructor/Counselor/Staff Member
 Direct request via phone/campus
 Other

Name of instructor or staff member (if selected above):
[]

(Please briefly explain (if you choose "Other" above):
[]

Save and Continue

Contact the Dreamkeepers College Administrator by email at demo@scholarshipamerica.org or by phone at 1-800-548-8580 ext. 460. Privacy Policy

Scholarship AMERICA

9. Step 2 - Award Request – Request the amount of assistance you need by entering an amount in the “Amount Requested” column by the appropriate award category. Enter the exact amount needed. The total request field will automatically calculate for you.

Dreamkeepers: Application Step 2 - Award Request
Applicant ID# 17888

1. Student Info 2. Award Request 3. Documents 4. Review 5. Confirmation Log Out

Application ID# 20363

Your entries for Application Step 1 - Student Information have been saved.

ENTER THE AMOUNT OF ASSISTANCE YOU NEED

Request the amount of assistance you need by entering an amount in the "Amount Requested" column you would like to request to the appropriate award category. Enter the exact amount needed. You will be required to provide documentation examples, like estimates, receipts, for verification purposes.

EXAMPLE: If you request a vehicle that your eligibility will be shut off because you owe \$237.42, enter 237.42 in the Amount Requested field next to the Vehicle category.

Categories	Amount Requested
Utilities	\$0.00
Housing/Rent	\$0.00
Food/Meals	\$0.00
Medical/Dental expenses	\$0.00
Personal automobile expenses	\$0.00
Public transportation/bus pass	\$0.00
Child care	\$0.00
Gas	\$0.00
Tuition	\$0.00
Other	\$0.00
If Other, describe: (Required if Other not 0.00)	
Total Request	\$234.00

* Statement of Need
(Required for the text describing what the student should type in the Statement of Need text area on the form.)

[] an having difficulty meeting my bills or other needs because I have []

Go Back Without Saving Save and Continue

Contact the Dreamkeepers College Administrator by email at demo@scholarshipamerica.org or by phone at 1-800-548-8580 ext. 460. Contact Us

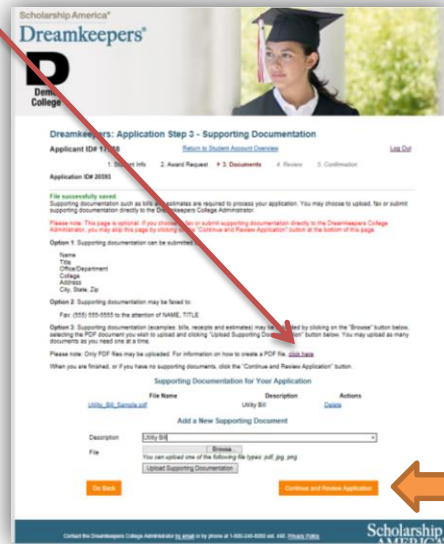
Scholarship AMERICA

Once your funding request and Statement of Need are complete, click on “Save and Continue”

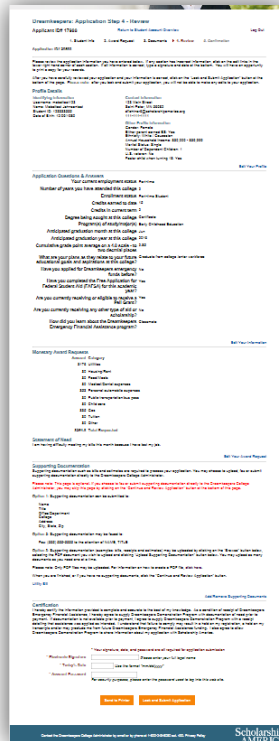
Documents – Step 3. You will be asked to upload any documentation pertaining to the funding request you have made (receipts, invoices, etc.). If you need help to create a pdf file, click on the “click here” to go to a screen with those instructions.

If you are unable to scan and upload the documents, please talk with the Dreamkeepers College Administrator for your school. They have the ability to upload a document into your application for you.

Once you are finished or if you have no supporting documents, click on “Continue and Review Application”.



10. Step 4. Review – you are now given a couple of opportunities. You can Review all of the information you have submitted so far and make any changes to your profile, the application questions, the funding request, or the supporting documentation.



11. When you have finished reviewing/updating your information, you will need to complete the Certification portion of the screen.

Electronic Signature – Enter your legal first and last name

Today's Date – enter today's date using the format mm/dd/yyyy (i.e. 04/08/2016)

Account Password – enter the password you used to log into the Dreamkeepers website.

Certification
I hereby certify the information provided is complete and accurate to the best of my knowledge. As a condition of receipt of Dreamkeepers Emergency Financial Assistance, I hereby agree to supply Dreamkeepers Demonstration Program with documentation of need prior to payment. If documentation is not available prior to payment, I agree to supply Dreamkeepers Demonstration Program with a receipt detailing that assistance was applied as intended. I understand that failure to comply may result in a hold on my registration, a hold on my transcripts and/or may preclude me from future Dreamkeepers Emergency Financial Assistance funding. I also agree to allow Dreamkeepers Demonstration Program to share information about my application with Scholarship America.

* Your signature, date, and password are all required for application submission

* **Electronic Signature** Please enter your full legal name

* **Today's Date** Use the format "mm/dd/yyyy"

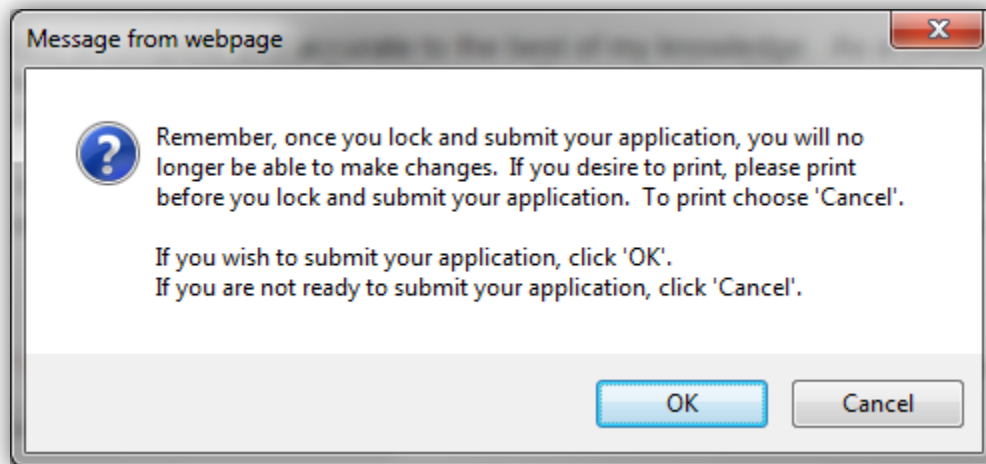
* **Account Password**
For security purposes, please enter the password used to log into this web site.

Contact the Dreamkeepers College Administrator by email or by phone at 1-800-248-8080 ext. 490. [Privacy Policy](#)

Scholarship AMERICA

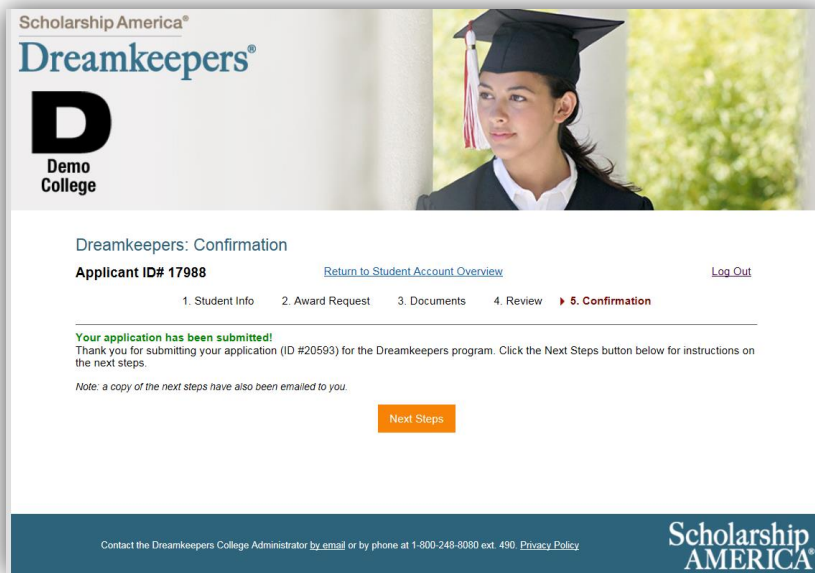
You can now send your application to the printer. When finished, click the “Lock and Submit Application” button.

12. You will receive a pop-up warning message:

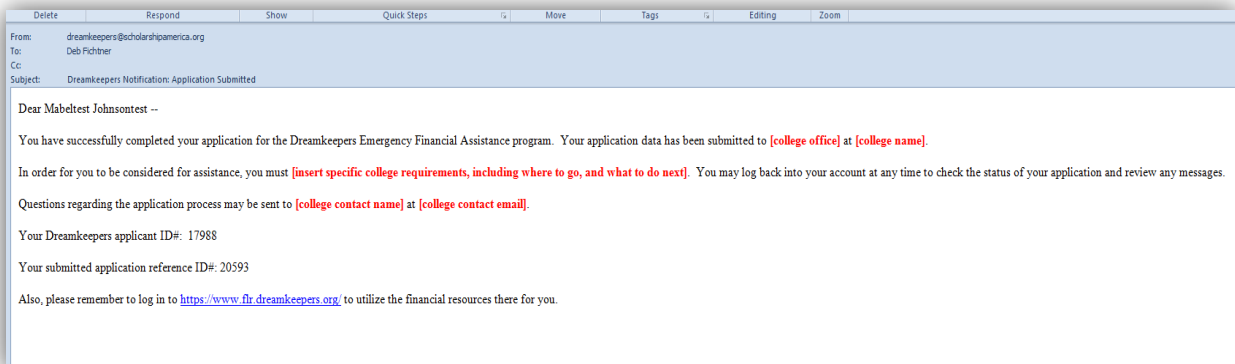


Click OK if you are ready to submit your application. Click Cancel if you are not.

14. Once you click OK – you will see the following screen. The green language under the breadcrumbs lets you know that your application has been submitted.



15. And the Dreamkeepers system will send you an email letting you know the next steps specific to your school. The message pictured below is a sample of what you'll receive – your actual copy will have specific information for you in place of the red writing shown here.



At the same time, the system will send an email to the College Administrator for your school letting them know that an application for emergency funding has been submitted.

The College Administrator will look through your application and funding request.

- They will verify the information you submitted and make the decision to fully fund, partially fund, or not fund your request.
- You will be notified of their decision.

16. The next time you Log In to the Dreamkeepers site, you will be taken directly to the Student Overview area. You only need to complete the student profile information once, but you can update it at any time from the Student Overview area.

The screenshot shows the 'Dreamkeepers: Student Overview' page for 'Demo College'. At the top left is the Scholarship America logo and 'Demo College' branding. A banner image on the right shows a young woman in a graduation cap and gown. The main content area includes: a 'Log Out' link; a welcome message for 'Mabeltest Johnsonstest'; 'Applications' section with a 'Begin a new application' button; 'Program Information' with links for 'What do I do before I apply?', 'What do I do after I apply?', and 'About Dreamkeepers'; 'Your Story' section with a 'Share My Story' button; 'Incomplete Applications' section stating 'No incomplete applications were found'; 'Application History' table with columns for ID, Last Modified, Status, and Messages; 'Profile' section with links to 'Update profile' and 'Update Password' and contact information; and 'Useful Links' section with links to 'Scholarship America' and 'Template College'. A footer contains contact information and the Scholarship America logo.

ID	Last Modified	Status	Messages
20593	11/10/2015 3:34pm	Submitted	See emails

On the Student Overview page you'll find the following:

- To start a new application – click the “Begin a new application” button.
- See a list of any Incomplete Applications you may have started previously
 - Click on the ID number to be taken to the application screen to complete the process
- Application History.
 - If you click on the ID number, you can see the information previously submitted for that application.
 - Click on “See emails” to view all of the emails you received pertaining to that application.
- Update your profile information
- Update/Change your password
- Share your story of how the emergency funding you received has helped you.
 - Click on the “Share My Story” button.
 - You may share your name and even provide a picture or remain anonymous.