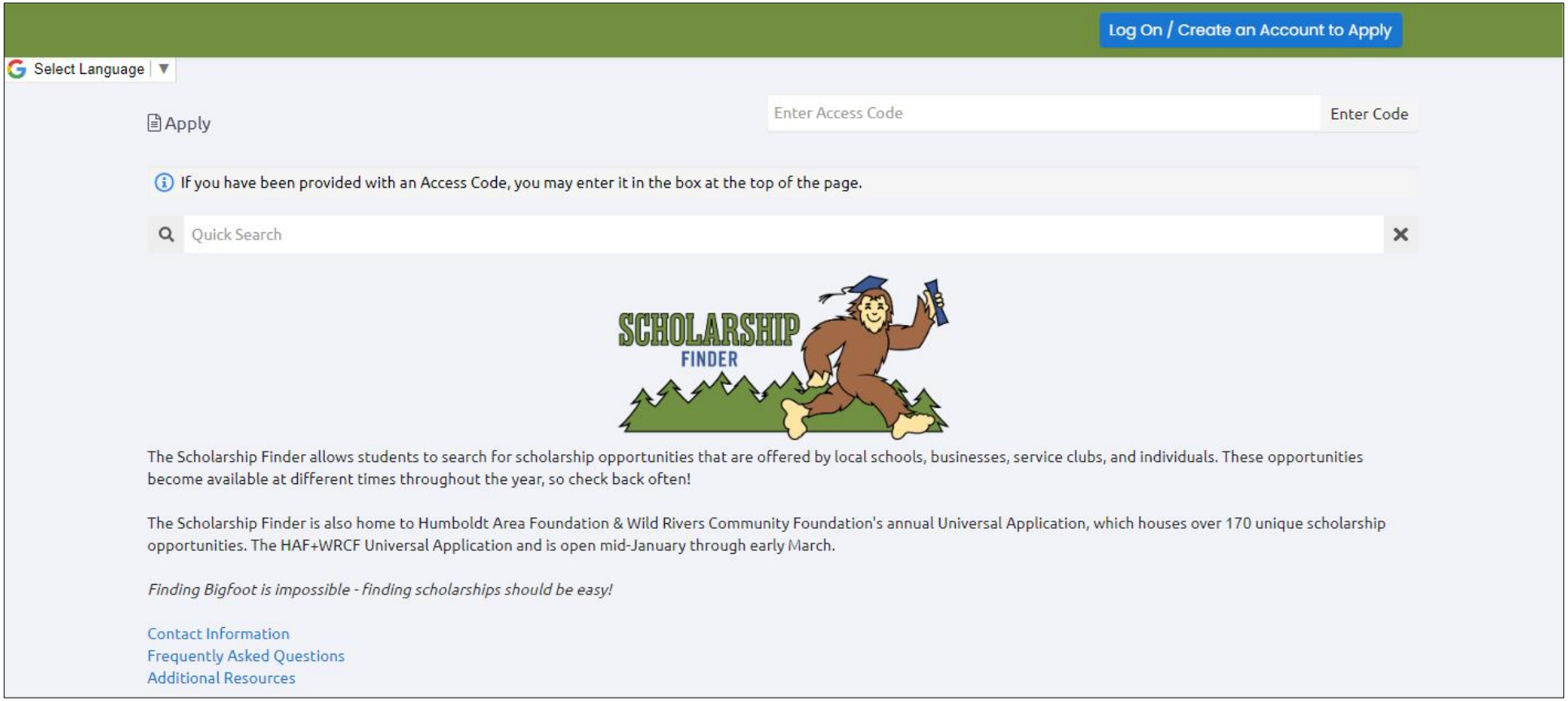
HAF+WRCF Universal Application Step-by-Step Tutorial

Step 1: Go to www.scholarshipfinder.org

Step 2: Click the blue 'Log On/Create an Account to Apply' button in the top right corner
(if you are on a mobile device, click the collapsed menu to access this button)



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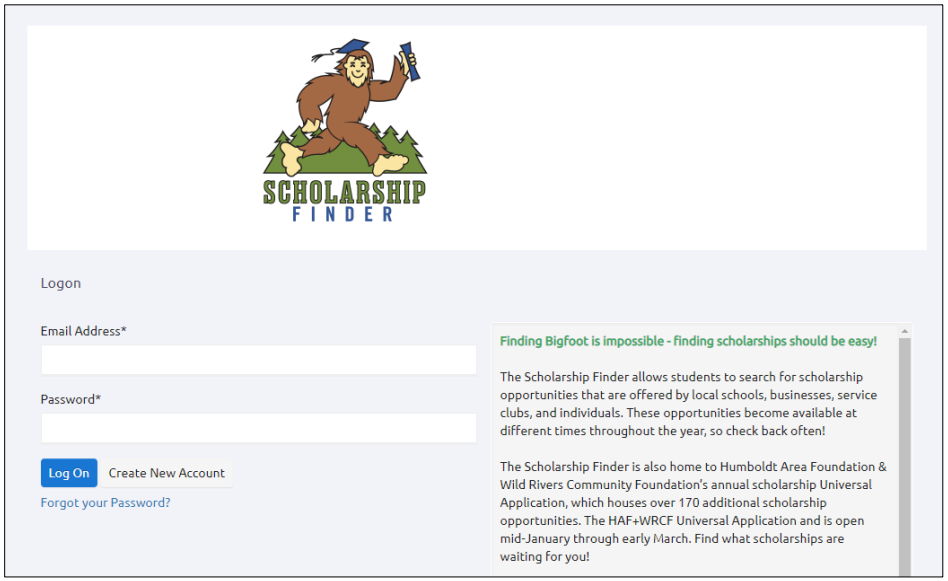
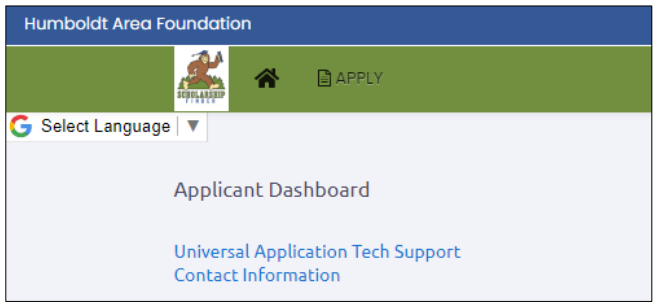
Step 3: Log In

- If you have already signed up for an account, log in using your email address and password (if you do not remember your password, click 'Forgot your Password?')
- If you do not have an account, click 'Create New Account' and complete Registration



Step 4: Navigate to the 'Apply' page

- Once you have logged in, navigate to the Apply page by clicking the 'Apply' button on the green banner at the top of the page.



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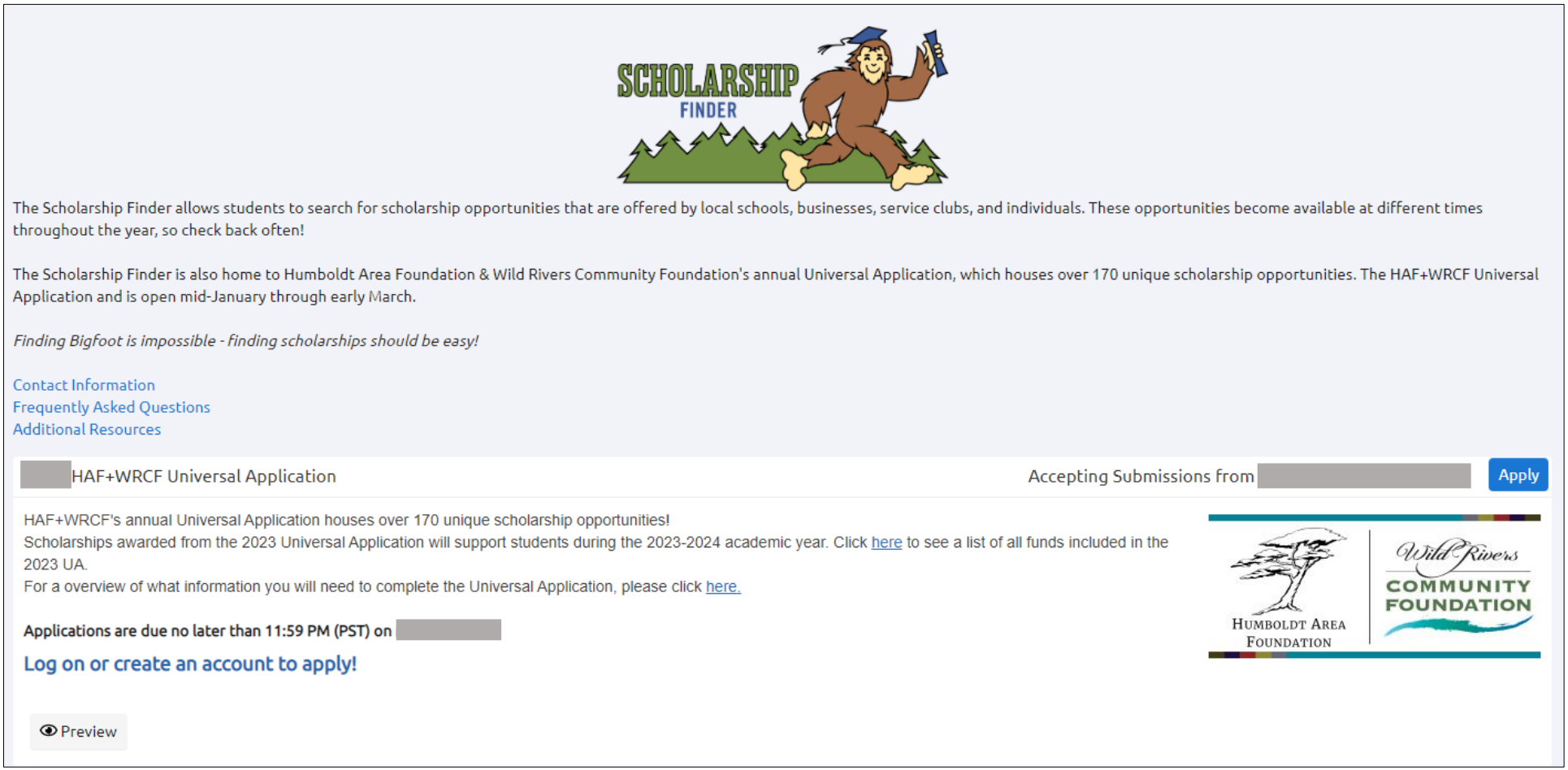
Step 6: On the Apply page, find the listing for the HAF+WRCF Universal Application and click the blue 'Apply' button on the listing to start an application



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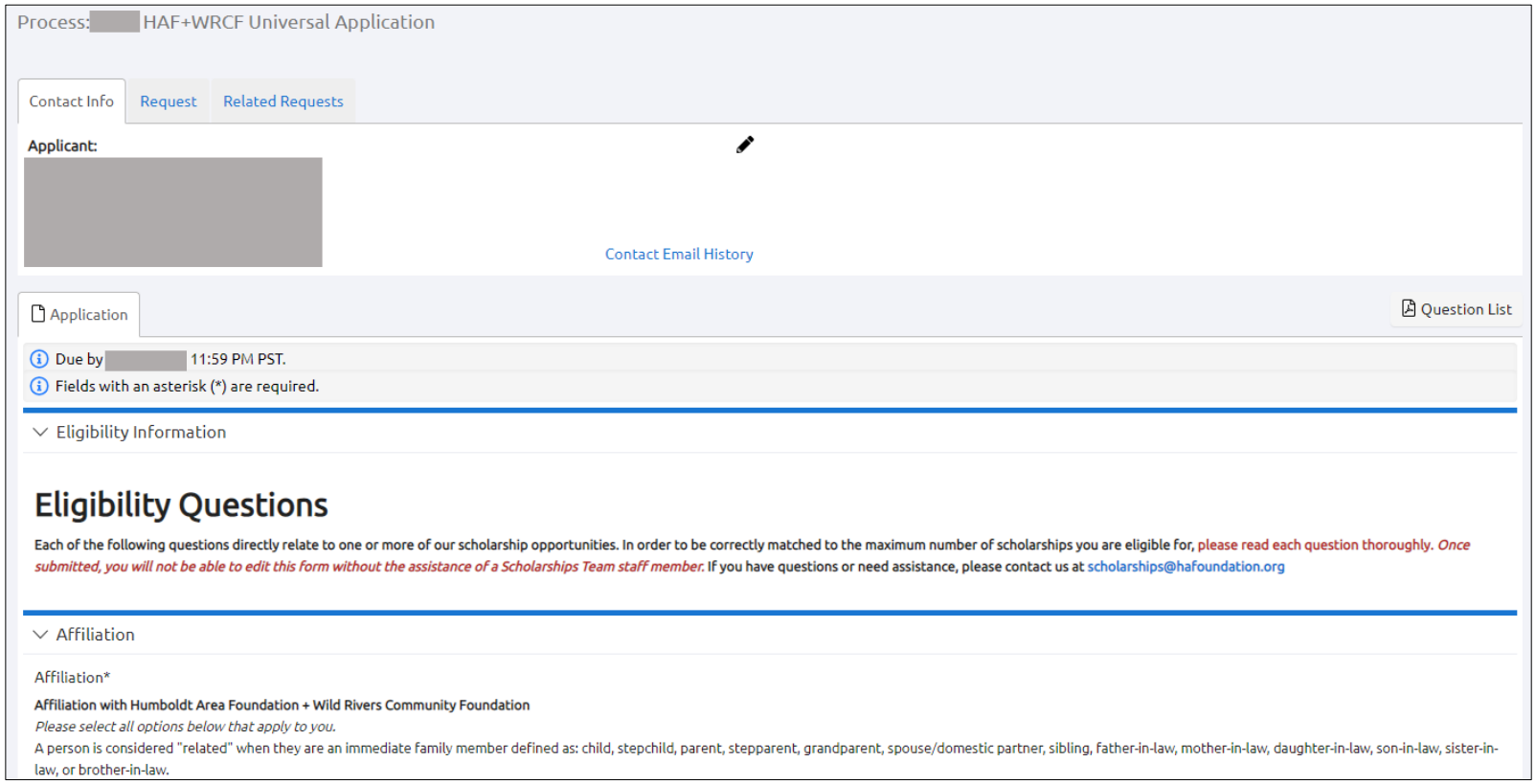
Step 7: Answer the Eligibility Questions

- Each question in the Eligibility Questions section *directly relates to one or more specific scholarship opportunities* – **read each question thoroughly before answering to ensure that you will be matched with the maximum number of scholarships.**

- Once submitted, **this section of the application cannot be edited** without the assistance of a Scholarships Team member.
  - Contact the Scholarships Team at scholarships@hafoundation.org or 707.442.2993

- ***Submission of the Eligibility Questions is not a complete application; you must complete and submit additional forms to be considered.***



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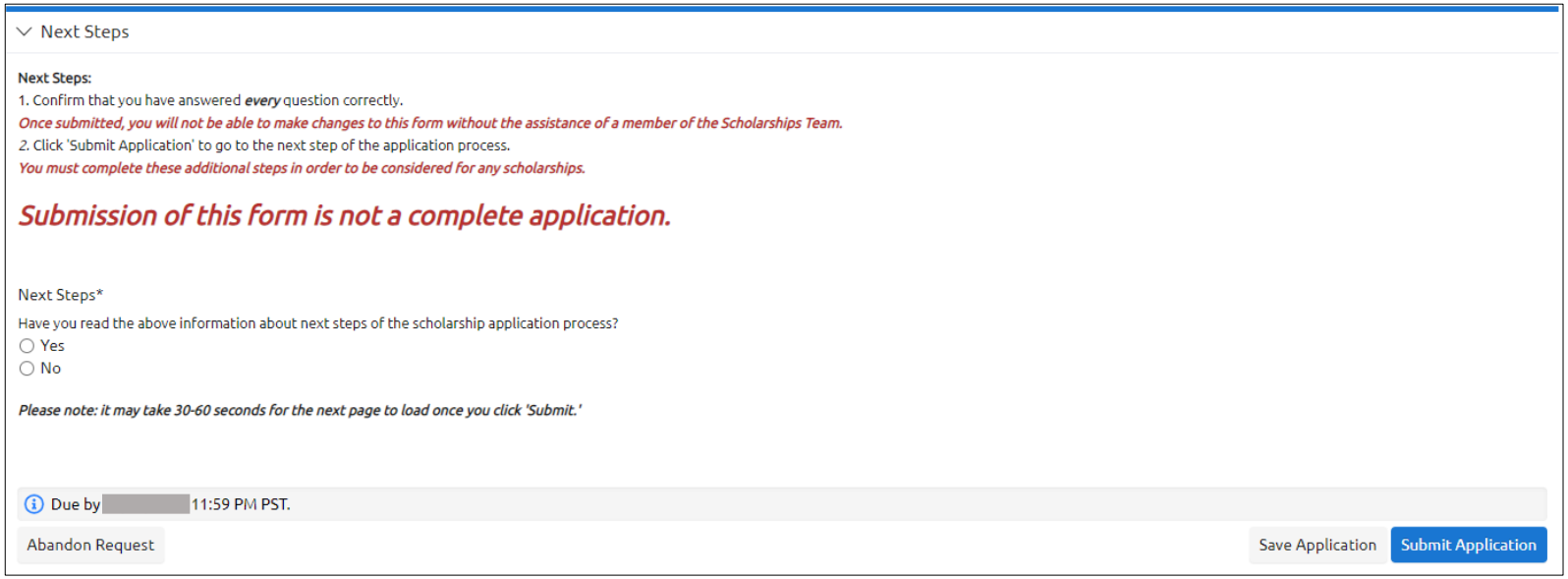
Step 8: Submit the Eligibility Questions

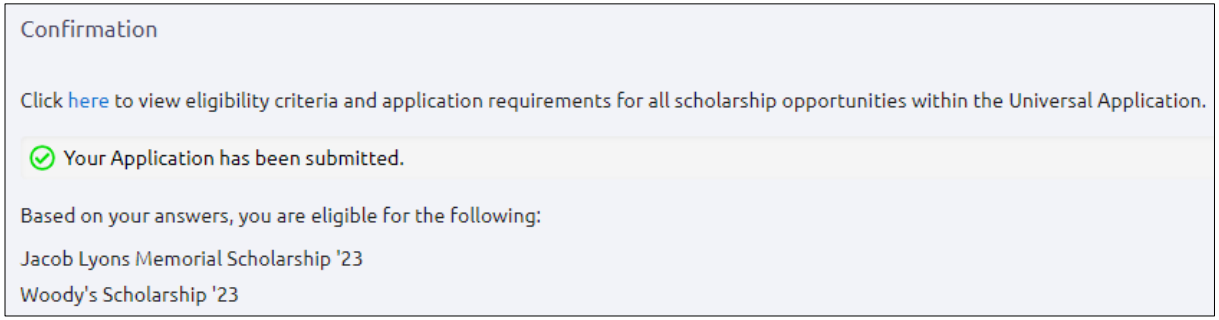
- After confirming your answers, click the blue 'Submit' button on the bottom right of the page.
- It may take a minute or so for the next page to load – please be patient



Step 9: Confirmation Page

The Confirmation page will show you which opportunities you've been matched to. Each opportunity will be listed twice as all opportunities will ask you for supplemental information.

- Click the blue 'Continue' button at the bottom of the page to move forward



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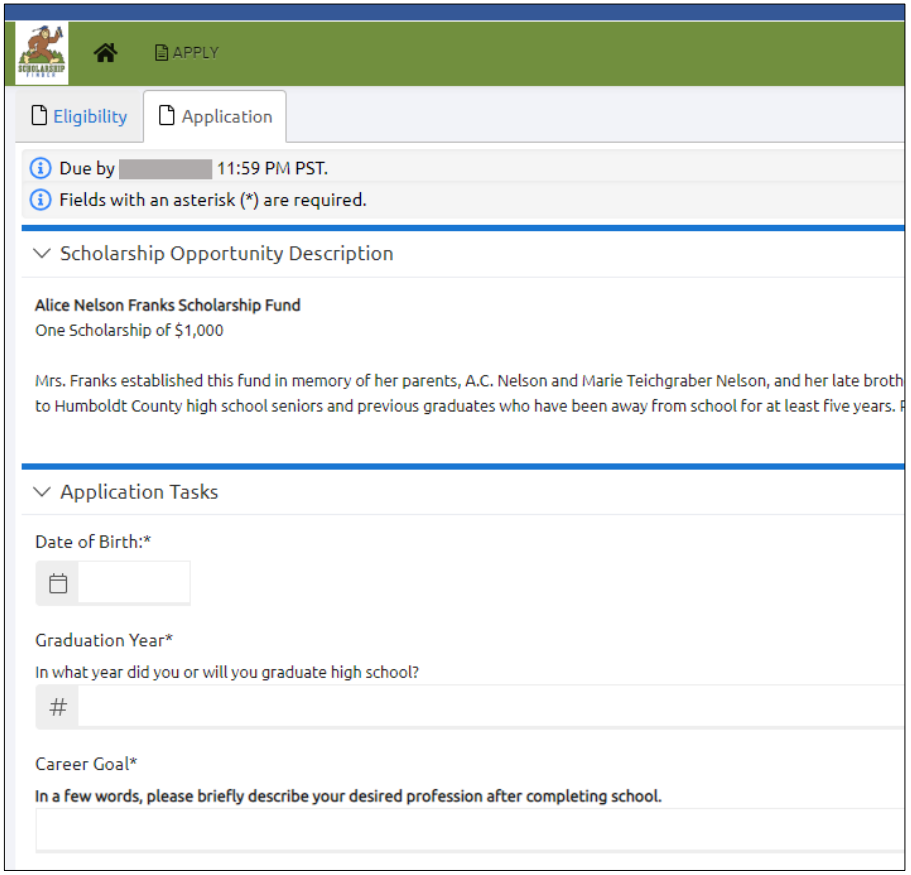
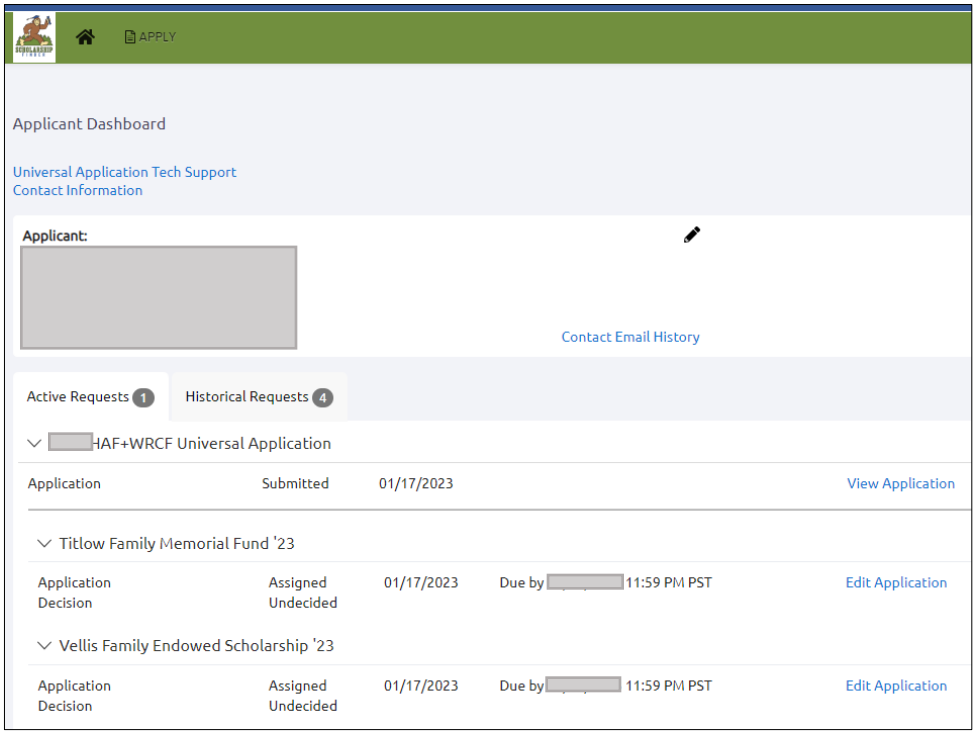
Step 10: Complete your first application

From the Confirmation page, the site will take you into your first application:

- Complete all Application Tasks and any Additional Tasks
- Click the blue 'Submit Application' button at the bottom of the page, or click 'Save Application' to finish later



You can also click the 'Home' button (the house icon) to navigate to your Applicant Dashboard, which will list applications for each opportunity you've been matched to and show your application status:



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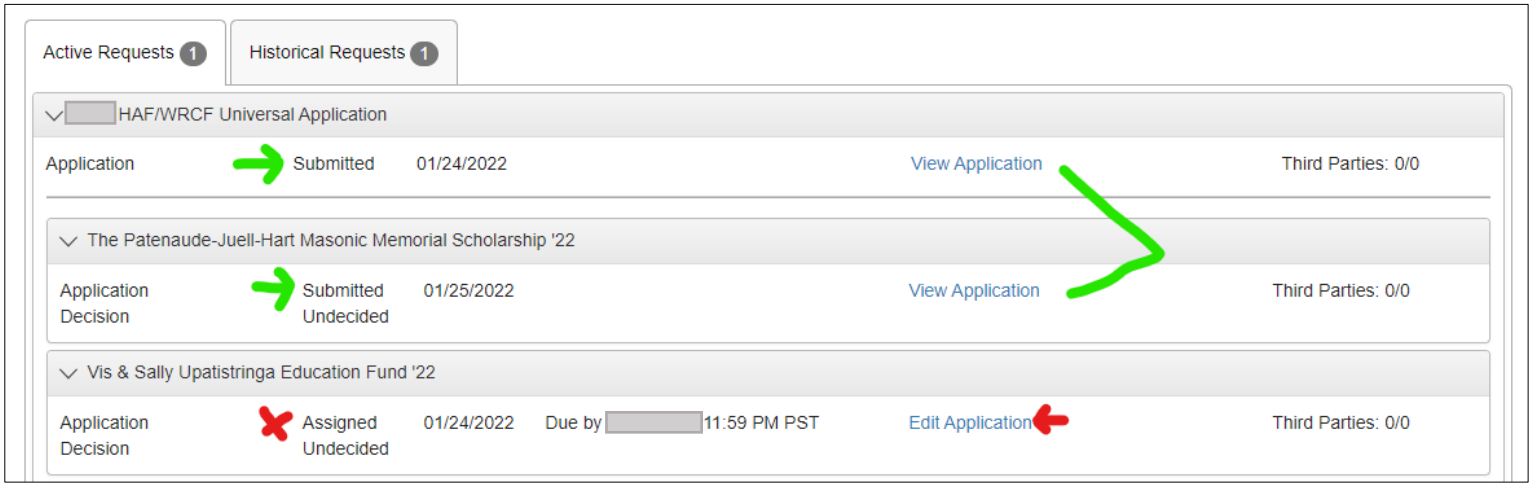
Application Completion Tips:

- Most questions within the Application Tasks section are shared by all opportunities. This means that you will only need to answer most questions once and your answers will automatically be copied over to your application for each opportunity.

- There will be some questions that are unique to each opportunity. Check the application for each opportunity to complete any opportunity-specific tasks.

- At the bottom of each application form, you will find a blue 'Submit Application' button. You will need to click this button for each opportunity that you would like to be considered for.

- To confirm that you've submitted all applications, successfully, navigate to your Applicant Dashboard by clicking the house icon. Applications that you have not yet submitted will be labeled as 'Assigned' and have an 'Edit Application' link. Applications that have been submitted successfully will be labeled as 'Submitted' and have a 'View Application' link. The first opportunity on the list will be the HAF+WRCF Universal Application – to be considered for any scholarships, you must have a 'Submitted' label on both the Universal Application and on the opportunity-specific application forms.



Questions? Need technical support? Contact us at scholarships@hafoundation.org or call 707.442.2993 and ask for the Scholarships Team!