

CSF Scholarships

Collaborator Guide

[Survey Monkey Apply](#)

Revised November 2022

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Article I) Welcome Collaborator!

You must be reading this guide because either you received a request from a student applying to CSF scholarships to collaborate on their application, or because you are supporting students in applying for CSF applications and would like to know how else you can support. Before you get started, please read this guide to understand how to use the scholarship application platform as a collaborator, as well as know some important rules regarding collaborating on a student's application.

If at any time, you have questions, please do not hesitate to contact us at scholarshipservices@collegesuccessfoundation.org

Best of luck, and thank you for all of your continued support!

The Scholarships and Financial Aid Education Team

Article II) Getting Started

Section 2.01) Recommended Browsers

Survey Monkey Apply supports the following browsers: Chrome, Firefox, Safari, and Microsoft Edge.
Please ensure you are using one of these browsers when you are using our platform.

Article III) Collaborating on a student's application

Section 3.01) Collaborator Rules

Our scholarship platform allows students to add collaborators to view and/or edit their scholarship applications. We enabled this functionality to allow and encourage students to seek support on their scholarship applications. To ensure fairness on our scholarship applications, there are a few important rules to know when collaborating on a student's CSF scholarship application.

*****IMPORTANT:** Collaborators are only allowed to use this function to view a student's application if a student is seeking any feedback, or to **upload transcripts or dependency court order documents(DCO)** (DCO is a required document for the Governors' scholarship application) to a student's application. We will be able to see any additional changes that you make to a student's application on our end, so **please do not make any changes to the student's applications** aside from uploading their transcript/dependency court order. Any additional changes that you make on behalf of the student will jeopardize the student's application. If there are any changes you think need to be made to the student's application, please make sure to talk to your student for them to do it themselves.

How do you collaborate on a student's application? To be able to collaborate on a student's scholarship application, the student will have to invite you to be a collaborator on their application.

Article IV) Student Views

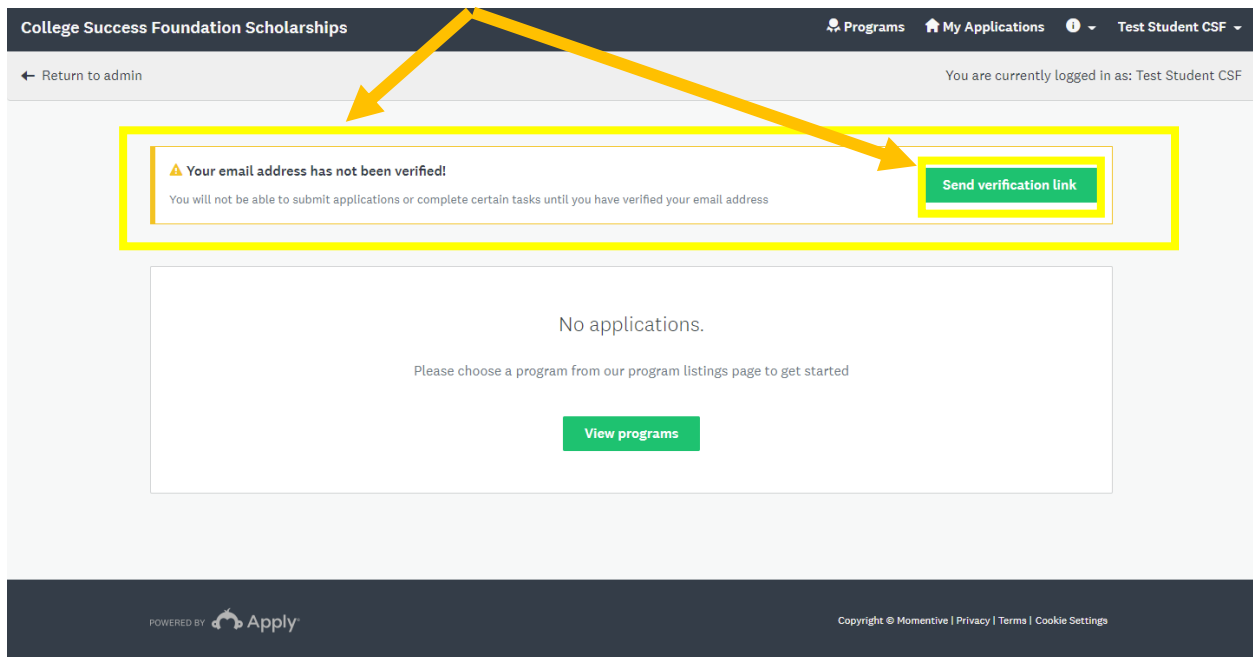
Section 4.01) Student View: Verify Email Address

NOTE: The following information in this section is the applicant's view from a student application.

In case you need to guide students on how to invite you to be a collaborator, this is what the application will look like on their end. If your student has already invited you, you can skip forward to **Article V: Collaborator Views**.

To be able to invite a collaborator to view and/or edit their scholarship application, the student will need to first verify their email address. How a student can tell if their email address has not been verified is they will see this **notification** (below) on every page of the scholarship platform.

The student will have to click the **"Send verification link"** button, and an email will be sent to the email address they used to create their Survey Monkey account.

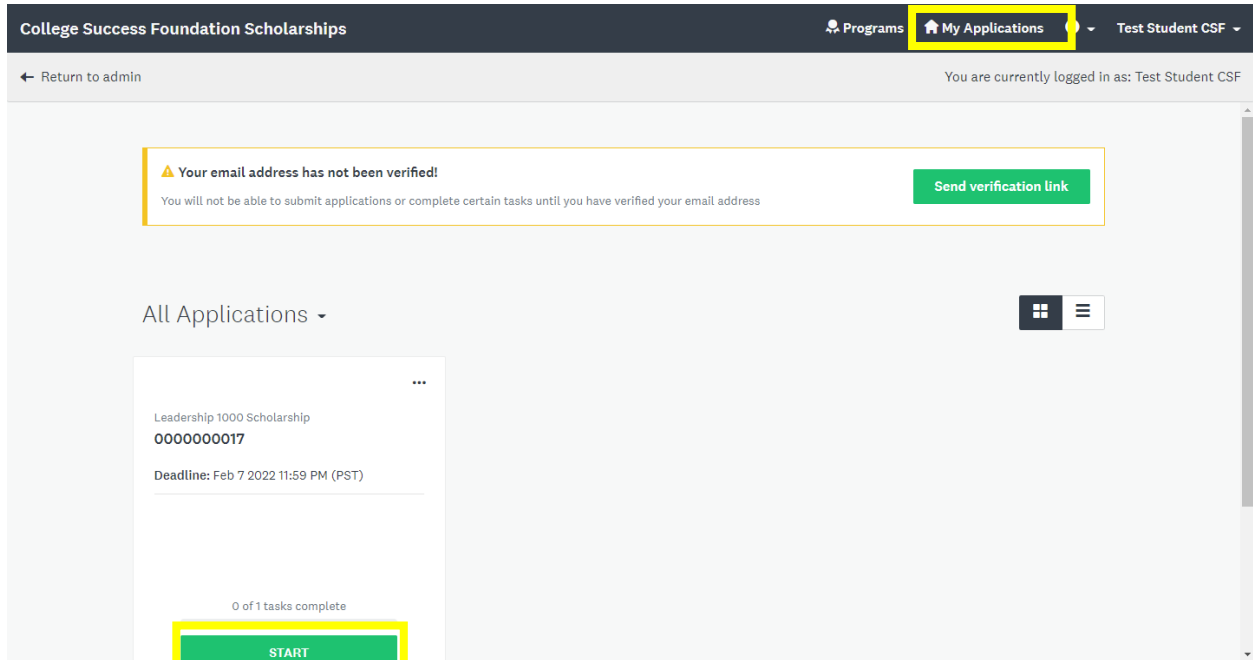


If they do not see the email, please instruct the student to check their junk folder. If the email to verify their account is not in their email inbox or junk folder, it may be due to security settings, which is likely if they used a school email address to create their account. They can change their email address by clicking on their **name** in the top right corner and clicking on **"my account"**. We recommend they do not use their school email address, but rather their personal email address.

Section 4.02) Student View: My Applications

Once the student has verified their account, the student will first have to start a scholarship application if they have not already. For a student to check and see if they started an application, they should navigate to “My Applications”. They should see all (if any) scholarships that they have started on. If the page is blank, have them navigate to the “Programs” tab at the top of the menu and select the scholarship they would like to apply to.

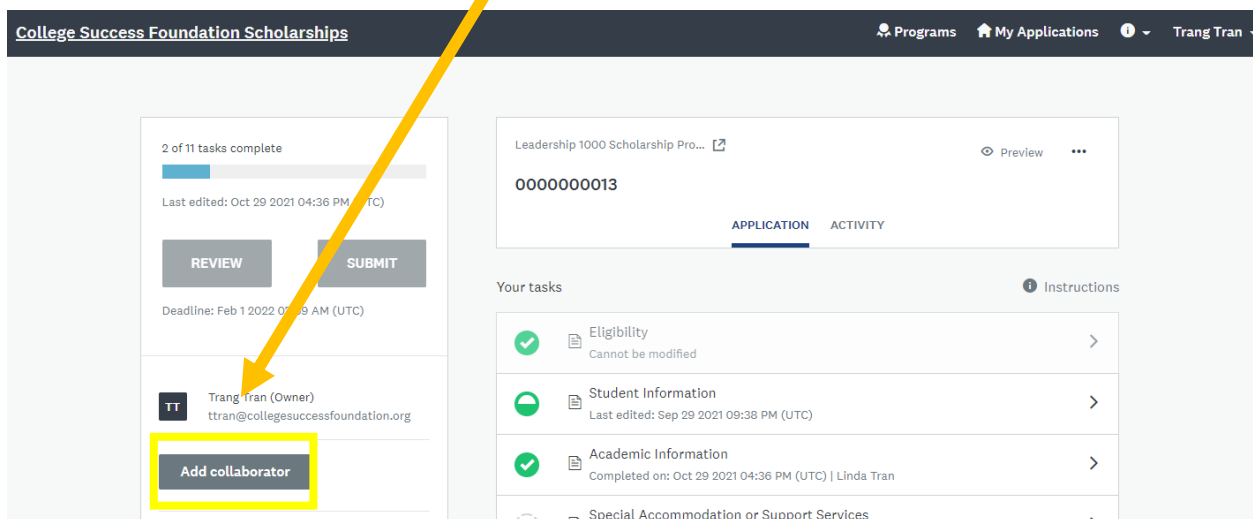
Once the student started the application, from the “My Applications” tab, they will select the green “start” or “continue” button under the application they would like to invite you to.



The screenshot shows the 'College Success Foundation Scholarships' interface. The top navigation bar includes 'Programs', 'My Applications' (highlighted in yellow), and 'Test Student CSF'. A message at the top states: 'Your email address has not been verified! You will not be able to submit applications or complete certain tasks until you have verified your email address.' Below this, under 'All Applications', a card for 'Leadership 1000 Scholarship' is shown with ID '000000017' and a deadline of 'Feb 7 2022 11:59 PM (PST)'. At the bottom of the card, a green 'START' button is highlighted in yellow.

Section 4.03) Student View: Student invites collaborator

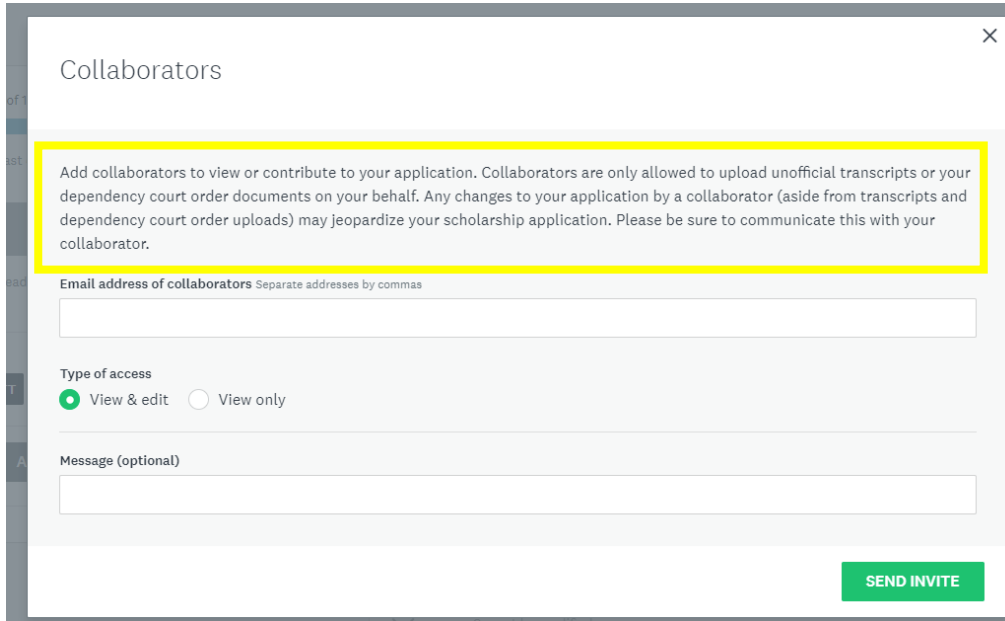
After the student clicks “start or continue” they will see this page. The student should select “add collaborator”



The screenshot shows the application details page for 'Leadership 1000 Scholarship Program' with ID '000000013'. The page is divided into two main sections. On the left, a progress bar shows '2 of 11 tasks complete' and includes 'REVIEW' and 'SUBMIT' buttons. Below this, the user 'Trang Tran (Owner)' is listed with an 'Add collaborator' button highlighted in yellow. A yellow arrow points from the text above to this button. On the right, the 'Your tasks' section lists: 'Eligibility' (Cannot be modified), 'Student Information' (Last edited: Sep 29 2021 09:38 PM (UTC)), 'Academic Information' (Completed on: Oct 29 2021 04:36 PM (UTC) | Linda Tran), and 'Special Accommodation or Support Services'.

The window below will pop up. The student will type your email address in and give you permission to either view and edit, or view only. If your student wants you to be able to edit and add their transcript to their application, make sure they select **View & edit**.

Please note that collaborator rules are also communicated to students at this stage. It is the student's responsibility to make anyone they ask to collaborate on their application aware of this rule as well.

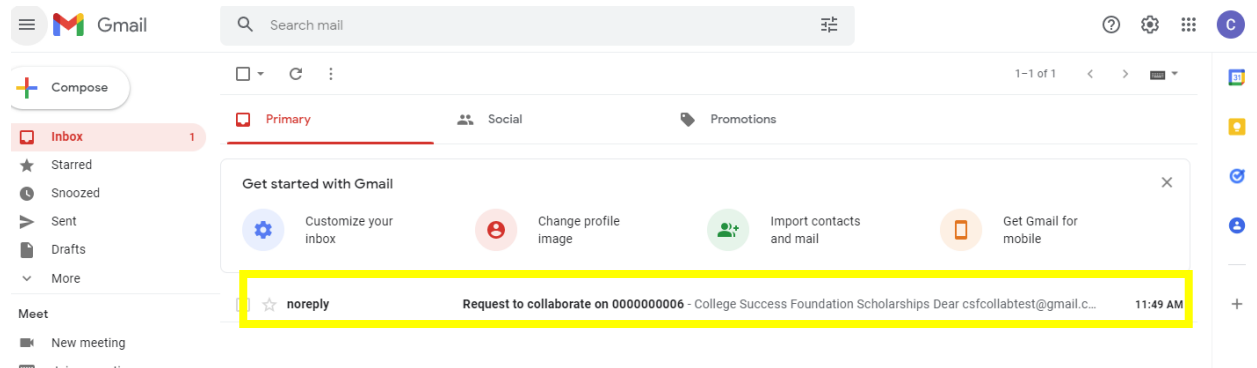


The screenshot shows a window titled "Collaborators" with a close button (X) in the top right corner. A yellow rectangular box highlights a warning message: "Add collaborators to view or contribute to your application. Collaborators are only allowed to upload unofficial transcripts or your dependency court order documents on your behalf. Any changes to your application by a collaborator (aside from transcripts and dependency court order uploads) may jeopardize your scholarship application. Please be sure to communicate this with your collaborator." Below the warning is a text input field labeled "Email address of collaborators" with the instruction "Separate addresses by commas". Underneath is a "Type of access" section with two radio buttons: "View & edit" (which is selected) and "View only". Below that is a "Message (optional)" text input field. At the bottom right of the window is a green button labeled "SEND INVITE".

Article V) Collaborator Views

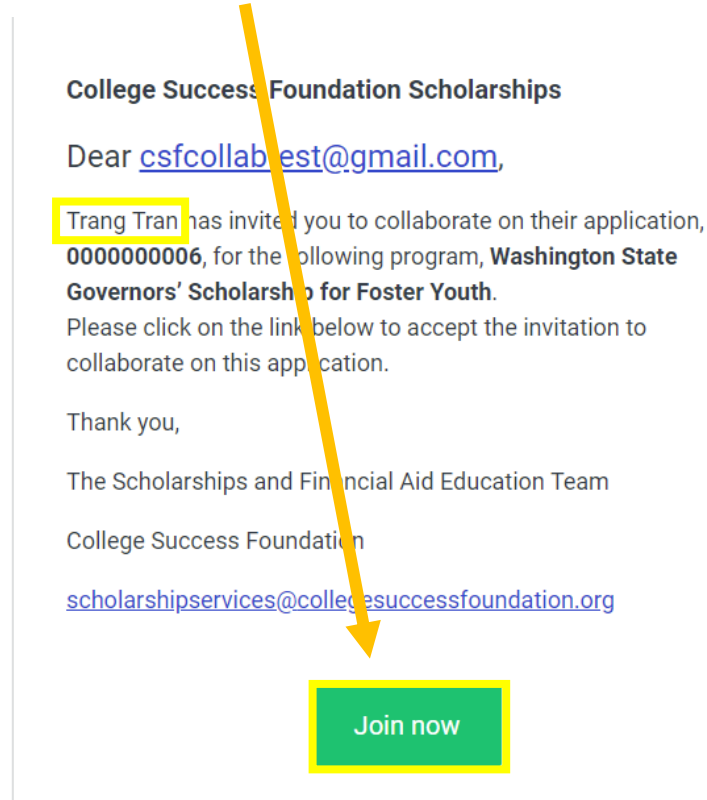
Section 5.01) Collaborator View: Invitation Email to Collaborate

Once the student invites you to collaborate on their application, you should receive an email like the one below. Click on the email to view the invitation.



The **student's name** will be included in this email so you will know who the request is from.

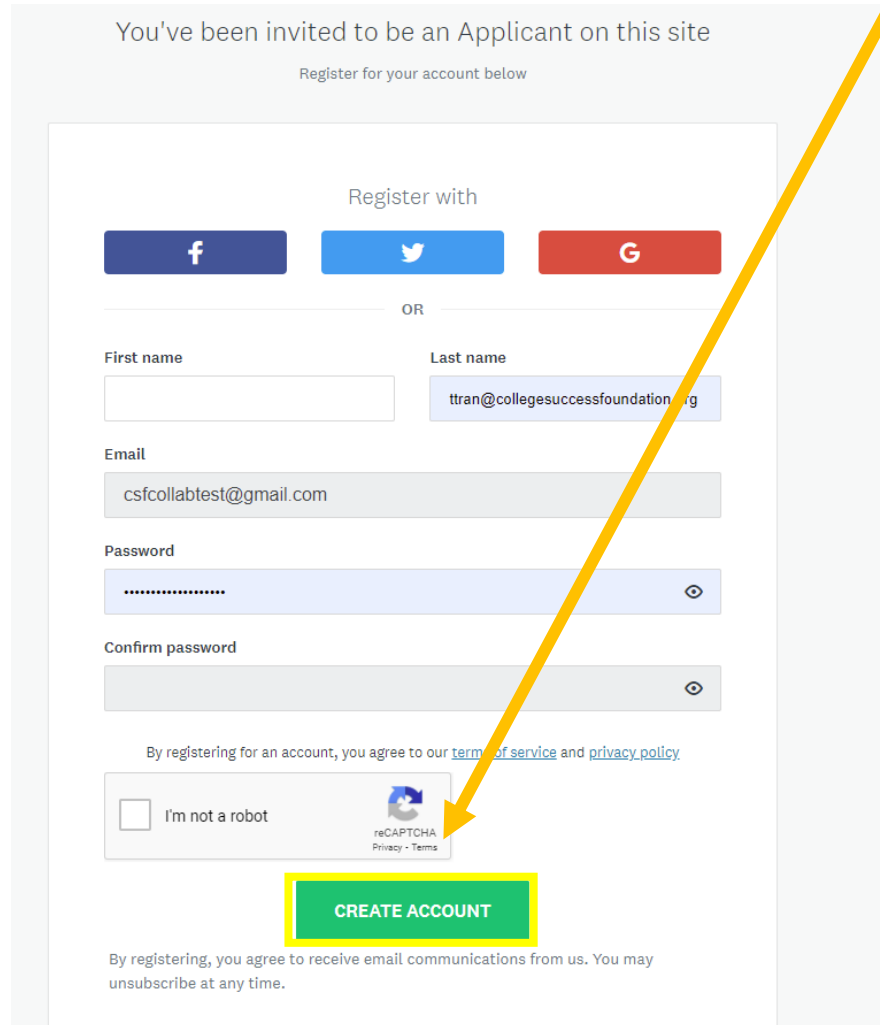
Click on the **"join now"** button to create an account or sign in if you have already created an account.



Section 5.02) Collaborator View: Registering for Survey Monkey Apply

After you click “Join Now”, this window will pop up to invite you to register and create an account. The invitation will read at the top, “you have been invited to be an applicant on this site”. Do not be alarmed, to ensure proper functionality for collaborators to view and edit, collaborators are set as applicant users. This does not mean you are logged in as the applicant or applying to your own scholarships.

Input your first name, last name, create a password and complete the reCAPTCHA to confirm you are not a robot to create an account.

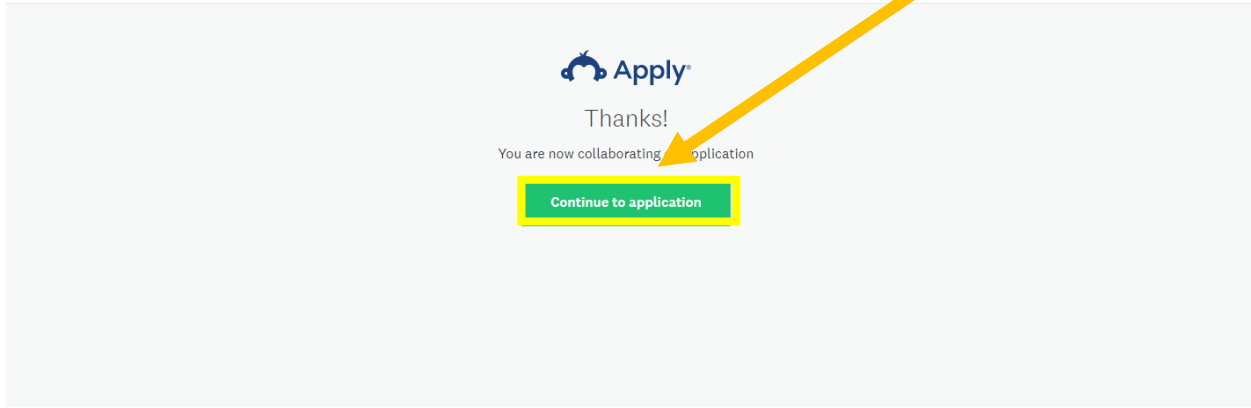


The image shows a registration form titled "You've been invited to be an Applicant on this site" with the subtitle "Register for your account below". The form includes social media registration options for Facebook, Twitter, and Google. Below these is an "OR" separator and input fields for "First name", "Last name" (pre-filled with "ttran@collegesuccessfoundation.org"), "Email" (pre-filled with "csfcollabtest@gmail.com"), "Password", and "Confirm password". A reCAPTCHA widget is present with the text "I'm not a robot" and a checkbox. A green "CREATE ACCOUNT" button is highlighted with a yellow border. A yellow arrow points from the top right towards the reCAPTCHA widget. At the bottom, there is a disclaimer: "By registering, you agree to receive email communications from us. You may unsubscribe at any time."

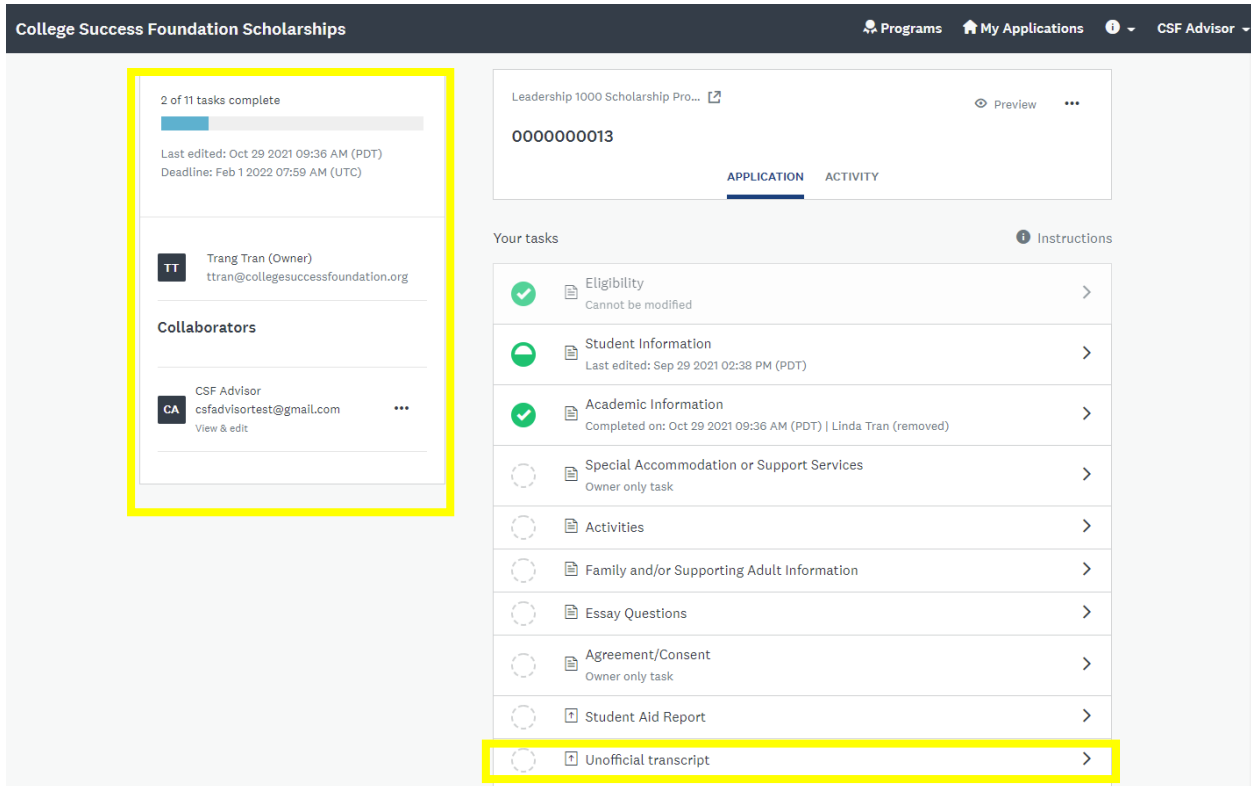
Section 5.03) Collaborator View: Navigating as a collaborator

Once you have logged in, you will see this message below. Click on the **“continue to application”** to start collaborating on their application.

[Return to College Success Foundation Scholarships](#)



On the left side of the page, you will be able to see whose application you are collaborating on. Scroll down to transcript to upload a transcript or dependency court order documents on their behalf



Tip: on this page, you can see the student’s progress on their application. You can see that this student has completed 2 tasks (eligibility and academic information), indicated by the green check mark. The student also started the Student Information section, indicated by the half white, half green circle. The tasks that are white have not been started by the student. You can click on these tasks to view the student’s application.

Once you have uploaded the student's transcript or dependency court order document, make sure to **mark the task as complete.**

If you would like to view any other pieces of the student's application, navigate to their tasks using the menu on the left.

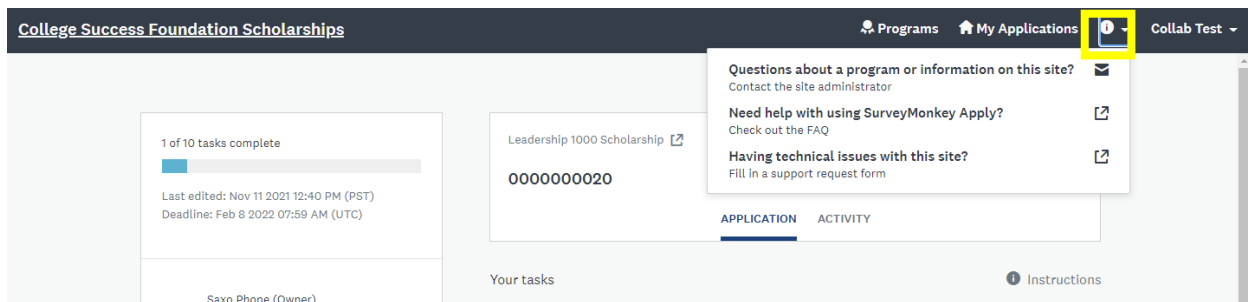
The screenshot displays the 'College Success Foundation Scholarships' application interface. On the left, a sidebar menu lists various tasks: Eligibility (checked), Student Information, Academic Information (checked), Special Accommodation or Support Services, Activities, and Family and/or Supporting Adult Information. A progress bar indicates '2 of 11 tasks complete'. The main content area shows the 'Unofficial transcript' task with instructions to upload a high school transcript. Below the instructions is an 'ATTACH FILE' button and a 'Show accepted formats' link. A file named 'FAFSAWASFA Cheat Sheet' is listed with the filename 'FAFSAWASFA_Cheat_Sheet_u5RaxVA.pdf' and added on 'Oct 29 2021'. At the bottom right of the task area, a 'MARK AS COMPLETE' button is highlighted in yellow. A yellow arrow points from the text above to this button.

Note: If you would like to go back to collaborate on the same student's application after collaborating for the first time, you will have to go back and find the original invite (see section 5.01). If you cannot find it, the student will have to resend the invitation to you.

Article VI) Requesting Help

If at any time, you are having issues, click on the “i” icon on the top menu. You have three options to look for help.

1. Click “Questions about a program or information on this site?” to email the Scholarships team at College Success Foundation.
2. Click “Need help with using SurveyMonkey Apply” to read the applicant FAQ to learn more about the site
3. And lastly, click “Having technical issues with the site?” if you are having difficulty with the scholarship platform. This will direct you to submit a request to Survey Monkey Apply’s customer support.



Thank you!

We thank you for supporting students with their scholarship applications! This work cannot be done without those like yourself. Please, do not hesitate to contact us if you have any questions.

Best of luck!