CSF Scholarships
Applicant Guide
Survey Monkey Apply
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Article I) Welcome CSF Scholarship Applicant!

Welcome to the College Success Foundation Applicant Guide! You must be reading this guide because you are looking to apply for CSF scholarship programs and you want to learn more on how to understand our scholarship application platform. This guide will provide you with helpful tips and tricks to maximize the scholarship platform, ensuring a smooth application experience. Of course, you are not alone in this experience! You have a dedicated scholarships team here at CSF here to support you throughout the application cycle.

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

Best of luck!

The Scholarships and Financial Aid Education Team
Article II) Getting Started

Section 2.01) College Success Foundation Scholarship Programs

Before you get started on applying for our scholarship programs, it’s very important that you visit our website to learn more about our scholarship programs, their eligibility criteria and important dates to consider. You can start your learning on the CSF scholarships page.

You can click on the links below to review the scholarship programs opening for funding for the 2022-2023 academic year. Once the scholarship application opens (on December 1st, 2021), you will be able to find the links to the online scholarship application on these pages.

- Washington State Governors’ Scholarship for Foster Youth
- Leadership 1000 Scholarship
- Martin Luther King Jr. Scholarship
- Costco Employee Scholarship

Section 2.02) Recommended Browsers

Survey Monkey Apply supports the following browsers: Chrome, Firefox, Safari, Microsoft Edge.
Please ensure you are using one of these browsers when you are using our platform.
Section 2.03) Register for an account

When the scholarship opens on December 1st, 2021, you will be able to access our scholarship application platform shown below. Applicants will need to register for an account, which they will use for all of their CSF scholarship applications and if selected as a scholar, for their lifetime as a CSF scholarship recipient.

Click on the green “register” button on the top right side of the scholarship application platform. You will know if you are in the CSF application platform if the website link begins with csf.smapply.org

After you click “Register”, this window will pop up to invite you to register and create an account.

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

***IMPORTANT NOTE: Please do not use your high school email address when creating an account, as you will have to access the platform after selection if selected. Also, your school email address may block important emails that we will be sending from the platform. Please use your personal email address that you check regularly when creating your account.
Once registered, you will see this message confirming that you have registered successfully.

**Section 2.04) Verify your email address**

After you create an account, you will need to first verify their email address. You will not be able to have full access of the platform’s features and you will not be able to submit an application until you have verified your email address. The verification email will be sent to the email address that you registered with. Furthermore, every time you log into the platform, you will see a message stating you have not been verified (below) on every page of the scholarship platform.

You can click the “Send verification link” button to send the email to verify your Survey Monkey account.
You will receive an email like the email below to verify your email address.

Once you click on the email, you should see this message. Click on the “confirm email address” button to verify your account.
Section 2.05) Changing your email address

If you do not see the email, check your junk folder. If the email to verify your account is not in your email inbox or junk folder, it may be due to your email security settings, which is likely if you used a school email address to create your account. You can change their email address by clicking on your name on the top right corner and clicking on “my account”.

Change your email address once on the “Account Settings” page to your personal email address and resend the verification email to your new email address if you’re having difficulty verifying your account.

If you are still having trouble then, please contact help.
Article III) Navigating the scholarship platform

Section 3.01) Requesting Help

Knowing when to ask for help is an important skill! This is why we wanted to make easy for you to seek support. 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. The FAQ answers the following questions:
   a. How do I create a new application?
   b. How do I delete my application?
   c. How do I preview my application
   d. Can I print/download my online application?
   e. How do I edit a completed task?
   f. Why can’t I edit my task?
   g. I get an error when uploading a file
   h. “Whoops! We couldn’t find what you’re looking for”
   i. The deadline has passed, what can I do?
   j. Why is my application locked?
   k. I submitted my application but didn’t receive a confirmation email
   l. How do I electronically sign a form?
   m. My recommender hasn’t received their email, what should I do?
   n. My recommendation task says “in progress”
   o. I want to change the information of my recommender
   p. How do I change my email preferences?
   q. Why am I not receiving an email from 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 submit a request Survey Monkey Apply’s customer support.
Section 3.02) Viewing Open Scholarships
To view all scholarship applications currently open, click on “programs” on the top right side of the menu on the page. Once you click “programs”, you will be directed to the page below. Click on “more” to access the scholarship application for a particular scholarship.

Section 3.03) Viewing Your Applications
Once you start an application, you can view all the applications that you have started by clicking on “my applications”. When you click on “my applications”, you will see the page below. You can also see your application progress, and when you last edited your scholarship application.

***IMPORTANT NOTE:*** On this page, it shows the deadline of the application. This is not the application deadline. Our applications will close on January 31st, 2022. The February 7th, 2022 deadline is the deadline to submit documents and recommendation. Please keep this in mind, as all tasks aside from documents will close on January 31st. Please refer to our website [links on section] to view the application timelines for our scholarship applications.
Section 3.04) Account Settings

To access account settings, click on your name on the far top right corner of the page. A drop down menu will show. Select “My Account” to navigate to the account settings page.

Once on the account setting page, you can manage your profile. On this page, you can:

- Change your name
- Change your email address
- Change your time zone
- Change your password
Article IV) Navigating CSF scholarship applications

Section 4.01) Starting an Application

To start an application, go to the scholarship program page either by using the “Apply Now” link on our website, [www.CollegeSuccessFoundation.org](http://www.CollegeSuccessFoundation.org), or by going to “Programs” and selecting the scholarship you’d like to apply for.

Once on the scholarship program page, select the “Apply” button.

When you begin the application, you will need to complete the “eligibility” section first. To access the full scholarship application, you will need to be eligible for the scholarship.
If you meet scholarship eligibility requirements, you will see all of the other scholarship tasks. You can complete tasks in any order, so feel free to jump around and complete different pieces of the application. Please note, the deadline for all tasks aside from the recommendation and transcript upload is January 31st, 2021 at 11:59 PST. Please make sure you complete all tasks by then.

Section 4.02) Application Progress
You can monitor your application progress in two ways. First, to see your progress on the application tasks, view the icon by each task.

✔️ The green circle with a check mark indicates that the task indicates you have marked the task as complete. See section 4.04 for more information.

🍃 The half white, half green circle indicates that you have started this task, but have not completed the task.

_circle The white circle with a gray, dashed outline indicates you have not started on this task.

See below, this application as completed the eligibility section, started on the student information section, and has not started the academic information section.
You can also track your progress on the entire scholarship application by looking at the completion bar below. It will tell you how many tasks you have completed.

Section 4.03) Saving your application
To save the progress on your application, make sure you scroll down to the bottom of the page and click “save and continue editing.”
Section 4.04) Mark tasks as complete
When you are done with a task on the application, please make sure you “mark the task as complete” for the task to register as complete. Otherwise, it will be marked as started, but not completed.

This is for you to submit that task once you are sure you are complete.

Section 4.05) Resetting/Editing Complete Tasks
If at any point, you want to edit any tasks that you marked as complete, select the task that you want to edit or reset. Once on that page, click on the elipses “…” and you will see a drop down menu. Select edit or reset depending on what you want to do. Resetting will completely clear any information you inputted on that particular section.

Note: there will be tasks that you are not able to edit. If you completed the section incorrectly and would like for us to unlock the task for you, please email us at scholarshipservices@collegesuccessfoundation.org
Section 4.06) Adding a collaborator to your application

On the scholarship application program page, you can also invite someone to collaborate on your application. You can give a collaborator access to view and/or edit your application.

***IMPORTANT NOTE:*** We have enabled the collaborator function to edit your application only for collaborators to upload documents on your behalf. This means, collaborators are only allowed to edit your transcript or dependency court document tasks. We can view if any additional changes have been made by collaborators on your applications, and any action on your application aside from document uploads will jeopardize your application. **It is your responsibility to communicate this with anyone you invite to collaborate on your invitation.**

To add a collaborator to your application, select “add collaborator”

The window below will pop up. You will type the email address of who’d you like to collaborate on your application and select what permission you’d like to give your collaborator to either view and edit, or view only.

We have a collaborator guide available for your collaborator to use. Please refer to our website to send the document to your collaborator.
Section 4.07) Review your application

Once you complete your tasks, you can review your scholarship application by selecting “review”.

When your application is complete, do not forget to click “submit” to complete your scholarship application. When you click submit, you will not be able to edit your application. So make sure to review your application to ensure it meets your expectations.

Your application should show as “submitted” when on the “My applications” page.
Article V) Best of Luck!
We wish you the very best of luck on your scholarship applications! Remember, we are rooting for you! If you have any questions, do not hesitate to contact us at any time.

The Scholarships and Financial Aid Education Team

scholarshipservices@collegesuccessfoundation.org