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**Hillsdale County**  

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**community foundation**<sup>SM</sup>

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## GOAPPLY INTRODUCTION

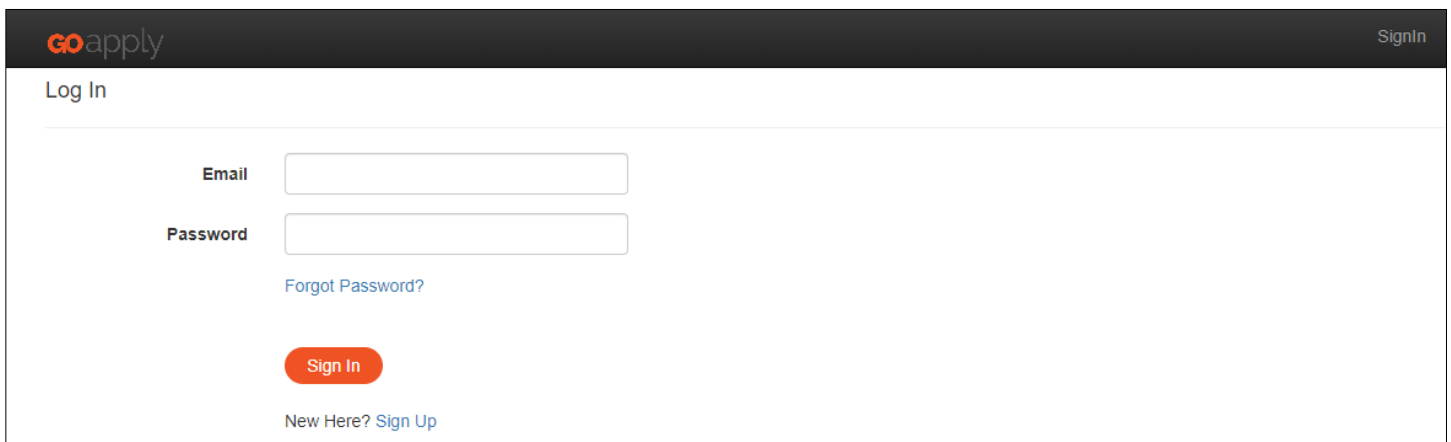
The Hillsdale County Community Foundation is using a system called GOapply to accept scholarship applications. The following guide will take you through the process of creating an account, starting an application, and submitting an application.

Please note, the screenshots in this guide are templates, GOapply or emails received may appear different due to formatting and branding, however the functionality remains.

## GETTING STARTED

### HOME PAGE/LOGIN PAGE

The Login Page is the gateway for GOapply applicants. Access the Login Page using the following URL: <https://goapply.akoyago.com/hillsdale>. Everyone must create an account before they can view applications or complete applications.



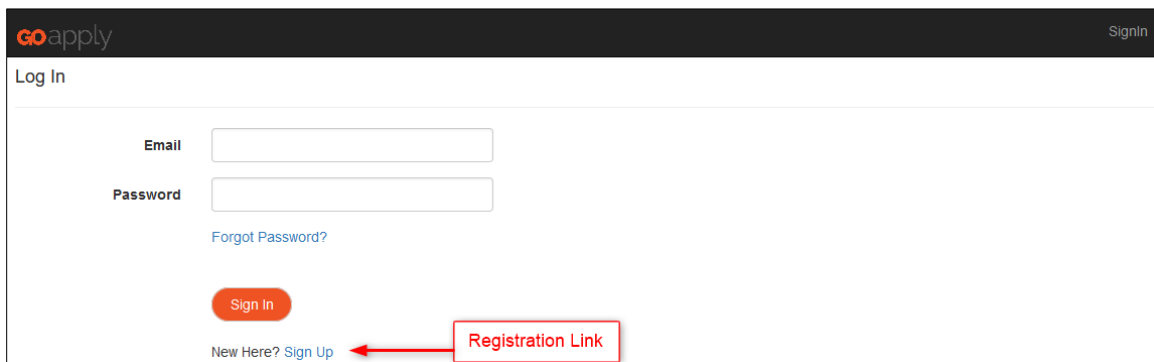
The screenshot shows the GOapply login interface. At the top left is the 'GOapply' logo, and at the top right is a 'SignIn' link. Below the logo is the text 'Log In'. The main form contains two input fields: 'Email' and 'Password'. Below the password field is a blue link for 'Forgot Password?'. At the bottom of the form is an orange 'Sign In' button. Below the button is the text 'New Here? Sign Up'.

## USER REGISTRATION

GOapply allows for two different types of accounts – individuals and organizations. If you are applying for a scholarship or award (something that is for you or your work as an individual), select [Individual](#) applicant.

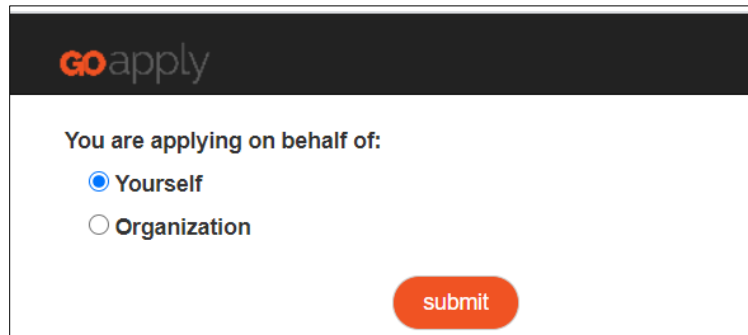
## CREATING AN INDIVIDUAL ACCOUNT

From the Login Page, click on the registration link.



This screenshot is identical to the previous one, but with a red box and arrow highlighting the 'Sign Up' link. The red box contains the text 'Registration Link' and an arrow points to the 'Sign Up' text in the 'New Here? Sign Up' label.

Click **Yourself** since you are applying as an Individual.

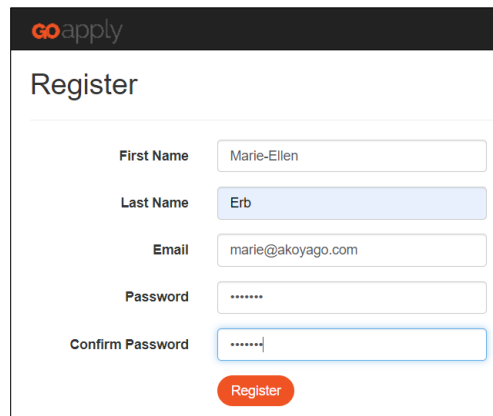


The screenshot shows the top part of the GO apply registration form. At the top left is the 'GO apply' logo. Below it, the text reads 'You are applying on behalf of:'. There are two radio button options: 'Yourself' (which is selected) and 'Organization'. At the bottom right of this section is a red 'submit' button.

**Important Note:** DO NOT use non-alphanumeric characters (quotes, commas, apostrophes, question marks, etc.) in your Organization Name or Login. If you do, your applications may not be processed correctly. Dashes or hyphens are okay.

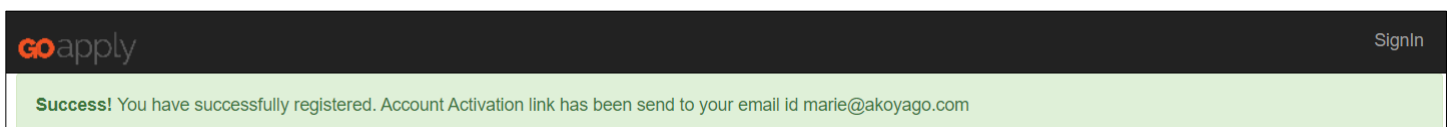
## INDIVIDUAL REGISTRANT

Complete the information and click the Register button.



The screenshot shows the 'Register' form on the GO apply website. The form has the following fields: 'First Name' (Marie-Ellen), 'Last Name' (Erb), 'Email' (marie@akoyago.com), 'Password' (masked with dots), and 'Confirm Password' (masked with dots). A red 'Register' button is located at the bottom right of the form.

If your account is successfully created, you will receive this message.

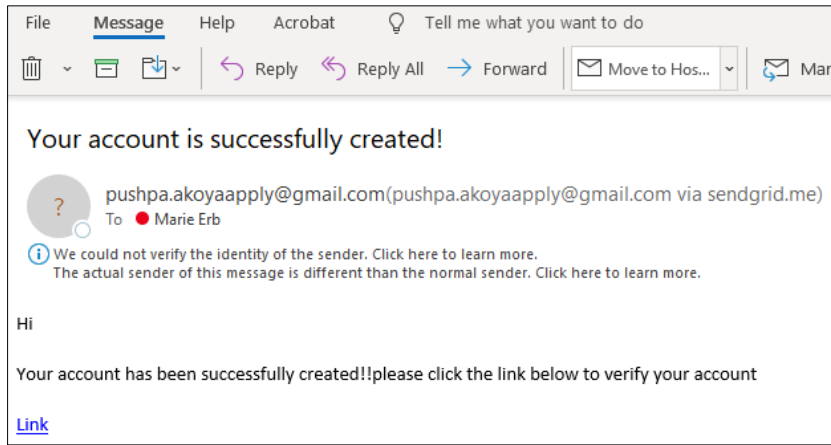


The screenshot shows a success message banner from the GO apply website. The banner is green and contains the text: 'Success! You have successfully registered. Account Activation link has been send to your email id marie@akoyago.com'. The GO apply logo is on the left and a 'SignIn' link is on the right.

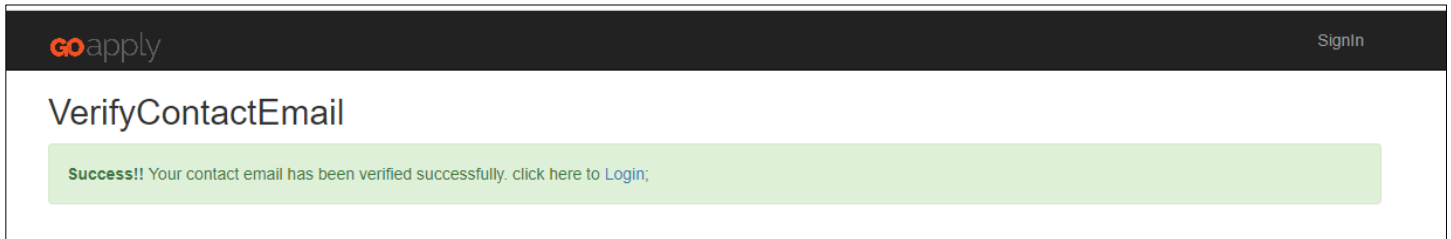
If a registrant already exists using your email address, the screen will display the following message:

*Error! This email address [email address] already exists in the system. Please sign in.*

After successful registration, you will receive an email at the address provided, prompting you to verify your account. (Check Junk email if not in inbox). Click the link in the email to verify your account.

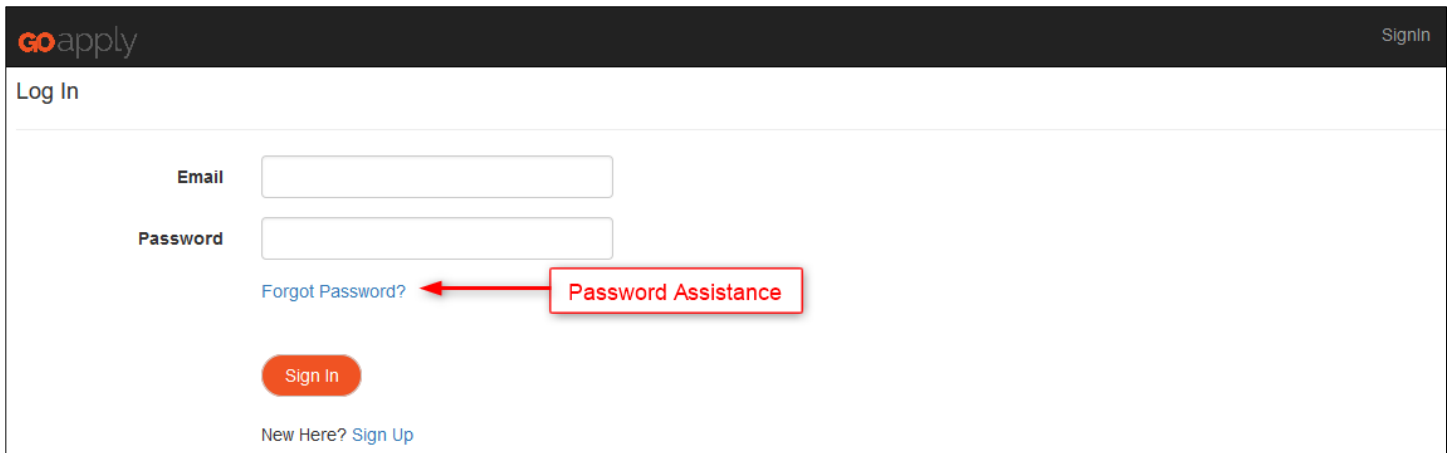


The following screen will appear. Click on the Login link to sign in.

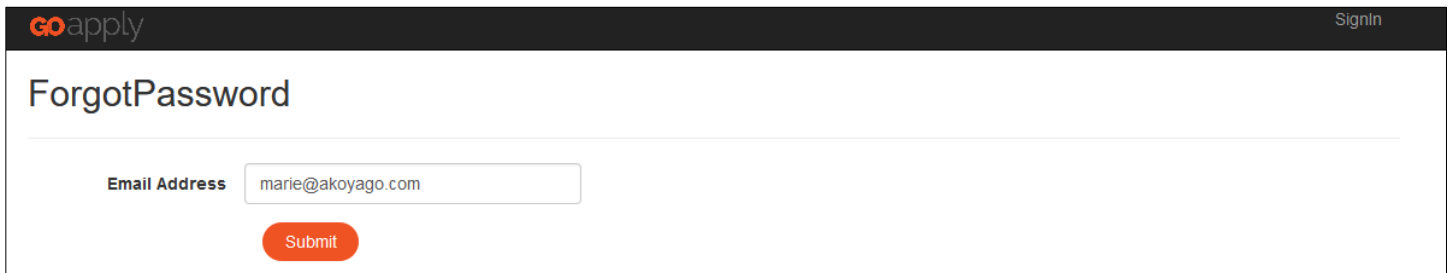


## PASSWORD ASSISTANCE

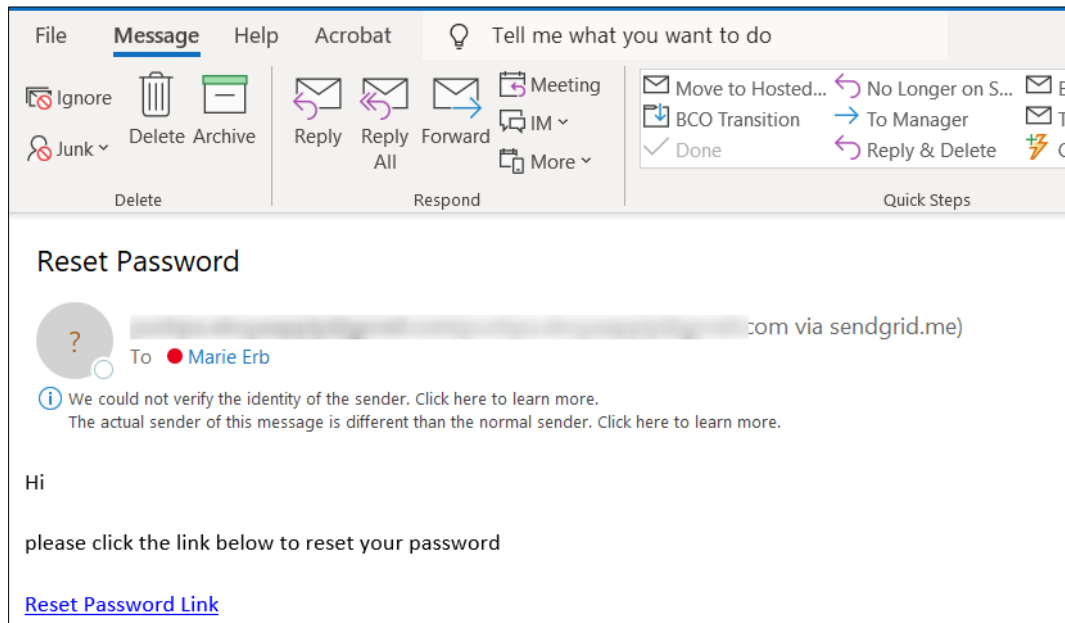
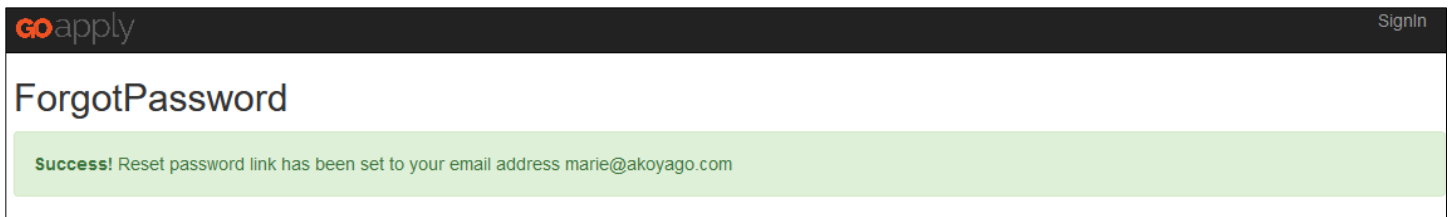
If you've forgotten your password, click on the "Forgot Password?" link.



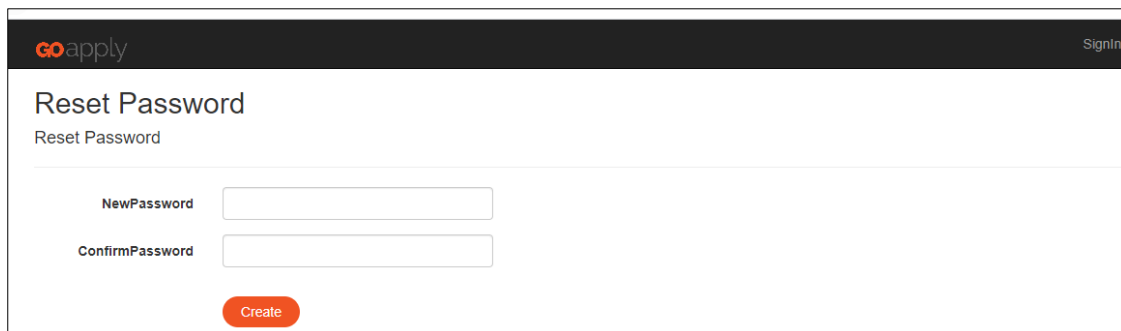
Enter your email address and Click the Submit button.



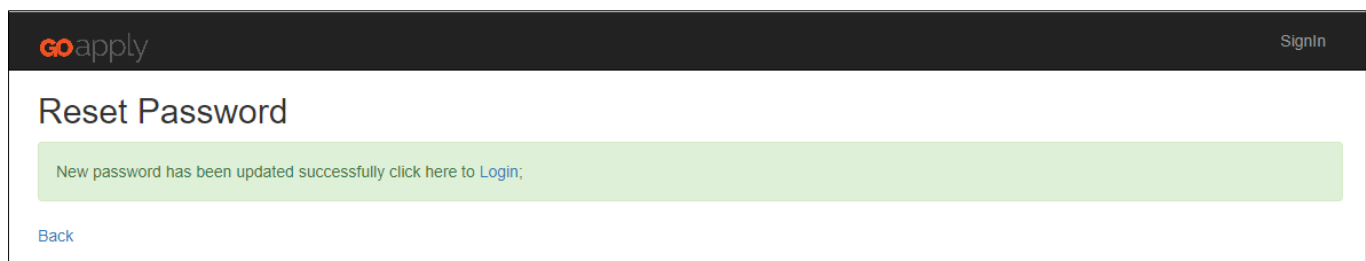
A message will appear indicating the reset password link has been sent to the email:



After clicking on the link, you will be prompted to enter a new password. Confirm the password entry and click "Create" to reset your password.



A message will appear indicating the password has been reset. The user can then click the **Back** link to sign in.

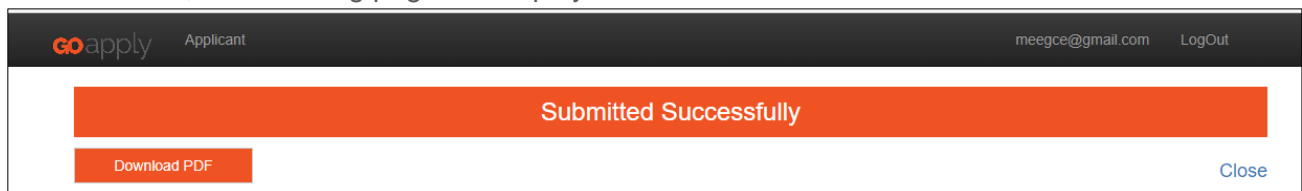


## COMPLETING APPLICATIONS

After logging into GOapply, a dashboard will appear that displays available, draft and submitted applications.

To Start the application process, click the scholarship application under Applications.

1. You can then begin completing the application questions. Remember to always save your work by clicking the Save or Save & Continue buttons at the bottom of your screen. Save will save the page and you will remain on it. Save & Continue will save the current page and move you to the next one. **A red asterisk (\*) indicates a required field.**
2. Click the **Submit** button in the bottom right-hand corner to submit the application. *Applicants will not be able to submit applications if the due date has passed or if all required fields have not been entered.* If data is missing from a required field, a dialog box will populate after clicking the Submit button indicating which fields have not been entered. If you receive this message, click ok and navigate to the necessary pages to add or correct information. **(Note: Once you submit your application, you will no longer be able to go back and edit.)** Applications are due by 4 p.m. on March 1<sup>st</sup>.
3. On submit, the following page will display.



4. You can download a PDF copy of your completed application for your records by clicking the "Download PDF" button.
5. You will receive a confirmation email confirming your successful submission.

## TIPS ON NAVIGATING PAGES AND ENTERING DATA

- You can also click the Pages drop down to move to another page.
- To navigate back to the main menu, click Applicant at the top of the screen.
- Tool Tips - When available, the applicant can hover over the question mark next to each question to gain more information on how to answer the question.
- A red asterisk (\*) indicates a required field. Applicants will be able to move from page to page without filling in a required field; however, they will be unable to submit an application until all the required fields are filled in. When Applicants click the submit button, a box will appear indicating any required fields that were not filled in.
- We recommend not entering unique symbols such as &, \*, %, or #. While they can be entered and will not be a problem with application submission, they may render different on the .pdf report.
- Inactivity: If you have not saved any information for 60 minutes and then try to save or enter information, you will get a page error. Simply click the back button and sign in again.
- If you need assistance at any time during the application process, please call the Hillsdale County Community Foundation at 517-439-5101.