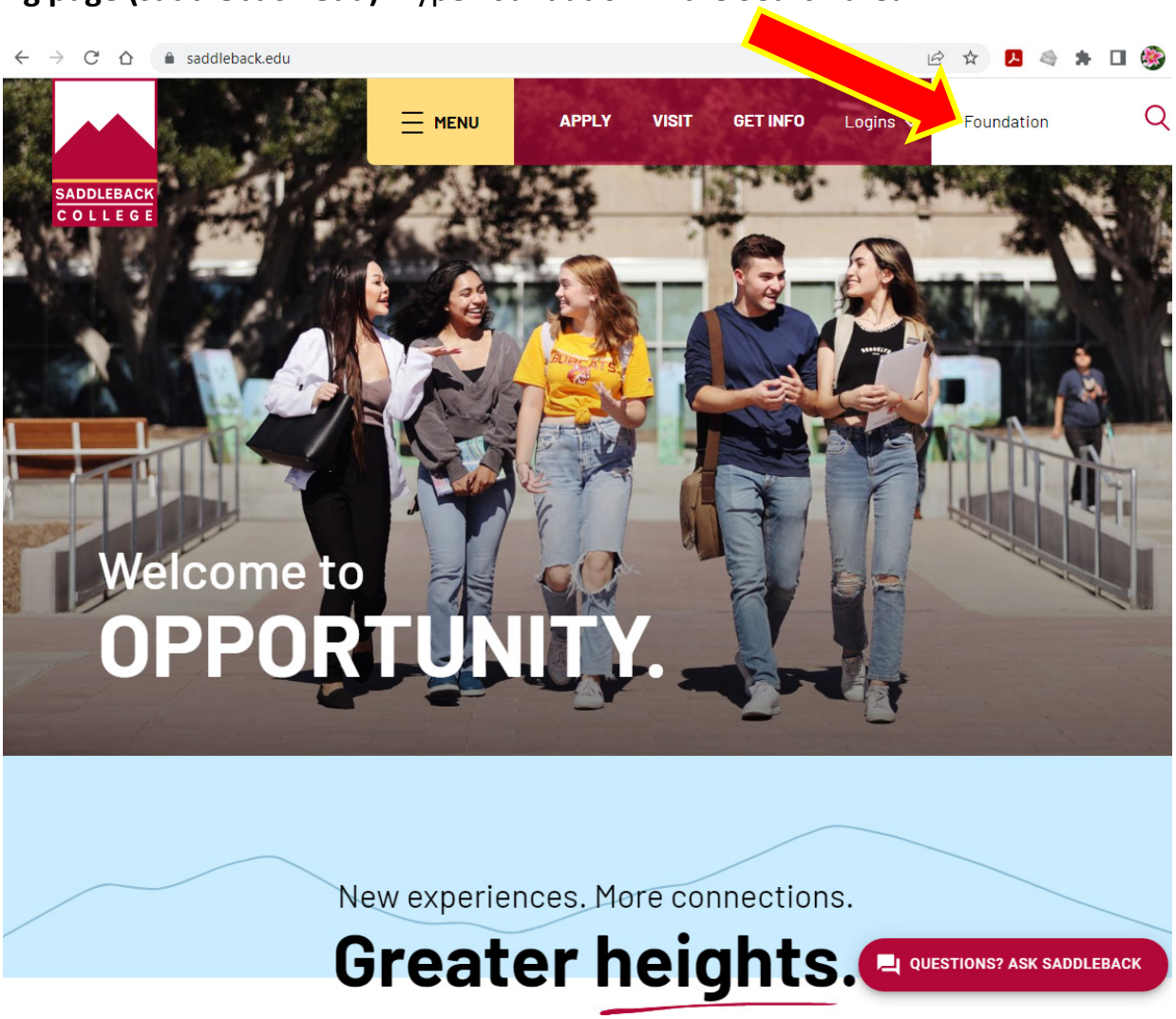
SADDLEBACK COLLEGE FOUNDATION

Saddleback Foundation Scholarship Application Instructions

Eligibility: College of Record is Saddleback College, have completed a minimum of 3 units, currently enrolled in 6 units min. with 2.0 GPA min.

The quickest way to the Foundation Scholarship page is from the Saddleback College landing page (saddleback.edu): Type *Foundation* in the Search area.



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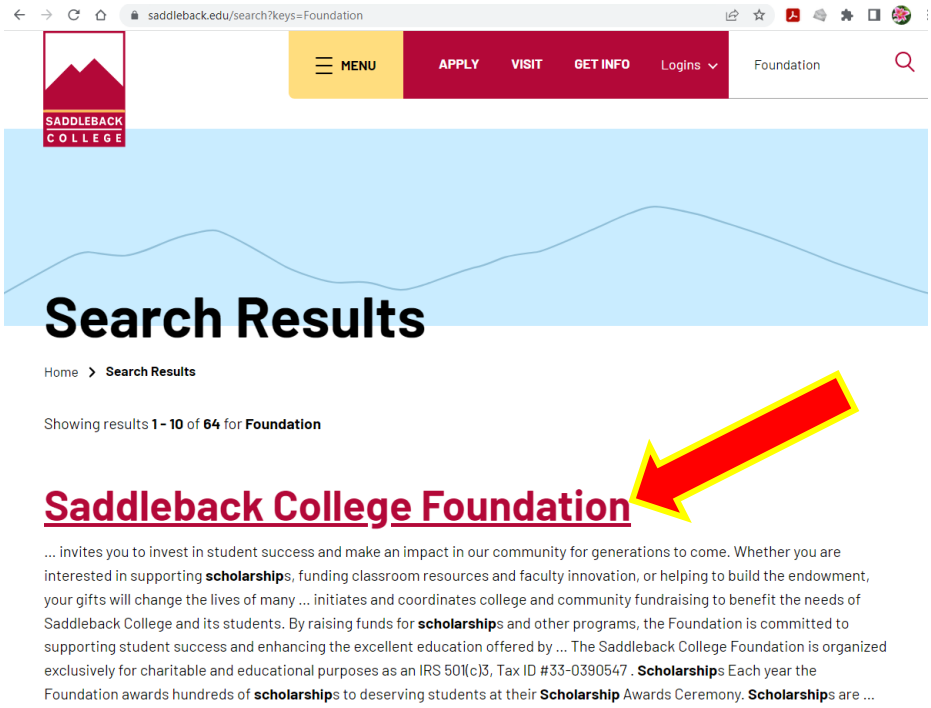
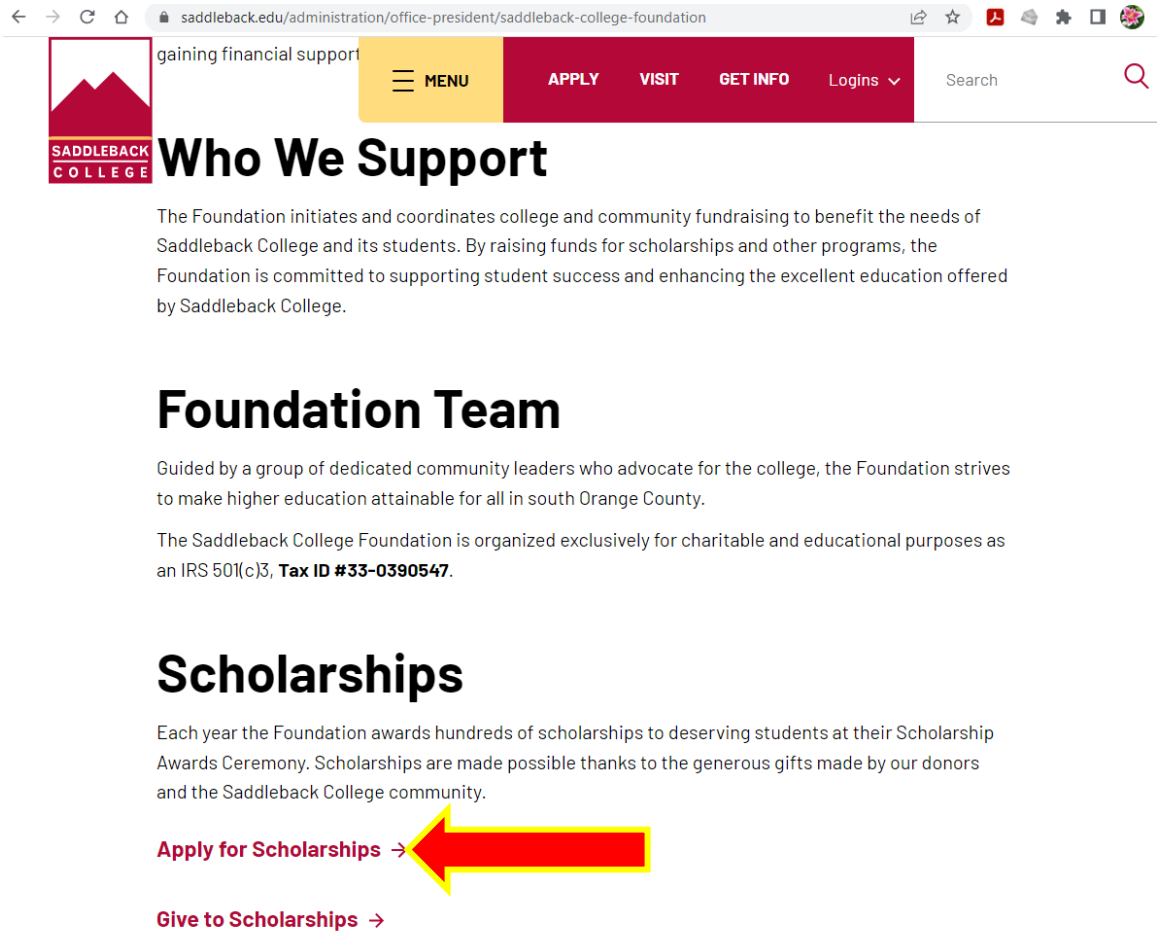
Coordinatorscdsps@saddleback.edu Phone: 949-582-4885 TTY/Videophone: 949-582-4430

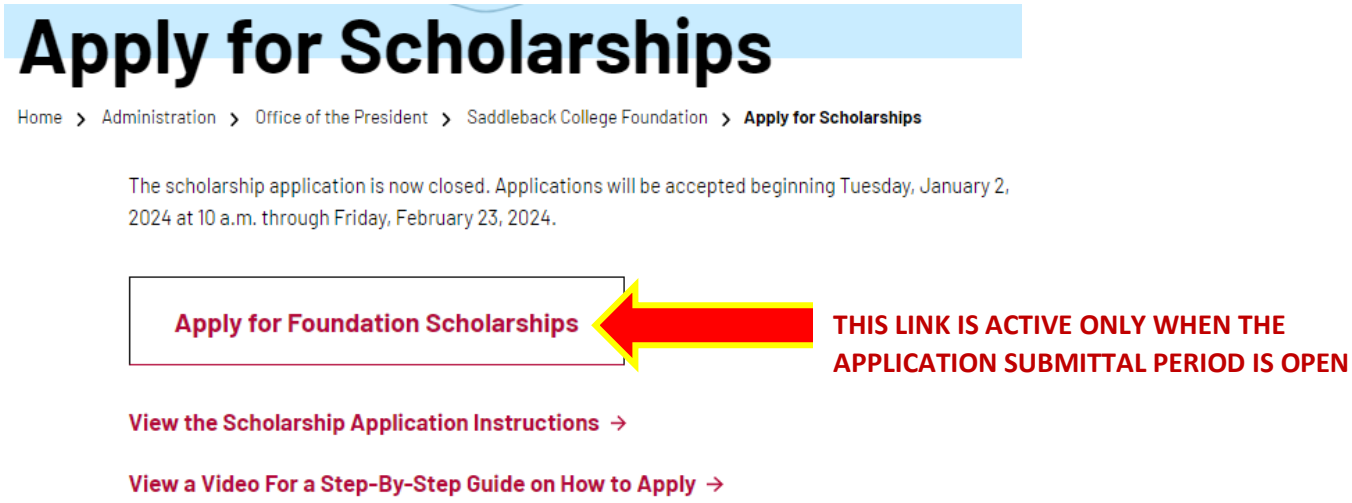
Next: Click on Saddleback College Foundation and it will link to the Foundation page.



Next: Scroll down to ***Scholarships*** and click on **Apply for Scholarships.**



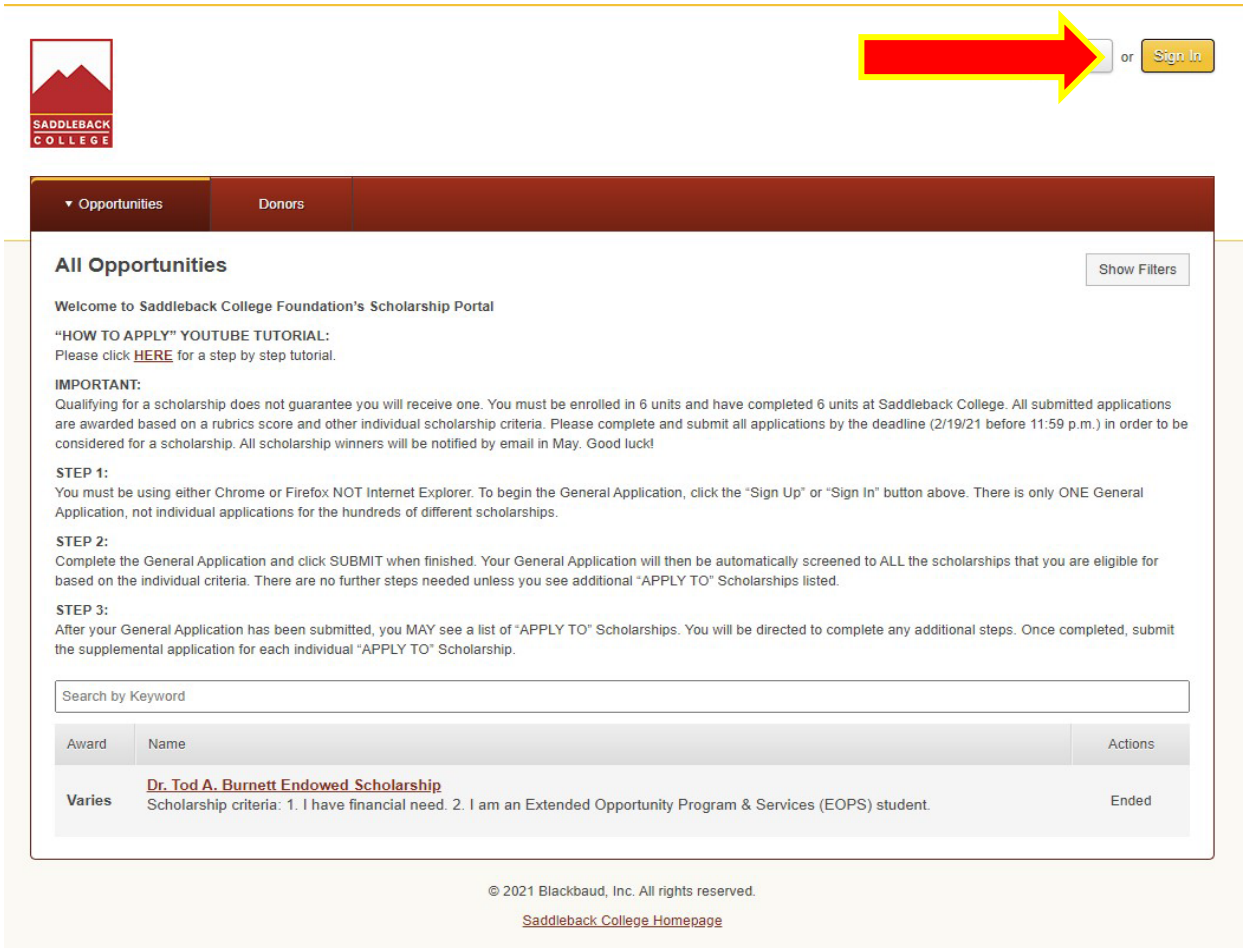
Next: Click on **Apply for Foundation Scholarships** to access the scholarship platform.



Once you access the Scholarship platform:

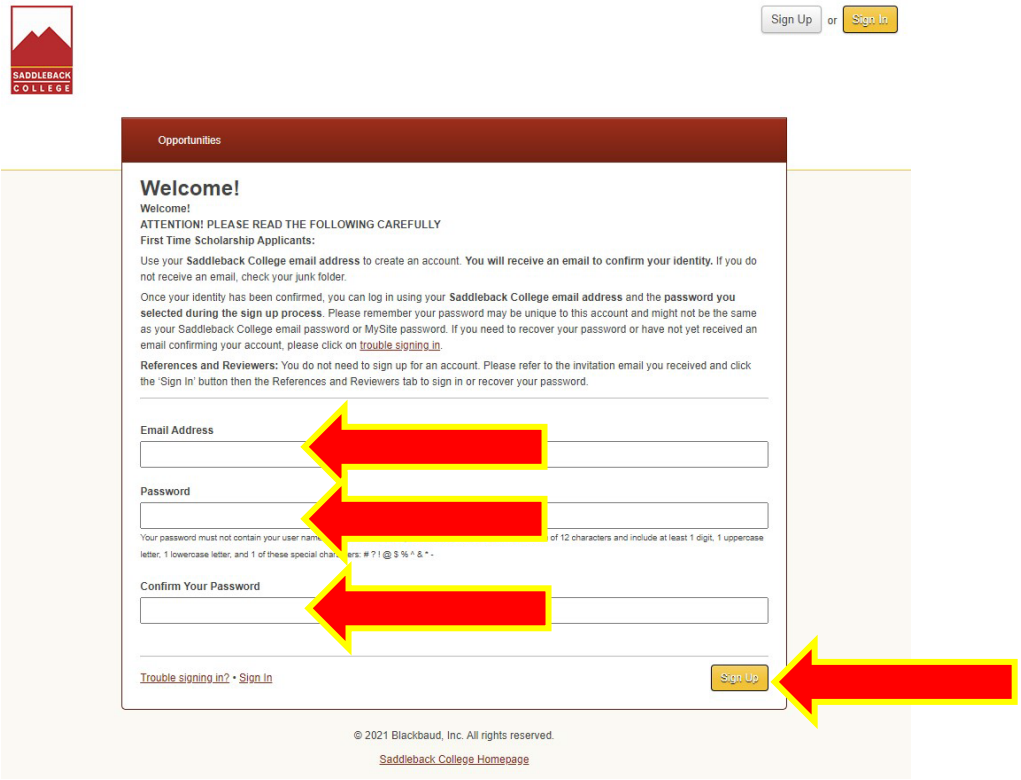
Step 1: If you have applied for scholarships in the past, access your account by clicking the yellow "Sign In" button and proceed to step 4.

If you have never applied for scholarships and need to set up an account, Click the white "Sign Up" button and follow steps below.

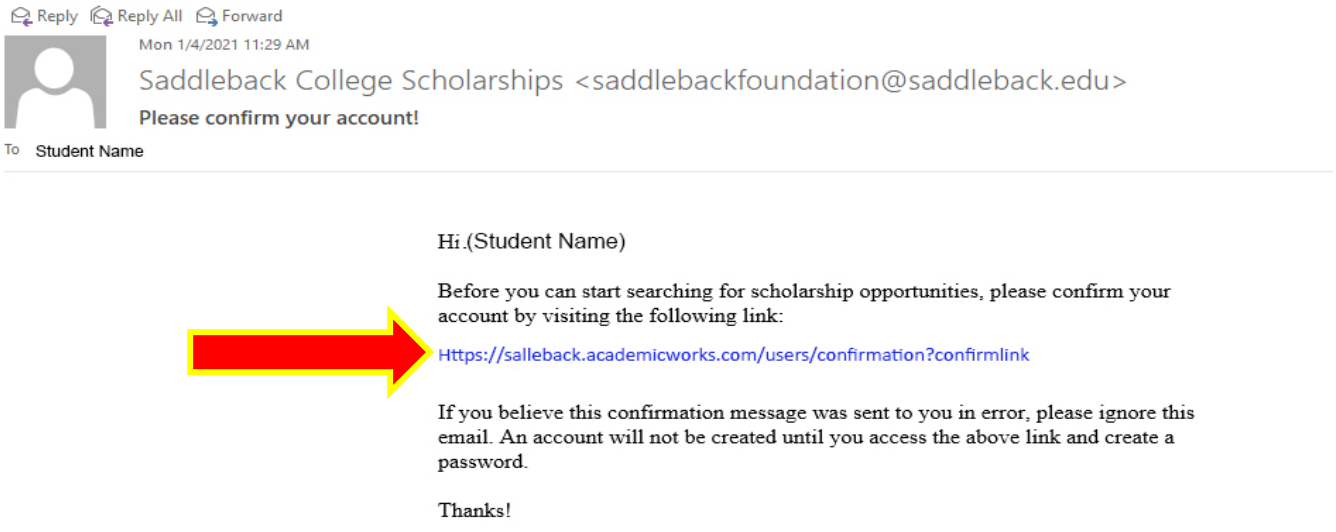


Step 2 (New Applicants): To create an account, first time applicants enter your Saddleback email address, enter a new password and confirm your password. Password must be a minimum of 12 characters, including: 1 digit, 1 uppercase letter, 1 lower case letter and 1 special character # ? ! @ $ % ^ & * - with no spaces.

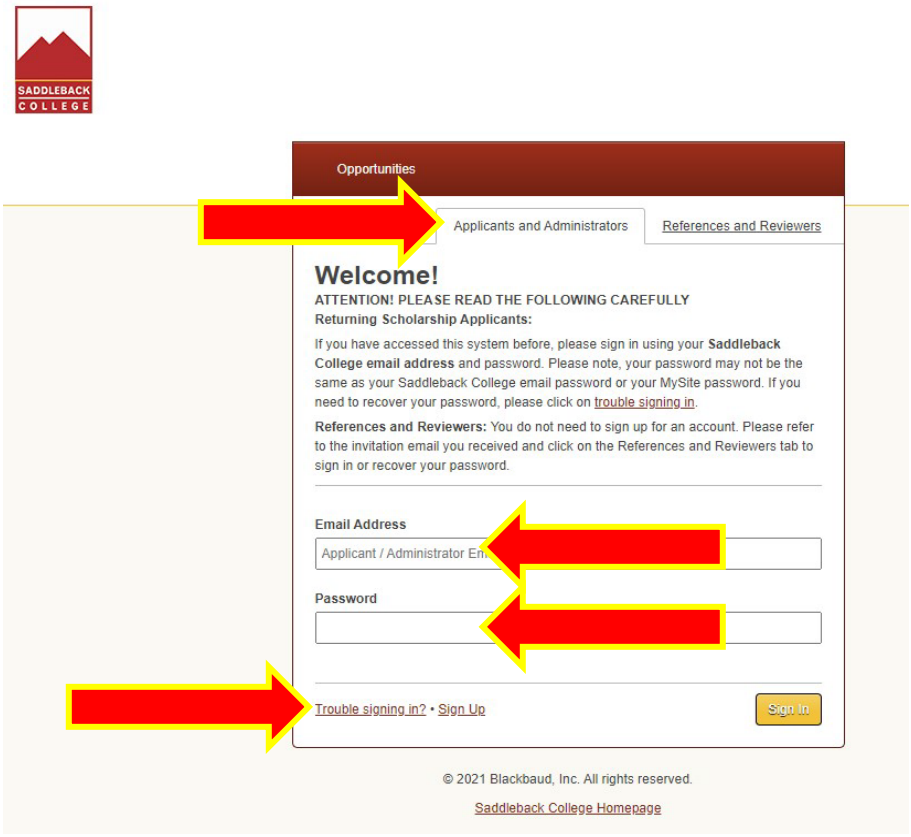
Click the button at the bottom of the page and **remember your password** for future access.



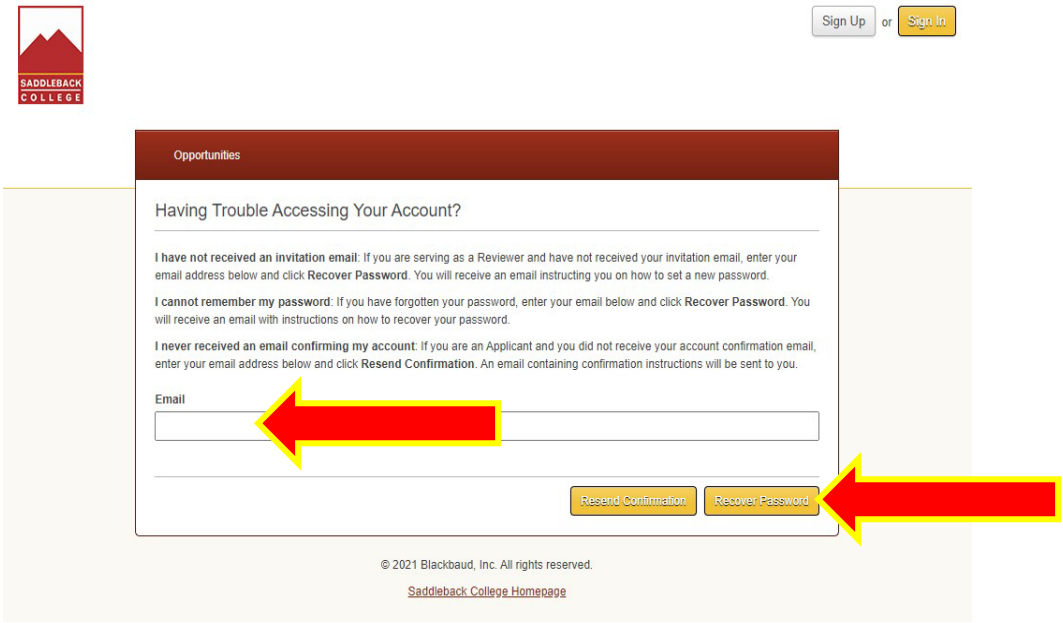
Step 3 (New Applicants): Check your Saddleback email for a confirmation email from Saddleback College Scholarships. You MUST **<u>click the link</u>** in the email to confirm your account. If you do not receive an email, check your junk folder.



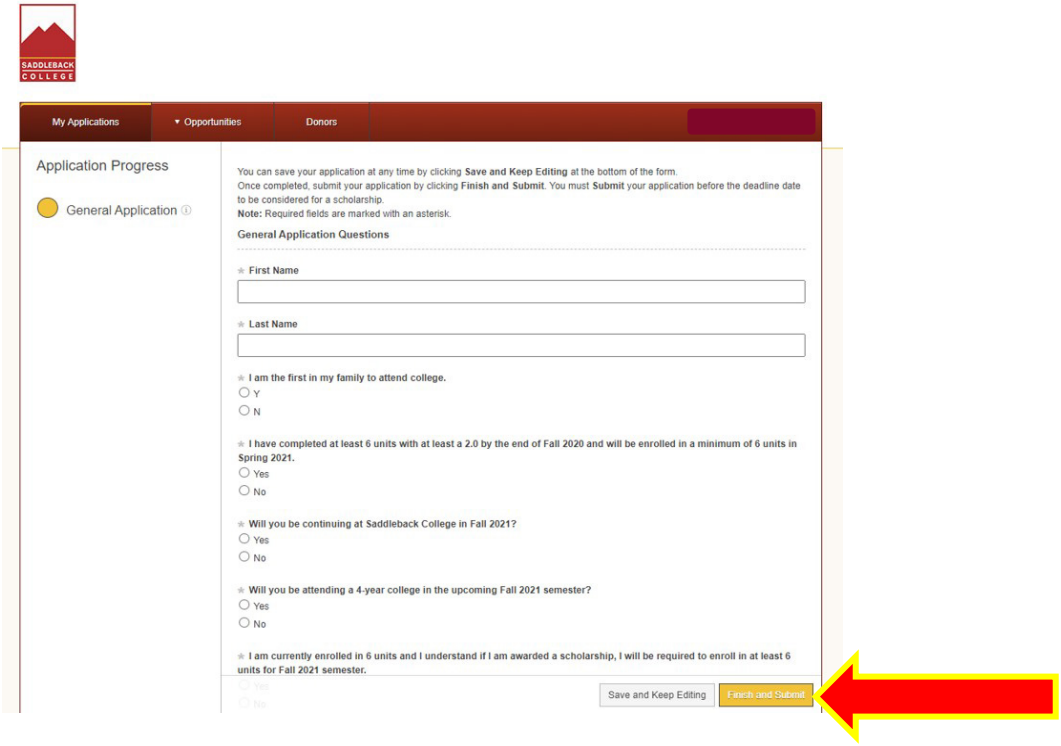
Step 4 (Returning Applicants): After clicking the "Sign In" button, make sure you are on the "Applicants and Administrators" tab. Enter your Saddleback email address and password. If you forgot your password click on the "Trouble Signing In" link at the bottom of the page.



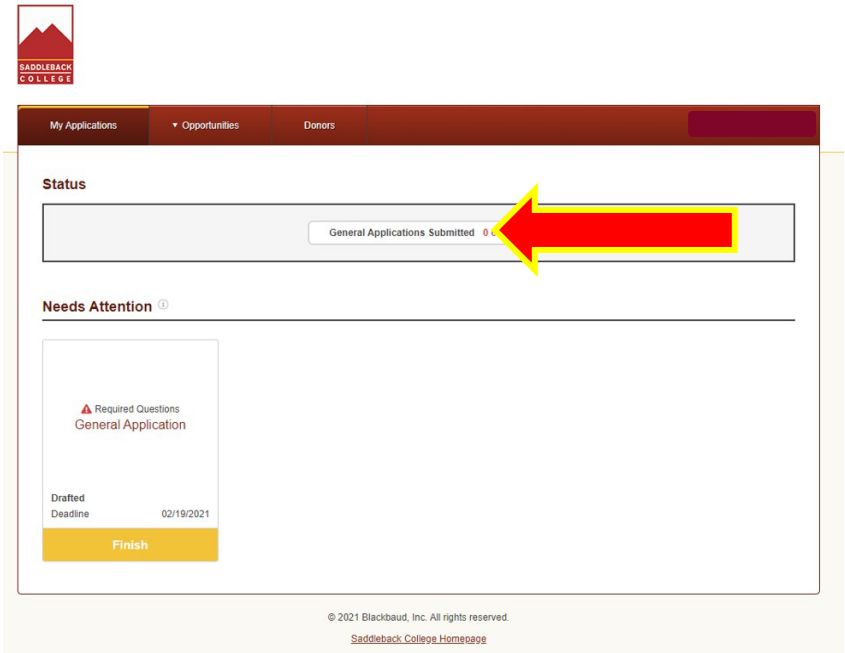
Step 5: To recover your password, enter your Saddleback email address and click button.



Step 6: Once you create your account, complete the General Application. Click the "Save and Keep Editing" button until all questions and essays have been answered, and then click the "Finish and Submit" button.



Step 7: Your account main page will confirm you have submitted your General Application. "Apply To" scholarships have additional questions you must submit in order to be eligible. Note: "Automatch" scholarships you qualify for are not listed because no action is needed.



Need help? Contact Foundation staff: Emily Cramer, ecramer@saddleback.edu.