



# Applying for scholarships and grants

Students pursuing a technical education who wish to apply for scholarships or grants from TechForce Foundation should take the following steps:

## Create your TechForce Account -

**TechForce requires you use your personal email - the same as the one you have on file with your school**

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**New to the process** - Please start at [www.jointechforce.org](http://www.jointechforce.org) "Join" to create and validate your account and email. If you don't see the validation in your inbox, check Junk or SPAM! Once your account is live, you can Log In.

**On our public web page: [techforce.org](http://techforce.org)** - Choose "Scholarships" from the navigation bar. Choose your technical school name from the drop down list (please pick "other" if you do not see your school listed) to activate the "Apply Now" button and you be directed to create your account at [jointechforce.org](http://jointechforce.org).

**A Bookmark of our Scholarship site** - Click "Sign In", "Connect with TechForce" to redirect to our sign on page.

**Website page through your school** - Click "Apply Now" to redirect to our sign on page.

## Access the Scholarship Portal

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**Login to your [jointechforce.org](http://jointechforce.org) account and pick "Scholarships" from the navigation bar**

If need be, select your technical school name from the drop-down list. Pick "other" if you do not see your school listed. Click "Apply" to be connected to our scholarship application portal. You may be asked to log in again and verify your account. Please do all "open new" and verification steps.

## Apply for Scholarships

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### Complete the General Application

This is where you tell us about yourself. Take your time and be thorough. Your answers matter! When done, choose "Finish and Submit." Your General Application should say "Submitted." "Drafted" applications are not considered.

### You're not done yet

View the "Recommended Opportunities". **You *MUST* "Apply" to one or more Recommended Opportunities to be considered for awards. This is the 'ask' for funding assistance.** Read each description carefully and If you're eligible, answer the additional questions.

*TIP - Clicking the opportunity will show more information for you to see if you qualify. Apply only if you are! Unsure? Submit the application. Make sure to click "Finish and Submit" when you are done!*

**Applying for a Life Happens Emergency Grant?** You must upload a digital file (photo or scan) of outstanding bills, receipts, or estimates (must be in your name) that specifically matches your emergency need.

## Stay Engaged

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### Check your status

To be sure you don't miss an award offer, keep an eye on your email inbox. Sign into the scholarship portal regularly to check the status of your applications by clicking the "My Applications" tab.

### Wait for the cycle to close and reviews to be done!

Award Offers are released according to the Award Cycles & Decision Days calendar. Check your email and/or your account *after* the posted decision day.

**If you are selected for an award** - Follow all offer instructions regarding thank you note and acceptance timeframes!

## You can Reapply

New Opportunities continuously open per the Award Cycles & Decision Days calendar. If you haven't received an award - keep trying! You CAN "Apply" again. Make sure your General Application is current and re-apply to new Recommended Opportunities.