

WALLIN
EDUCATION PARTNERS

2018 System Guide

Application Structure and Deadline

There are two parts to submit in the system:

- General Application (Part I)
- High School Senior Scholarship Application (Part II)

If you are a College Possible participant, you should see a "CP" next to your High School Senior Application (Part II). If you don't see the "CP", go back to Part I and select "Yes" stating that you are a College Possible participant.

You **MUST** complete and submit **BOTH** parts in the system once you fully complete each section. You will receive two separate confirmations in your e-mail when you select "**Finish and Submit**" for each part.

The application period is open until **February 15, 2018 at 11:59 PM**. All information must be submitted in the system by this date and time. This includes **BOTH** recommendations, which must be submitted in our system by your Recommender on or before the deadline.

Getting Started

- Select the link in Step #5 (<https://wallinpartners.academicworks.org>).
- Create a username/password for the system by selecting “**sign up**” in the upper right-hand corner of the webpage.
- You will receive an e-mail confirmation right after you register in the system.
- Keep the password and link for your records.
- Log into the system by entering your new username and password in the “**sign in**” section.
- Once you log in, you are able to stop and start the application until February 15th as long as you select; “**Save and Keep Editing**” in each part prior to exiting the system. Once you are completely done with the parts, select “**Finish and Submit**”.

View the screenshots on the following pages for more information

Logging into the System

WALLIN
EDUCATION PARTNERS

Sign Up or Sign In

Opportunities

Search by Keyword Search Show Filters

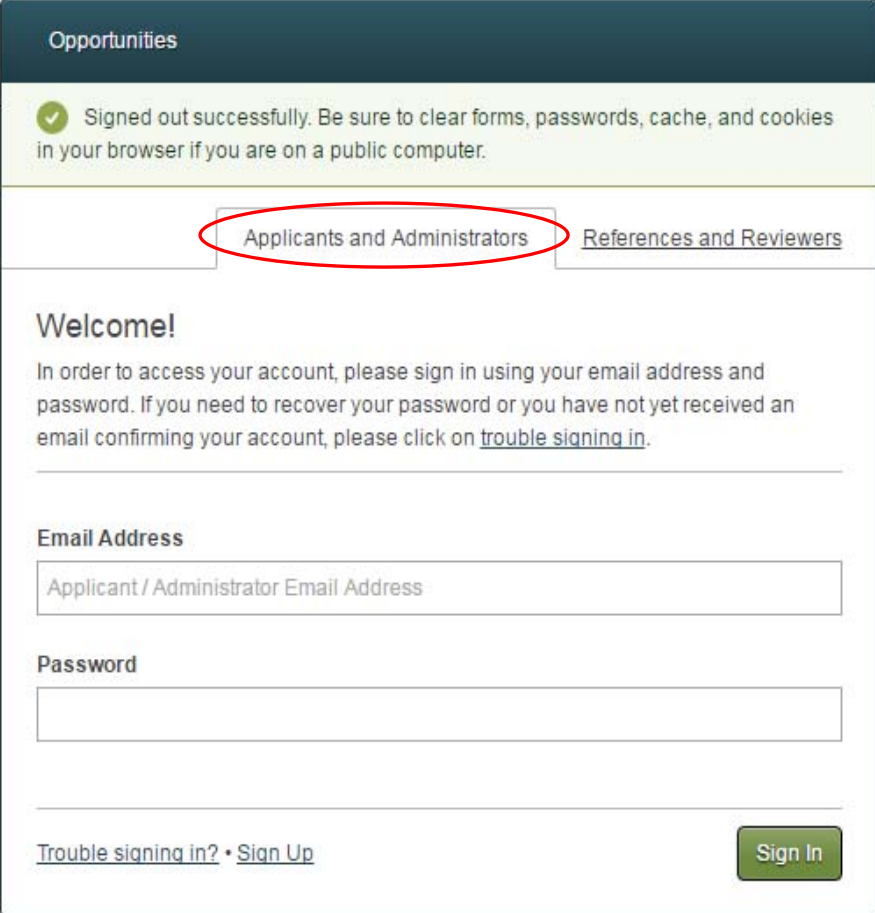
Name	Questions	Deadline	Award	Actions
There are not any opportunities available.				

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[Wallin Education Partners Homepage](#)

You will see this screen (including the message of 'There are not any opportunities available') when you select the wallinpartners.org/apply. Select the "Sign In" button.

Logging into the System

- Enter your e-mail address and password on the '**Applicants and Administrators**' tab.
- Click the '**Sign In**' button.



Opportunities

✓ Signed out successfully. Be sure to clear forms, passwords, cache, and cookies in your browser if you are on a public computer.

Applicants and Administrators [References and Reviewers](#)

Welcome!

In order to access your account, please sign in using your email address and password. If you need to recover your password or you have not yet received an email confirming your account, please click on [trouble signing in](#).

Email Address

Applicant / Administrator Email Address

Password

[Trouble signing in?](#) • [Sign Up](#)

Viewing the Application Dashboard



You will be able to see the status of your Recommenders or resend the recommendation request under this tab.

My Applications ¹ Opportunities References

You can ignore this tab (our office handles this internally).

Status

Reference Letters Submitted 0 of 2

General Applications Submitted 0 of 2

Quickly reference whether you submitted all of the application parts in the system.

Needs Attention ⓘ

Required Questions Drafted ⓘ

General Application

Finish

Required Questions Drafted ⓘ

High School Senior Scholarship Application (CP)

Finish

Select "finish" to navigate back to your last-saved version of your application in the system.



Questions?

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