



WALLIN
EDUCATION PARTNERS

Getting Started

- Select the link in Step #5 (<https://wallinpartners.academicworks.com>).
- 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 28, 2018** as long as you select; “**Save and Keep Editing**” in each part prior to exiting the system. Once you are completely done with all parts, select “**Finish and Submit**”.

Application Structure and Deadline

There are two parts to submit in the system:

- **General Application (Part I)**
- **Think IT Young Professional Scholars Application (Part II)**

You **MUST** complete and submit **BOTH** parts in the system. 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 28, 2018 at 11:59 PM**. All information must be submitted in the system by this date and time. This includes the recommendation letter, which must be submitted in our system by your Recommender on or before the deadline.

Important Information

- **Completing the General Application (Part I)**

GPA Minimum Requirement

- Mentally replace the 3.0 or above minimum requirement with the 2.0 or above for the Think IT Young Professional Scholars requirement and select “yes” or “no”.

ACT Score Minimum Requirement

- Enter “Yes” for ACT minimum requirement of 19 or above.

All Other Minimum Requirements

- Enter all other information requested that applies to your background/situation.

Important Information (continued)

- **Completing the Think IT Young Professional Scholars Application (Part II)**

Minimum Eligibility Section

- Make sure to read and check the box indicating that you meet the minimum requirements for the Think IT Young Professional Scholars program at the top of the application.

2016 Financial Information Section

- If you are **INDEPENDENT** from your parent(s) or guardian(s) **AND** they **DO NOT** claim you as a dependent on their **2017** tax return, enter your own **2017** tax information in the **2016** Financial Information section.
- If you are considered/going to be considered a **DEPENDENT** on your parent(s) or guardian(s) **2017** tax return, enter your parent(s) or guardian(s) **2016** tax information in the **2016** Financial Information section.

Important Information (continued)

- **Completing the Think IT Young Professional Scholars Application (Part II)**

2017 Financial Information Section

- Complete the **2017** financial information based on your information (*if independent*) or your parents or guardians information (*if you are dependent*).

Recommendation Information Section

- Enter the name and email address for **ONE** recommender. This can be a supervisor, college professor, or mentor (you should ask permission from your recommender first, so reach out to them soon!). *Note: Genesys Works staff **CANNOT** serve as a recommender for this scholarship.*

Logging into the System



Sign Up or Sign In

Opportunities

Search by Keyword Search Show Filters

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

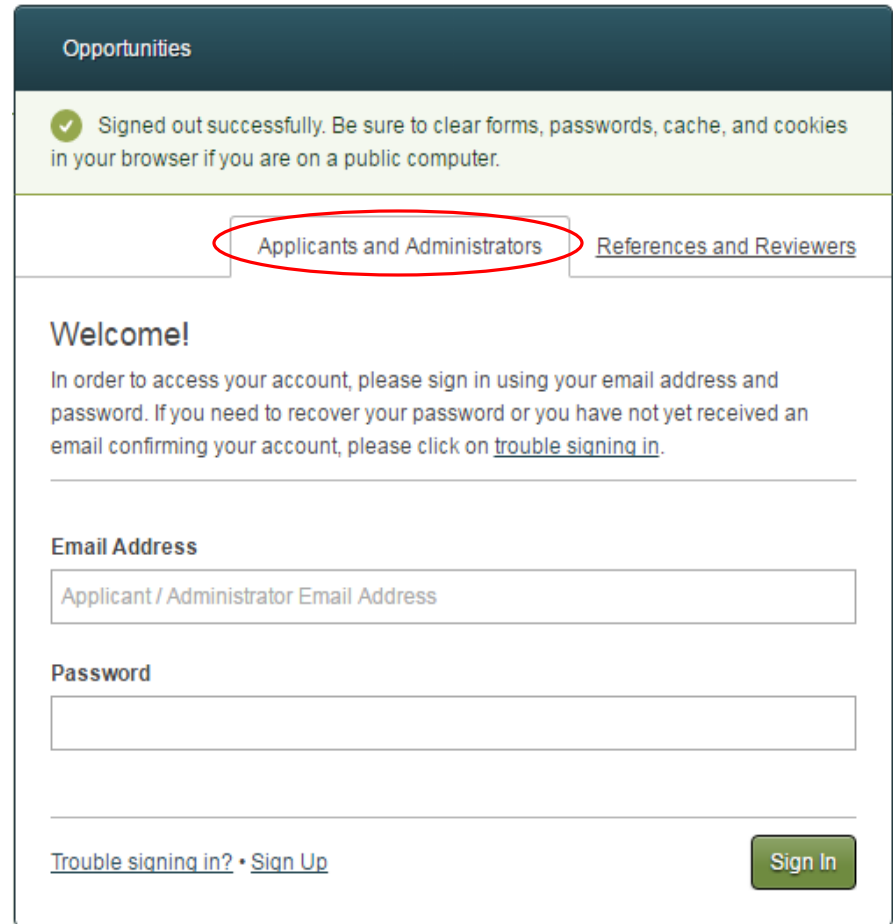
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[Wallin Education Partners Homepage](#)

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

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.

1

My Applications Opportunities References

Status

Reference Letters Submitted 0 of 5

General Applications Submitted 0 of 2

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

Needs Attention

Required Questions Drafted

General Application

Finish

Required Questions Drafted

Think IT Young Professional Scholars Application

Finish

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

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

Questions?

info@wallinpartners.org

(952) 345-1920