Create an Account with Us

The first step to our process is to create an account in our electronic application system. You will see the following screen when you select the link to apply:

Select "Sign Up" and you will see the following screen:

Provide your preferred e-mail address and a password. An e-mail confirmation will be sent your way to confirm your new credentials.

Make sure to add info@wallinpartners.org as a safe sender in your preferred e-mail system.

Once you create an account with us, you will be able to access your application throughout the entire application period from November 15th to February 15th at 11:59 PM.

Forgot Your Password?

If you forget your password, select either Sign Up or Sign In and look at the bottom left-hand side to see "Trouble Signing In?":

WALLIN
EDUCATION PARTNERS

Sign Up or Sign In

Opportunities

Welcome!

If you are an Applicant or Scholarship Administrator, please provide an email address and password to sign up for an account. Upon signing up, you will receive a confirmation email to ensure your identity. *Please make sure to check your spam folder for this email.* Once you have confirmed your account, you can begin accessing the system.

Note: If you are serving as a Reference or Reviewer, you do not need to sign up for an account. Please refer to the invitation email you received or click on trouble signing in.

Email Address

Password

Your password must contain a minimum of 8 characters and include at least 1 digit, 1 uppercase letter, and 1 lowercase letter.

Confirm Your Password

Trouble signing in? · Sign In

Sign Up

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Wallin Education Partners Homepage

Once you select this button, it will ask you for your e-mail address.

Make sure that you read the description on the screen to ensure that you are selecting the correct option.
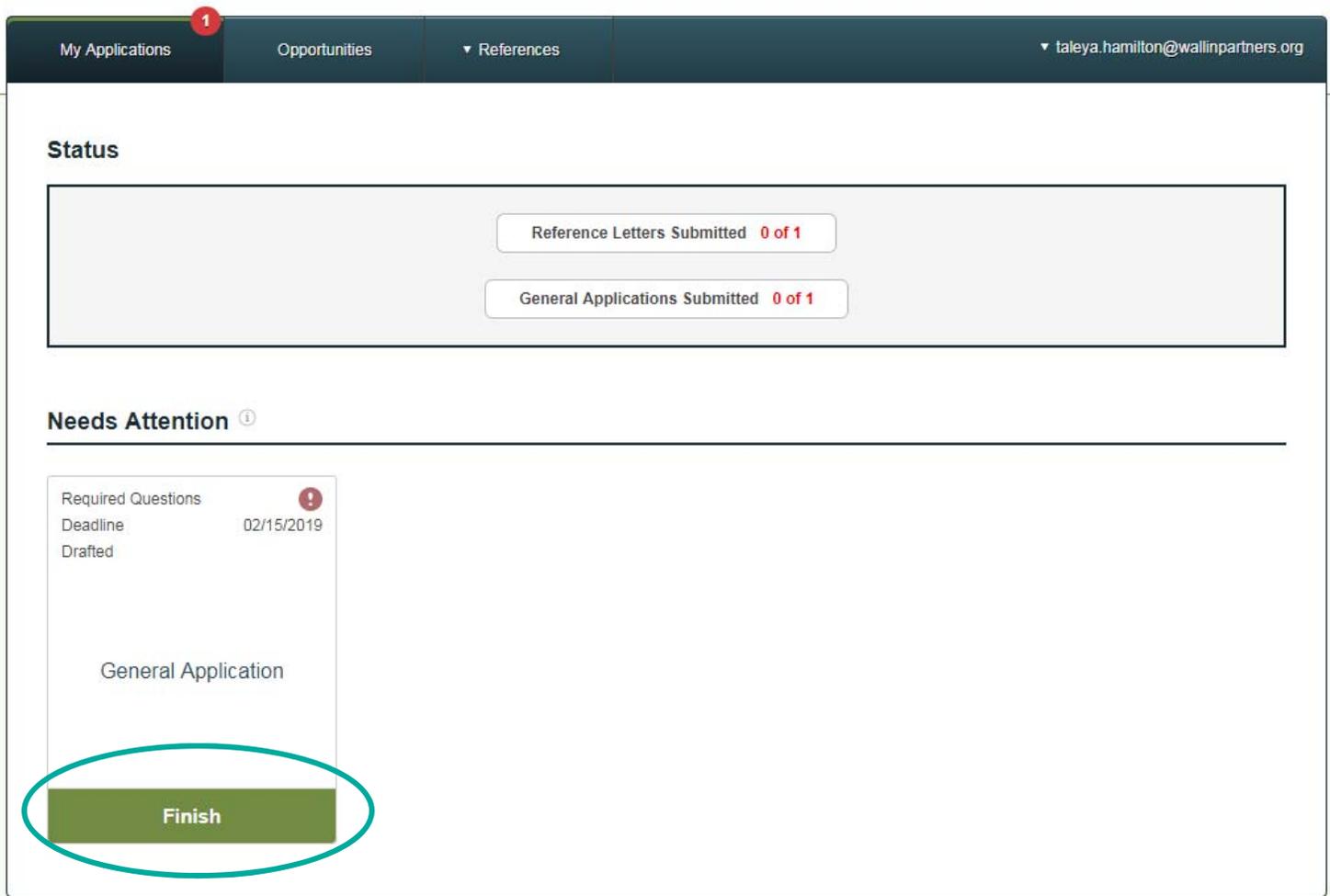
Resend Confirmation – If you **DID NOT** receive an e-mail confirmation when you signed up for an account (Make sure to check your e-mail spam inbox first for the confirmation before selecting this option).

Recover Password – If you received an e-mail confirmation already and/or you already entered the system and forgot your password, you should use this option to recover your password.

If you receive a link in your e-mail message to change your password, the link is only active for 1 hour.

You're In!

Once you are in the system, you will be directed to a dashboard:

Select Finish to start the General Application.

The general application is just another name for the Wallin EP application in the system.

Once you select the Finish button, you will see the application and you can begin filling it out:

You will see two options at the bottom right-hand side of your application:

Save and Keep Editing – choose this option if you are not finished completing your application. Once you select this button, you can exit the system and it will save all your information.

If you added contact information for references (recommenders) in the recommendation section of the application and select "save and keep editing", your recommender will receive an e-mail request to upload a letter.

Finish and Submit – choose this option if your application is complete and ready for Wallin EP's review process.

If you realized that you made a mistake after submitting your application, no worries…you can update your information up until February 15ᵗʰ. All you need to do is enter the system and select "update" instead of "finish" in your dashboard under "general application".

Adding Details to Your Application

When completing the application, make sure that you read **ALL** of the instructions prior to answering the question.

You should keep in mind the following while you are completing your application:

Info Buttons – Some questions in the application may have info buttons next them. These buttons are used to provide more context to the question being asked. If you see an info button, hover your cursor over it and the message will pop up:
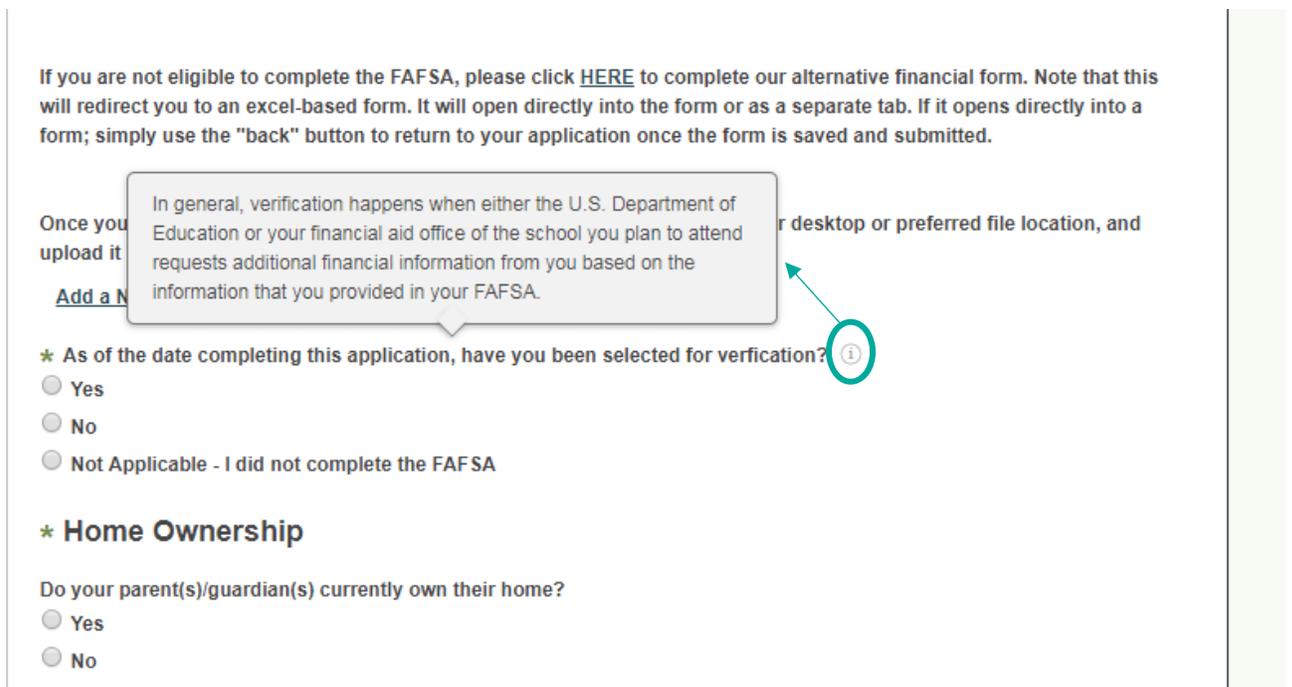
If you are not eligible to complete the FAFSA, please click <u>HERE</u> to complete our alternative financial form. Note that this will redirect you to an excel-based form. It will open directly into the form or as a separate tab. If it opens directly into a form; simply use the "back" button to return to your application once the form is saved and submitted.

Once you [...] r desktop or preferred file location, and upload it [...]

Add a N[...]

> In general, verification happens when either the U.S. Department of Education or your financial aid office of the school you plan to attend requests additional financial information from you based on the information that you provided in your FAFSA.

* As of the date completing this application, have you been selected for verfication? ⓘ
- ◯ Yes
- ◯ No
- ◯ Not Applicable - I did not complete the FAFSA

* **Home Ownership**

Do your parent(s)/guardian(s) currently own their home?
- ◯ Yes
- ◯ No

Add a New File – You will see this option in the system under the FAFSA Information section. You will need to select this button to upload your Student Aid Report file. Make sure that you label the file strongly suggested in the question to make sure that you will not receive an error message.

Add Another Answer – You will see this option in the system under College Information and Employment Information:

* College Information

List your top three choices for college/university (Note: All three choices should be Wallin EP eligible colleges and universities) -- use box #1 for your first choice, box #2 for your second choice, etc. - Answer at least 1 and at most 3 times.

1

* 1) Name of College or University

[▼]

* 2) Enter N/A if you selected a college or university from the drop-down list. If you selected "Other", please write the name of your school choice here.

[   ]

* 3) For this school choice, what is your application status?

[▼]

* 4) Did you receive an estimated financial aid award letter from this school yet? ⓘ

◯ Yes

◯ No

Add Another Answer

When you select the option, another box like the current box will appear. You will be able to add up to three answers in both sections.

Add a New Reference – You will see this option in the system under Recommendation Information:

* Please provide a caring adult's name and e-mail address ⓘ

[▼]

To replace the existing reference, select another reference in the dropdown.
Or, Add a New Reference

Once you select "Add a New Reference", it will drop down into the following prompt:

Once you see this prompt, you can simply add your recommenders (reference) name and e-mail address.

Make sure that your recommender's e-mail address is correct. The system does not check to see if the e-mail address is valid.

Personal Essay and Short Answer Questions – You can select **ONE** of the seven essay prompts:

Once you select the Essay prompt that you choose to write about, you can start writing the essay in the text field.

Here Are Some Frequently Asked Questions

What is Opportunities on my Dashboard?

You can ignore this tab on your dashboard.

Can I receive help with my application?

Absolutely…feel free to contact us or connect with one of the Wallin EP scholarship liaisons at your school or college readiness program. If you are not sure how to find your liaison, send us an e-mail at info@wallinpartners.org to request that information. Please include your high school and/or your college readiness program in the e-mail.

I can't submit my application in the system.

Make sure that you review each question to see if you answered them all. There might be a required question that you missed.

I don't have anything to add to some of the fields.

If you don't have anything to add, you can put "N/A" or "Not Applicable" in that field to bypass the question.

My recommender did not receive the e-mail invite from the system.

Make sure that you entered the correct e-mail address for them. If the e-mail is correct, ask the recommender if the invite went to their spam e-mail inbox. If they don't see it, you actually have the ability to resend the e-mail invitation.

See the next page for more information.

I only have one recommendation letter to upload in the system.

You are required to have two recommendation letters. Try very hard to get the two recommendation letters, because it is counted against you if you miss a recommendation letter.

If you are still unable to retrieve a recommendation letter and you need to submit your application, add "No Recommendation Letter" in the name field and the info@wallinpartners.org as the recommender e-mail address.

I don't see a place to add my ACT or GPA information.

In the application, we ask if you will allow us to retrieve your transcript and ACT report directly from your school. Please be aware if you answer "no", it may delay us processing your application.

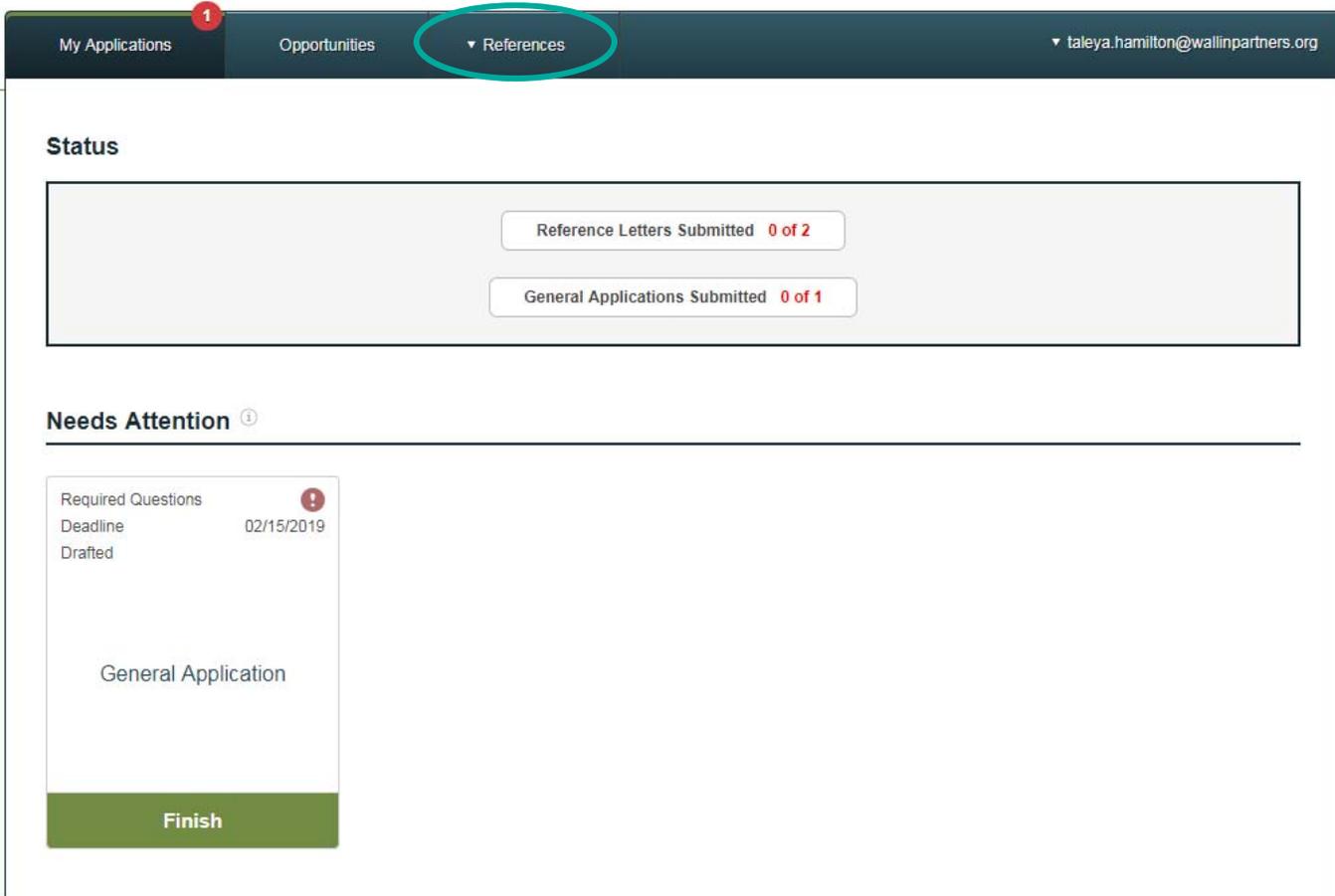### DO NOT WAIT UNTIL THE LAST MINUTE TO SUBMIT YOUR APPLICATION!

Applications and Recommendation letters need to be submitted to our office by February 15th at 11:59 PM.

Late submissions will not be considered.

Checking the Status of Your Recommendation Letters in the System

Navigate back to your dashboard and select "References" at the top of the page:

Once you select references, you will be directed to the following screen:

Here is where you can see whether your recommender submitted their recommendation letter. Under Status, it will change to submitted once your recommender uploads their letter in the system.

If you need to resend the recommendation letter e-mail invitation, you can select "Resend Request" and the system will send another e-mail.

You're Done!

Once you submit your application in the system, you will receive an e-mail confirmation from the system saying that it was successfully submitted.

If we have any questions about your application, we will contact you directly to provide additional information or supporting documents.

Finalists will be announced between April 19th and 23rd, 2019. You will receive a notification about our decision regardless of the outcome.