

## Before You Begin

If you ever need to access your application, use the following URL:

<https://wallinpartners.academicworks.com/opportunities/568>

## 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:



A screenshot of the application system interface. At the top left, there is a dark blue header with a dropdown menu labeled "Opportunities". Below this, the main content area is titled "Opportunity Pathways". It displays two fields: "Award" with the value "\$6,000.00" and "Deadline" with the value "03/15/2019". At the bottom right of this content area, there is a green "Apply" button, which is circled in red.

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[Wallin Education Partners Homepage](#)

Press either the “apply” button on the bottom right-hand side or “sign up” on the top right-hand side, it will prompt you to create a username and password:



[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](#).*

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**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**

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

[Sign Up](#)

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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](mailto: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 **December 1<sup>st</sup> to March 15<sup>th</sup> 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?”:



Sign Up or Sign In

Opportunities

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---

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](#)

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



Sign Up or Sign In

Opportunities

### Having Trouble Accessing Your Account?

**I have not received an invitation email:** If you are serving as a Reference or Reviewer and have not received your invitation email, enter your email address below and click **Recover Password**. You will receive an email instructing you on how to set a new password.

**I cannot remember my password:** If you have forgotten your password, enter your email below and click **Recover Password**. You will receive an email with instructions on how to recover your password.

**I never received an email confirming my account:** If you are an Applicant or Administrator and you did not receive your account confirmation email, enter your email address below and click **Resend Confirmation**. An email containing confirmation instructions will be sent to you.

Email

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[Wallin Education Partners Homepage](#)

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 the application:



My Applications <span style="float: right; color: white;">▼ taleya.hamilton@wallinpartners.org</span>	Opportunities	▼ References
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Opportunity Pathways

Description \_\_\_\_\_

Deadline \_\_\_\_\_  
03/15/2019

Category \_\_\_\_\_  
New

Supporting Documents \_\_\_\_\_

You can save your application at any time by clicking **Save and Keep Editing** at the bottom of the form. Once completed, you can submit your application by clicking **Finish and Submit**.  
**Note:** Required fields are marked with an asterisk.

**Supplemental Questions**

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**\* To be considered for an Opportunity Pathways scholarship, you must meet the following minimum requirements:**

- **Must be a Spring 2019 high school graduate from:**
  - Burnsville High School
  - Saint Paul Public School
  - Yellow Medicine East High School
- **OR a graduating senior from any high school who participated in the following programs:**
  - AchieveMpls College & Career Programming
  - Genesys Works
- **Intend to enroll at one of the three community colleges starting in fall 2019**
  - Alexandria Technical & Community College
  - Lake Area Technical Institute
  - Minneapolis College
  - Minnesota West Community & Technical College
  - Normandale Community College
  - Ridgewater College
  - Saint Paul College
- **Have an unweighted high school GPA of 2.0 or higher**
- **Plan to study and pursue a career in one of the following fields:**
  - Business Management
  - Health Care
  - Information Technology
  - Manufacturing/Engineering Technology
- **Have a family taxable income of \$75,000 or less with financial need.**

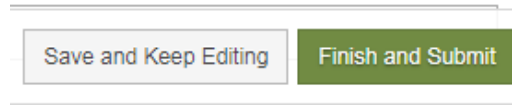
Please check the box to indicate you understand this requirement.

I meet these minimum requirements in order to be considered

**\* Personal Information**

First Name

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 March 15<sup>th</sup>. 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 [HERE](#) 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 upload it

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.

desktop or preferred file location, and

[Add a N](#)

\* As of the date completing this application, have you been selected for verification?

- 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:

## Employment Information

Provide your three most recent positions

1) Place of Employment	1
<input type="text"/>	
2) Position/Job Title	
<input type="text"/>	
3) Start Date	
<input type="text"/>	
4) End Date	
<input type="text"/>	
5) Hours Per Week	
<input type="text"/>	
<a href="#">Add Another Answer</a>	

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:



A caring adult is any adult who is not related to you. Examples: Job Supervisor, Athletic Coach, College Readiness Program Coach, High School Counselor

To replace the existing reference, select another reference in the dropdown.

Or, Add a New Reference

Reference Name

Reference Email



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:**

**\* Personal Essays**

The lessons we take from obstacles we encounter can be fundamental to later success. Recount a time when you faced a challenge, setback, or failure. How did it affect you and what did you learn from the experience?

Please answer the following short answer question in 200-300 words

**B** *I*  
Help Preview Edit

Words Used: 0 out of 300

Example Formatting: **\*bold\***, *\_italics\_*

Full Screen 

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 tab at the top of my application?**

You can ignore this tab.

### **Can I receive help with my application?**

Absolutely...feel free to contact Melissa Burwell or connect with one of Opportunity Pathways partners. If you are not sure how to find your Opportunity Pathways partner, send Melissa an e-mail at [melissa.burwell@wallinpartners.org](mailto:melissa.burwell@wallinpartners.org) to request that information. Please include your high school 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](mailto:info@wallinpartners.org) as the recommender e-mail address.

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

Applications and Recommendation letters need to be submitted in the system by **March 15<sup>th</sup> at 11:59 PM.**

Late submissions will not be considered.

**Checking the Status of Your Recommendation Letters in the System**

Select "References" at the top of the page of your application:



My Applications 1 Opportunities ▼ References ▼ taleya.hamilton@wallinpartners.org

Opportunity Pathways

Description \_\_\_\_\_

Deadline \_\_\_\_\_

03/15/2019

Category \_\_\_\_\_

New

Supporting Documents \_\_\_\_\_

You can save your application at any time by clicking **Save and Keep Editing** at the bottom of the form. Once completed, you can submit your application by clicking **Finish and Submit**.  
**Note:** Required fields are marked with an asterisk.

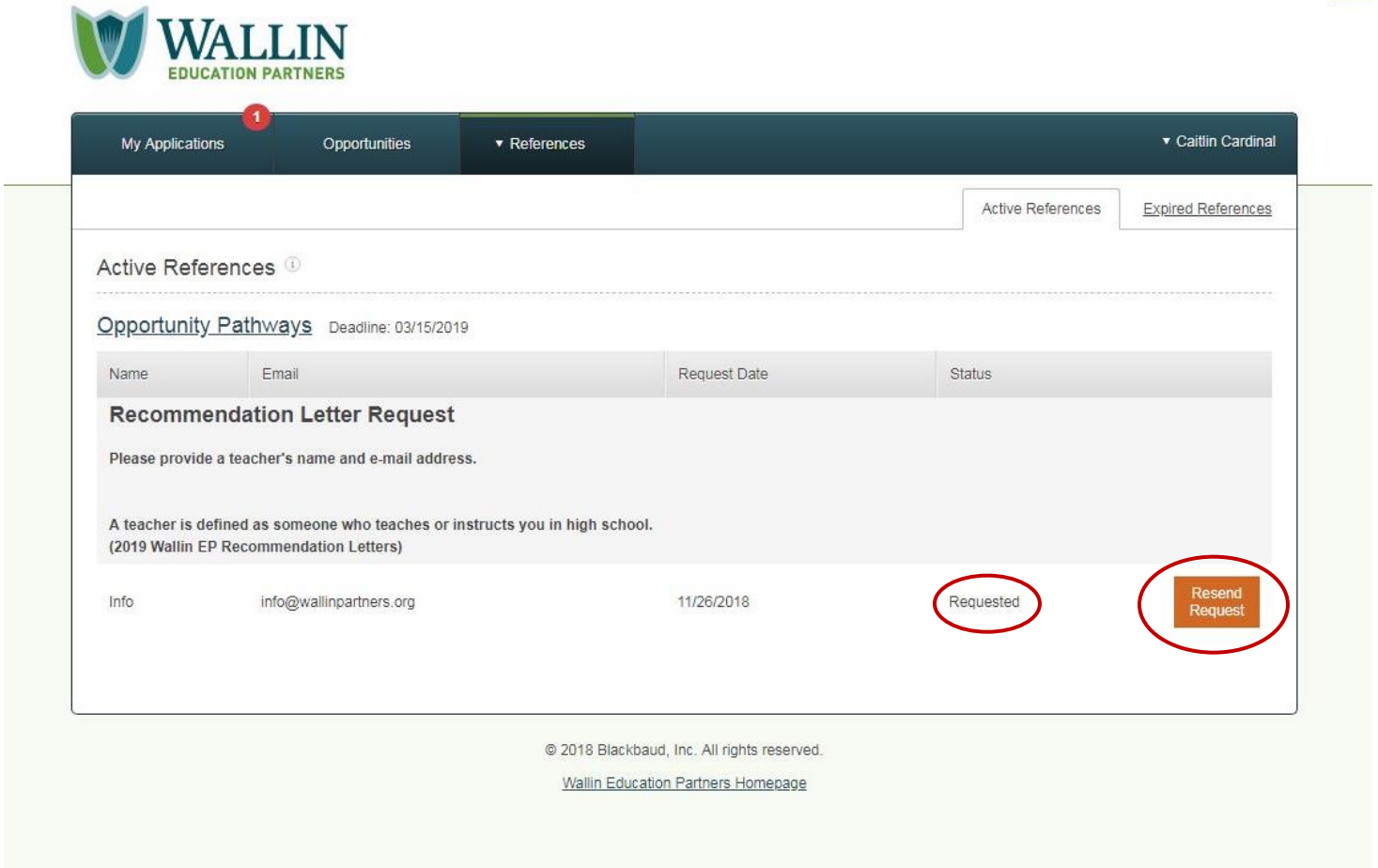
**Supplemental Questions**

**\* To be considered for an Opportunity Pathways scholarship, you must meet the following minimum requirements:**

- **Must be a Spring 2019 high school graduate from:**
  - Burnsville High School
  - Saint Paul Public School
  - Yellow Medicine East High School
- **OR a graduating senior from any high school who participated in the following programs:**
  - AchieveMpls College & Career Programming
  - Genesys Works
- **Intend to enroll at one of the three community colleges starting in fall 2019**
  - Alexandria Technical & Community College
  - Lake Area Technical Institute
  - Minneapolis College
  - Minnesota West Community & Technical College
  - Normandale Community College
  - Ridgewater College
  - Saint Paul College
- **Have an unweighted high school GPA of 2.0 or higher**
- **Plan to study and pursue a career in one of the following fields:**
  - Business Management
  - Health Care
  - Information Technology
  - Manufacturing/Engineering Technology
- **Have a family taxable income of \$75,000 or less with financial need.**

Please check the box to indicate you understand this requirement.

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 in mid-April. You will receive a notification about our decision regardless of the outcome.**