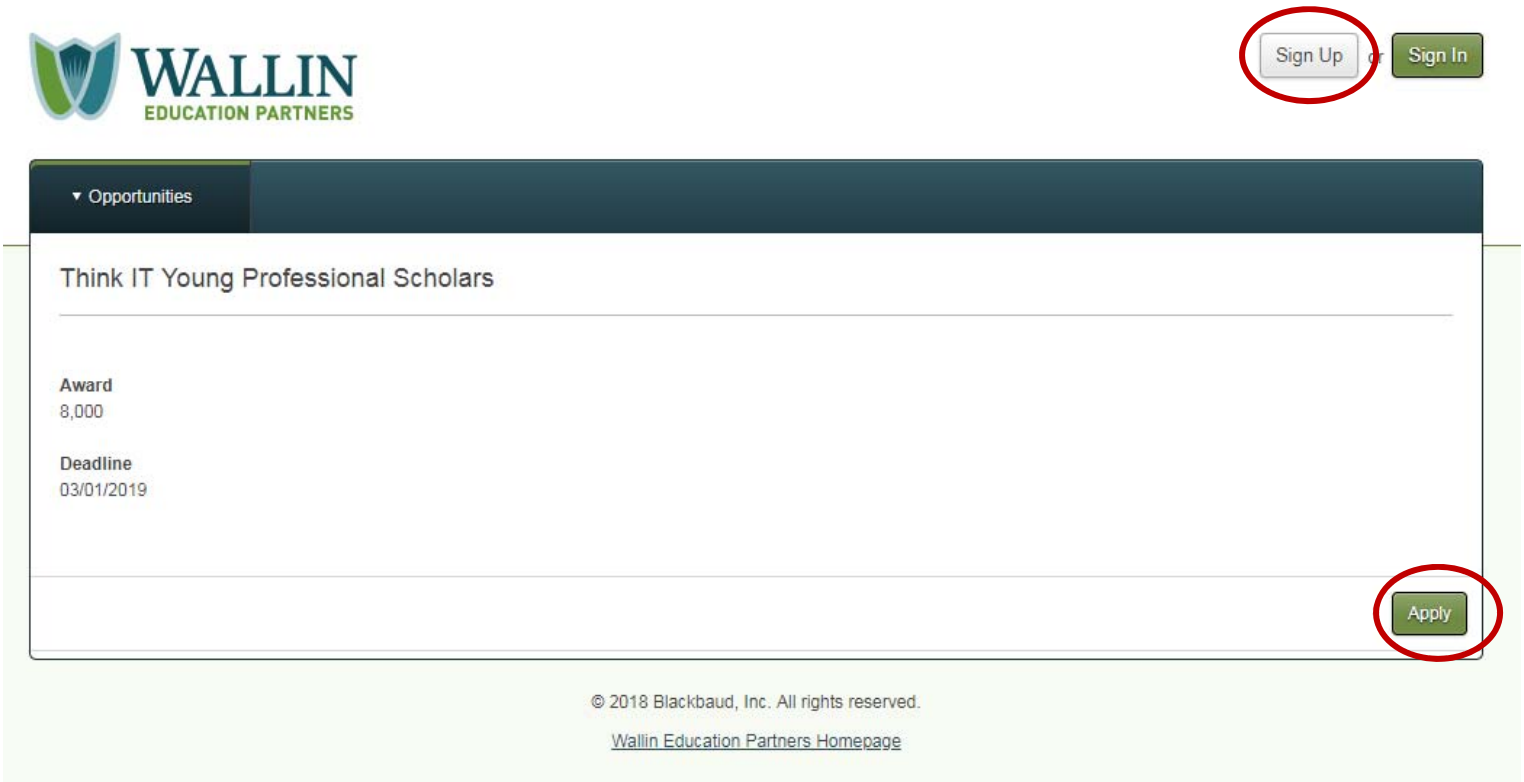
Before You Begin

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

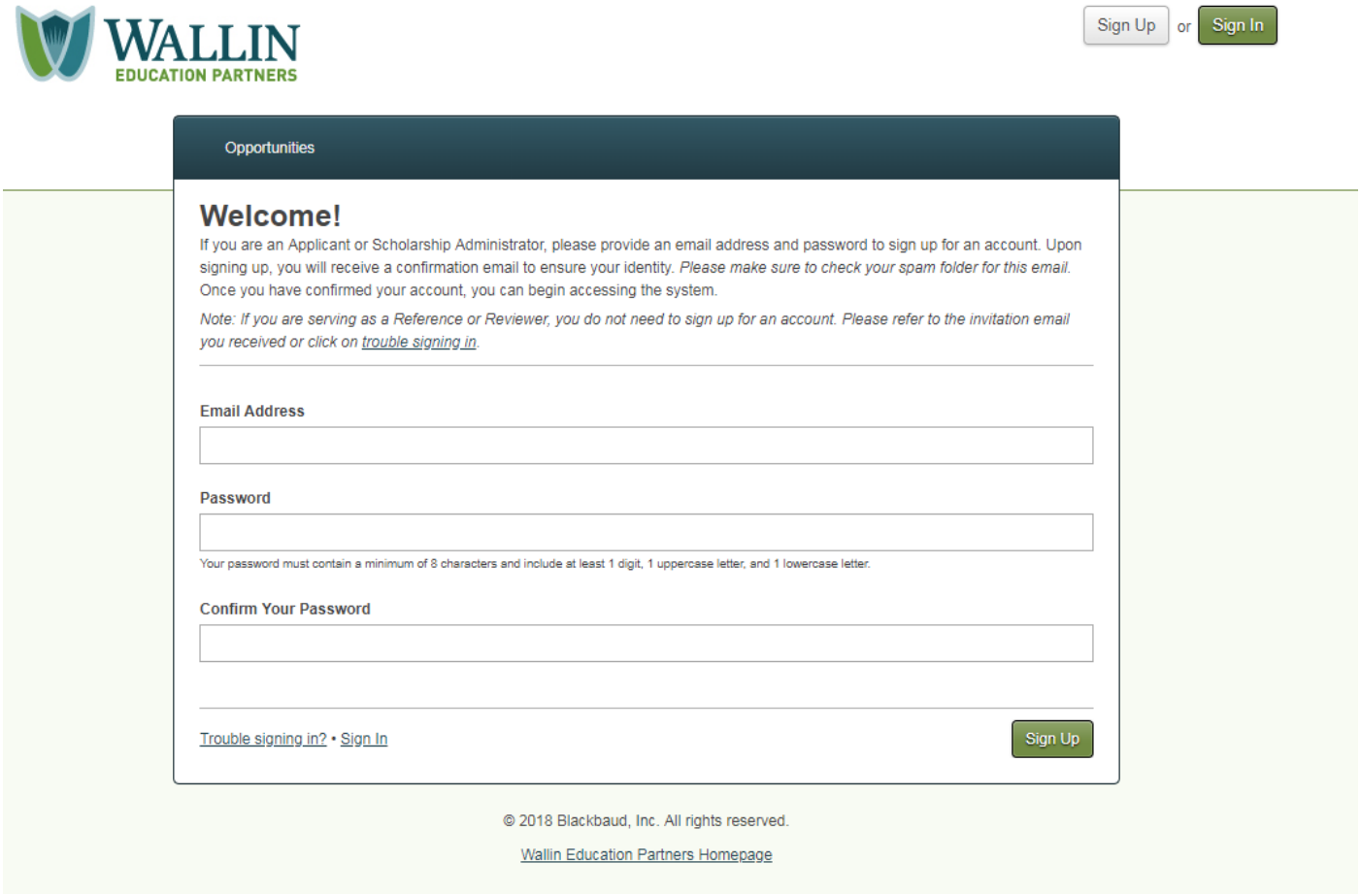
https://wallinpartners.academicworks.com/opportunities/603

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:



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.



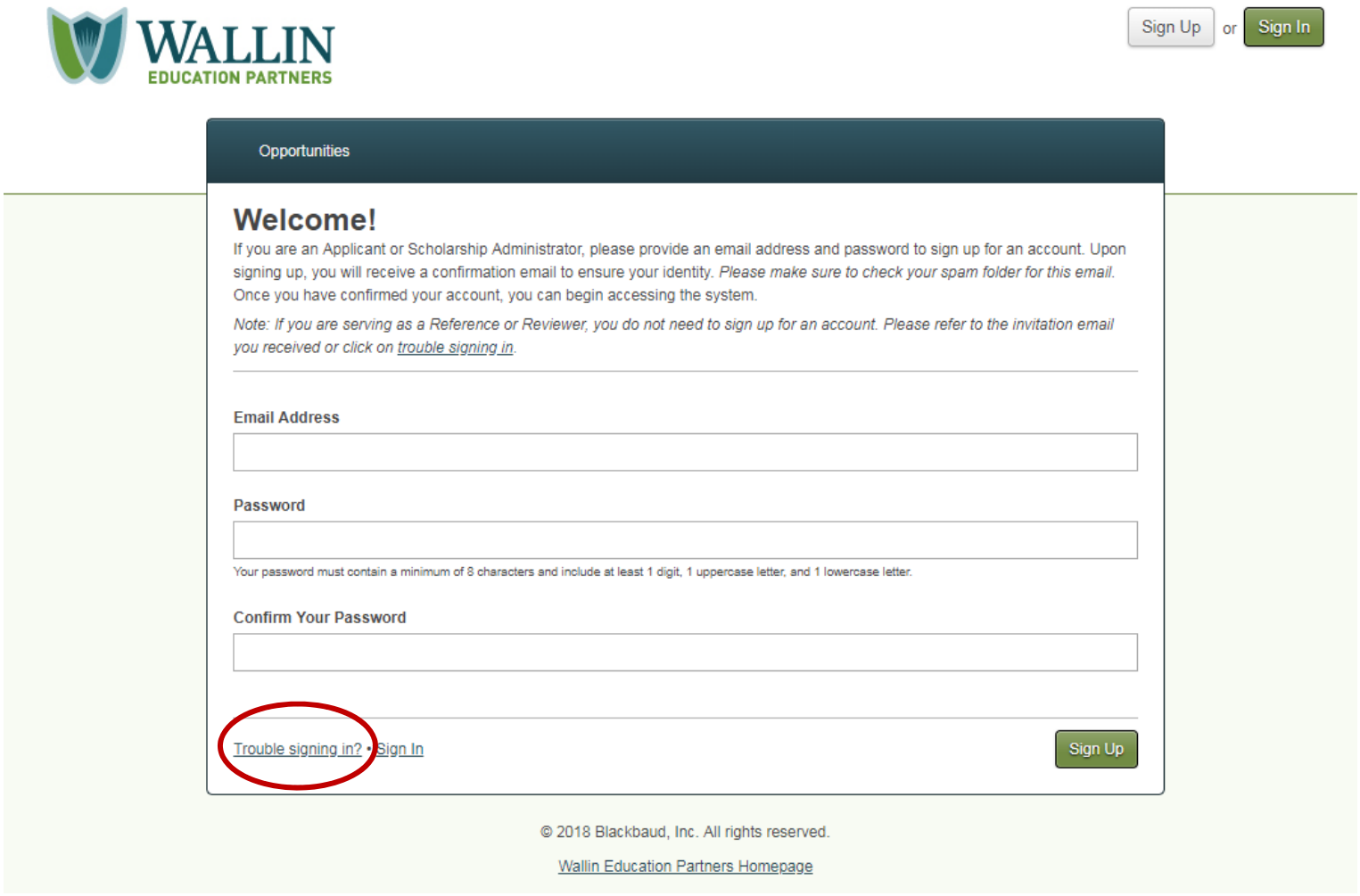
Provide your preferred e-mail address and a password. An e-mail confirmation will be sent your way to confirm your new credentials.

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

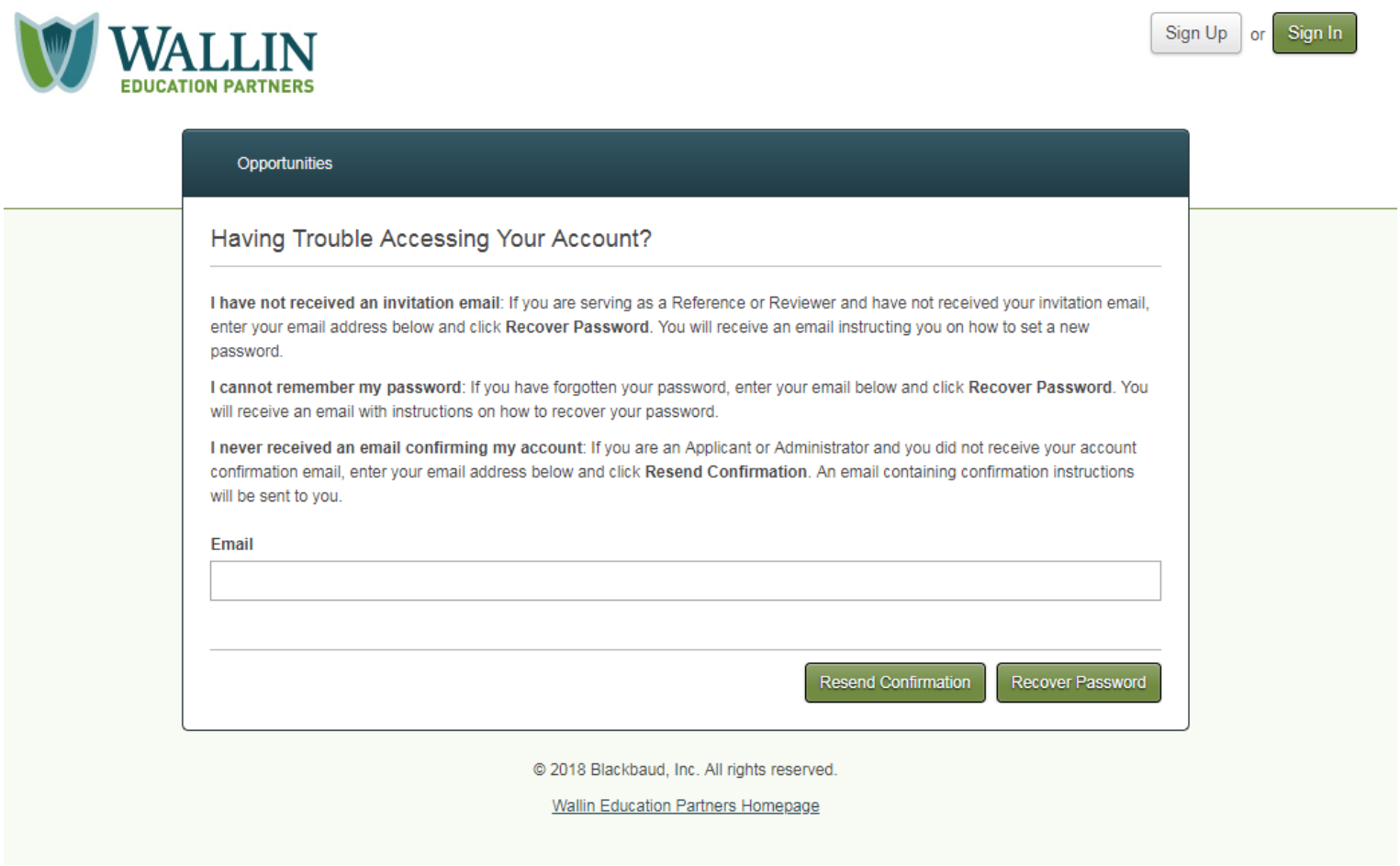
Once you create an account with us, you will be able to access your application throughout the entire application period from **January 21st to March 1st at 11:59 PM**.

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?”:



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.

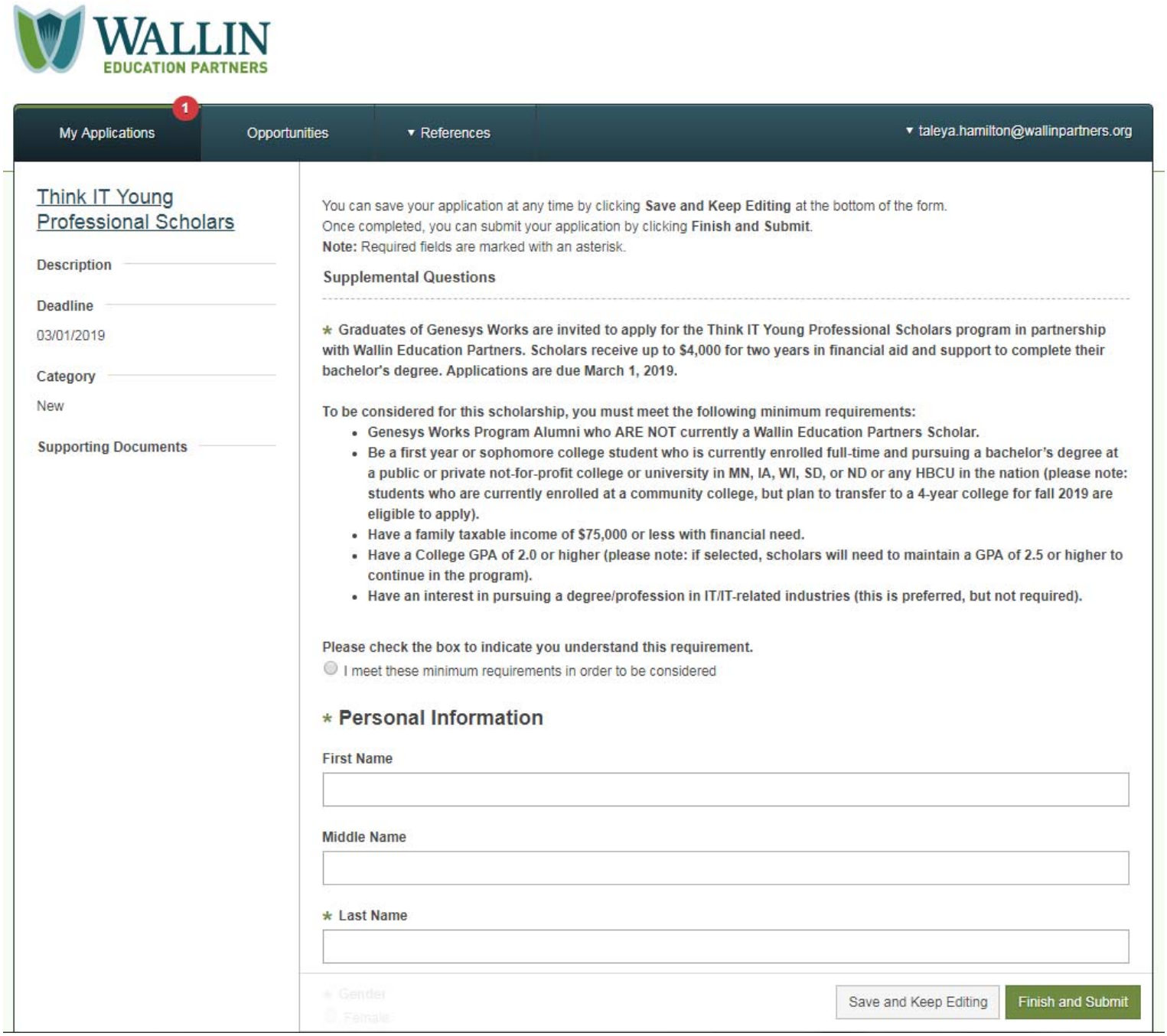
Resend Confirmation – If you **DID NOT** receive an e-mail confirmation when you signed up for an account (Make sure to check your e-mail spam inbox first for the confirmation before selecting this option).

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.

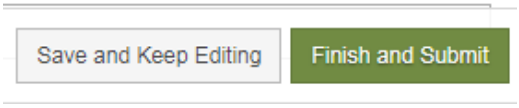
If you receive a link in your e-mail message to change your password, the link is only active for 1 hour.

You're In!

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



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.

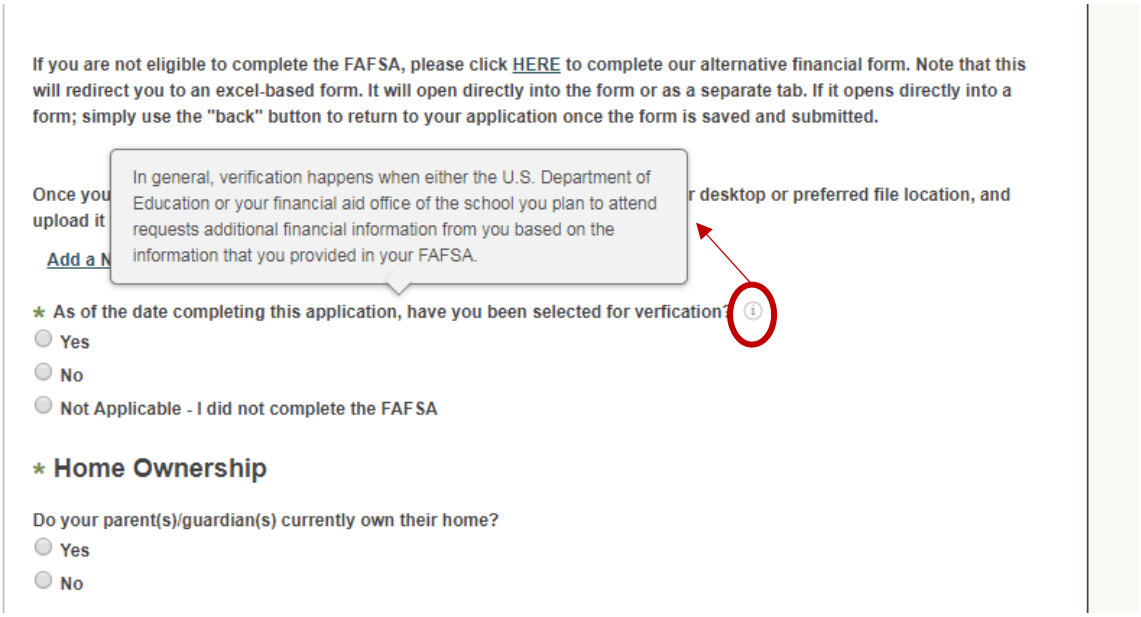
If you realized that you made a mistake after submitting your application, no worries…you can update your information up until March 1st. All you need to do is enter the system and select "update" instead of "finish" in your dashboard under "general application".

Adding Details to Your Application

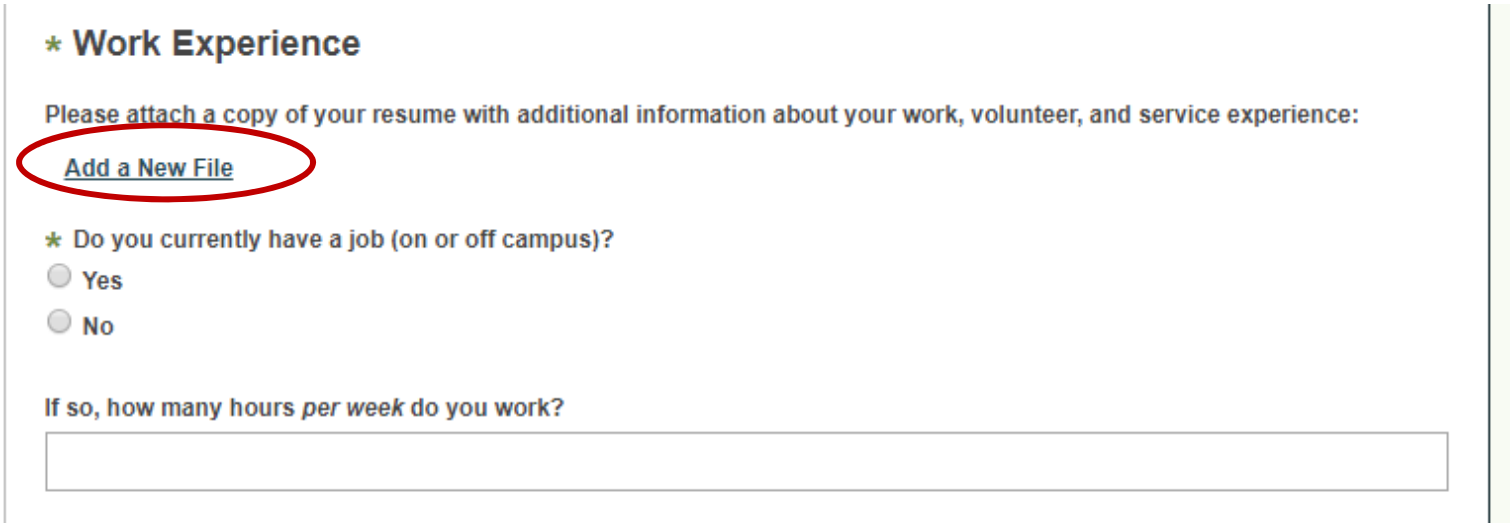
When completing the application, make sure that you read **ALL** of the instructions prior to answering the question.

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:

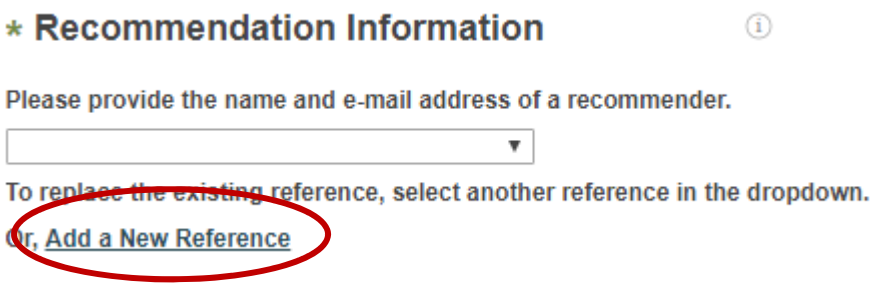


Add a New File – You will be required to upload your fall 2018 transcript, resume, and your student aid report from your FAFSA. You will need to select the following button to upload files:

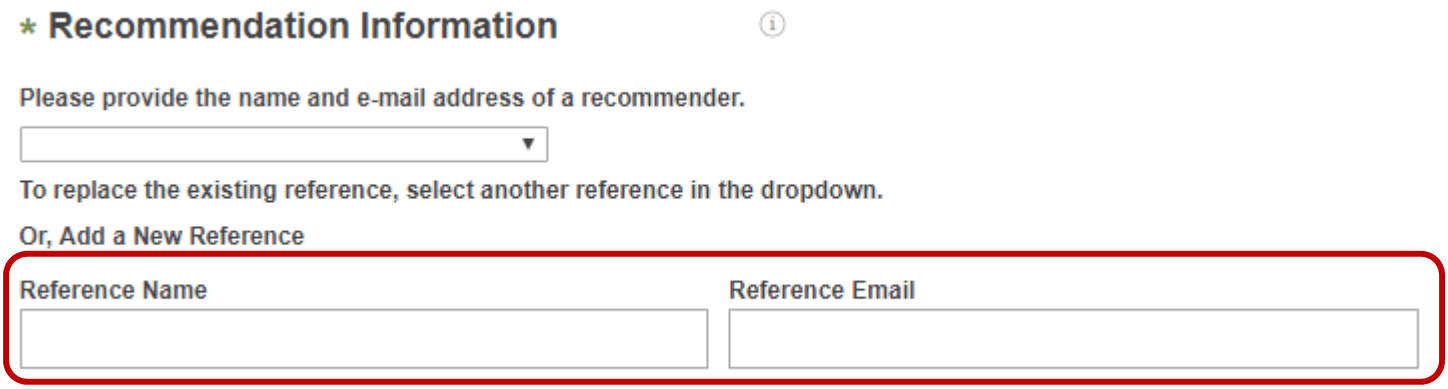


Make sure that you label the file strongly suggested in the question to make sure that you will not receive an error message.

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



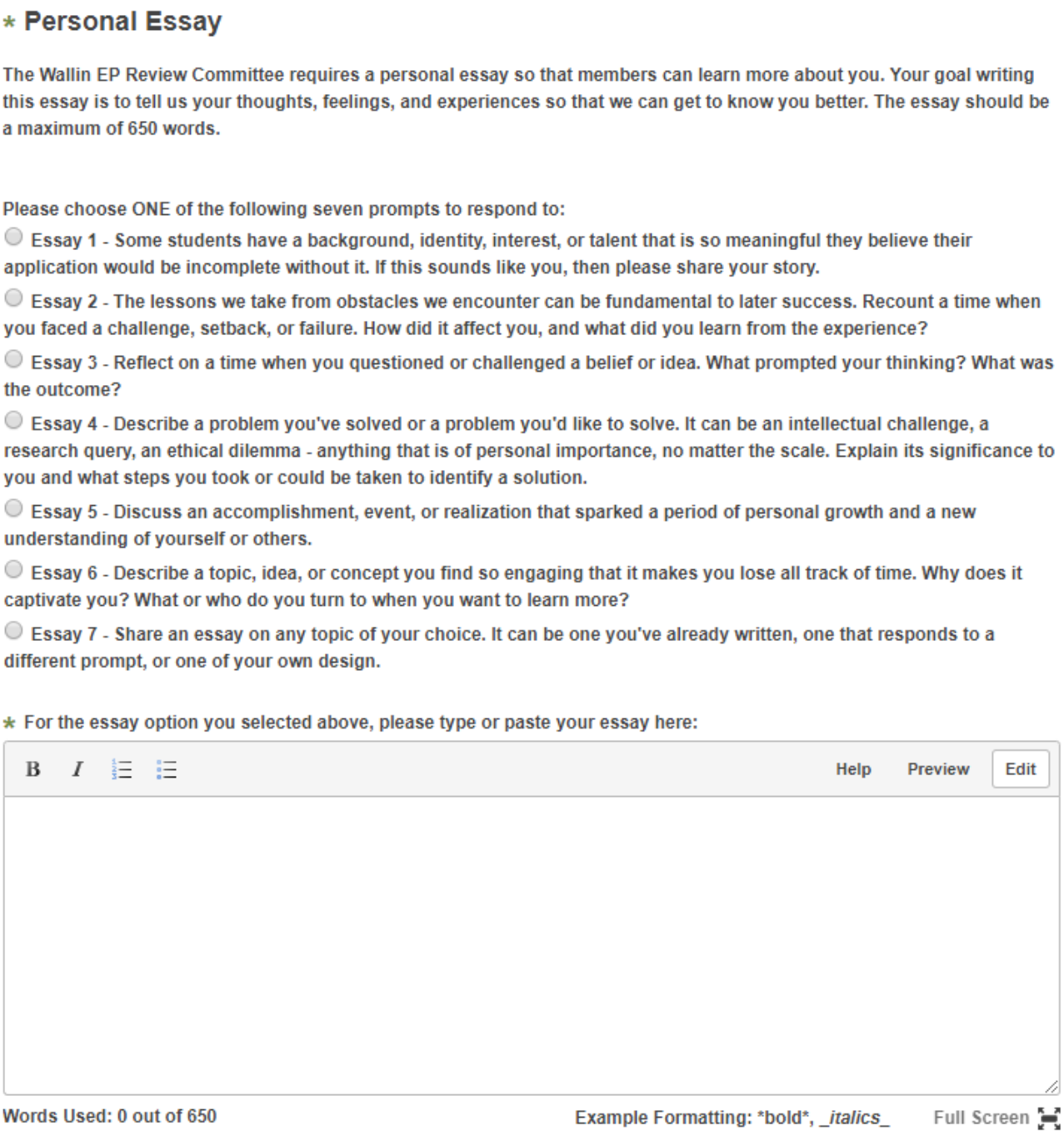
Once you select “Add a New Reference”, it will drop down into the following prompt:



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:



* Personal Essay

The Wallin EP Review Committee requires a personal essay so that members can learn more about you. Your goal writing this essay is to tell us your thoughts, feelings, and experiences so that we can get to know you better. The essay should be a maximum of 650 words.

Please choose ONE of the following seven prompts to respond to:

Essay 1 - Some students have a background, identity, interest, or talent that is so meaningful they believe their application would be incomplete without it. If this sounds like you, then please share your story.

Essay 2 - 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?

Essay 3 - Reflect on a time when you questioned or challenged a belief or idea. What prompted your thinking? What was the outcome?

Essay 4 - Describe a problem you've solved or a problem you'd like to solve. It can be an intellectual challenge, a research query, an ethical dilemma - anything that is of personal importance, no matter the scale. Explain its significance to you and what steps you took or could be taken to identify a solution.

Essay 5 - Discuss an accomplishment, event, or realization that sparked a period of personal growth and a new understanding of yourself or others.

Essay 6 - Describe a topic, idea, or concept you find so engaging that it makes you lose all track of time. Why does it captivate you? What or who do you turn to when you want to learn more?

Essay 7 - Share an essay on any topic of your choice. It can be one you've already written, one that responds to a different prompt, or one of your own design.

* For the essay option you selected above, please type or paste your essay here:

B I Help Preview Edit

Words Used: 0 out of 650 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.

Application System Guide

Can I receive help with my application?

Absolutely…feel free to contact Taleya Hamilton from Wallin EP at (952) 345-2715 or Taleya.Hamilton@wallinpartners.org or Britney Hayes from Genesys Works at (507) 514-9169 or bhayes@genesysworks.org

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.

What do I need to upload to the application?

You will need to upload your 2018 fall transcript (an unofficial transcript is okay), current resume, and your student aid report from the FAFSA (or the alternative financial form, which can be found in the application).

Do I need a recommendation letter?

Yes…you are required to submit one recommendation letter. The recommendation letter **CANNOT** be completed by a Genesys Works staff member.

If you are 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. Try very hard to retrieve the recommendation letter, because it is counted against you if it is not submitted.

What will happen after I submit my application?

If your application moves into the next phase of the selection process, you will hear from a Genesys Works staff member about scheduling an in-person interview between March and April.

Who will let me know I am a Think IT Young Professional Scholars finalist?

Wallin EP will announce finalists in early April.

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

Your application and recommendation letter need to be submitted in the system by March 1st at 11:59 PM.

Late submissions will not be considered.

Think IT Young Professional Scholars

Description

Deadline

03/01/2019

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

* **Graduates of Genesys Works are invited to apply for the Think IT Young Professional Scholar program in partnership with Wallin Education Partners. Scholars receive up to $4,000 for two years in financial aid and support to complete their bachelor's degree. Applications are due March 1, 2019.**

To be considered for this scholarship, you must meet the following minimum requirements:

- **Genesys Works Program Alumni who ARE NOT currently a Wallin Education Partners Scholar.**
- **Be a first year or sophomore college student who is currently enrolled full-time and pursuing a bachelor's degree at a public or private not-for-profit college or university in MN, IA, WI, SD, or ND or any HBCU in the nation (please note: students who are currently enrolled at a community college, but plan to transfer to a 4-year college for fall 2019 are eligible to apply).**
- **Demonstrate a significant financial need with a family income of $75,000 or less.**
- **Have a College GPA of 2.0 or higher (please note: if selected, scholars will need to maintain a GPA of 2.5 or higher to continue in the program).**
- **Have an interest in pursuing a degree/profession in IT/IT-related industries (this is preferred, but not required).**

Please check the box to indicate you understand this requirement.

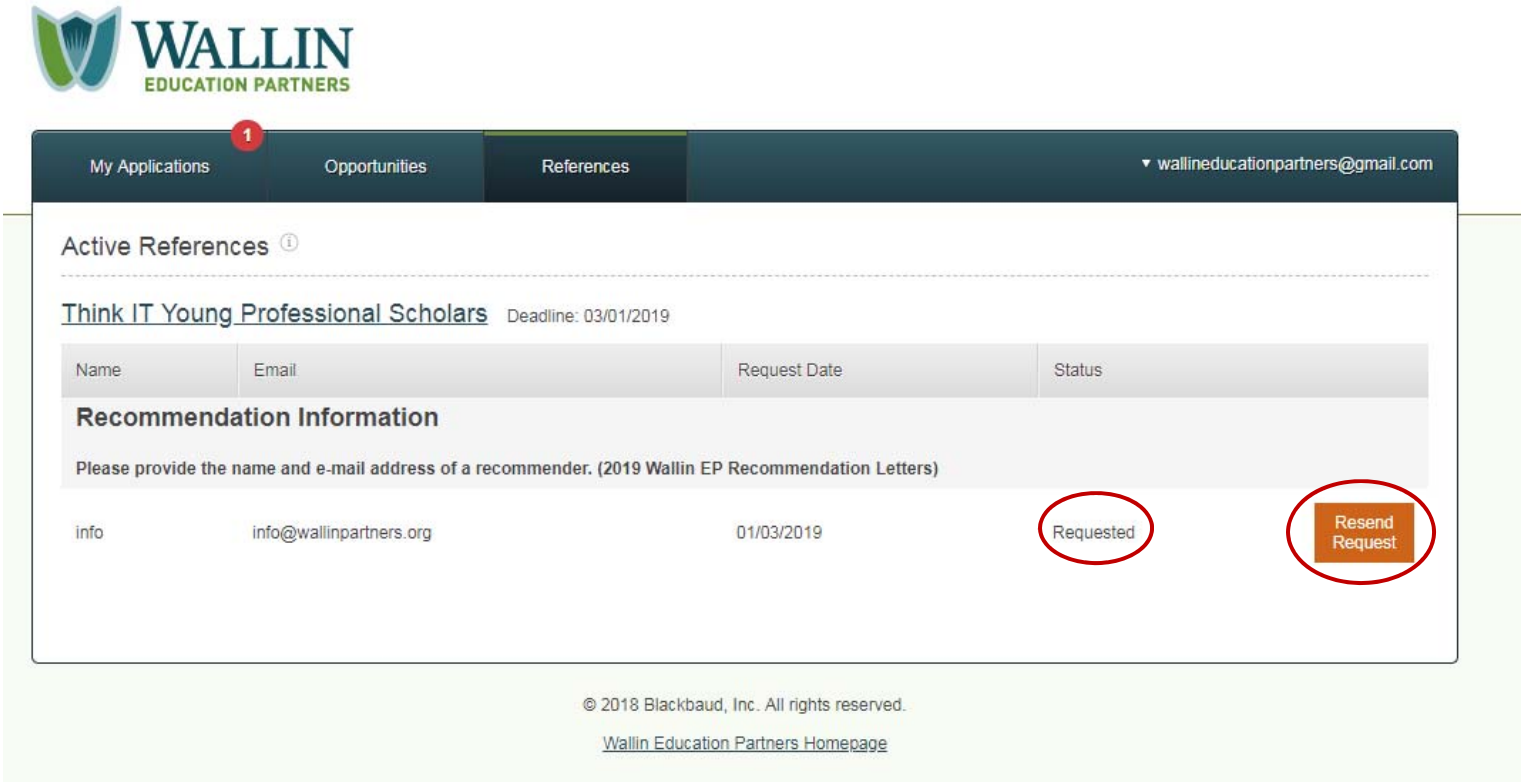
☐ I meet these minimum requirements in order to be considered

* Personal Information

First Name

Middle Name

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 request additional information or supporting documents.

Finalists will be announced in early April. You will receive a notification about our decision regardless of the outcome.