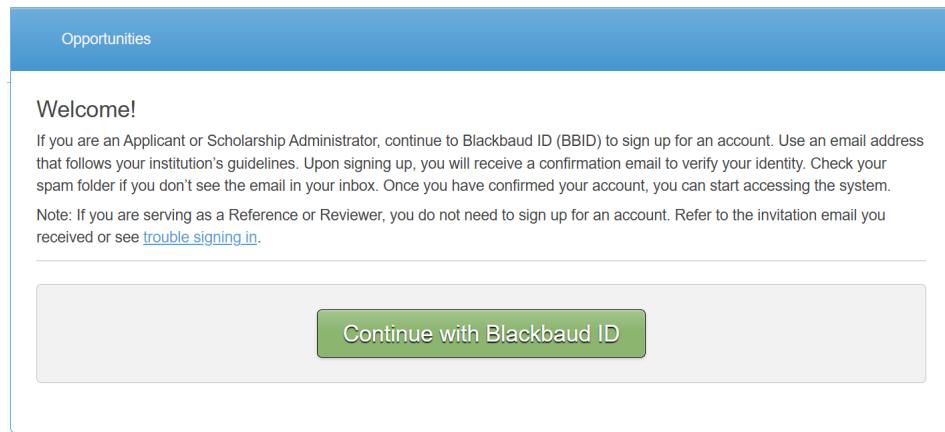


Community Foundation for Monterey County Online Scholarship System Instructions for Applicants

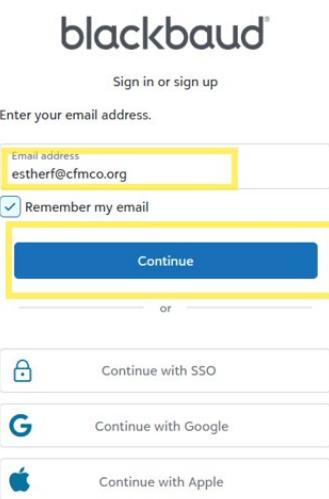
1. Go to <https://cfmco.academicworks.com/>. Here you will see all of the scholarship opportunities available. To begin applying, click “Sign Up” at the top right of the page.



2. On the **Sign Up** page, Click “Continue with Blackbaud ID”.

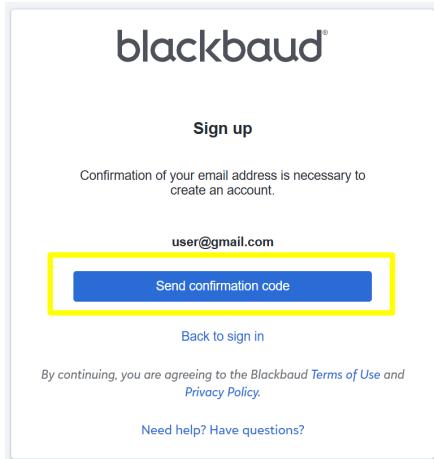


3. Continue to sign in with your email address.



Need help? Have questions?

4. Confirm your email address. You will need to send a confirmation code to move forward and create an account.



blackbaud®

Sign up

Confirmation of your email address is necessary to create an account.

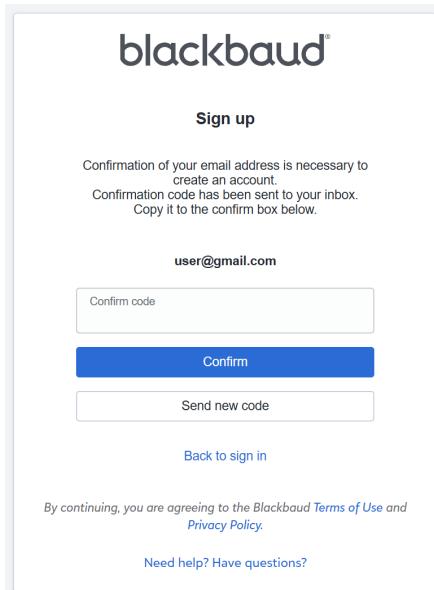
Send confirmation code

[Back to sign in](#)

By continuing, you are agreeing to the Blackbaud [Terms of Use](#) and [Privacy Policy](#).

[Need help? Have questions?](#)

5. Enter the verification code.



blackbaud®

Sign up

Confirmation of your email address is necessary to create an account.
Confirmation code has been sent to your inbox.
Copy it to the confirm box below.

Confirm

[Send new code](#)

[Back to sign in](#)

By continuing, you are agreeing to the Blackbaud [Terms of Use](#) and [Privacy Policy](#).

[Need help? Have questions?](#)

Community Foundation for Monterey County Online Scholarship System Instructions for Applicants

6. Create your password. **If you have an account and have forgotten your password, click on forgot password. Blackbaud uses a two-factor authenticator, you will need to request a code to be able to reset your password (a code will be provided via email or cell phone).*



Reset password

We emailed you a 6-digit code to confirm your identity. Enter it below to reset your password.

estherf@cfmco.org

[Send confirmation code](#)

[Back to sign in](#)

Hi Esther,

We received a request to reset your password for estherf@cfmco.org. To proceed, please enter the access code below within 10 minutes.

609830

Sample Code

Didn't ask to change your password, or no longer need to? Just ignore this email.

The Blackbaud Team

6a. **If you selected Create a new password, it will take you to a “create new password” page.*

blackbaud

Reset password

Confirmation of your email address is necessary to reset your password.
 Confirmation code has been sent to your inbox.
 Copy it to the confirm box below.

estherf@cfmco.org

Confirm code

[Confirm](#) [Send new code](#)

[Back to sign in](#)

blackbaud

Reset password

Password

The password must contain at least 12 characters
 The password must contain at least 3 of the following:

- Lowercase letter
- Capital letter
- Number
- Special character (!, #, %, etc.)

Confirm password

[Continue](#)

[Back to sign in](#)

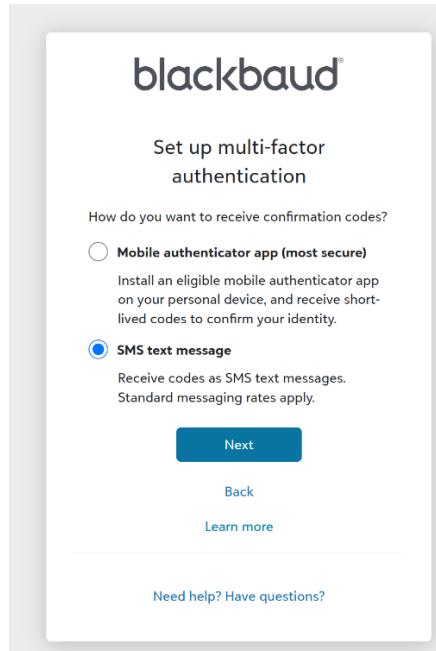
[Need help? Have questions?](#)

[Need help? Have questions?](#)

Community Foundation for Monterey County Online Scholarship System Instructions for Applicants

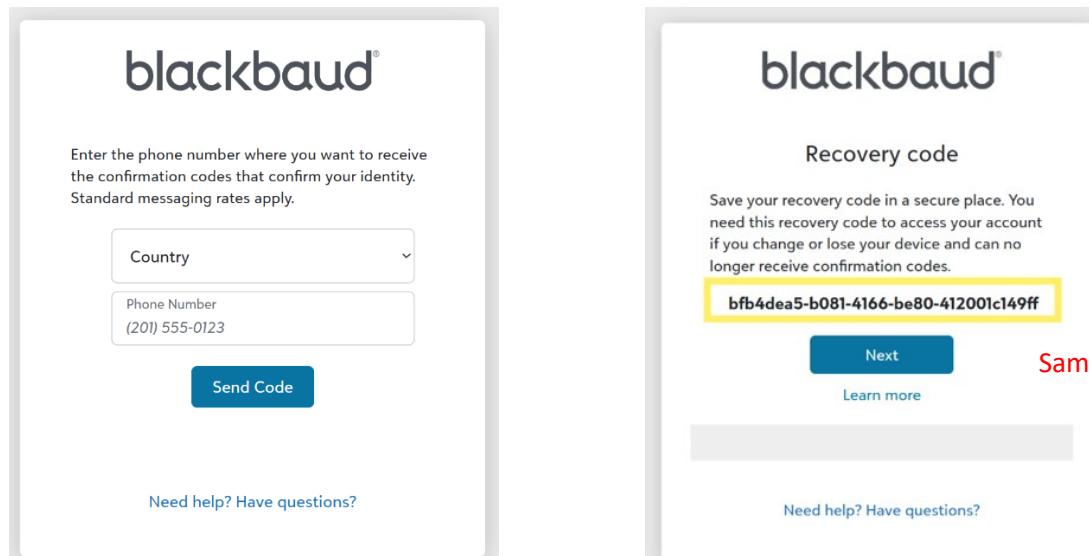
Blackbaud Two-factor Authenticator Instructions:

Select your preferred method of authentication.



The screenshot shows a Blackbaud setup page for multi-factor authentication. The title is "blackbaud" and the sub-section is "Set up multi-factor authentication". It asks, "How do you want to receive confirmation codes?". Two options are listed: "Mobile authenticator app (most secure)" (radio button not selected) and "SMS text message" (radio button selected). The "SMS text message" option includes a note: "Receive codes as SMS text messages. Standard messaging rates apply." Below the options are "Next", "Back", and "Learn more" buttons. At the bottom is a "Need help? Have questions?" link.

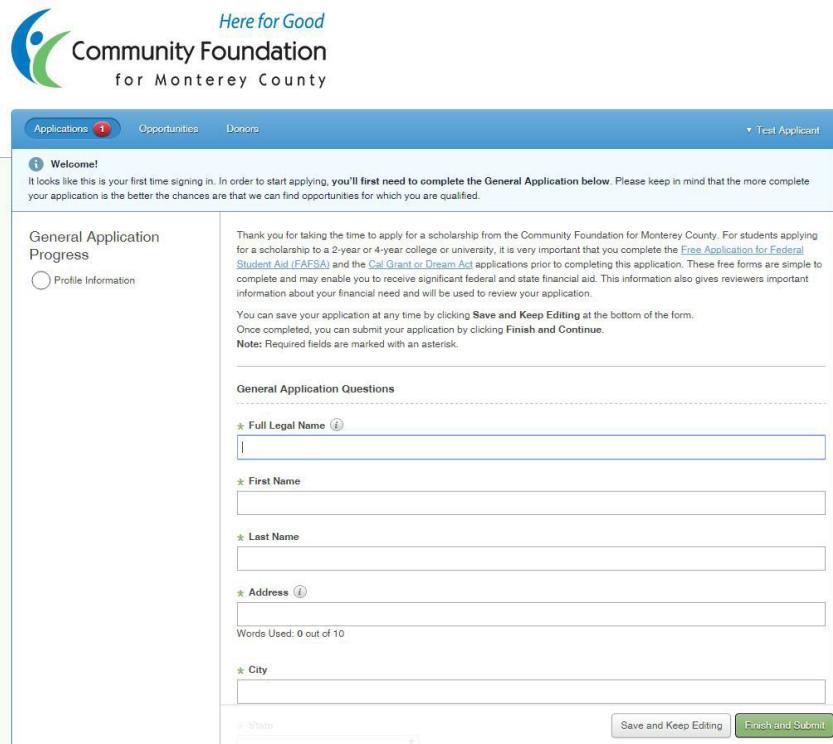
If you select SMS text message, your screen will look like the one below. You will need to provide a mobile phone number to receive a text message with a code (or via email). After entering the code, you will be provided with a recovery code. Please save the recovery code for your record.



The image contains two screenshots. The left screenshot shows the "blackbaud" setup page for SMS text message authentication. It asks for a phone number and provides a "Send Code" button. The right screenshot shows a "Recovery code" page with the text "Save your recovery code in a secure place. You need this recovery code to access your account if you change or lose your device and can no longer receive confirmation codes." A yellow box highlights the recovery code "bfb4dea5-b081-4166-be80-412001c149ff". Below the code are "Next", "Learn more", and "Need help? Have questions?" buttons. A red label "Sample Code" is placed next to the highlighted recovery code.

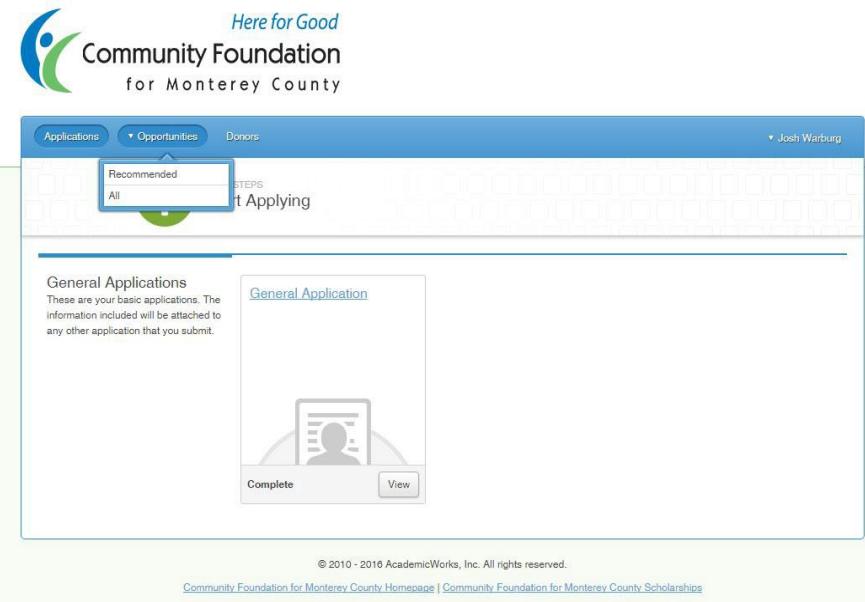
Community Foundation for Monterey County Online Scholarship System Instructions for Applicants

General Application



The screenshot shows the "General Application" page. At the top, there is a "Welcome!" message: "It looks like this is your first time signing in. In order to start applying, you'll first need to complete the General Application below. Please keep in mind that the more complete your application is the better the chances are that we can find opportunities for which you are qualified." Below this, the "General Application Progress" section shows a single step: "Profile Information". The main content area is titled "General Application Questions" and contains fields for "Full Legal Name", "First Name", "Last Name", "Address", "City", and "State". At the bottom right are "Save and Keep Editing" and "Finish and Submit" buttons.

- After completing the General Application, you will be taken to your “*Applications*” page where you can view and update your general application and see any supplemental applications that you complete. Based on your answers on the General Application, the system will recommend scholarships for you to apply to. To view these, go to “*Opportunities*” and select “*Recommended*” from the drop-down menu



The screenshot shows the "Applications" page. A dropdown menu is open over the "Recommended" button, with "All" and "Not Applying" options visible. The "General Applications" section shows a single item: "General Application" (status: "Complete"). At the bottom of the page, there is a footer with the text "© 2010 - 2016 AcademicWorks, Inc. All rights reserved." and "Community Foundation for Monterey County Homepage | Community Foundation for Monterey County Scholarships".

Community Foundation for Monterey County Online Scholarship System Instructions for Applicants

2. The **Recommended Opportunities** page will list any scholarships for which you may be eligible to apply. Here you will see the scholarships criteria, additional questions you must answer to apply, and the award amount. To apply to a scholarship, click on “Apply” on the right side of the screen.



Here for Good
Community Foundation
 for Monterey County

Applications Opportunities Donors ▾ Josh Warburg

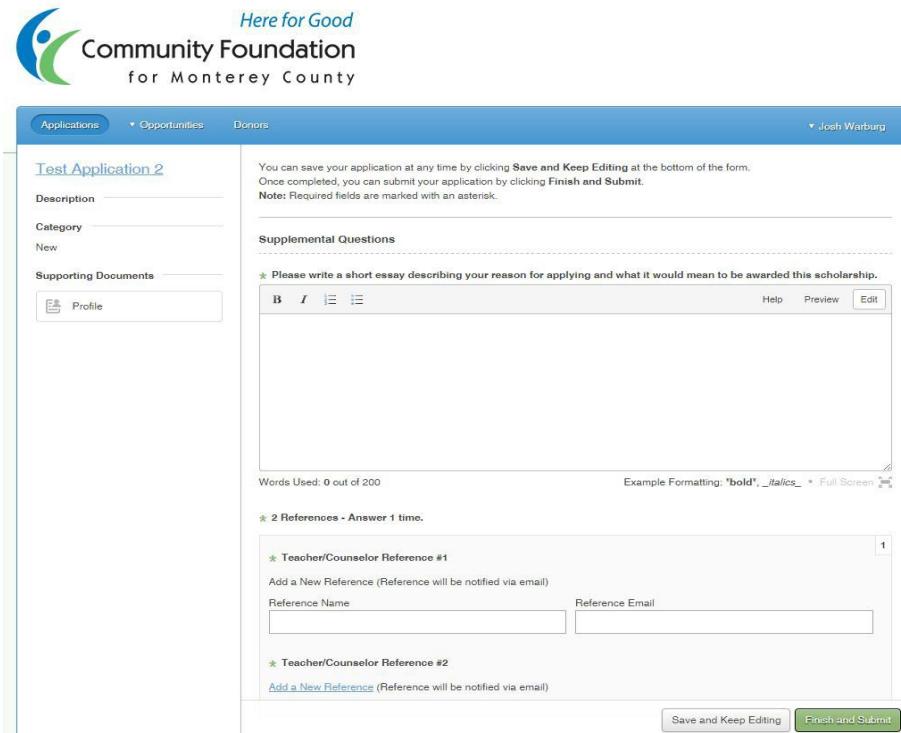
Search by Keyword Search Show Filters

Recommended Opportunities

Name	Questions	Applications	Deadline	Award	Actions
Test Application 2 None Given	2	0		\$0.00	Apply

© 2010 - 2016 AcademicWorks, Inc. All rights reserved.
[Community Foundation for Monterey County Homepage](#) | [Community Foundation for Monterey County Scholarships](#)

3. Complete the supplemental application and click on “Finish and Submit” when you have completed the supplemental questions. If the application requires one or more references, click on “Add a New Reference” then type in your reference’s name and email address. If you have already completed a reference on a previous application, you can select the person from the drop-down menu.



Here for Good
Community Foundation
 for Monterey County

Applications Opportunities Donors ▾ Josh Warburg

[Test Application 2](#)

Description _____

Category
New

Supporting Documents
[Profile](#)

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

* Please write a short essay describing your reason for applying and what it would mean to be awarded this scholarship.

B I | Help Preview Edit

Words Used: 0 out of 200 Example Formatting: [bold](#), [italics](#) * [Full Screen](#)

* 2 References - Answer 1 time.

* Teacher/Counselor Reference #1
 Add a New Reference (Reference will be notified via email)
 Reference Name _____ Reference Email _____

* Teacher/Counselor Reference #2
 Add a New Reference (Reference will be notified via email)

[Save and Keep Editing](#) [Finish and Submit](#)

4. Once you have completed a Reference request, you can resend a request by clicking on “*References*” on the top menu bar, then clicking “*Resend*” next to any references who have not completed the form.
5. You will receive a confirmation email when you complete an application. After the application period ends, applications will be reviewed and awardees will be announced in May. If you are awarded a scholarship, you will receive an email offering the award with further instructions about how to claim the award.