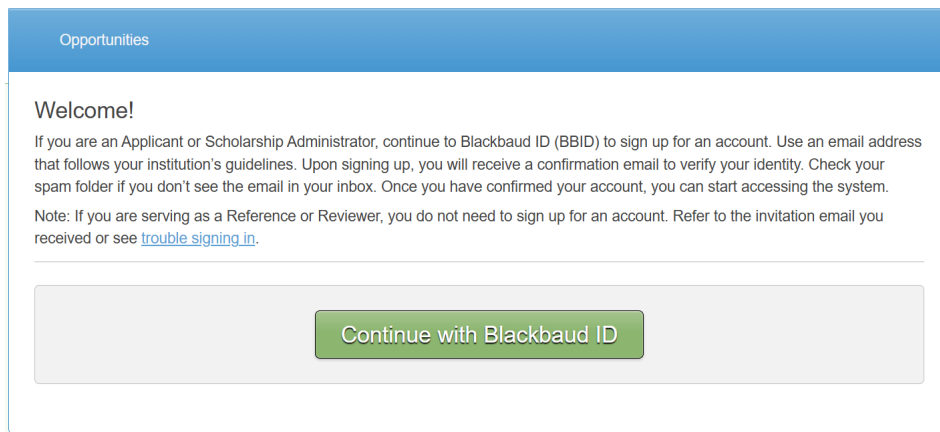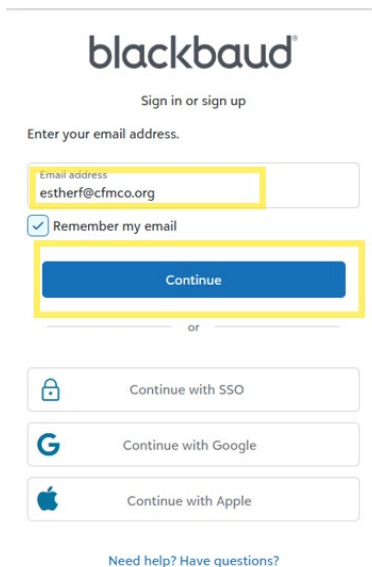1. Go to https://cfmco.academicworks.com/. Here you will see all of the scholarship opportunities available. To begin applying, click "Sign Up" at the top right of the page.
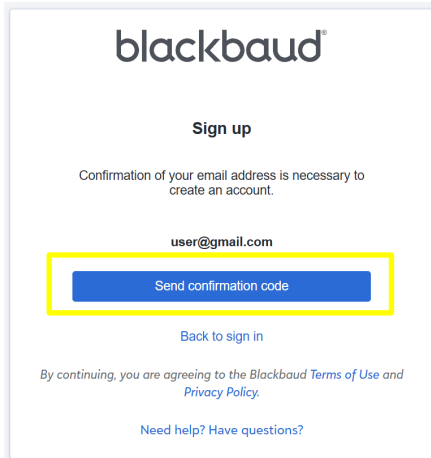

2. On the **Sign Up** page, Click "Continue with Blackbaud ID".

3. Continue to sign in with your email address.

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.
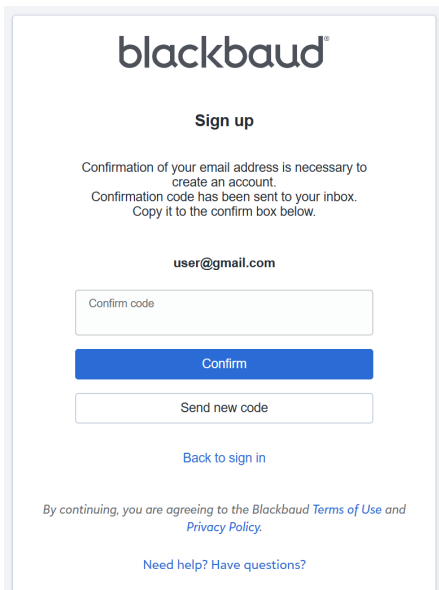
user@gmail.com

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.

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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.

user@gmail.com

Confirm code

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?

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).*

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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

Need help? Have questions?

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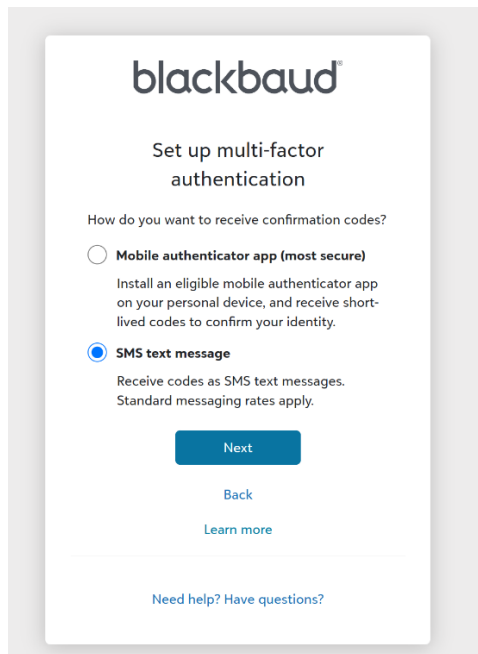- Number
- Special character (!, #, %, etc.)

Confirm password

Continue

Back to sign in

Need help? Have questions?

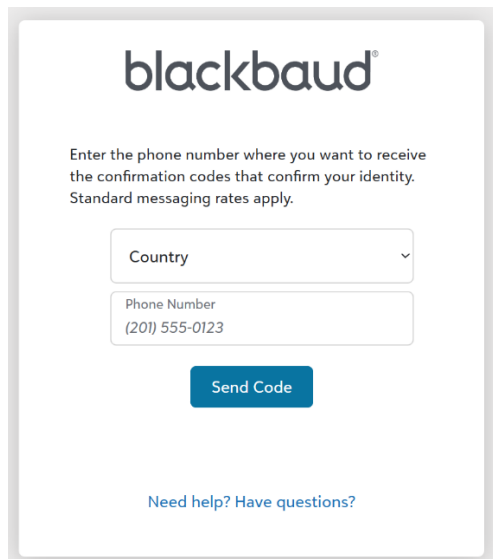**Blackbaud Two-factor Authenticator Instructions:**
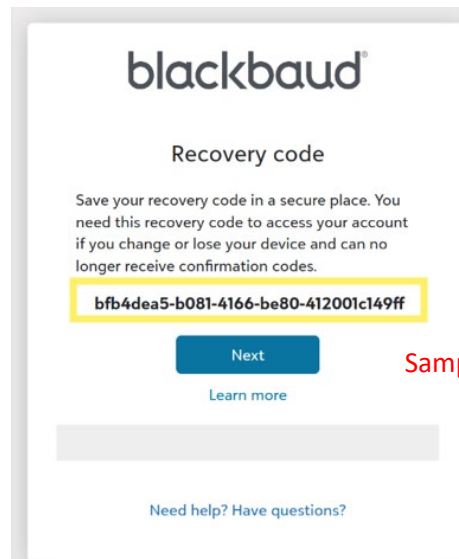Select your preferred method of authentication.

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.

Sample Code

General Application

1. 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
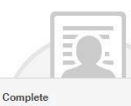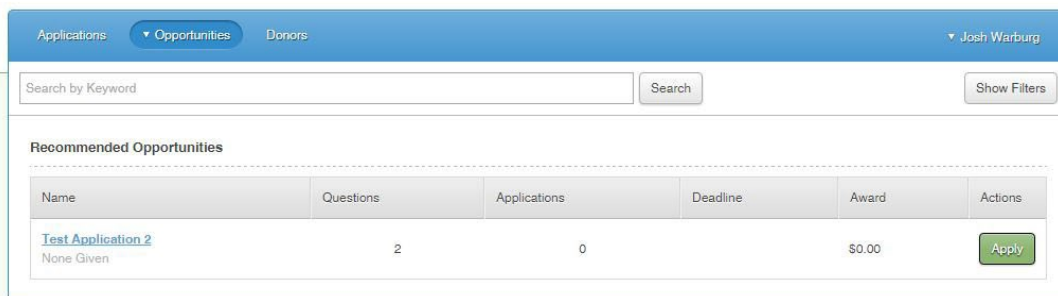
2. The **Recommended Opportunities** page will list any scholarships for which you may be eligible to apply. Here you will see the scholarships criteria, additional questions you must answer to apply, and the award amount. To apply to a scholarship, click on "Apply" on the right side of the screen.
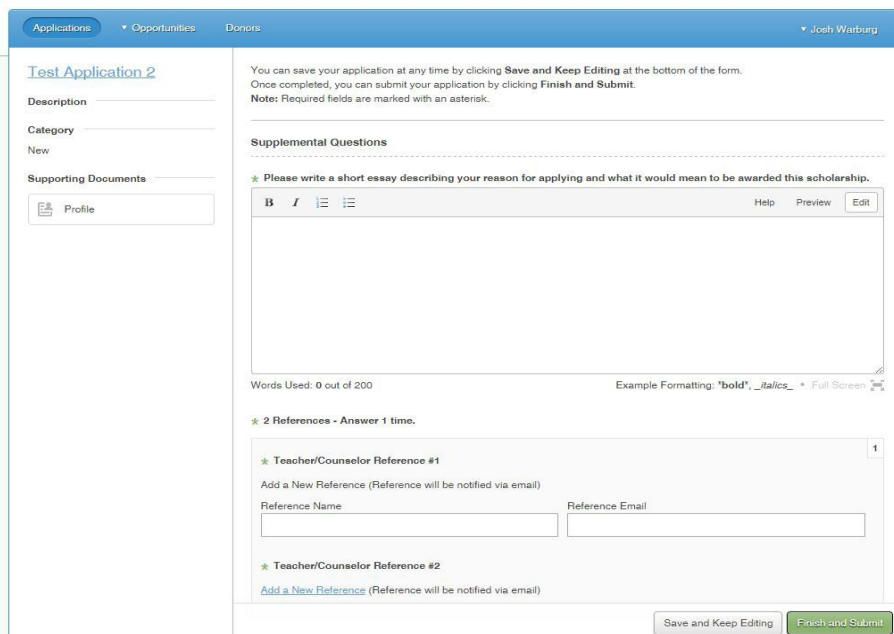

3. Complete the supplemental application and click on "Finish and Submit" when you have completed the supplemental questions. If the application requires one or more references, click on "*Add a New Reference*" then type in your reference's name and email address. If you have already completed a reference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

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.