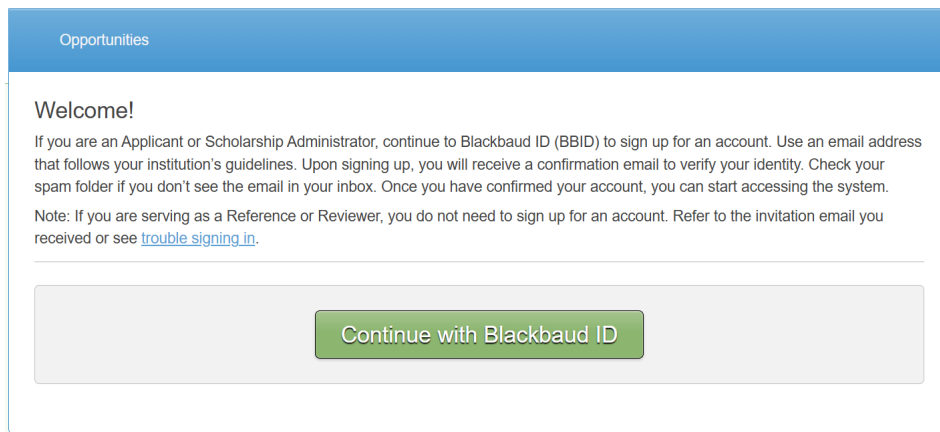


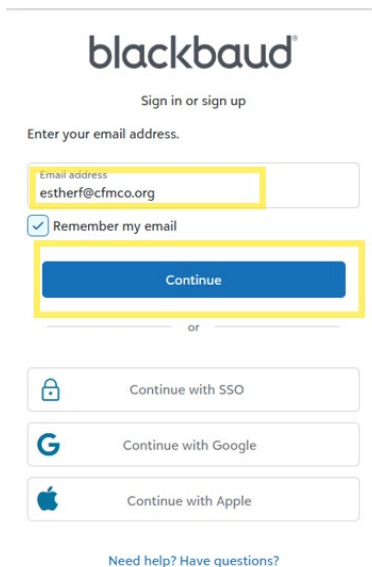
1. Go to <https://cfmco.academicworks.com/>. Here you will see all of the scholarship opportunities available. To begin applying, click "Sign Up" at the top right of the page.



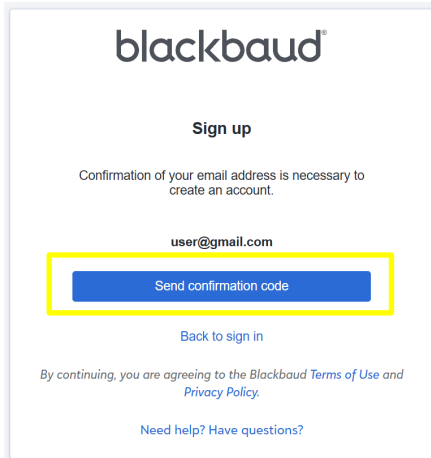
2. On the **Sign Up** page, Click "Continue with Blackbaud ID".



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

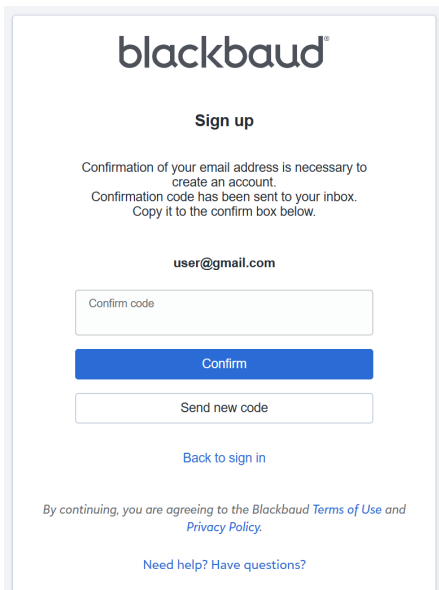
[Send confirmation code](#)

[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.



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.

user@gmail.com

[Confirm](#)

[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).*

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.*

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?](#)

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

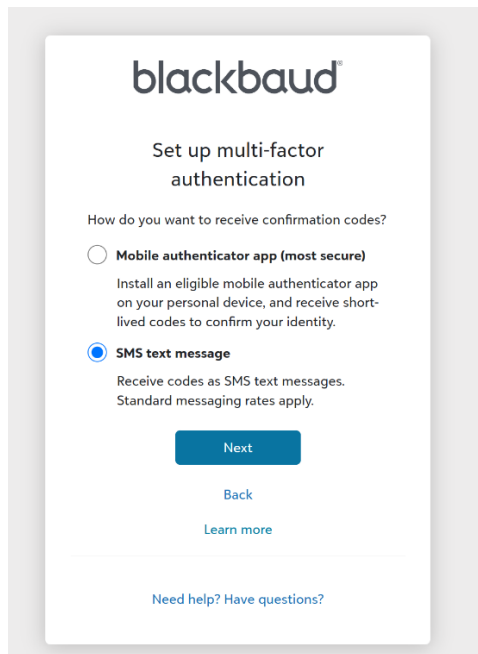
Continue

[Back to sign in](#)

[Need help? Have questions?](#)

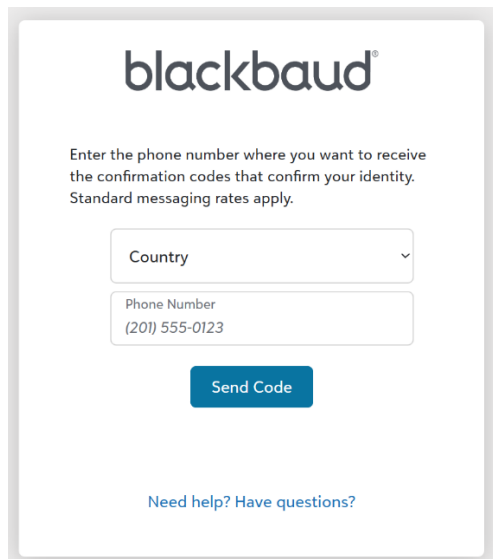
Blackbaud Two-factor Authenticator Instructions:

Select your preferred method of authentication.

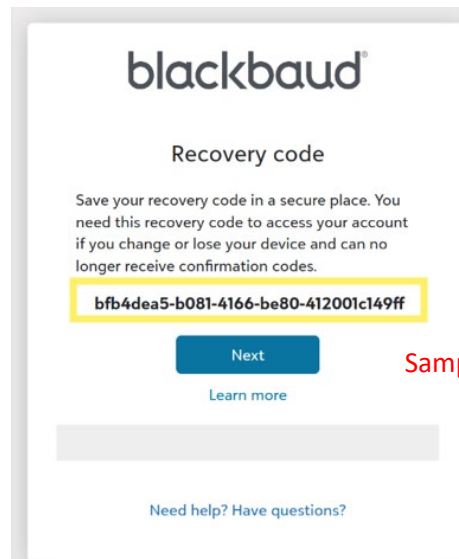


The screen displays the Blackbaud logo at the top. Below it, the heading "Set up multi-factor authentication" is centered. A question "How do you want to receive confirmation codes?" is followed by two radio button options. The first option, "Mobile authenticator app (most secure)", is unselected and includes instructions to install an app and receive short-lived codes. The second option, "SMS text message", is selected with a blue dot and includes instructions to receive codes via SMS with standard messaging rates. At the bottom, there are three links: "Next" (a blue button), "Back", and "Learn more". A footer link "Need help? Have questions?" is also present.

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 screen displays the Blackbaud logo at the top. Below it, the instruction "Enter the phone number where you want to receive the confirmation codes that confirm your identity. Standard messaging rates apply." is shown. There are two input fields: "Country" with a dropdown arrow and "Phone Number" with the placeholder "(201) 555-0123". A blue "Send Code" button is below the fields. At the bottom, there is a link "Need help? Have questions?".



The screen displays the Blackbaud logo at the top. Below it, the heading "Recovery code" is centered. The instruction "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." is shown. A yellow box highlights the sample recovery code "bfb4dea5-b081-4166-be80-412001c149ff". Below the box are two links: "Next" (a blue button) and "Learn more". At the bottom, there is a link "Need help? Have questions?".

Sample Code

General Application

Here for Good

Community Foundation
 for Monterey County

Applications **1** Opportunities Donors Test Applicant

Welcome!
 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.

General Application Progress


☐ Profile Information

Thank you for taking the time to apply for a scholarship from the Community Foundation for Monterey County. For students applying for a scholarship to a 2-year or 4-year college or university, it is very important that you complete the [Free Application for Federal Student Aid \(FAFSA\)](#) and the [Cal Grant or Dream Act](#) applications prior to completing this application. These free forms are simple to complete and may enable you to receive significant federal and state financial aid. This information also gives reviewers important information about your financial need and will be used to review your application.

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 Continue**.


Note: Required fields are marked with an asterisk.

General Application Questions

* Full Legal Name 

* First Name

* Last Name


* Address 
 Words Used: 0 out of 10

* City

* State

Save and Keep Editing Finish and Submit

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

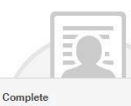
Here for Good

Community Foundation
 for Monterey County

Applications **Opportunities** Donors Josh Warburg

Recommended
 All

General Applications
 These are your basic applications. The information included will be attached to any other application that you submit.

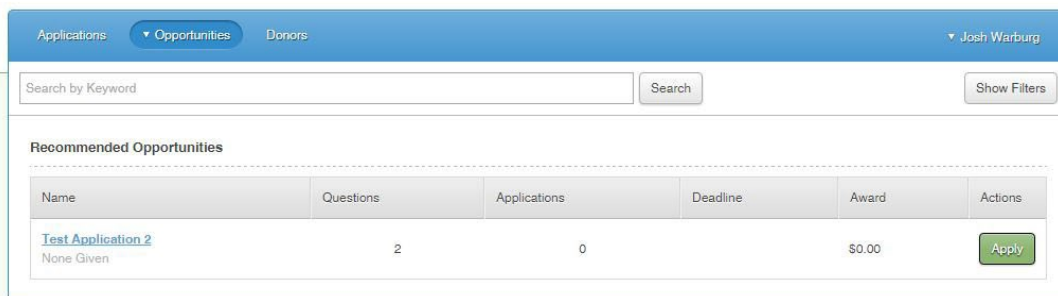
[General Application](#)



Complete View

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[Community Foundation for Monterey County Homepage](#) | [Community Foundation for Monterey County Scholarships](#)

- 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.

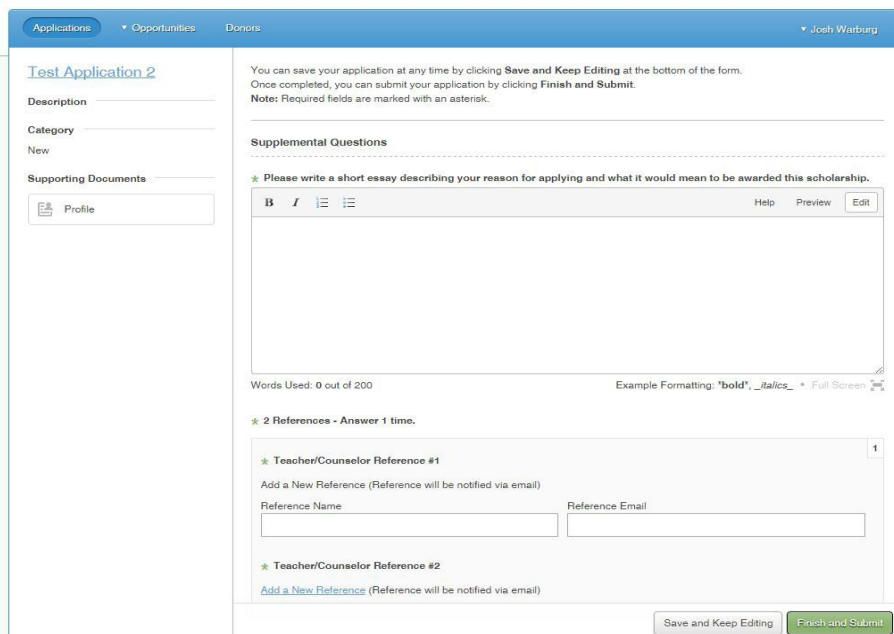
The screenshot shows the 'Recommended Opportunities' page. At the top, there are tabs for 'Applications', 'Opportunities' (selected), and 'Donors'. A user profile 'Josh Warburg' is in the top right. Below the tabs is a search bar with 'Search by Keyword' and a 'Search' button, and a 'Show Filters' button. The main content area is titled 'Recommended Opportunities' and contains a table with the following columns: Name, Questions, Applications, Deadline, Award, and Actions.

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

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- 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.

The screenshot shows the 'Test Application 2' form. On the left is a sidebar with 'Description', 'Category', 'New', and 'Supporting Documents' (with a 'Profile' button). The main area contains instructions: '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.' Below this is the 'Supplemental Questions' section. The first question is a short essay: 'Please write a short essay describing your reason for applying and what it would mean to be awarded this scholarship.' It includes a rich text editor with 'B', 'I', 'U', and 'List' icons, and a 'Words Used: 0 out of 200' counter. Below the essay is a section for references: '2 References - Answer 1 time.' It lists 'Teacher/Counselor Reference #1' and 'Teacher/Counselor Reference #2'. For each, there is an 'Add a New Reference' link and a note '(Reference will be notified via email)'. Each reference has fields for 'Reference Name' and 'Reference Email'. At the bottom right are 'Save and Keep Editing' and 'Finish and Submit' buttons.

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.