GNWKCF Scholarship Portal



Portal: https://gnwkcf.org/scholarships/ and click on **Apply Now**

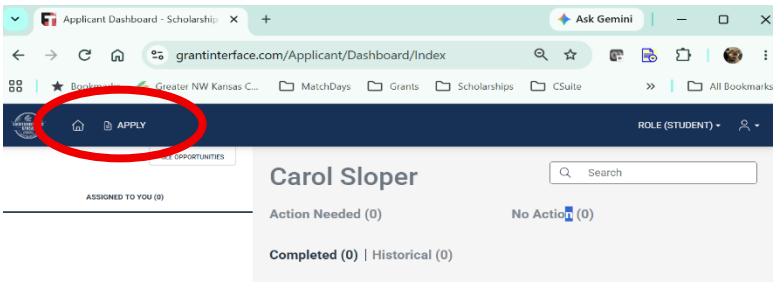
Login:

- New students: click **Create New Account**
- Existing applicants: **Log On** (if forgot password, click **Forgot Your Password** to reset)
- **It is essential to use a non-school email account.** Awardees will need to be able to receive email updates from our portal after graduation to complete follow ups to release the award.

Portal:

House icon at the top left, always takes them to the main dashboard.

Apply button next to the House icon, takes them to applications.



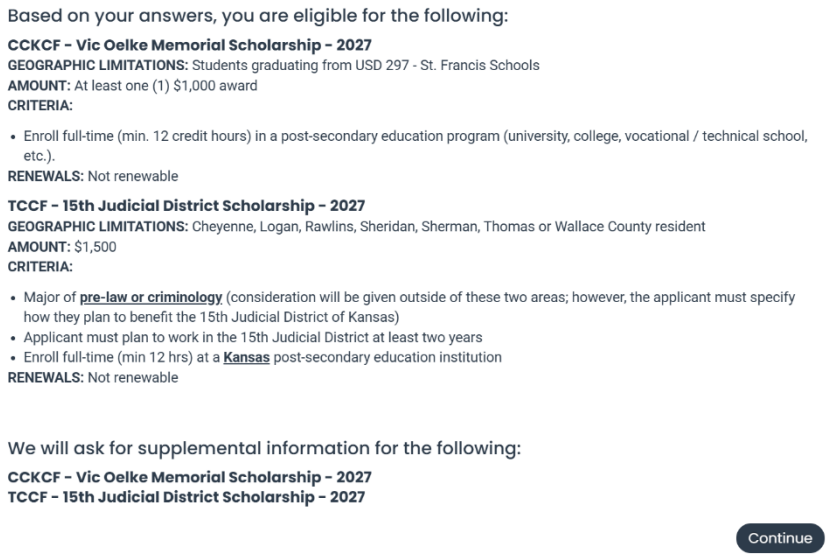
Main Apply Page:

1. **Pre-Application In-Take Form**
2. Other Scholarships Open to Public (such as **NCCF – Kansas B.A.S.S. Nation Scholarship – 2027**)
3. **Search or enter ACCESS CODE** box for scholarships by **Invitation Only**

Applying by Scholarship Type:

1. Universal Application: **Deadlines: 2/15 – Russell County; 3/15 – All Others** *(show 2/15/2027; however, once that deadline has past, it will be adjusted for the second deadline)*
   - Click **APPLY**
   - They should **READ THE INSTRUCTIONS** at the top of the application – it emphasizes that:
     - **The first application is the pre-application in-take form which will match them to scholarship opportunities.** It is critical they complete this carefully and accurately. It cannot be easily changed once submitted.
       We cannot emphasize enough to complete the in-take form accurately and completely before submitting. The entire process hinges on the in-take form answers.
       - Click **SAVE APPLICATION** at the bottom to save work and return later
       - Click **SUBMIT APPLICATION** at the bottom once it's ready to submit
     - After submitting the in-take form, it will **show which scholarship opportunities are eligible to apply for**.
     - They must **complete EACH opportunities additional (supplemental) questions**.
     - They must **click SUBMIT after answering each opportunities question group.**

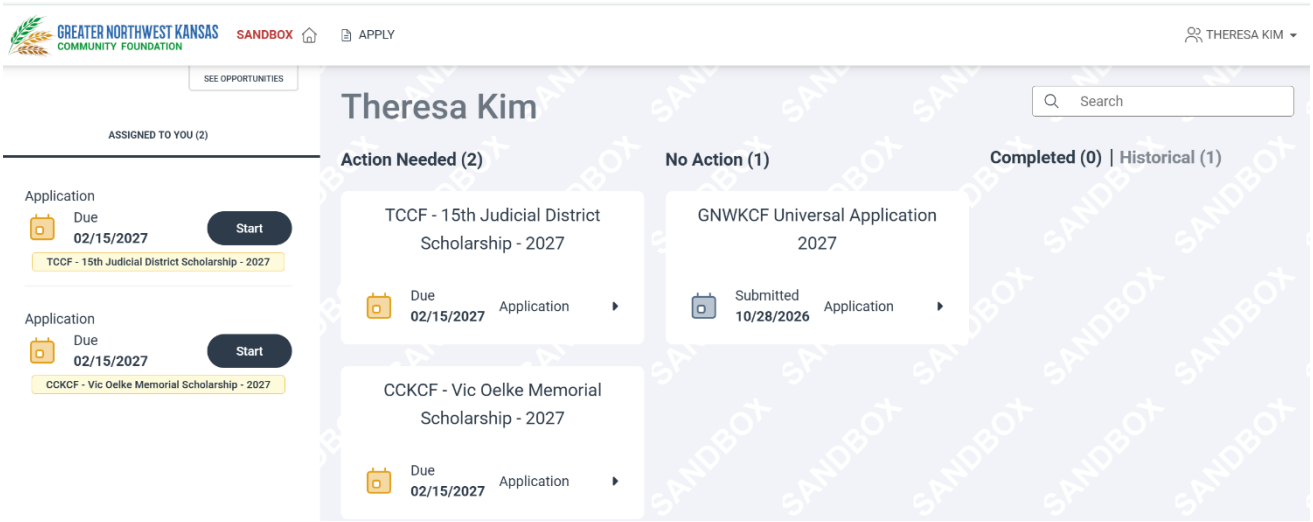
- After submitting the In-Take Form, an overview of the eligible scholarships will be listed. Review them and then click **Continue**. If an expected scholarship opportunity is not listed, contact scholarships@gnwkcf.org before continuing.



- The application process will take the applicant immediately into the first scholarship's **SUPPLEMENTAL QUESTIONS**.
  - Questions can be answered immediately and **submitted**, or the application can be **saved** to allow the applicant to return later.
  - Some questions may be asked for more than one scholarship. If the question is already answered, do not change the answer (or it will change it everywhere that question appears). Answer any blank questions and click Submit.
  - At any time, click the **House** icon at the top left, to return to the main dashboard.

  The Dashboard is divided into sections:

  1. **Assigned to You:** Tasks that need completed
  2. **Action Needed:** Applications that still require action
  3. **No Action:** Applications that have been submitted (no action required)
  4. **Completed / Historical:** Applications that have been completed with decisions made and no further action required.



2. Other Scholarships – from the **House** icon at the top left, go to the main dashboard, click the **Apply** button next to the House icon to see other Scholarship Opportunities not part of the Universe.
   - If other scholarships open to the public exist, they will be listed with an Apply button active.

3. Access Code – from the **House** icon at the top left, go to the main dashboard, click the **Apply** button next to the House icon to find the **enter Access Code** box.
   - If an applicant was given an Access Code to apply to a private scholarship (such as renewals or specific organization scholarships), enter the Access Code in the search bar and click Enter on the keyboard. It should bring up the private application with an Apply button active..