Getting Started/Instructions

1. Scholar-link went live **January 15th.** Your students can start using the portal now by visiting **www.cfnwmo.org**. Click on "Scholar-link" in the top right-hand corner of the webpage.
2. Read the instructions and continue with the "Qualifying Questions".
3. Feel free to share our website with parents and students.
4. Students should use their 7th semester GPA, class rank and most current ACT scores.
5. The deadline for the majority of the scholarships will be **March 1st**.
6. Students can quickly determine if they qualify for scholarships by answering the "Qualifying Questions".
7. If students qualify for at least one scholarship, they will create an account and proceed with the application.
8. The "User Name" is the student's email address.
9. Students will complete the four sections of the application and upload required documents online.
10. Encourage students to start their application early. The online application can be lengthy.
11. Students will not see the "**Submit Application**" tab until all sections are complete and all required documents are uploaded.
12. Students may re-visit the application as much as they would like. There are "Save" buttons on each page.
13. Copying and pasting essays and other required information is allowed.
14. Students are required to upload only PDFs (uploading anything but a PDF will disqualify the applicant because selection committees can only view PDF documents).
15. "Preview PDF" allows the student to view, proofread and/or print the information they have entered before submitting.
16. Students can download free "scanner apps" on their smartphones. This will allow them to scan and upload documents such as letters of recommendation and transcripts on their own. I use the app called "DocScan" on my iPhone.
17. Encourage students to proofread their applications before submitting. Once they submit, they will no longer have access to the application.
18. If students have questions or concerns, they may call our office M-Th from 8:30-4:30, (816)-232-2022 or email info@cfnwmo.org. If you or a student should have technical issues, please let us know as soon as possible.
19. If you would like me to help your students with Scholar-Link, I would be happy to come to your school and present the information to a class or small group.