

# Foundation Cloud Community Portal Registration Instructions for Scholarship Applicants

\*If you have used the portal in the past, you do not need to register again. Please use your existing login credentials. If you are having trouble logging in, please call 740-300-0735 or email [Scholarships@ffao.org](mailto:Scholarships@ffao.org).

1. **Navigate to the [Portal Login page](#) and **Bookmark this webpage** for easy access.**

The direct link is <https://appalachianohio.spectrumportal.net/accounts/signin>

2. When you arrive on the login screen, **click the orange REGISTER link** below the "Sign In" button. Everyone must register before accessing the page for the first time.

3. On the Create an Account page, add your information and create your password.

a) NOTE: We recommend that you use the email address associated with your FAO records or any previous FAO communications to create your user ID.

b) Please add [info@ffao.org](mailto:info@ffao.org) and [Scholarships@ffao.org](mailto:Scholarships@ffao.org) to your safe senders list so ensure you receive email communications about your application and check this email regularly for all application information and for scholarship award notifications.

4. Under Portal Access, check the box next to the **Scholarship Applicant** role.

## Sign In

Please click the **Register** link under the **Sign In** button if you are a first-time user of FAO's *Foundation Cloud Community Portal* to create your account. Please note, this is a new system and is separate from FAO's Donor Central. You will need to register to create a new account. This includes grant and scholarship applicants as well as other users.

If you have previously registered with and used *Foundation Cloud Community Portal*, please use your previously created login information.

For Frequently Asked Questions about registering with and using the system as a **Grant Applicant**, please [CLICK HERE](#).

For Frequently Asked Questions about registering with and using the system as a **Scholarship Applicant**, please [CLICK HERE](#).

User ID (Email address)

Email Address

Password

Password

Sign In

[REGISTER](#) / [SEND PASSWORD HINT](#) / [RESET PASSWORD](#)

## Create an Account

When registering for the Portal, please select the role that is most applicable to you.

If you intend to apply for a scholarship to support post-secondary education, please select the **Scholarship Applicant** role.

If you are representing an organization or project intending to apply for a grant, please select the **Grant Applicant** role.

When creating a new organization, you will see this note:

**NOTE:** New organizations must be approved before you can use them.

This will not prevent you from registering or accessing grant applications. FAO will be able connect organizations and users through the Portal.

### Account Information

First Name

Last Name

Nickname

Email Address

Password

Please choose a password at least 8 characters in length, with a mix of upper and lower case letters, and at least one number.

Confirm Password

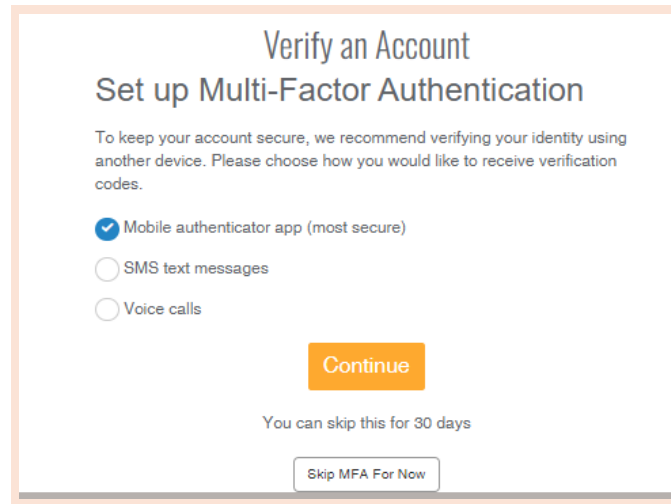
Password Hint

Portal Access (Some access requires approval. Please do not select access that you do not need)

- ☒ **Scholarship Applicant** Apply for scholarships
- ☐ Grant Applicant Apply for grants on behalf of an organization
- ☐ Reviewer Review grant and/or scholarship applications

Register

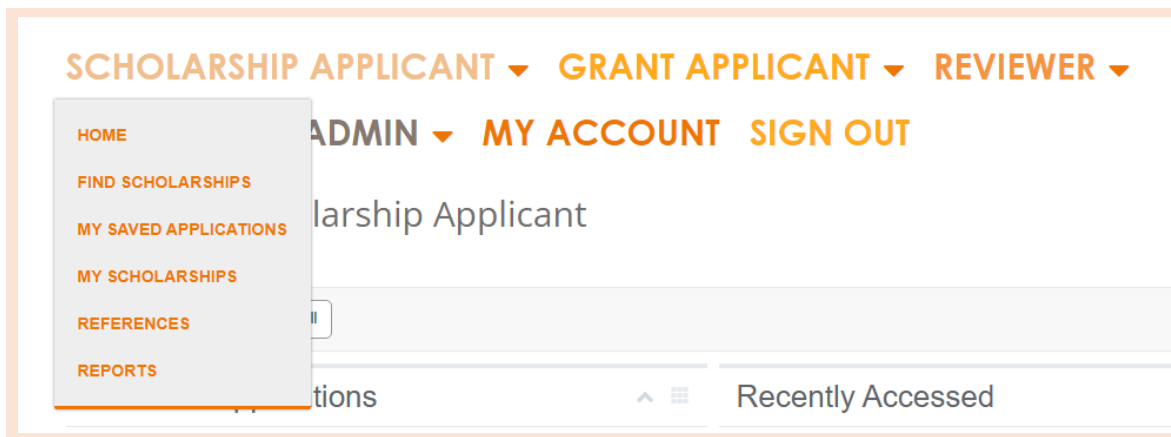
5. Once you click "Register", you will be prompted to set up your Multi-Factor Authentication (MFA). Users have three options when selecting MFA.
  - a. You can use the Microsoft Authenticator app, have a code sent by text, or receive a voice call with your code.
6. Click continue, then log in to your Portal account!



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## Accessing the Scholarship Applicant role in Foundation Cloud Community Portal

1. Once you have registered and created your account in the Portal, you can log into the Portal using your email and password by navigating to the website you bookmarked:  
<https://appalachianohio.spectrumportal.net/accounts/signin>
2. When you log in, you will arrive on your dashboard - the main landing page. From here, you can search for applications and access your saved applications to complete, submit, and check their status.
3. From your dashboard, hover over the **SCHOLARSHIP APPLICANT** tab at the top of the page to reveal your dropdown navigation menu.



If your questions are not answered in this FAQ, please contact FAO at 740-300-0735 or email [Scholarship@ffao.org](mailto:Scholarship@ffao.org).

# Applying for Scholarships in the FOUNDATION CLOUD COMMUNITY PORTAL

## Q: How do I access FAO scholarship applications?

A: [Log in to the Portal](#) using your name and password.

- If you have used the Portal in the past, you can use your existing login credentials.
- If you are new to the Portal, please register as a Scholarship Applicant using the [REGISTER](#) link below the orange [Sign In](#) button. You can find a registration FAQ by following the [CLICK HERE](#) link above the login fields.

Once logged in, if you have a direct link or QR code to an application, you should be routed directly to that application once you log in.

For Frequently Asked Questions about registering with and using the system as a **Scholarship Applicant**, please [CLICK HERE](#).

User ID (Email address)

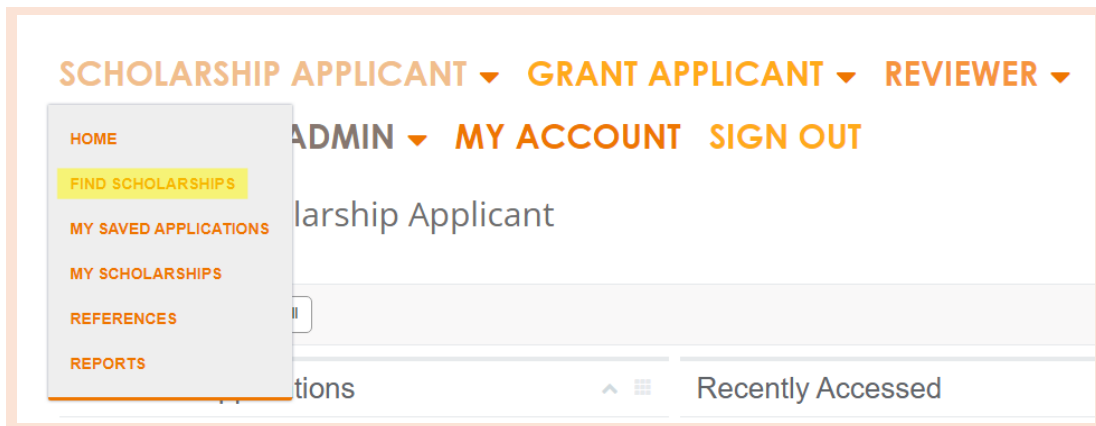
Password

[Sign In](#)

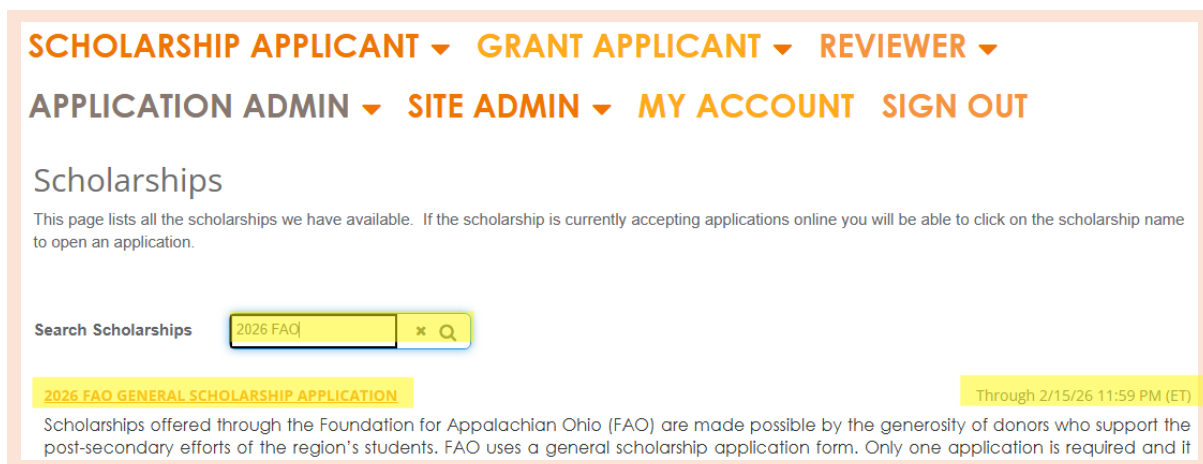
[REGISTER](#) / [SEND PASSWORD HINT](#) / [RESET PASSWORD](#)

If you are searching for an application, hover over **SCHOLARSHIP APPLICANT** and click **FIND SCHOLARSHIPS** to access all available scholarships from FAO.

(Please note, your tab options may vary from the screenshot below.)



You can **search for an application by name or scroll to browse**. Both open and upcoming scholarship applications will be visible. If a scholarship is accepting applications, it will show the **due date to the right** (highlighted below) and you will be able to click on the application name to access it. If an opportunity is not accepting applications yet, the opening date and time will be shown there instead. We encourage you to apply for all scholarships you are eligible for. Please read the eligibility criteria carefully before you apply.



Once you access an application, the instructions will be at the top of the page and the application fields will be below.

**Required fields** are highlighted in red and labeled with an \*asterisk. You will not be able to submit your application until you complete all required fields.

The screenshot shows the top navigation bar with links: SCHOLARSHIP APPLICANT, GRANT APPLICANT, REVIEWER, APPLICATION ADMIN, SITE ADMIN, MY ACCOUNT, and SIGN OUT. Below this is the title "2025 Agnew Foundation Scholarship Application". A directions section explains that questions are designed to collect background information and that answers will be shared with qualified persons. A note states that only complete applications will be considered and provides a link to the website. A legend indicates that an asterisk denotes a required field. The form has a top bar with Save, Submit, Print, and Exit buttons. Below this is a tabbed interface with tabs for APPLICANT INFO (highlighted in green), FAMILY INFO, SCHOOL DATA, FINANCIAL, ACTIVITIES, PERSONAL STATEMENTS, and TRANSCRIPT. The APPLICANT INFO section contains four fields: First Name, Last Name, Middle Initial, and County of Residence. The First Name, Last Name, and County of Residence fields are marked with a red asterisk. The County of Residence field is a dropdown menu. At the bottom of the form are four buttons: Previous, Next, Save (highlighted in yellow), and Submit.

You can navigate through application pages using the orange Next/Previous buttons or the tabs at the top of the application. The tab you are currently on is shown in green.

**You can save your application using the “Save” buttons** at the top and bottom of the screen and return to it at any time prior to submitting or due date.

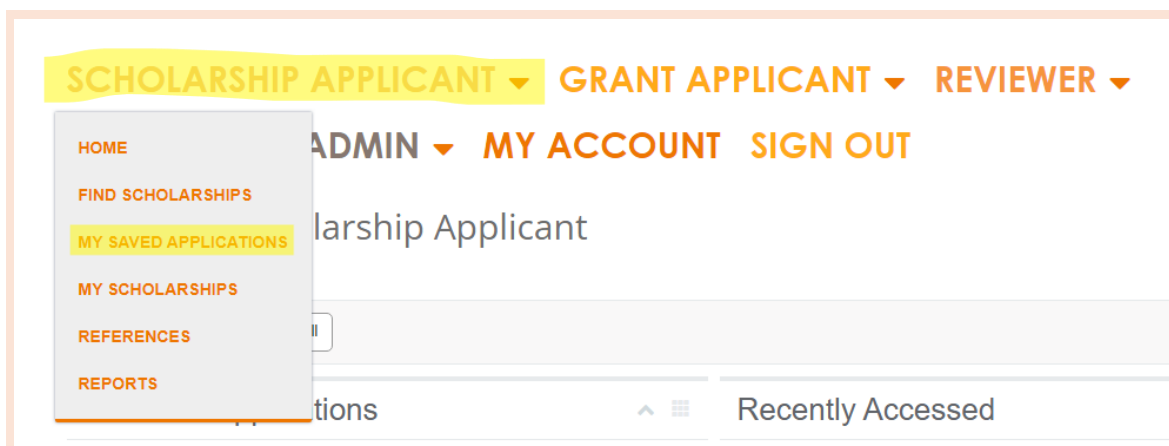
**NOTE:** If you are completing the FAO General Scholarship Application, your navigation buttons will look like this:

The screenshot shows three orange buttons: Previous, Save, and Match to Funds.

**Please see page 5 of this FAQ for more information about the FAO General Scholarship Application.** This application includes 29 scholarships and will help match you to scholarships you may be eligible for based on the information in your application.

**Q: How do I access my saved, in-progress applications?**

A: Log in to your Portal account and hover over **SCHOLARSHIP APPLICANT** then click **MY SAVED APPLICATIONS** to access in-progress and submitted applications.



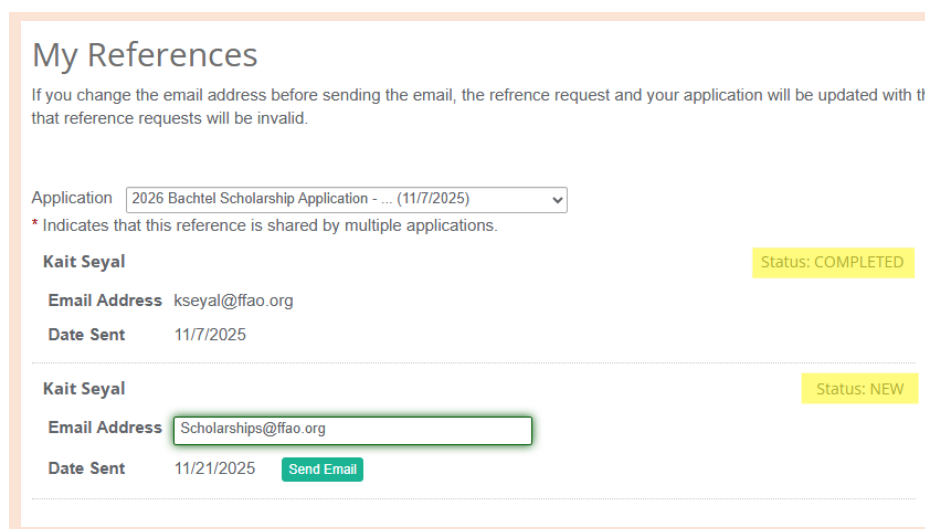
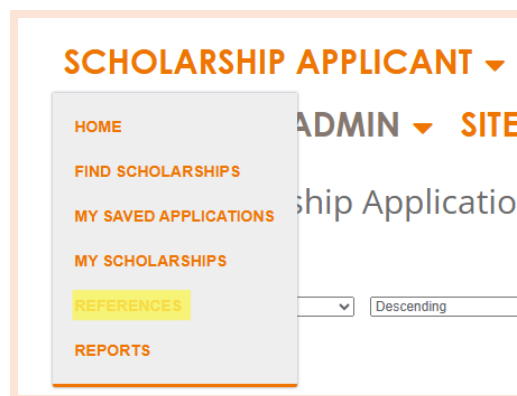
Click on your application to continue working. You will be able to see your submitted applications, but you will not be able to edit or change any information after an application has been submitted.

*\*If there is an error in your scholarship application, please contact FAO at 740-300-0735 or email [Scholarships@ffao.org](mailto:Scholarships@ffao.org) for assistance.*

**Q: How do I request and check the status of my references (appraisals)?**

A: Some applications require 1-2 letters of reference (appraisals). **Requests are sent directly from your application.** An email will be sent to your reference containing instructions and a link to the appraisal page of your application where they will complete and submit their reference directly. *It is best to contact your reference in advance so they are expecting the email request.*

**It is the applicant's responsibility to make sure their reference(s) are completed BEFORE the application's due date.** To check the status of your references, on your portal dashboard, hover over **SCHOLARSHIP APPLICANT** and click **REFERENCES**. Completed references will have a "COMPLETED" status and incomplete references will have a "NEW" status.



You are also able to re-send the appraisal request email OR name a new appraiser from this page.

## My References

If you change the email address before sending the email, the reference request and your application will be updated with that reference requests will be invalid.

Application 2026 Bachtel Scholarship Application - ... (11/7/2025)

\* Indicates that this reference is shared by multiple applications.

<b>Kait Seyal</b>	Status: COMPLETED
<b>Email Address</b> kseyal@ffao.org	
<b>Date Sent</b> 11/7/2025	

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<b>Kait Seyal</b>	Status: NEW
<b>Email Address</b> <input type="text" value="Scholarships@ffao.org"/>	
<b>Date Sent</b> 11/21/2025	<input type="button" value="Send Email"/>

Incomplete (NEW) references will show the appraiser's name, email address, and a green "Send Email" button. Click "Send Email" to send your current appraiser a new reference request email. If you wish to name a new appraiser, delete the original appraiser's email address, type in your new appraiser's email address, and send a new reference request.

**NOTE:** If you send a new email to a new or existing reference, the link in the original email will be disabled and they must use the new email to access your application.

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### Q: Where can I find my SAI (Student Aid Index)?

A: Your SAI is included in your FAFSA Submission Summary. You will need a .pdf of the SAI page(s) of your FAFSA Submission Summary to complete any FAO scholarship application.

- For FAFSA applications and information, or if you have questions about FAFSA, please visit <https://studentaid.gov/h/apply-for-aid/fafsa>
- For more information about your SAI, please visit <https://studentaid.gov/help-center/answers/article/what-is-sai>

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## ABOUT ELIGIBILITY

### Q: Am I eligible for a scholarship award?

A: **Each scholarship has its own eligibility requirements, so it is crucial to read the scholarship descriptions and requirements very carefully.** Do not apply unless you meet ALL eligibility criteria.

Some scholarships are specific to a region, county, high school, or fields of study. Some may also be dependent on your graduation year or year postsecondary status. **Only apply for a scholarship if you meet all eligibility criteria.**

**Q: When reading eligibility criteria, what does “financial need” mean?**

A: “Financial need” means that you may be experiencing barriers to pursuing postsecondary education due to your or your family's financial circumstances.

Financial Need as defined by the US Department of Education's Office of Federal Student Aid:

“Financial need is the difference between the cost of attendance (COA) at a school and your Student Aid Index (SAI). While COA varies from school to school, your SAI does not change based on the school you attend.”

<https://studentaid.gov/help-center/answers/article/what-does-financial-need-mean>

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**About Multiple Applications**

**Q: Can I submit more than one application for the same scholarship?**

A: No. You can only submit one application for each scholarship opportunity per scholarship round. However, if eligible, you are welcome to re-apply for the same scholarship in future application rounds.

*\*If there is an error in your application, do not complete a new application. Please contact FAO at 740-300-0735 or [Scholarships@ffao.org](mailto:Scholarships@ffao.org) for assistance.*

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**Q: Which application should I submit?**

A: **Some scholarship opportunities have their own applications while other applications, like the FAO General Application, are for multiple opportunities.** You are welcome to complete an application for any scholarship(s) you are eligible for. In addition to reviewing [Scholarships Opportunities](#) on FAO's website, be sure to search in the portal when you are logged in to see what other scholarships you may be eligible for.

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**FAQ's and Information about FAOs General Scholarship Application**

**The FAO General Scholarship Application allows you to apply for multiple scholarships with one application. You will be matched to scholarships you may be eligible for based on the information in your application.**

You can learn more about the scholarships contained in the FAO General Application on the [Scholarship Opportunities](#) page of FAO's website. You are strongly encouraged to review the scholarships on FAO's website before beginning your application. Scholarships with an asterisk\* at the end of the name are included on the General Application.

**To apply for scholarships on the FAO General Application, complete your application in full and once you are ready, click “Match to Funds”.**

Previous

Save

Match to Funds

**\*\*DO NOT click “Match to Funds” until your application is complete** (aside from your references – they can be completed after your application is submitted) and all supplemental materials have been added.



After clicking "Match to Funds", you will see a list of scholarships with their descriptions and eligibility criteria that you **may** be eligible to apply for.

**NOTE: Matching to a scholarship DOES NOT guarantee that you are eligible. DO NOT click "Select All". Please read the descriptions carefully before checking the box to apply.**

If you do not see a scholarship you believe you are eligible for, click "Cancel" to return to your application. Find the scholarship in question on the [Scholarship Opportunities](#) page on FAO's website and review the eligibility criteria. If you believe there is an error, please contact FAO at 740-300-0735 or email [Scholarships@ffao.org](mailto:Scholarships@ffao.org) as soon as possible so we can address any issues promptly.

**Some scholarships require additional information. They will have a red \* by their name.** If you select those scholarships, a new page will be added to your application after submitting.

After reviewing the eligibility requirements, select the scholarship(s) you wish to apply for and click **"Submit"**. Once you submit your application, you cannot change or edit. Be sure to review everything carefully. **After submitting your application, return to your dashboard and review your saved applications.**

Hover over **SCHOLARSHIP APPLICANT**, then click **MY SAVED APPLICATIONS**. **After submitting your FAO General Application, the portal will create one application for each scholarship you selected.** You should see and be able to access your active applications here.

**Complete applications are labeled "SUBMITTED" and incomplete applications are labeled "CREATED".** The main application - 2026 FAO General Scholarship Application - is in bold and the specific scholarship name is in parenthesis as shown below.

### Match Scholarship Funds

The following scholarship funds are available based on the information you provided. Please read all instructions carefully. Once an application is submitted you cannot make changes.

☒ Select All☐ Clear All

**\* Some funds may require additional information.** Please read all instructions carefully. Once an application is submitted you cannot make changes.

☐

**Ariana R. Ulloa Memorial Scholarship\***

The Ariana R. Ulloa Memorial Scholarship was established by FAO to honor a young woman who she may continue to live in the hearts of all she would have touched. She was a hardworking and encouraging nature and is affectionately remembered by many. Her life and lives on through this scholarship. Eligibility Requirements & Criteria: Students pursuing any field of study, as well as students pursuing a degree or certificate. Must be enrolled full time in an accredited career/technical center or 2- or 4-year college. Open to those who demonstrate financial need, show academic achievement, and have personal life goals. - Students must be residing or studying in our region.

☐

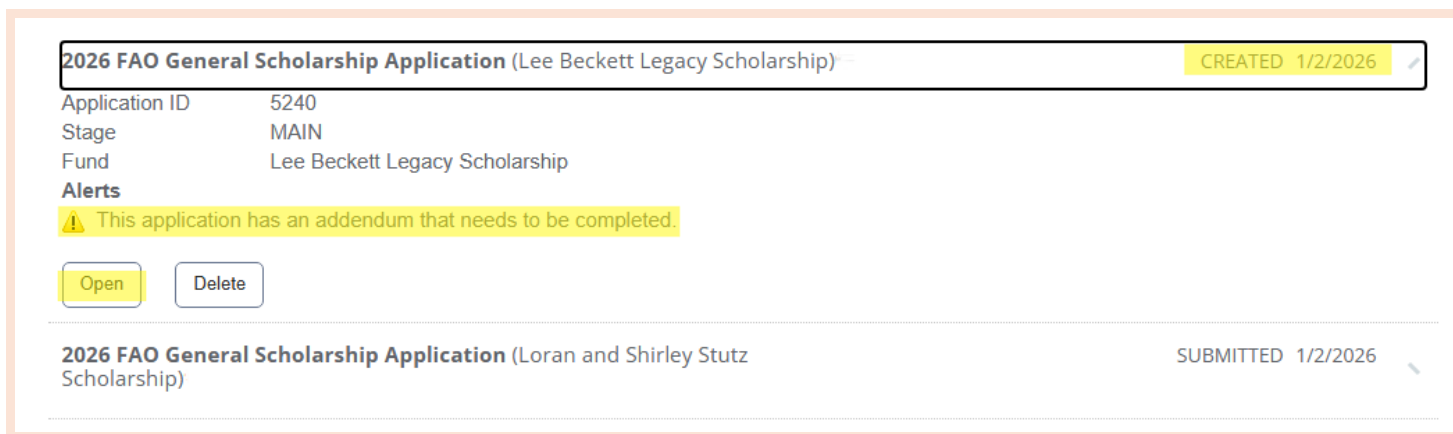
**Lee Beckett Legacy Scholarship\***

The Lee Beckett Legacy Scholarship Fund annually provides support for students in post-secondary studies, to ensure youth have the opportunity to continue their education and honor Mrs. Lee Beckett and her work to support countless students. Mrs. Beckett went above and beyond to support the success of her students. Her mentorship enabled students to realize their goals. Eligibility Requirements & Criteria: ? Plan to pursue post-secondary education, either college/university. ? Student applicants must have at least a 2.5 GPA. ? Must have completed at least 25 hours of community service, five hours per semester during the post-secondary studies must be supplied to FAO (form to be provided by the student). Open to one female student.

<b>SCHOLARSHIP APPLICANT ▼ GRANT APPLICANT ▼ REVIEWER ▼</b>	
<b>APPLICATION ADMIN ▼ SITE ADMIN ▼ MY ACCOUNT SIGN OUT</b>	
Saved Scholarship Applications	
Sort <div>Status Date ▼</div> <div>Descending ▼</div>	
2026 FAO General Scholarship Application (Lee Beckett Legacy Scholarship)	
CREATED 1/2/2026	
2026 FAO General Scholarship Application (Loran and Shirley Stutz Scholarship)	
SUBMITTED 1/2/2026	
2026 FAO General Scholarship Application (Ariana R. Ulloa Memorial Scholarship)	
CREATED 1/2/2026	



For the FAO General Scholarship Application, applications with the “SUBMITTED” status did not require addition information and were submitted automatically with the original application. Applications with the “CREATED” status are for scholarships that require additional information and have an addendum page to complete. You must complete the addendum page and submit the application to be considered.

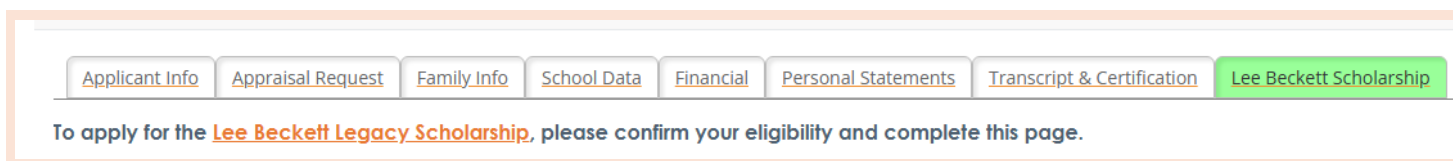


2026 FAO General Scholarship Application (Lee Beckett Legacy Scholarship)		CREATED 1/2/2026
Application ID	5240	
Stage	MAIN	
Fund	Lee Beckett Legacy Scholarship	
<b>Alerts</b>		
⚠ This application has an addendum that needs to be completed.		
<a href="#">Open</a> <a href="#">Delete</a>		

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2026 FAO General Scholarship Application (Loran and Shirley Stutz Scholarship)		SUBMITTED 1/2/2026
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Open the application and complete the addendum page. It will appear as a new tab at the right side of your application, shown in green in the example below.



[Applicant Info](#) [Appraisal Request](#) [Family Info](#) [School Data](#) [Financial](#) [Personal Statements](#) [Transcript & Certification](#) [Lee Beckett Scholarship](#)

To apply for the [Lee Beckett Legacy Scholarship](#), please confirm your eligibility and complete this page.

Once you complete the addendum page, **submit** the application.

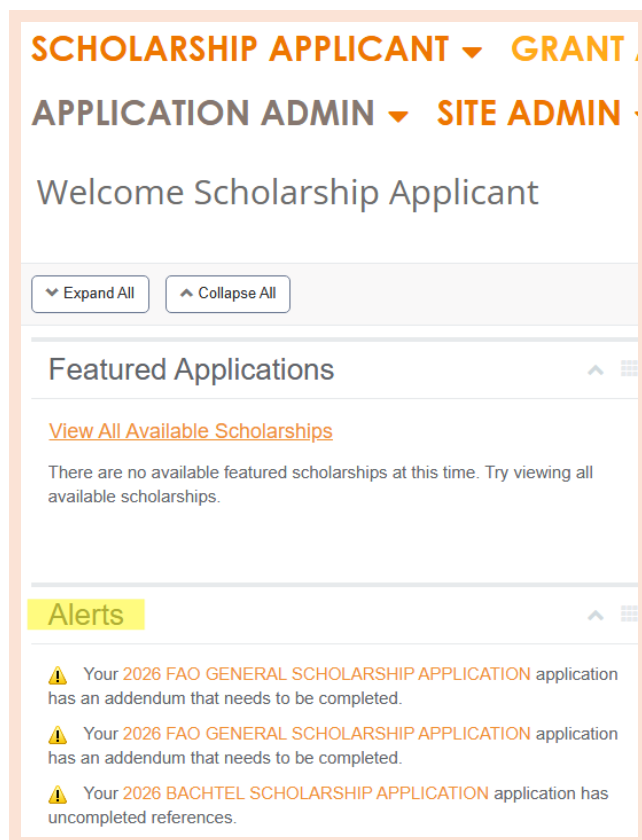
**NOTE:** There will be **Alert** notifications on the dashboard – main page – of your Portal account.

**Keep an eye on your alerts** to make sure you aren't missing any information including references (appraisals), addendum pages, and unsubmitted applications. You are responsible for ensuring all applications and materials – including references – are complete and submitted on time.

If you are missing references, please see the note about this on p. 3-4 about checking, resending reference requests, and changing references.

**If you did not find the answer to your question in this document, please contact FAO's Scholarship Program at 740-300-0735 or email [Scholarships@ffao.org](mailto:Scholarships@ffao.org)**

**We look forward to reviewing your application!**



[SCHOLARSHIP APPLICANT](#) [GRANT](#)  
[APPLICATION ADMIN](#) [SITE ADMIN](#)

Welcome Scholarship Applicant

[Expand All](#) [Collapse All](#)

**Featured Applications**

[View All Available Scholarships](#)

There are no available featured scholarships at this time. Try viewing all available scholarships.

**Alerts**

⚠ Your 2026 FAO GENERAL SCHOLARSHIP APPLICATION application has an addendum that needs to be completed.

⚠ Your 2026 FAO GENERAL SCHOLARSHIP APPLICATION application has an addendum that needs to be completed.

⚠ Your 2026 BACHTEL SCHOLARSHIP APPLICATION application has uncompleted references.