

Registration Instructions for Foundation Cloud Community Portal for Scholarship Applicants

1. Navigate to <https://appalachianohio.spectrumportal.net/accounts/signin> using the web browser of your choice.
 - a. We recommend you bookmark this webpage so you can easily access it moving forward.
2. When you arrive on the login screen, click the orange hyperlink labeled REGISTER. This is a new system. If you have an account with another FAO system that account is not connected to this system. Everyone must REGISTER before accessing the page for the first time.




Sign In

User ID (Email address)

Password

Keep me signed in

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



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 and contacts to create your user ID.
 - b. Please check this email regularly for all communications regarding your application and for scholarship award notifications.
4. Under Portal Access, check the box next to the Scholarship Applicant role.

Create an Account

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 backend of the site.

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 digit or special character.

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

5. Set up your Multi-Factor Authentication.

Once you click the register button, you will be taken to a second screen where you will be asked to set-up multi-factor authentication. You will be able to skip this step for 30 days following your account creation; after 30 days, you will be asked to confirm your preference to continue using the system. Multi-factor authentication is used to maximize the security of your account.



MY ACCOUNT **SIGN OUT**

Verify an Account

Set up Multi-Factor Authentication

To keep your account secure, we recommend verifying your identity using another device. Please choose how you would like to receive verification codes.

- Mobile authenticator app (most secure)
- SMS text messages
- Voice calls

Continue

You can skip this for 30 days

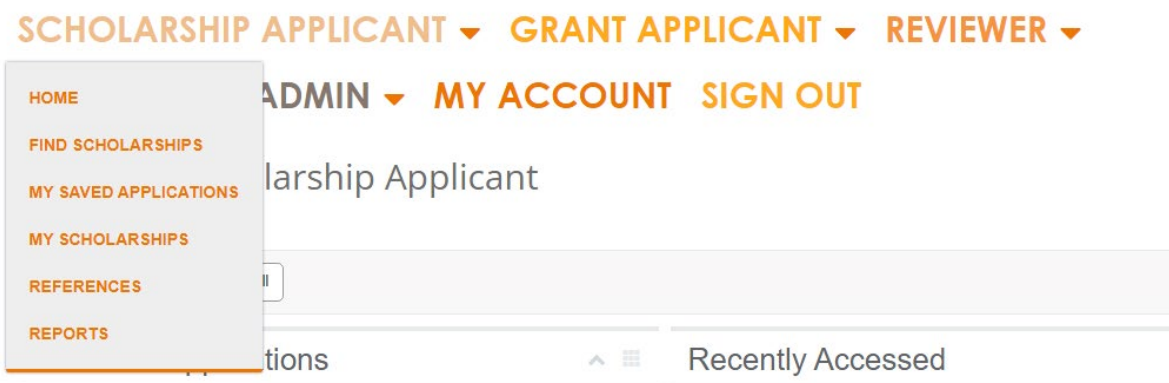
Skip MFA For Now

Users have three options when selecting multi-factor authentication:

- a. A mobile authenticator app, such as Duo Mobile or Microsoft Authenticator. This is a separate app that you have on your phone. When you log in to the system, you will go to the authenticator app to obtain a code that you will use to verify your identity when you log in. Instructions will be shared on the screen. You can download an authenticator app from the App Store or Google Play.
 - b. SMS text messages will send a code via text message to your cell phone. You will enter this code to verify your account. If you choose this option, be sure that the phone number you enter on the next screen is a cell number and not a landline.
 - c. Users can also select voice call to authenticate their account. This option will provide a code via a phone call to access your account.
6. Once your account is created, you will arrive on the main landing page. Here, you will click on the **Scholarship Applicant** tab to access your applications.

Accessing the Scholarship Applicant role in Foundation Cloud Community Portal

1. Once you have registered and created your account in the Portal, you will be able to log into the Portal using your email and password by navigating to the website you bookmarked:
<https://appalachianohio.spectrumportal.net/accounts/signin>
2. Once you are logged in, you will click on the **Scholarship Applicant** tab at the top of the window.



3. When you hover over the Scholarship Applicant tab, you will see a dropdown menu with multiple options. You can search for scholarships, return to your in-process applications, review your awarded scholarships, check the status of your reference requests, and see a complete report of your account activity.

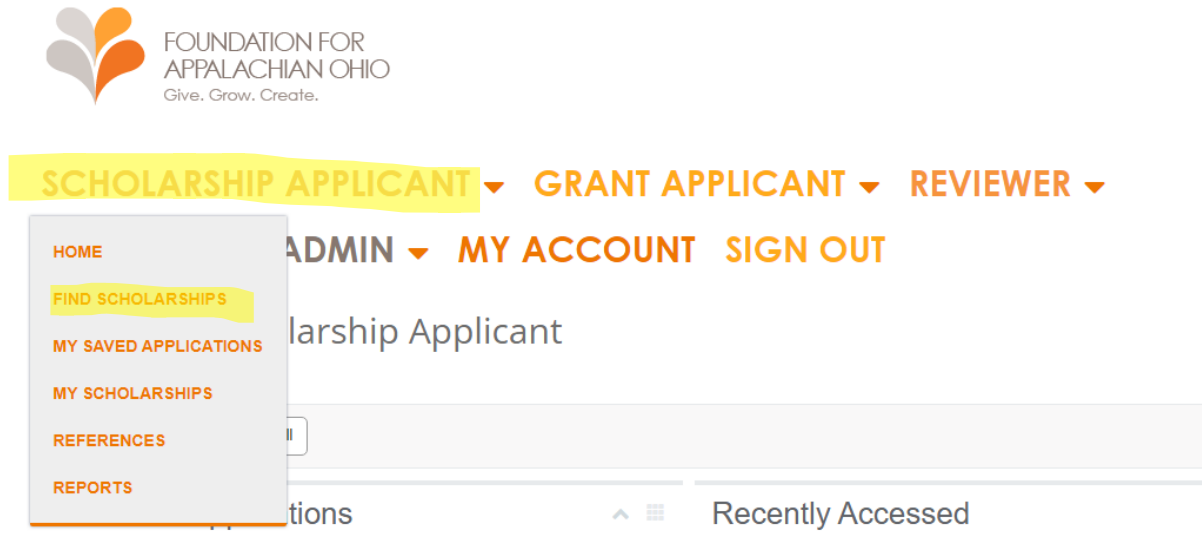
If you have additional questions or are having difficulty with your account, please visit our FAQ page. If your questions are not answered in the FAQ, you can contact FAO at 740-753-1111.

ABOUT FOUNDATION CLOUD COMMUNITY PORTAL

Q: How do I access FAO scholarship applications?

A: After you log in using your username and password, you will be taken to the home screen. Here, you will click on the **Scholarship Applicant** tab to access grant information.

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



On this screen, you will click **Find Scholarships** to access all available scholarships from FAO. Here you will be able to see scholarship applications that are currently open as well as upcoming scholarship rounds. When applications are available, you will be able to click on the name of the application to access it. If an opportunity is not open for applications yet, the opening date and time will be shown on the right (highlighted below). You are welcome to apply for multiple scholarships as long as you meet the eligibility criteria.

SCHOLARSHIP APPLICANT ▾ GRANT APPLICANT ▾ REVIEWER ▾ APPLICATION ADMIN ▾ SITE ADMIN ▾ MY ACCOUNT SIGN OUT

Scholarships

This page lists all the scholarships we have available. If the scholarship is currently accepting applications online you will be able to click on the scholarship name to open an application.

Search Scholarships

2025 Agnew Foundation Scholarship Application Scholarship Criteria:

The Agnew Foundation Scholarship is available to **graduating seniors of Guernsey County, Ohio, high schools** (including students from those schools who attend the Mid-East Career Center) who demonstrate scholastic ability, financial need and the potential for civic leadership.

Starting 1/13/25 12:00 AM (ET)

2025 Cambridge High School Scholarship Application

Starting 1/13/25 12:00 AM (ET)

Please use this Common Application form to apply for the **Cambridge High School** scholarships. The Foundation for Appalachian Ohio

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

Please note that in the application, required fields are highlighted in red and are labeled with an asterisk. You will not be able to submit your application until you complete the required fields.

SCHOLARSHIP APPLICANT ▼ **GRANT APPLICANT** ▼ **REVIEWER** ▼
APPLICATION ADMIN ▼ **SITE ADMIN** ▼ **MY ACCOUNT** **SIGN OUT**

Test Application

2025 Agnew Foundation Scholarship Application

Directions: The questions that follow are designed to collect information about your background, your interests, and your plans. If some important aspect of you the questions, please make any additional comments you think appropriate on the form or attach an additional page. Your answers to these questions will be u. with your application in this scholarship program and will be divulged only to qualified persons who must see them in the course of their duties.)

Only complete applications will be considered. This application, along with other scholarship opportunities (with separate application forms), are available WWW.APPALACHIANOHIO.ORG/SCHOLARSHIPAPPLICATIONS. Scholarship awards will be for the 2025-2026 academic year.

* Indicates a required field

Save Submit Print Exit

APPLICANT INFOFAMILY INFOSCHOOL DATAFINANCIALACTIVITIESPERSONAL STATEMENTSTRANSCRIPT

First Name	<input style="width: 95%; border: 1px solid red; border-bottom: 2px solid red;" type="text"/>
Last Name	<input style="width: 95%; border: 1px solid red; border-bottom: 2px solid red;" type="text"/>
Middle Initial	<input style="width: 95%; border: 1px solid #ccc;" type="text"/>
County of Residence	<input style="width: 95%; border: 1px solid red; border-bottom: 2px solid red;" type="text"/>

You will be able to navigate through application's pages using the tabs above. The tab you are currently on is shown in green.

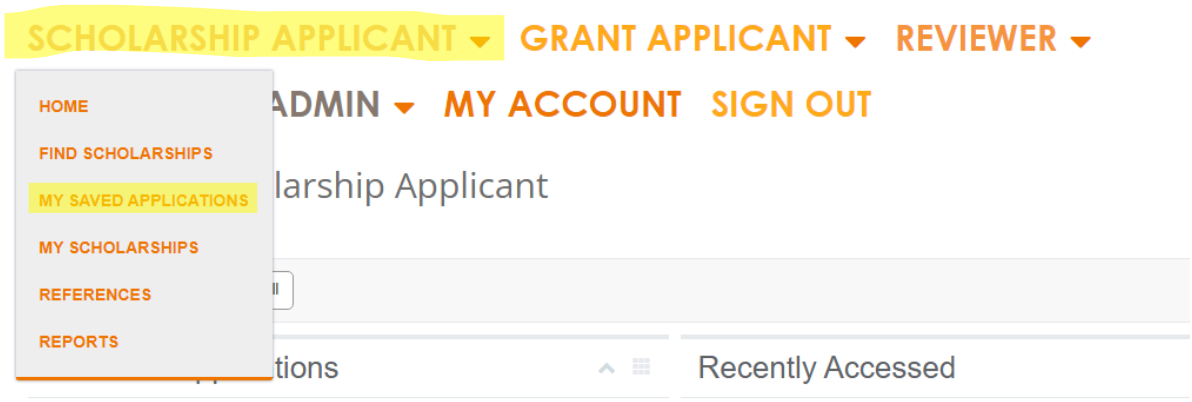
You can save your application progress using the buttons at the bottom of the screen and return to it at any time prior to submitting your application.

Do you plan to go to graduate or professional school after college?	<input style="width: 95%; border: 1px solid red; border-bottom: 2px solid red;" type="text"/>
What, if any, are your plans for your future career?	<div style="border: 1px solid red; height: 40px; width: 95%;"></div>

Previous Next Save Submit

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

A: You will log in to your Portal account and click on **Scholarship Applicant** and then **My Saved Applications** to access in-progress applications.



While you will be able to access completed applications once submitted, you will not be able to edit or change any information on an application after it has been submitted.

*If there is an error in your scholarship application, please contact FAO at 740-753-1111 for assistance.

The Portal is also where scholarship award notifications and communications will be shared following the scholarship round. Portal users will receive emails through the system highlighting changes in application status. Please remember to check your email, including spam folders, regularly.

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

A: Your SAI can be in your FAFSA Submission Summary (formerly known as Student Aid Report). You will need this information 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>

ABOUT ELIGIBILITY

Q: Am I eligible for a scholarship award?

A: Each scholarship has their 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 or county, others are focused on specific fields of study. Some are eligible for any stage of post-secondary education while others are for graduating seniors or undergraduate students only. Only apply for a scholarship if you meet all the eligibility criteria.

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

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

From 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>

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 740-753-1111 for assistance.

Q: Which application should I submit?

A: Some scholarship opportunities have their own applications while other applications are for multiple opportunities. You are welcome to complete an application for any scholarship(s) you are eligible for.

The FAO general scholarship application allows you to apply for multiple scholarships with one application. On the Eligibility page, read each scholarship description carefully before selecting “Yes” to apply or “No” not to apply. Please only select “Yes” after you've thoroughly read the description and confirmed that you meet all eligibility criteria for that scholarship.

**If you did not find the answer to your question in this document,
please call FAO at 740-753-1111 for assistance.**