



Scholarship Application Instructions

Dear ACE students:

Below are the steps to apply for an ACE scholarship:

1. Visit the ACE website at www.acementor.org and click on the **Students** tab at the top of the page.
2. Click on the **Scholarships** link in the left hand column.
3. Click **Log into my account**. Enter your email address and password. If you do not remember your password, please follow the instructions on your screen. Your password will be emailed to you immediately. Only students who are marked "Active" in the database by their team leaders are eligible for local scholarships.
4. **Begin the Scholarship Application:** First, review your **Member Information**. If anything needs to be updated, click the **Click here to update your Member Information** link.
5. Scroll down the page and you will see **School Year: 2016-2017**. The first line should say "**Your Status: Active.**" If it does not say "Active," you cannot access the link to the scholarship application. Please contact your team leader to get your profile updated. If you are "Active," you will see a link that says **Please Complete Scholarship Application for Post Secondary Education and Skilled Training**. Click this link to begin the process.
6. Begin completing the background information. At the end of this first section, you are asked to select if you are heading to college or to an apprentice program. Each has a drop-down box to help you complete the information.
7. Continue through the application at your own pace, making sure to complete all required fields (identified with asterisks). It is best if you complete all the required information the first time you visit the application.
8. If you wish to leave the application at any time and return later, you may do so by going to the bottom of the application and clicking the first of the two check boxes. Then click **submit**. This will save your work for your return visits.

DO NOT CLICK ON THE SECOND BOX FOLLOWED BY RED INSTRUCTIONS UNTIL YOU HAVE COMPLETED THE APPLICATION.
9. **Sections C, D and E** have plenty of text space to completely answer the essay questions.
10. **Section F** requires you to obtain letters of recommendation. Download the recommendation form provided and give it to your mentor and a teacher. Please ask your mentor and teacher to email you their letter in a PDF format and so you can attach them to the designated location for mentor or teacher.
11. Please ask your school to email you your transcript and attach it to the designated location. You may also have your transcript mailed to your lead mentor and have them upload the document onto your scholarship record.
12. When all your letters of recommendation, the transcript and the application are completed, you may submit your application by **checking the second box** on the bottom of the application, then hit submit. Once you do this, you will not be able to return to the application. Your mentor will receive a notice that your completed application has been submitted.
13. **Returning to the Scholarship Application:** Prior to the final submission in Step 12, when you wish to return to the application, you may do so by clicking on the **Scholarship** link on the **Students** page. Log in as you did earlier and you will see a link that says: **Update or Complete Your Scholarship Application**.

Thank you and good luck applying for a local ACE scholarship.