

## Applying for a First Things First Scholarship

1. Go to [www.azearlychildhood.org](http://www.azearlychildhood.org) and click on **Registry**.
2. Log into the Registry, or click on Create Account if you do not yet have an account.
3. Click on **Request Scholarship Assistance** in the left hand navigation area. It is under **My Scholarships**.
4. Click on the link titled, **Click here**.
5. You will have three scholarships to choose from: College Credit Course Tuition, Other Tuition-Related Course or College Fees and Child Development Associate (CDA) Fees. You can only do one at a time.
  - a. Choose your highest level of education from the drop down menu
  - b. Select a scholarship by clicking on a radio button
  - c. Click on **Terms of Agreement** (you must click on this prior to checking that you have read it)
  - d. Check the **checkbox**
  - e. Click on the **Submit Request** button
  - f. Depending on which scholarship you are choosing, you will see different options. This guide will go through each scholarship.

### Scholarship Request

Please apply for your Scholarship Request below. Please note that each college course you wish to take will be a separate Scholarship Request. Also, you will need to submit a Scholarship Request for your Tuition Related Course or College Fees. As an example, if you are taking two college courses, you will Request Scholarship three (3) times: one request for each course and one request for your fees.

What is your current highest level of education? \*

I am requesting scholarship assistance for:

College Credit Course Tuition

Other Tuition Related Course or College Fees

Child Development Associate (CDA) Assessment Fees

I have read and agree to the [Terms of Agreement](#) of the Scholarship Program and understand that Scholarship assistance is guaranteed only when approved and for the specified period of time. The approval of my scholarship request is based on the availability of funds and the priorities set by the funding agencies and organizations.

## College Credit Course Tuition

1. Click on the Radio Button for **College Credit Course Tuition**. Make sure you also select your highest level of education.
2. For College Credit Course Tuition, choose either CDA Credential, Associate's Degree or Bachelor's Degree.

This scholarship helps me obtain the following degree or credential:

CDA Credential

Associate's Degree

Bachelor's Degree

3. You must now search for the course(s) you wish to take. **You will search for your courses one at a time, and add them to a "holding" area titled Requested Courses.**
  - a. Where it says, Enter Course Name or Course Code, enter your course code, for example ECE 113, **or** enter a keyword. Click on the **Search** button

Enter one or two keywords from the course name or the course code

Enter Course Name or Course Code:

4. After you do the above steps, a list will be returned. Click on the radio button of the course you wish to take. If your course is not listed, you will have to email or call the Administrative Home of the Registry.

	Course Code	Course Hours	Course Title
<input type="radio"/>	ECE 107	1	Child's Total Learning
<input type="radio"/>	ECE 107	1	Child's Total Learning En
<input type="radio"/>	ECE 107	3	Early Childhood Curriculum
<input checked="" type="radio"/>	ECE 107	3	Human Devel & Relations
<input type="radio"/>	ECE 107	3	Human Development & Relationships
<input type="radio"/>	ECE 107	4	Introduction To Exceptional Children Seminar I
<input type="radio"/>	ECE 107	3	Play In The Lives Of Young Children

5. Click on the **Add to Request** button.

6. You will now see your **Requested Courses** above the Course Search field.

REQUESTED COURSES			
COURSE CODE	COURSE TITLE	COURSE HOURS	
ECE 107	Human Development & Relationships	3	<a href="#">Delete</a>

7. You may now go back to **Step 3 and 4** of this guide to search and add additional courses, if needed.

8. If you need college and tuition related fees paid for with your scholarship, check the appropriate boxes.

Do you also need other tuition related fees for this request? If yes, select all that apply.

- Application Fee
- Other Course Fees
- Registration Processing Fee
- Student Services Fee
- Technology Fee
- Transcripts Fee

9. Use the Dropdown menu to choose the institution where you want to take the selected course.

Where do you want to take this course?

Arizona Pbs Institution ▼

If the institution you want to attend is not listed, please contact the Administrative Home.

10. You must now click on **Yes** or **No** answering whether you have applied for financial aid. This scholarship does require that you fill out a FAFSA form. You can learn more at your college, or go to [www.fafsa.ed.gov](http://www.fafsa.ed.gov).

11. You must now click on **Yes** or **No** answering if you have been approved for financial aid.

12. From the drop down menu, choose which semester for which you are applying.

During which semester do you want to take this course? Please Select ▼

13. You must click on **Terms of Agreement**. After you have read the terms, please click on the **Checkbox**.

14. Click on the **Submit Request** button.

15. You will now see your Scholarship Request Confirmation Screen. At the bottom of this screen, you can **Return Home**, or **Apply for Another Scholarship**.

Thank you for requesting scholarship assistance! If you need assistance or have questions, please feel free to contact us at [info@thearizonaregistry.org](mailto:info@thearizonaregistry.org), or you can call 1-855-818-6613

Be sure to watch for your email for future correspondence.

[Apply for Another Scholarship](#)  
[Return Home](#)

**You must now submit the documentation outlined in the Scholarship Request Confirmation. To upload the documents directly into your Registry Profile, please see Page 8 of this tutorial.**

## Other Tuition-Related Fees

**Only use this option if directly asked to do this. Most people will request fees while choosing their specific courses. See above on Page 3 Step 8.**

1. Click on the Radio Button for **Other Tuition-Related Fees**. Make sure you also select your highest level of education.
2. Where you see the statement, This scholarship helps me obtain the following degree or credential:, select one of the Radio Buttons.

This scholarship helps me obtain the following degree or credential:

- CDA Credential
- Associate's Degree
- Bachelor's Degree

3. Check all the boxes for the fees which apply to your college and courses.

I am requesting a scholarship for other tuition related fees for: (select all that apply)

- Application Fee
- Other Course Fees
- Registration Processing Fee
- Student Services Fee
- Technology Fee
- Transcripts Fee

4. From the dropdown menu, select the institute where the fee should be sent.

Please select the institution who should receive these fees?

5. You must now click on **Yes** or **No** answering whether you have applied for financial aid. This scholarship does require that you fill out a FAFSA form. You can learn more at your college, or go to [www.fafsa.ed.gov](http://www.fafsa.ed.gov).
6. You must now click on **Yes** or **No** answering if you have been approved for financial aid.
7. From the dropdown menu, choose the semester for which these fees apply.

For which semester are these fees applicable?

8. You must click on **Terms of Agreement**. After you have read the terms, please click on the **Checkbox**.
9. Click on the **Submit Request** button.
10. You will now see your Scholarship Request Confirmation Screen. At the bottom of this screen, you can **Return Home**, or **Apply for Another Scholarship**. Each course would be another scholarship request. College and course fees would be another scholarship request.

Thank you for requesting scholarship assistance! If you need assistance or have questions, please feel free to contact us at [info@thearizonaregistry.org](mailto:info@thearizonaregistry.org), or you can call 1-855-818-6613

Be sure to watch for your email for future correspondence.

[Apply for Another Scholarship](#)  
[Return Home](#)

**You must now submit the documentation outlined in the Scholarship Request Confirmation. To upload the documents directly into your Registry Profile, please see Page 8 of this tutorial.**

## Child Development Associate (CDA) Fees

1. Click on the Radio Button for **Child Development Associate (CDA) Fees**. Make sure you also select your highest level of education.
2. Click on Yes or No where you are asked if you have completed the training needed to apply for the CDA.

Have you completed the training needed to apply for the CDA?  Yes  No

3. Please specify whether the fees are for an initial CDA application or renewal?

Please specify whether the fees are for an initial CDA application or a renewal?  Initial  Renewal

4. You must click on **Terms of Agreement**. After you have read the terms, please click on the **Checkbox**.
5. Click on the **Submit Request** button.
6. You will now see your Scholarship Request Confirmation Screen. At the bottom of this screen, you can **Return Home**, or **Apply for Another Scholarship**. Each course would be another scholarship request. College and course fees would be another scholarship request.

Thank you for requesting scholarship assistance! If you need assistance or have questions, please feel free to contact us at [info@thearizonaregistry.org](mailto:info@thearizonaregistry.org), or you can call 1-855-818-6613

Be sure to watch for your email for future correspondence.

[Apply for Another Scholarship](#)  
[Return Home](#)

**You must now submit the documentation outlined in the Scholarship Request Confirmation. To upload the documents directly into your Registry Profile, please see Page 8 of this tutorial.**

## Checking on Scholarship Status

1. Click on the **My Scholarship Requests** link in the left hand navigation area, under **My Scholarships**.

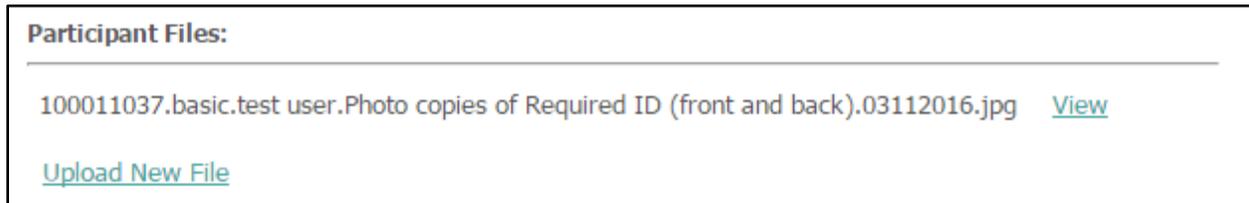
To view the details of a scholarship, click the link in the 'Scholarship For' column.

Request Date	Scholarship For	Semester	Status
10/16/2015	<a href="#">CDA Fees</a>		Pending
10/16/2015	<a href="#">Child Development Basics Lesson one</a>	Winter/2015	Pending
10/16/2015	<a href="#">EARLY CHILDHOOD METHODOLOGIES</a>	Winter/2015	Pending
10/14/2015	<a href="#">CDA Fees</a>		Pending
10/14/2015	<a href="#">Other Fees</a>	Winter/2015	Approved
10/14/2015	<a href="#">Other Fees</a>	Winter/2015	Denied
10/14/2015	<a href="#">Infant Toddler Care and Assessment</a>	Winter/2015	Approved
10/14/2015	<a href="#">Child Development</a>	Winter/2015	Pending
10/13/2015	<a href="#">CDA Fees</a>		Approved
10/13/2015	<a href="#">Introduction to Child Development</a>	Winter/2015	Approved
10/12/2015	<a href="#">Observation and Assessment in Early Childhood Education Programs</a>	Fall/2015	Pending
10/12/2015	<a href="#">CDA Fees</a>		Approved
10/12/2015	<a href="#">Other Fees</a>	Winter/2015	Voided
10/12/2015	<a href="#">Introduction to Early Childhood Education</a>	Winter/2015	Approved

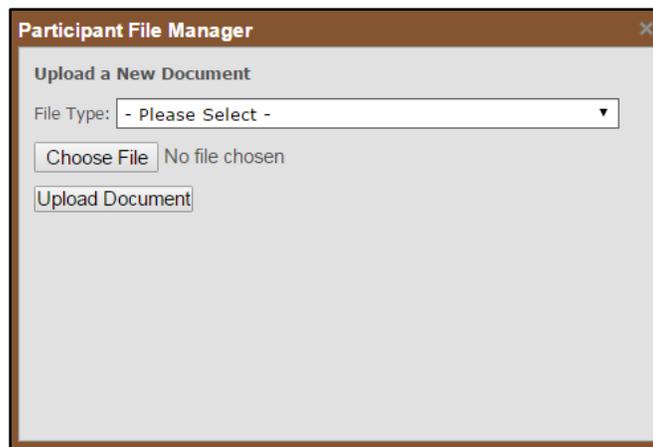
2. By clicking on the name of the scholarship, you can see your request ID and the name of the institution to which you applied.

## Uploading Scholarship Documentation Directly into the Registry

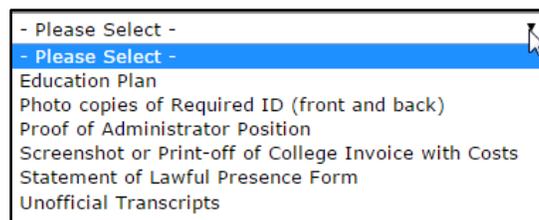
1. Click on **My Profile** under **My Tools & Settings**.
2. Scroll down the page to **Participant Files**.
3. Click on **Upload New File**



4. The Participation File Manager will pop up.



5. Select the file you wish to upload next to **File Type**.



6. Click on **Choose File**. Choose the file from your computer's location and click the **Upload Document** button.
7. The uploaded document is now visible under **Participant Files**. You may now upload additional documents.