Applying for a First Things First Scholarship

1. Go to 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.
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.

![Image of scholarship options]

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.

![Image of search function]

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.

![Image of course selection]

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

![Image of add to request button]
6. You will now see your **Requested Courses** above the Course Search field.

```
REQUESTED COURSES

<table>
<thead>
<tr>
<th>COURSE CODE</th>
<th>COURSE TITLE</th>
<th>COURSE HOURS</th>
</tr>
</thead>
<tbody>
<tr>
<td>ECE 107</td>
<td>Human Development &amp; Relationships</td>
<td>3</td>
</tr>
<tr>
<td></td>
<td><img src="delete.png" alt="Delete button" /></td>
<td></td>
</tr>
</tbody>
</table>
```

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.

![Scholarship Request Confirmation Screen](image)

**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.

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

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

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.

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, or you can call 1-855-818-8613

   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, 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**.

   ![Scholarship Request Table]

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

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

```
Participant Files:

100011037.basic.test user.Photo copies of Required ID (front and back).03112016.jpg  View

Upload New File
```

4. The Participation File Manager will pop up.

```
Participant File Manager

Upload a New Document

File Type: - Please Select -

Choose File No file chosen

Upload Document
```

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

```
- Please Select -

Education Plan
Photo copies of Required ID (front and back)
Proof of Administrator Position
Screenshot or Print-off of College Invoice with Costs
Statement of Lawful Presence Form
Unofficial Transcripts
```

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.