



GOAPPLY V2 USER GUIDE

A guide for Individual Applicants utilizing GOapply.

INTRODUCTION

Scholarship Central at The Muskingum County Community Foundation is using a system called GOapply to accept **2024 Martin Luther King Jr. Book Scholarship** applications. The following guide will take you through the process of creating an account, starting an application, and applying.

First, a brief overview of how applications are set up in GOapply:

When you login to GOapply, under the first tab, Submissions, you will see a list of applications that you have submitted. Under the second tab, Opportunities, you will see a list of applications that you are eligible to apply for.

If there are additional steps to the application, you will see it in your Applicant Dashboard once it has been made available to you.

(Please note - The screenshots in this guide are to be used for general reference, the appearance of GOapply or any related emails may be different in your experience, however the functionality remains the same.)


GETTING STARTED

You will need to register an account -or- login to an existing account.

REGISTERING AS AN INDIVIDUAL

If this is your first time using GOapply, you'll need to register your account as an individual.

This is the link to the login page: mccf.org/MLKapply



If you are a student or grant applicant who used our system Spring 2023 or before, please note you will need to create a new login.

Sign in to your account

Or [register a new account](#)

Your Email

Your Password

Remember me [Forgot password?](#)

[SIGN IN](#)

You'll be asked to register as an Individual or an Organization. Choose Individual.

Register as:

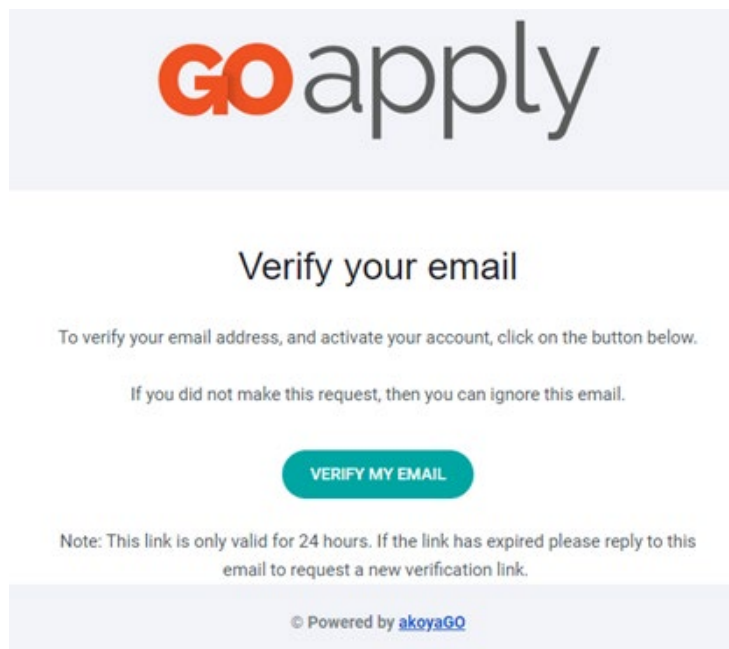
INDIVIDUAL

ORGANIZATION

GOapply allows for two different types of accounts – individuals and organizations. If you are applying for a scholarship or award (something that is for you or your work as an individual), select Individual applicant. If you are applying on behalf of an organization, nonprofit, or other group, select Organization applicant.

Fill in the form with your information. The email address you enter will be what you use to log in. Click Register. If your registration processed successfully, you'll see confirmation on the screen.

Next, **verify your email**. You should have a verification link in your inbox. If you don't see the email, check your Spam folder. If it goes to Spam, you need to classify it as Not Spam before you can click the link.





Registration completed successfully

Please check your inbox for the email verification to continue

[RETURN TO LOGIN](#)

PASSWORD ASSISTANCE

If you forgot your password, click Forgot Password from the log in screen and follow the steps to reset.

You can also reset your password at any time by clicking on the dropdown next to your name in the top right and going to User Settings.

DASHBOARDS

Once you are approved and logged into GOapply, you'll see two pages, Submissions and Opportunities.



Submissions

The Submissions dashboard shows which applications you have in progress and allows you to view your submitted applications.

- **In Progress:** Click In Progress to continue working on the application

Submissions Opportunities

Submissions

IN PROGRESS SUBMITTED

Phase Due Date	Opportunity Name	Phase Name
VIEW	MCCF – Standard Student Application for Scholarships	Standard Application

- **Submitted:** Click View to view your submitted application or download the submitted application in PDF by clicking the download button all the way to the right.

Submissions Opportunities

Submissions

IN PROGRESS SUBMITTED

	Opportunity Name	Most Recent Submit Date	Phase Name	Request	Request Status	Grant Amount	Decision Date	
VIEW	Make Muskingum Home	8/23/2023 12:15 PM	Make Muskingum Home Application	016154	Pending			
VIEW	MCCF – Standard Student Application for Scholarships	7/3/2023 12:42 PM	Standard Application	015763	Pending			

Opportunities

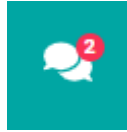
The Opportunities Dashboard shows which applications are available to you. Click View to see details about the application. Click Apply to start working on the first phase. Be sure to choose the **2024 Martin Luther King Jr. Book Scholarship**.

Submissions Opportunities

My Opportunities

	Fiscal Year	Opportunity Name	Opportunity Guideline URL	Phase Contact	Err
VIEW		MCCF – Standard Student Application for Scholarships		Andrea K Polen	ap
VIEW	2023	2024 Martin Luther King Jr. Book Scholarship		Andrea Polen	ap
VIEW	2023	Make Muskingum Home		Beth D Fox	bfc

Messages: If we send you a message through GOapply, a red number will appear in the message bubble in the top right corner of the screen. Click there to view your messages.



APPLICATIONS

To begin, choose the 2024 Martin Luther King Jr. Book Scholarship application from your Opportunities dashboard. Click View, then Apply from the application home page.


Starting an application

The application homepage is where you can find the due date, summary, brief description, and the contact for that application.

If you need assistance with the application, please reach out to the application contact.

On each page, you can choose to Save a Draft or Continue without Saving. Drafts will appear in your In-Progress dashboard. When you're finished with the phase, click Submit.

If you access an application from your Opportunities dashboard and see the below message, it means you either already submitted or have a Draft submission of the application, which can be finished from the In-Progress dashboard.

 There are previous submissions or drafts for this application. [See submissions](#)

Advancing to the next phase

When the next phase is available, it will appear in your In-Progress dashboard. If you'd like to reference information you submitted in the previous phase, look in Submissions.

You will complete each phase as it becomes available, with the option to save a draft on each page.

Submitting

You can view all your submitted phases in your Submissions dashboard. Changes to an application cannot be made after submitting.

If you have any questions, please contact scholarshipcentral@mccf.org.



Scholarship Central



Access Program