



COMMUNITYFORCE  
STUDENT HOW TO GUIDE

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Operational Training



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## Versions

Version	Date	Author	Details
1.0	January 7, 2015	Georgia Scheel	Initial Document/New Format
1.1	March 9, 2015	Georgia Scheel	Edits/Addition of New Section
1.2	August 27, 2015	Georgia Scheel	Change in Log In Section
1.3	September 18, 2015	JeLani Johnson	Edits/Updates
1.4	November 2, 2015	Georgia Scheel	Change in Log In Section
1.5	December 21, 2015	Georgia Scheel	Change in Log In and Ph.D. Sections
1.6	March 10, 2016	Georgia Scheel	Update Acceptance sections
1.7	May 5, 2016	Georgia Scheel	Update Scholarship Search image
1.8	December 19, 2017	Becky Keyser	Updates due to system upgrade
1.9	June 28, 2019	Brittany Rindone	Updates due to rubric and website upgrade
2.0	December 7, 2020	Brittany Rindone	Added BRUIN Connect login steps.

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## Disclaimer

This Knowledge Pack (KP) may contain minor variances of screen captures but the steps are the same.

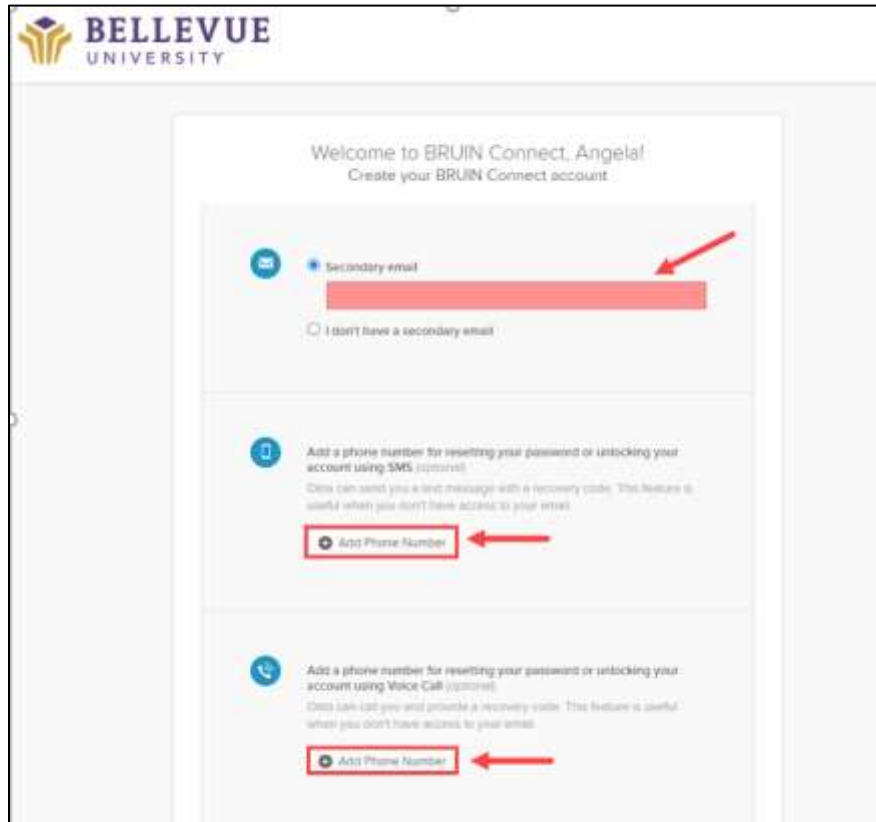
## Learning Objectives

*By the end of this training a Bellevue University student should be able to*

- Conduct a search of available Bellevue University scholarships
- Identify scholarships for which he/she wants to apply
- Complete and submit a scholarship application
- Accept awarded scholarships

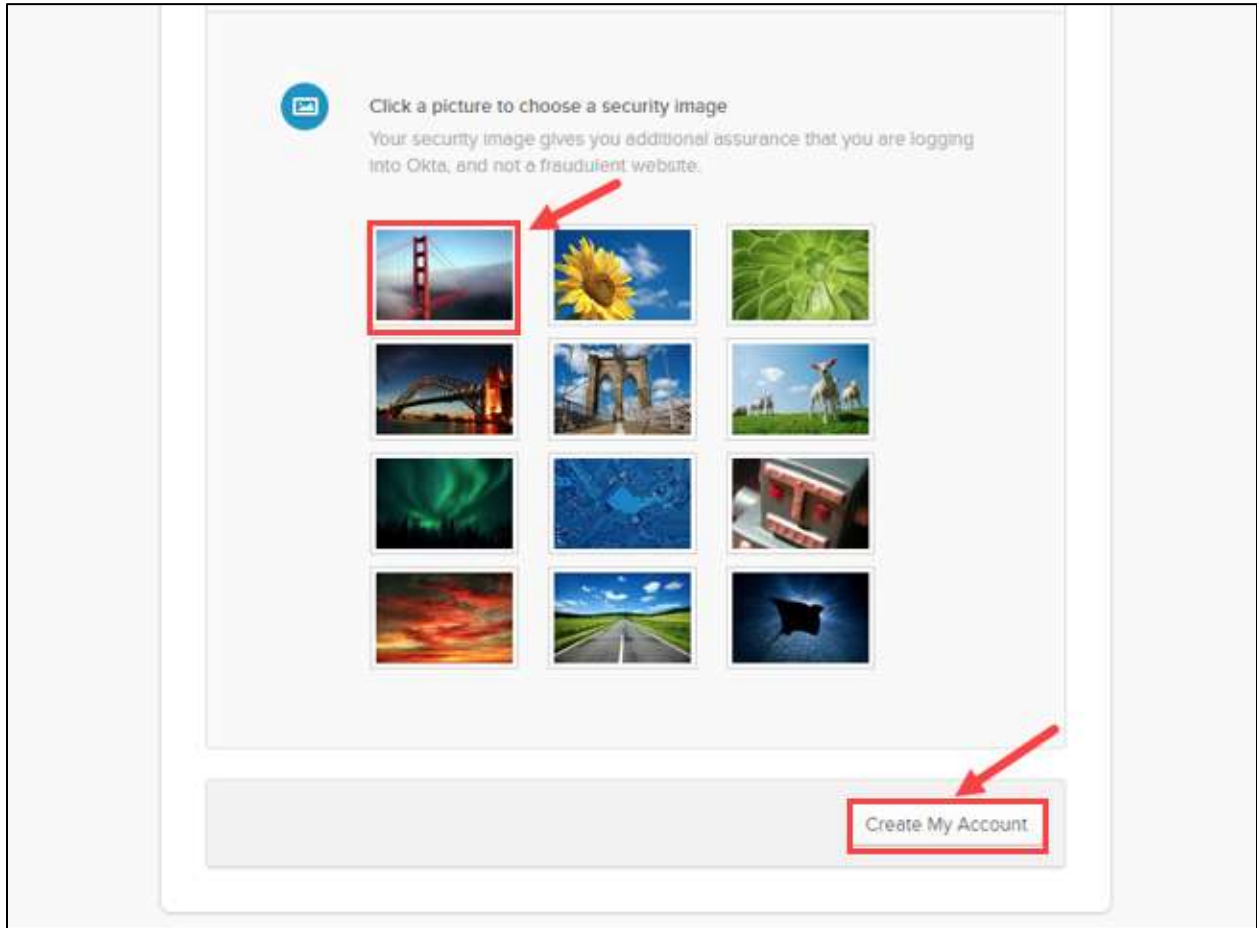
# Getting Started

Welcome! This training guide will explain many of the features and steps of CommunityForce, Bellevue University's scholarship platform that enables students and administrators to manage scholarship applications and awards.

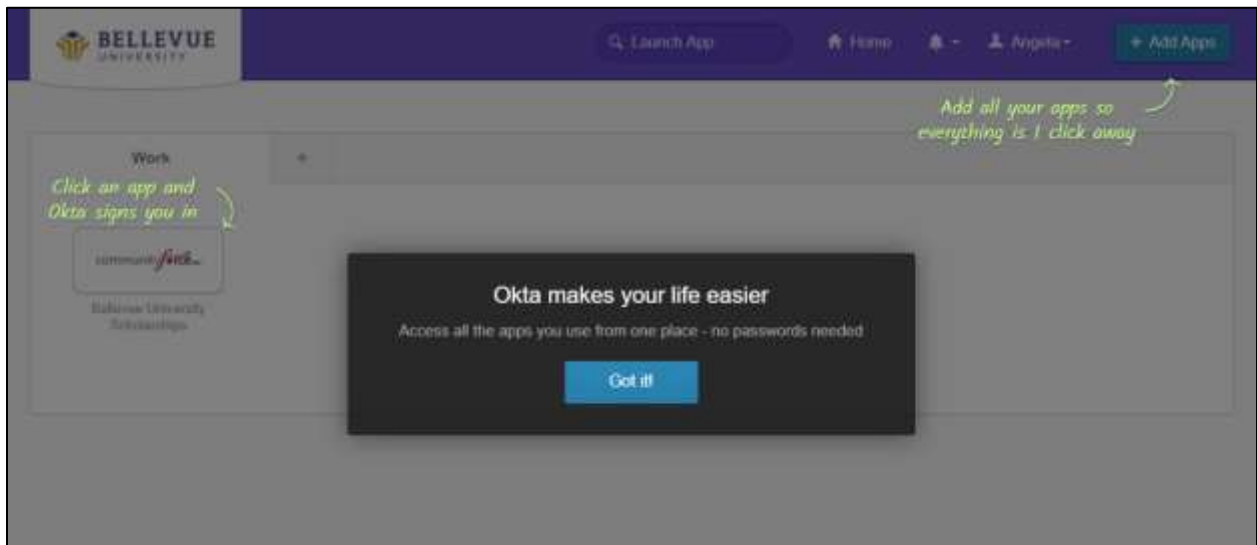


Step	Action
1.	<p>Open an internet browser and navigate to the Bellevue University's BRUIN Connect website at <a href="https://bruinconnect.bellevue.edu">https://bruinconnect.bellevue.edu</a>.</p> <p><b>NOTE:</b> CommunityForce is <b>NOT</b> compatible with Internet Explorer 8; however, there are no known issues with any other browsers.</p>
	<p>If you have not created your BRUIN Connect account, follow along from Step 2. If you have created your BRUIN Connect account, follow along from Step 7.</p>
2.	<p>Fill in the <b>SECONDARY EMAIL</b> field.</p> <p><b>NOTE:</b> If you do not have a secondary email, select the <b>I DON'T HAVE A SECONDARY EMAIL</b> radial button.</p>
3.	<p>Click on the <b>ADD A PHONE NUMBER</b> button. This will prompt you to add phone number for resetting your password or unlocking your account using SMS.</p>

Step	Action
4.	Click on the 2 <sup>nd</sup> <b>ADD A PHONE NUMBER</b> button to add a phone number for unlocking your account using Voice Call.



Step	Action
5.	Select an image under the <b>CLICK A PICTURE TO CHOOSE A SECURITY IMAGE</b> option. Your security image gives you additional assurance that you are logging into Okta, and not a fraudulent website.
6.	Click on the <b>CREATE MY ACCOUNT</b> button.



Step	Action
	BRUIN Connect will open.
7.	Click on the <b>COMMUNITYFORCE</b> button. <i>If going through BRUIN Connect, you will click on the CommunityForce chicklet.</i>
	<b>End of Procedure</b>

**NOTE:** You may also access CommunityForce directly at the following link:  
<https://bellevueuniversityscholarships.communityforce.com/Funds/Search.aspx>

**NOTE:** In order to apply for scholarships, users must have a current Bellevue University Admissions Application on file and a Bellevue University Student ID. Individuals without these credentials can still search Bellevue University scholarships to view available scholarship opportunities.

**NOTE:** If you do not have a Bellevue University **STUDENT ID**, complete the Admissions Application process as explained in Appendix I beginning on page **61** prior to continuing to the next page.

# Scholarship Search

Available scholarships may be searched by Keyword or Student Eligibility.

## Search By Keyword

The screenshot shows a web interface for searching scholarships. It is divided into two main sections: 'Search by Keyword' and 'Search by Scholarship Eligibility'. The 'Search by Keyword' section has a text input field labeled 'Find Scholarship by Keyword:' and a button labeled 'Search by Keyword(s)' with a 'Clear' button next to it. A red arrow points to the 'Search by Keyword(s)' button. The 'Search by Scholarship Eligibility' section has a heading 'Display Scholarship that match All of my selections: (Select more options to return a narrower set of results)'. Below this are several dropdown menus for filtering: 'My citizenship status is:', 'I permanently reside in the state of:', 'Student type:', 'My cumulative GPA is:', 'I am a student athlete:', 'Major/Program:', 'Military Affiliation:', 'Full-time enrollment:', and 'My Expected Family Contribution (EFC) is:'. At the bottom of this section are buttons for 'Search By Eligibility' and 'Clear'.

Step	Action
1.	Type the word(s) for which you want to search in the Find Scholarship by Keyword field (i.e. business, academic, Bellevue). <b><i>This will pull results based on the title of the fund only.</i></b>
2.	Click on the <b>SEARCH BY KEYWORD(S)</b> button.
	<b>End of Procedure</b>

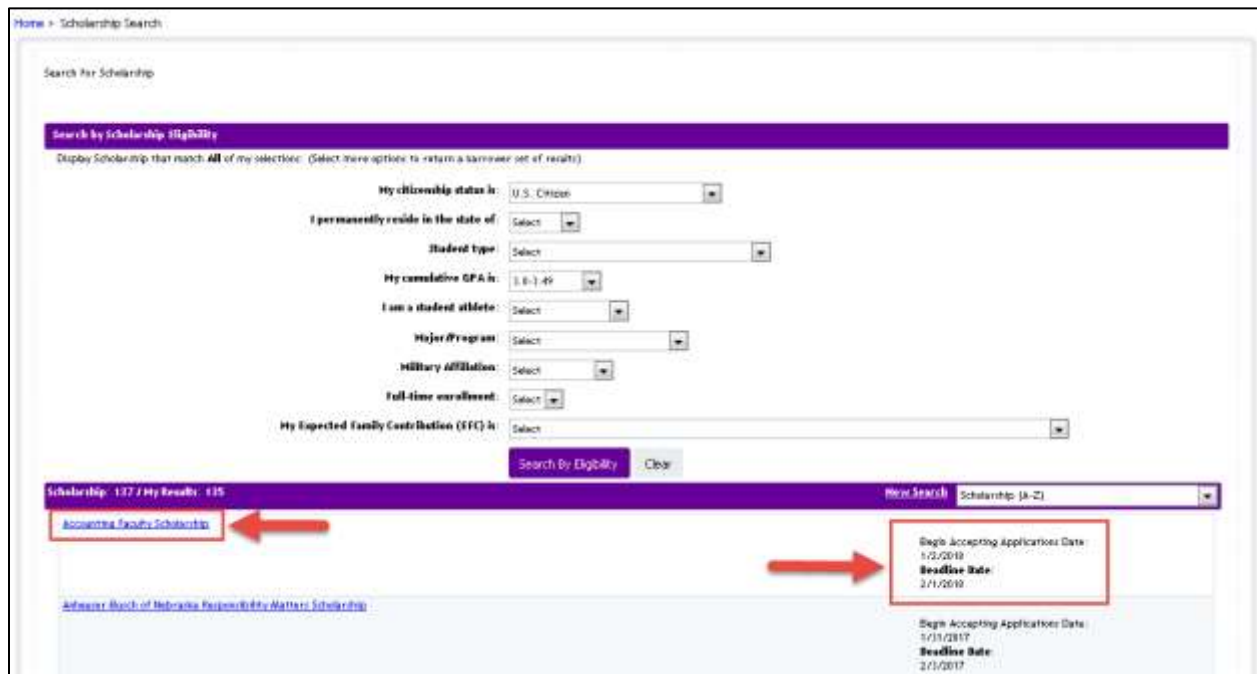
## Search By Scholarship Eligibility

Step	Action
1.	Click on the <b>DROP DOWN ARROW</b> next to the item(s) you want to include in your search criteria and select your answer(s).
2.	Click on the <b>SEARCH BY ELIGIBILITY</b> button.
	<b>End of Procedure</b>

**NOTE:** Not all scholarships that appear in the **SEARCH** results will be available for all application cycles

From the **SEARCH** results screen, you will still be able to click on **LOG IN** to enter CommunityForce to begin the scholarship application. The LOG IN button is located at the top right corner of the screen.

After completing the search, a list of possible scholarships will appear. The displayed results will include those from the search filtered by specific student data such as undergraduate or graduate, citizenship, etc.



Step	Action
1.	Click on the name of the scholarship to view additional information about the specific scholarship.
2.	Review the <b>BEGIN ACCEPTING APPLICATIONS DATE</b> and <b>DEADLINE DATE</b> displayed on the Search Results screen.
	<b>End of Procedure</b>

# Log In

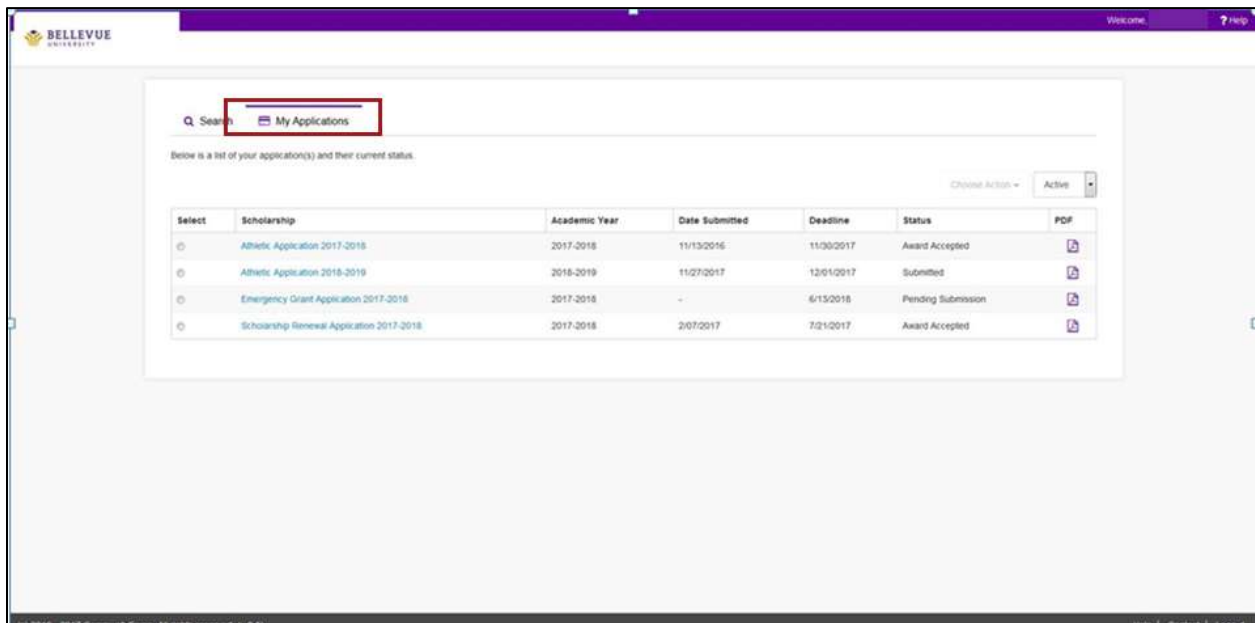
You can access CommunityForce by logging into BRUIN Connect first. However, if accessing CommunityForce outside of BRUIN Connect, you will be auto-directed with OKTA in the background. Accessing CommunityForce outside of BRUIN Connect while connected to the Bellevue University network or not, you will still need to log in with your BRUIN login credentials.

The screenshot shows the top of the Bellevue University website. The header includes the Bellevue University logo on the left and a navigation bar on the right with a search bar and a 'Login' button. The main content area contains introductory text about scholarship search options, followed by two paragraphs of disclaimers regarding eligibility and funding. Below this is a 'Browser Usage' section. At the bottom of the visible area is a search interface with a 'Search by Keyword' heading, a text input field, and two buttons: a purple 'Search by Keyword(s)' button and a grey 'Clear' button.

Step	Action
1.	Click on the <b>LOG IN</b> link in the top right corner.



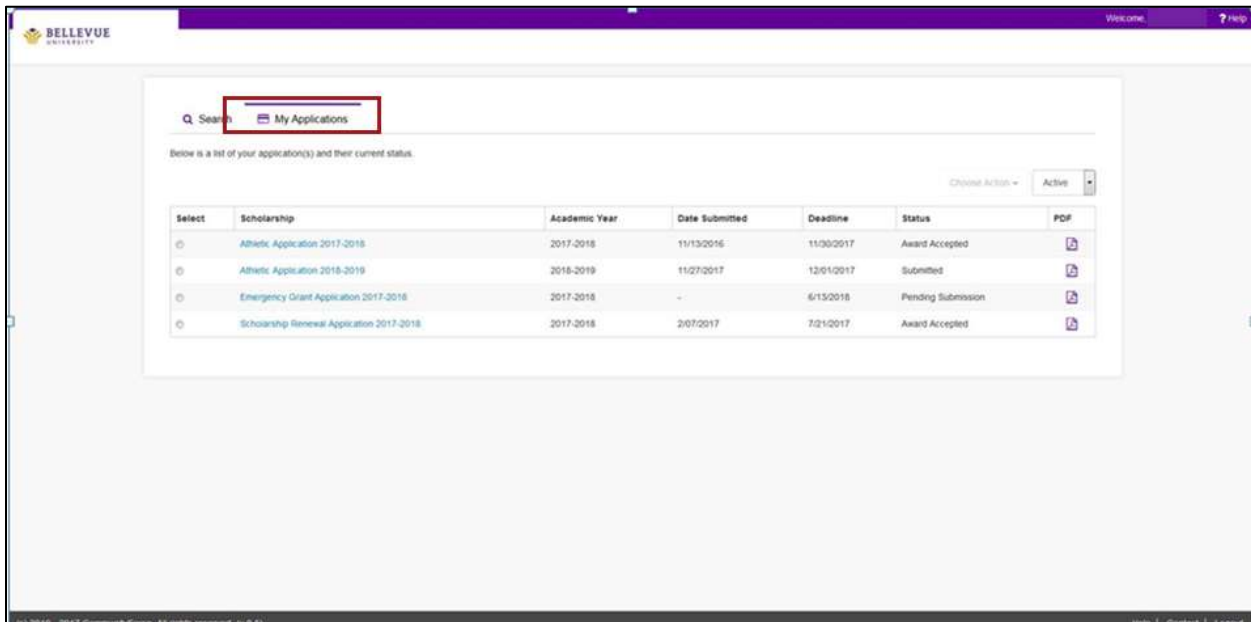
Step	Action
2.	Click on the <b>LOG IN WITH BRUIN STUDENT ID</b> button.



Step	Action
	This will auto-direct you to CommunityForce with OKTA and you should see your "My Applications" tab upon login.
	<b>End of Procedure</b>

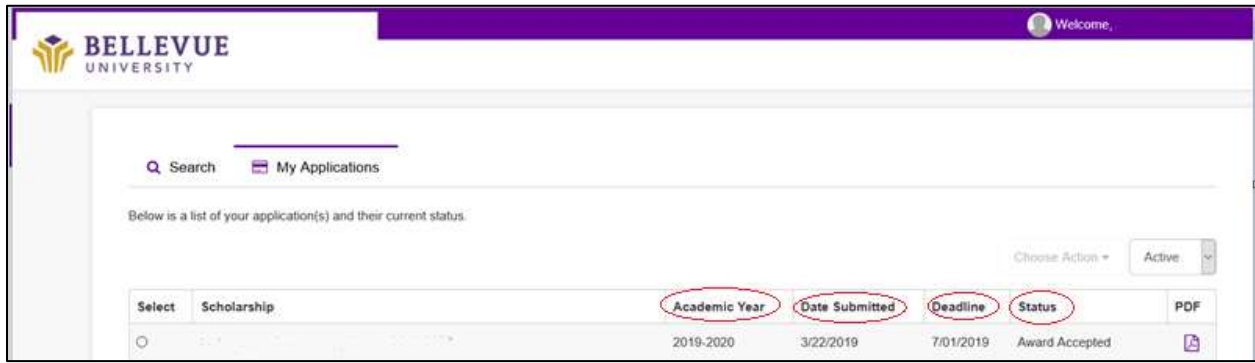
# Navigation

**NOTE:** Full **NAVIGATION** capability will not be available until you have an active application in CommunityForce. Refer to page 21 for directions regarding the application process.

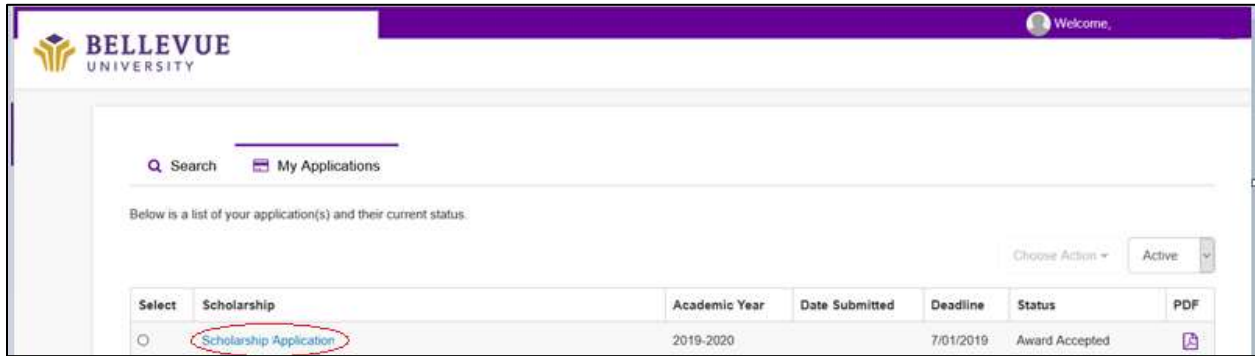


Step	Action
1.	<p>Click on the <b>MY APPLICATIONS</b> tab to view a list of your active applications.</p> <p><b>NOTE:</b> The number of applications displayed will be dependent on your student status. Types of applications include the following:</p> <ul style="list-style-type: none"> <li>• Freshman</li> <li>• Undergraduate/Graduate</li> <li>• Ph.D.</li> <li>• Athletic</li> <li>• Scholarship Renewal</li> </ul>

**NOTE:** Click on the **CONTACT** link to send an email directly to the Bellevue University Scholarships team. Response time is generally between 1-2 business days.



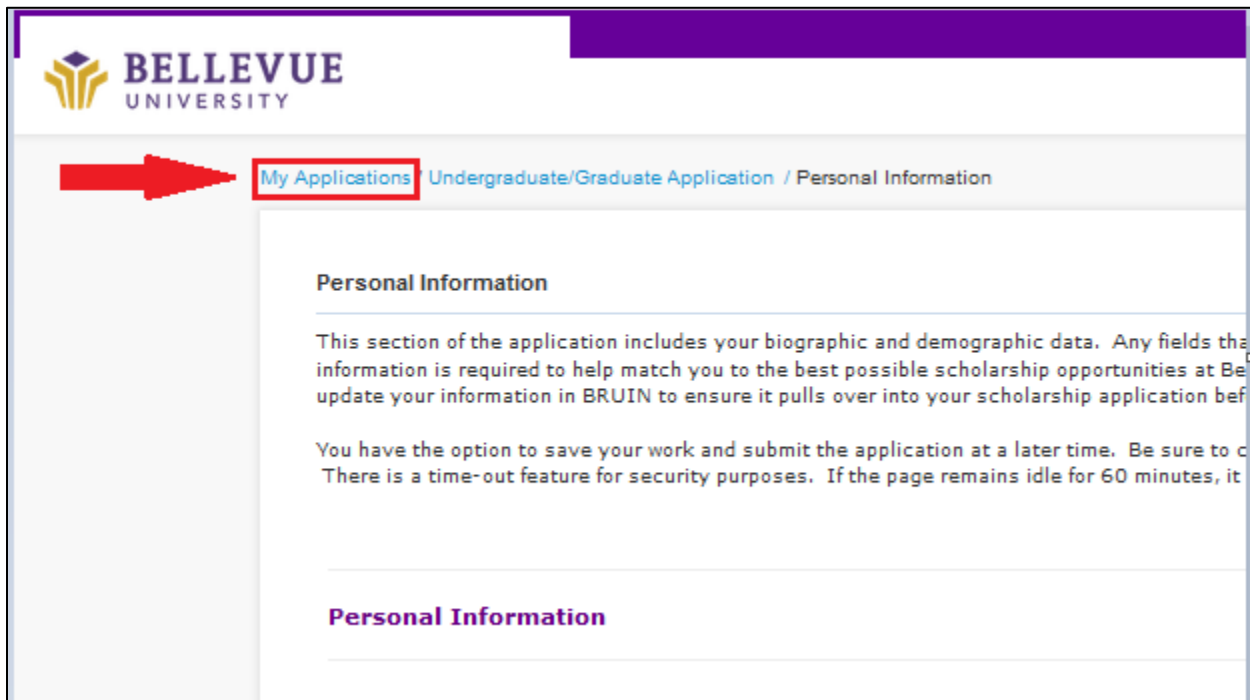
Step	Action
2.	<p>For each active application you will be able to view the following:</p> <ul style="list-style-type: none"> <li>• Academic Year</li> <li>• Date Submitted</li> <li>• Application Deadline</li> <li>• Status</li> </ul>



Step	Action
3.	<p>Click on the link for a specific application to navigate to the <b>DASHBOARD</b> for that application.</p>

The screenshot shows the 'My Applications / Undergraduate/Graduate (LATE FALL) Application 2020-2021' page. At the top, there is a 'Deadline for Submission' of 11/17/2020 12:00 PM (CST) and a 'Choose Action' button with 'Final Review and Submit' selected. Below this is an 'IMPORTANT INFORMATION' section with 9 numbered instructions. The main area contains a progress dashboard with eight sections, each with a percentage complete and a deadline: Personal Information (11%), Academic Information (3%), Financial Information (2%), Activities (2%), Attachments (2%), Fund Eligibility (0%), Essays (0%), and Authorization and Release (0%). A red arrow points to the 'Personal Information' section.

Step	Action
4.	Click on any icon to enter that section of the application.



Step	Action
5.	From any page of the application, you may click on the <b>MY APPLICATIONS</b> link to return to the Welcome page; or you may click on the application link to return to the Dashboard for that specific application.
	<b>End of Procedure</b>

# Application Process

**NOTE:** All communications regarding your CommunityForce Scholarship Application will be sent from [admin@communityforce.com](mailto:admin@communityforce.com). It is recommended that you add this email address to your **TRUSTED EMAIL ADDRESSES** to ensure that you receive all notifications pertaining to your application.

## Dashboard

The screenshot shows the Bellevue University CommunityForce Scholarship Application Dashboard. At the top, it displays the university logo and the user's name 'Trevor'. The main content area includes a 'Deadline for Submission' of 11/1/2020 12:00 PM (CST) and a 'Choose Action' dropdown menu with 'Final Review and Submit' selected. Below this, there is an 'IMPORTANT INFORMATION' section with several numbered instructions. The dashboard also features a grid of buttons for 'Personal Information', 'Academic Information', 'Financial Information', 'Activities', 'Awards', 'Fund Requests', 'Equip', and 'Authorizations and Release'. At the bottom, there are links for 'Important Dates and Deadlines', 'Introduction and Tips for Applying', 'Student How To Guide', 'Frequently Asked Questions', and 'Contact Us'.

From the application **DASHBOARD**, a series of buttons will allow you to

- **PREVIEW** your application from the choose action drop down
- Complete a **FINAL REVIEW AND SUBMIT** your application
- View **IMPORTANT DATES AND DEADLINES**
- Access an **INTRODUCTION AND TIPS FOR APPLYING**
- View the CommunityForce **STUDENT HOW TO GUIDE**
- Access a list of **FREQUENTLY ASKED QUESTIONS**
- Obtain **CONTACT** information for the Bellevue University Scholarships team



- If you need assistance with essay writing, feel free to contact Bellevue University's Writing Center: <http://www.bellevue.edu/student-support/writing-center/writing-center>. The services provided by the Writing Center are FREE to students, and could be the make or break point for selection. You can schedule your appointment for a face-to-face or Online eTutoring Consultation.
- You may log in and save multiple times, however in order for your application to be officially submitted you must click the **Final Review and Submit** application button on this page (You will receive an on-screen confirmation as well as a confirmation email once you submit your application. Be sure to check your email for this confirmation to ensure your application was successfully received). Late submissions due to not following submission instructions, will not be permitted.
- If the system doesn't allow you to officially submit your application, please review all sections to ensure the required fields are completed, and each section has been saved.
- READ all section instructions so that you do not miss any important information or details that impact your ability to apply for a scholarship or even be considered.
- Submission deadline times indicated on the application are for **Central Standard Time (CST)**.

## General Application Instructions

The Scholarship Application consists of several sections that must be completed. Not all sections will be required for all applications. Please refer to the types of applications below in regards to the required sections.

**NOTE:** Some sections of the application may not open until later in the application process.

### Freshman

- Personal Information
- Academic Information
- Financial Information
- Activities
- Essays
- Attachments (when applicable)
- Authorization and Release
- Fund Eligibility
- Request (when applicable)
- Scholarships Awarded (when applicable)
- Scholarship Acceptance (when applicable)

### Undergraduate/Graduate

- Personal Information
- Academic Information
- Financial Information
- Activities
- Essays
- Attachments (when applicable)
- Authorization and Release
- Fund Eligibility
- Request (when applicable)
- Scholarships Awarded (when applicable)
- Scholarship Acceptance (when applicable)

### Ph.D.

- Personal Information
- Academic Information
- Financial Information
- Attachments

- Authorization and Release
- Fund Eligibility
- Conference Travel Request Form (when applicable)
- Scholarships Awarded (when applicable)
- Scholarship Acceptance (when applicable)

### **Athletic**

- Personal Information
- Academic Information
- Financial Information
- Athletic Scholarships
- Fund Eligibility
- Authorization and Release
- Scholarships Awarded (when applicable)
- Scholarship Acceptance (when applicable)

### **Renewal**

- Personal Information
- Academic Information
- Financial Information
- Activities
- Essays
- Fund Eligibility
- Authorization and Release
- Scholarships Awarded (when applicable)
- Scholarship Acceptance (when applicable)

The **PROGRESS BAR** under each section of the application indicates the percentage of completion for each.

The screenshot shows the 'My Applications / Undergraduate/Graduate (LATE FALL) Application 2020-2021' page. At the top, there is a 'Deadline for Submission' of 11/17/2020 12:00 PM (CST) and a 'Choose Action' button with 'Final Review and Submit' selected. Below this is an 'IMPORTANT INFORMATION' section with 9 numbered instructions. The main area contains a progress dashboard with eight icons representing different sections: Personal Information (11% complete), Academic Information (3% complete), Financial Information (2% complete), Activities (2% complete), Attachments (2% complete), Fund Eligibility (0% complete), Essays (0% complete), and Authorization and Release (0% complete). A red arrow points to the 'Personal Information' icon.

Step	Action
1.	Click on an icon to enter that section of the application.

\*City: Omaha

State: NE

\*County: Select

\*Zip Code: 68117

State of Permanent Residency: NE

\*Where were you born (City and State)?

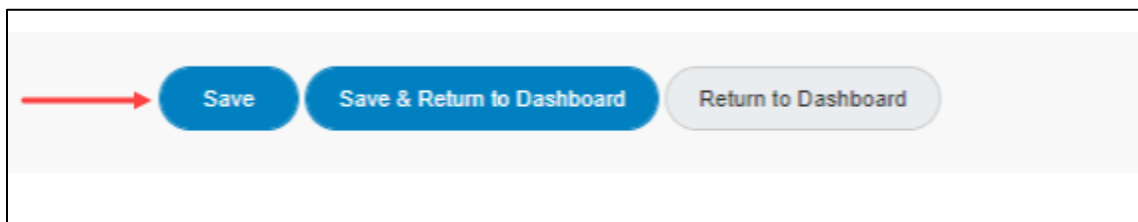
Home Phone: \_-\_-

Step	Action
2.	For each section, complete all fields marked with an asterisk (*). Information may be typed into some fields; however, others will require you to click on a <b>DROP-DOWN ARROW</b> and select the correct information. <i>Required fields will highlight red along with the asterisk.</i>

**NOTE:** Fields that are pre-populated with information from **BRUIN** cannot be edited. Hovering the mouse over a pre-populated field will verify whether the field can be edited or not.

A pre-populated, non-editable field that displays **SELECT** indicates that the information for that field is not available in **BRUIN**. In order to have that information available on the scholarship application, you will need to update the information in **BRUIN** so it can be pulled into the application.

Some fields may not apply and will never display personal data.



Step	Action
3.	After all required fields are completed, you may click on the <b>SAVE</b> button to save your information and stay on the page, click the <b>SAVE &amp; RETURN TO DASHBOARD</b> button to save your information and return to the Application Dashboard, or click the <b>RETURN TO DASHBOARD</b> to return to the Application Dashboard without saving.
	<b>End of Procedure</b>

## Personal Information

This section of the application includes your biographic and demographic data. Please complete any fields that are not pre-populated with your information. This information is required to help match you to the best possible scholarship opportunities at Bellevue University. If a field that is pre-populated is incorrect, please update your information in BRUIN to ensure it pulls over into your scholarship application before the application close date.

You have the option to save your work and submit the application at a later time. Be sure to click the **SAVE** button at the bottom of the section to save your work. There is a time-out feature for security purposes. If the page remains idle for 60 minutes, it will **NOT** save your work and will require you to log back in.

## Immigration Status

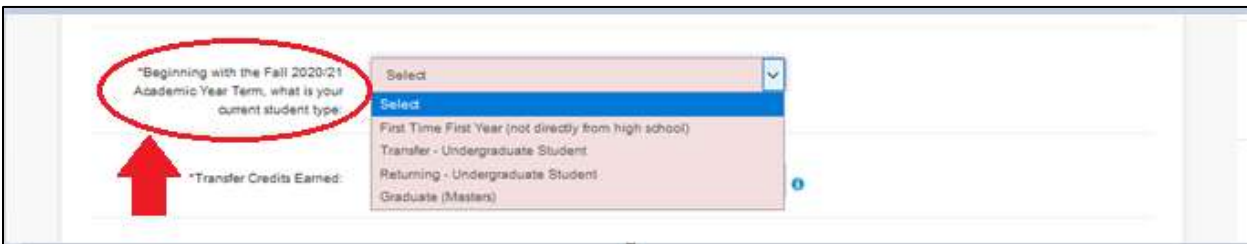
**IMMIGRATION STATUS** will be listed twice on the application if the information is not available in BRUIN. If the first **IMMIGRATION STATUS** field shows **NOT INDICATED**, you will need to choose from the following options to enable the system to verify your eligibility for certain scholarships.

- U.S. Citizen
- Legal Permanent Resident
- International Student (F1 Visa)
- DACA/DREAMER
- Other (please specify)

## Ethnicity

**ETHNICITY** will be listed twice on the application if the information is not available in BRUIN. If the first **ETHNICITY** field shows **NOT INDICATED** or **NOT REPORTED**, you will need to choose an option in the second field to enable the system to verify your eligibility for certain scholarships.

## Academic Information



The screenshot shows a web form with a dropdown menu. The dropdown is open, showing the following options: "Select", "First Time First Year (not directly from high school)", "Transfer - Undergraduate Student", "Returning - Undergraduate Student", and "Graduate (Masters)". A red oval highlights the text: "\*Beginning with the Fall 2020/21 Academic Year Term, what is your current student type:". A red arrow points to the dropdown menu. Below the dropdown, there is a field labeled "\*Transfer Credits Earned:".

When selecting **STUDENT TYPE**, the available options are defined as follows:

- **First Time First Year**—a student who has not previously attended college.
- **Transfer Undergraduate Student**—a student who is pursuing a Bachelor’s degree and will be transferring credit to Bellevue University from another institution.
- **Returning Undergraduate Student**—a student who is pursuing a Bachelor’s degree and has previously attended Bellevue University.
- **Graduate (Masters)**—a student pursuing a Master’s degree.

Academic Information also includes information related to your educational background and the degree you are pursuing at Bellevue University. This information is required to help match you to the best possible scholarship opportunities at Bellevue University. If a field that is pre-populated is incorrect, please update your information in BRUIN to ensure it pulls over into your scholarship application before the application close date.

You have the option to save your work and submit the application at a later time. Be sure to click the **SAVE** button at the bottom of the section to save your work. There is a time-out feature for security purposes. If the page remains idle for 60 minutes, it will **NOT** save your work, and will require you to log back in.

## Financial Information

This section of the application includes information related to your finances and financial need. Here, you will need to disclose all forms of financial aid that you have **already been awarded**, financial aid for which you have already applied, employment information, and annual and household income. This information is required to help determine your level of financial need as it pertains to the needs-based scholarships that Bellevue University has to offer.

You have the option to save your work and submit the application at a later time. Be sure to click the **SAVE** button at the bottom of the section to save your work. There is a time-out feature for security purposes. If the page remains idle for 60 minutes, it will **NOT** save your work and will require you to log back in.

## Activities

This section of the application asks about your most recent, current, and/or on-going extra-curricular involvement. This includes participation in any clubs, sports, organizations (including professional organizations), memberships, and community involvement and service.

Please provide as much detail as you can. A spell checker is **not available** within this site, so it is recommended that you draft the responses to the questions in a word processing document, check your spelling, grammar, capitalization, punctuation, etc., and then copy and paste into the text boxes provided.

You have the option to save your work and submit the application at a later time. Be sure to click the button at the bottom of the section to save your work. There is a time-out feature for security purposes. If the page remains idle for 60 minutes, it will **NOT** save your work and will require you to log back in.

## Essays

This section of the application asks about personal challenges you've overcome, your education goals and what you want to accomplish after college, and more, as well as provides a space for you to add anything additional you would like to share with the scholarship review committees.

Please provide as much detail as you can. The word count for each short answer essay question is between **200 and 300** words and for the main essay is **500-1000** words. A spell checker is **not available** within this site, so it is recommended that you draft the responses to the questions in a word processing document, check your spelling, grammar, capitalization, punctuation, etc., and then copy and paste the essays into the text boxes provided.

If you need assistance with essay writing, feel free to contact Bellevue University's Writing Center <http://www.bellevue.edu/student-support/writing-center/writing-center>. The services provided by the Writing Center are free to students. You can schedule your appointment for a face-to-face or Online eTutoring Consultation.

This is one of the most important sections of the application. It provides the review committees enough information to make recommendations as to who should be selected. Please take your time and prepare well thought out essay answers.

You have the option to save your work and submit the application at a later time. Be sure to click the **SAVE** button at the bottom of the section to save your work. There is a time-out feature for security purposes. If the page remains idle for 60 minutes, it will **NOT** save your work, and will require you to log back in.



## Attachments

This section of the application is for you to upload any required documentation (denoted with an asterisk \*) that is needed to apply for any one specific scholarship opportunity for which you are eligible.

**NOTE:** The **ATTACHMENTS** section of the application may not list any requirements until after the **FUND ELIGIBILITY** section is updated.

Formats accepted for upload include the following: **doc, docx, pdf, jpg, bmp, xls, or xlsx**. The file size for each document uploaded should not exceed **10 mb**. If a document consists of multiple pages, it must be uploaded as one file. **Do not** upload one page at a time.

Active high school students or recent high school graduates and new transfer students **MUST upload their most recent transcript (official or unofficial)**. High school students with ACT/SAT score reports will also need to upload these unless the scores are listed on the high school transcript. ***(Submission of ACT/SAT scores on the scholarship application is for determining eligibility for particular scholarships only, not for admission purposes)***.

A Student Aid Report (SAR) or College Funding Estimator (CFER) will be required for anyone that is applying for needs based scholarships. Without this information, the Scholarships & Grants Office may not be able to determine the level of need and could affect a student's ability to submit his/her application. The SAR can be accessed via [www.fafsa.gov](http://www.fafsa.gov) and the CFER may be found at [www.educationquest.org](http://www.educationquest.org).

**NOTE:** If you have questions regarding whether certain documents are required for a scholarship, please email the Scholarships and Grants team at [scholarships@bellevue.edu](mailto:scholarships@bellevue.edu).

You have the option to save your work and submit the application at a later time. Be sure to click the **SAVE** button at the bottom of the section to save your work. There is a time-out feature for security purposes. If the page remains idle for 60 minutes, it will **NOT** save your work and will require you to log back in.

## Fund Eligibility

This section is to determine the scholarship opportunities for which you are eligible to apply based on the information that has been gathered in your application. All opportunities for which you are eligible should automatically be selected. This is notated by the check mark in the box next to the name of the scholarship. If the box is not checked, and you want to be considered for that scholarship opportunity, be sure to check the box and then save the page.

All scholarship opportunities with the check boxes marked will be reviewed by the scholarship committee unless you uncheck them. Please be aware that some scholarships will require additional sections to be completed on the application and/or additional documentation to be uploaded. You will need to go back and check the Dashboard to determine which sections are no longer 100% complete. Once everything is completed in full, you will be able to finalize and submit your application from the application Dashboard.

You have the option to save your work and submit the application at a later time. Be sure to click the SAVE button at the bottom of the section to save your work. There is a time-out feature for security purposes. If the page remains idle for 60 minutes, it will NOT save your work, and will require you to log back in.

## Authorization and Release

This section of the application refers to your rights as an applicant and allows you to choose the option to waive your right to view recommendations submitted on your behalf. You will also be asked to confirm the following:

- Release of the contents of your application, including attachments for donor and/or board reporting purposes.
- Permission to use your name, photo, etc. for promotional purposes on the Bellevue University website, in other publications, and via submitted ThankView videos.
- Verification that the information provided in the application is true to the best of your knowledge and that falsifying or plagiarizing information may result in disqualification of scholarships.
- Confirmation that you have fully reviewed and updated your application before submitting.
- An understanding of how and when to submit the application by the deadline.
- An understanding of when information may be shared as it pertains to health, welfare or safety.

You will also enter your name in the **ELECTRONIC SIGNATURE** field and provide a date of application.

**NOTE:** Requests for recommendations (if needed) cannot be sent until you complete the authorization. Additionally, it is important that you give ample time for online recommendations to be submitted by the required deadlines.

## Request

To submit a **RECOMMENDATION REQUEST**, follow the steps below.

**Request**

**You must complete the Authorization and Release Section in order to complete the request for online recommendations.**

**How to Request a Recommendation**

- In the request form, input the full name and email address of your Recommender.
- In the "Message" box, provide a personal message to the Recommender requesting he/she write a recommendation on your behalf. Let he/she know what scholarship(s) you are applying for, the deadline (including the time as the system is set in the Central Time Zone), and include your own email address and/or phone number.

**Note:** We recommend that you notify your Recommender that you will be asking for a recommendation before completing the request form, which will automatically send an email to the individual. If a Recommender has not received the email request that you sent within 24 hours, you should ask the Recommender to investigate whether the email request has been redirected to another email folder or blocked by an email system firewall.

**Who to Request a Recommendation from**

Generally speaking, ask someone who knows you well enough to be able to speak on your behalf and provide good examples as to why you should be selected for a scholarship. **Scholarship recommendations should NOT come from family members.**

- Academic/Merit Scholarships:** It is best to request a recommendation from someone who is familiar with your academic success inside the classroom. This could be an Academic Advisor, current or former instructor, high school teacher or counselor, tutor, or mentor.
- General/Financial Need Scholarships:** For these types of recommendations, it is best to request it from someone who knows you well enough to speak in behalf of your character and/or need. Examples include co-workers, work supervisors, community advocates, financial counselor, coach, instructor, or mentor.

**After You Request a Recommendation**

- If an individual you have requested a recommendation from accepts your request, he or she will be directed to an online form.
- You will not be given access to the recommendation form or letter, both of which become confidentially held. If you do not waive your rights to review online recommendations, and you would like to view them, please contact [scholarship@talawa.edu](mailto:scholarship@talawa.edu).
- If an individual you have requested to write a recommendation declines your request, you will be sent an email confirming that decision. At that time you will then be able to return to this section and make a new request to another individual. In order to do so, simply click the recommendation link of the individual who declined and replace their information with that of the new Recommender.

Request For	Requested From	Email	Status	Requested Date	Received Date	Revised
Recommendation Request for General and Financial Need Scholarships			Not Requested			

[Return To Dashboard](#)

Step	Action
1.	Select the recommendation you are requesting by clicking on the <b>RECOMMENDATION REQUEST FOR ACADEMIC OR MERIT SCHOLARSHIPS</b> or the <b>RECOMMENDATION REQUEST FOR GENERAL AND FINANCIAL NEED SCHOLARSHIPS</b> link.

**Request**

**Please read complete the Authorization and Release Section in order to complete the request for online recommendations.**

**How to Request a Recommendation**

- In the request form, input the full name and email address of your Recommender.
- In the "Message" box, provide a personal message to the Recommender requesting he/she write a recommendation on your behalf. Let him/her know what scholarship(s) you are applying for, the deadline (including the time as the system is set in the Central Time Zone), and include your own email address and/or phone number.

**Note:** We recommend that you notify your recommender that you will be asking for a recommendation before completing the request form, which will automatically send an email to the individual. If a recommender has not received the email request that you sent within 24 hours, you should ask the Recommender to investigate whether the email request has been redirected to his/her spam folder or blocked by an email system firewall.

**Who to Request a Recommendation from**

Generally speaking, ask someone who knows you well enough to be able to speak on your behalf and provide good examples as to why you should be selected for a scholarship. **Scholarship recommendations should NOT come from family members.**

- Academic/Merit Scholarships:** It is best to request a recommendation from someone who is familiar with your academic success inside the classroom. This could be an Academic Advisor, current or former instructor, high school teacher or counselor, tutor, or mentor.
- General/Financial Need Scholarships:** For these types of recommendations, it is best to request it from someone who knows you well enough to speak on behalf of your character and/or need. Examples include co-workers, work supervisor, community advocate, financial counselor, coach, instructor, or mentor.

**After You Request a Recommendation**

- If an individual you have requested a recommendation from accepts your request, he or she will be directed to an online form.
- You will not be given access to the recommendation form in letter, both of which become confidentially held. If you do not waive your rights to review online recommendations, and you would like to view them, please contact [stscholarship@berkeley.edu](mailto:stscholarship@berkeley.edu).
- If an individual you have requested to write a recommendation declines your request, you will be sent an email confirming that decision. At that time you will then be able to return to this section and make a new request for another individual. In order to do so, simply click the recommendation link of the individual who declined and replace their information with that of the new Recommender.

The screenshot shows a web form titled "Request" for "Recommendation Request for General and Financial Need Scholarships". It has three main input fields: "Name", "Email", and "Optional: (Additional details provided here will be included in the email for this request.)". A red circle highlights the "Email Request" button at the bottom right. Red arrows point from the text labels to their respective input fields.

Step	Action
2.	Type the <b>NAME</b> of the individual from whom you are requesting a recommendation (Recommender) in the Name field.
3.	Type the <b>EMAIL ADDRESS</b> of the individual from whom you are requesting a recommendation in the Email field.
4.	Type a <b>PERSONAL MESSAGE</b> to the individual from whom you are requesting a recommendation in the Optional field.  <div style="border: 1px solid black; background-color: #e6f2ff; padding: 10px;"> <p><b>NOTE:</b> Although this field is optional, it is strongly suggested that you compose a <b>PERSONAL MESSAGE</b> to each individual. Include the name and deadline for the scholarship for which you are applying and your personal contact information.</p> <p>It is also considered a courtesy to notify the individual of your plan to ask him/her for a recommendation prior to sending the <b>REQUEST</b> email.</p> </div>
5.	Click on the <b>EMAIL REQUEST</b> button.
6.	Repeat <b>STEPS 1-5</b> for an additional <b>REQUEST</b> (if allowable).
	<b>End of Procedure</b>

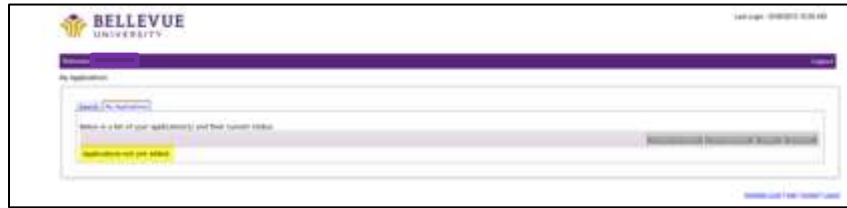
If the **RECOMMENDER** has not received the email request within 24 hours, he/she may need to investigate to determine if the request was redirected to a spam folder or blocked by an email system firewall.

If the **RECOMMENDER** accepts your request, he/she will be directed to an online form. If the request is declined, you will receive an email advising you of the decision and will be able to return to the **REQUEST** section to resubmit the request to a different individual by deleting the previous **RECOMMENDER'S** information.

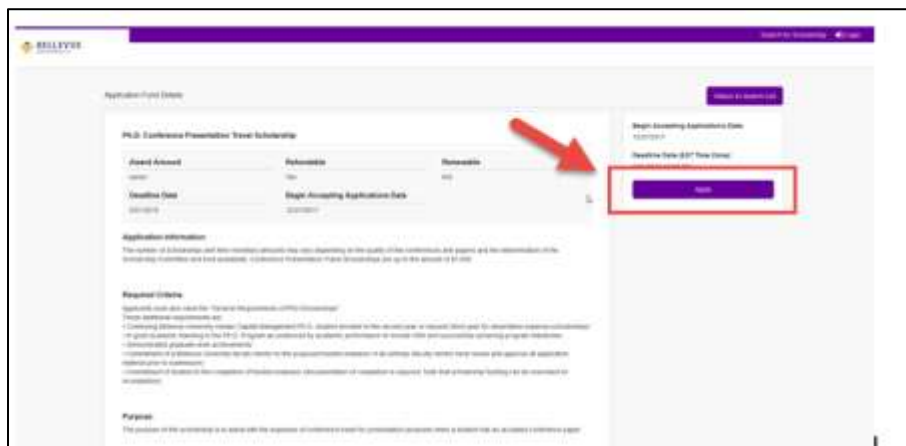
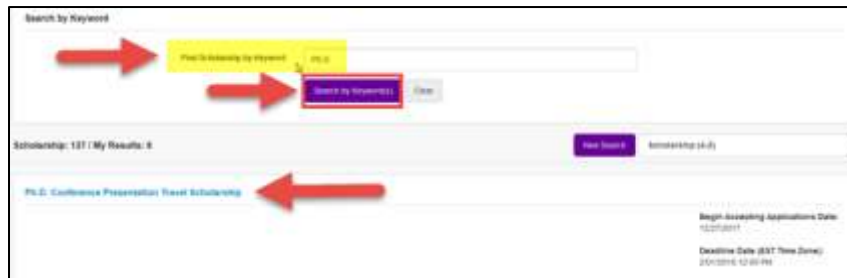
**NOTE:** The additional **PROGRESS BAR** for the Request section of the application indicates the percentage of your requested recommendations that have been received by Bellevue University.

**NOTE:** Letters submitted to the Scholarships and Grants Department will not be accepted in place of the online recommendation.

# Ph.D. Students Only



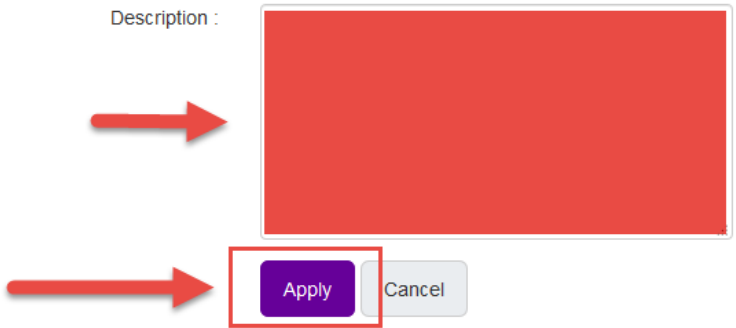
When a Ph.D. student logs into CommunityForce, he/she will not see any new automatically listed applications.



Step	Action
1.	Type the Ph.D. Scholarship name for which you want to search (according to your Faculty Mentor's instructions) in the <b>FIND SCHOLARSHIP BY KEYWORD</b> field.
2.	Click on the <b>SEARCH BY KEYWORD(S)</b> button.
3.	Once the desired Scholarship appears, click on the scholarship link to open the fund details.
4.	Click on the <b>APPLY</b> button to begin the application.

This application allows you to submit multiple requests for funding. In order for you to keep track of which project or request please create a name for your request under the description box below.

Description :



The screenshot shows a form with a label 'Description :' followed by a large red rectangular input field. Below the input field are two buttons: a purple 'Apply' button and a grey 'Cancel' button. A red arrow points from the 'Description :' label to the red input field. Another red arrow points from the left to the 'Apply' button, which is also enclosed in a red rectangular box. A mouse cursor is visible at the bottom right of the form area.

Step	Action
5.	Type a <b>DESCRIPTION</b> of the conference, seminar, research, etc. for which you are applying. <div style="border: 1px solid black; background-color: #e6f2ff; padding: 5px; margin-top: 5px;"> <b>NOTE:</b> The Description is required because multiple applications may be submitted for the same fund type but for various reasons.                     </div>
6.	Click on the <b>APPLY</b> button.

**Pre-Qualification Questions** ←

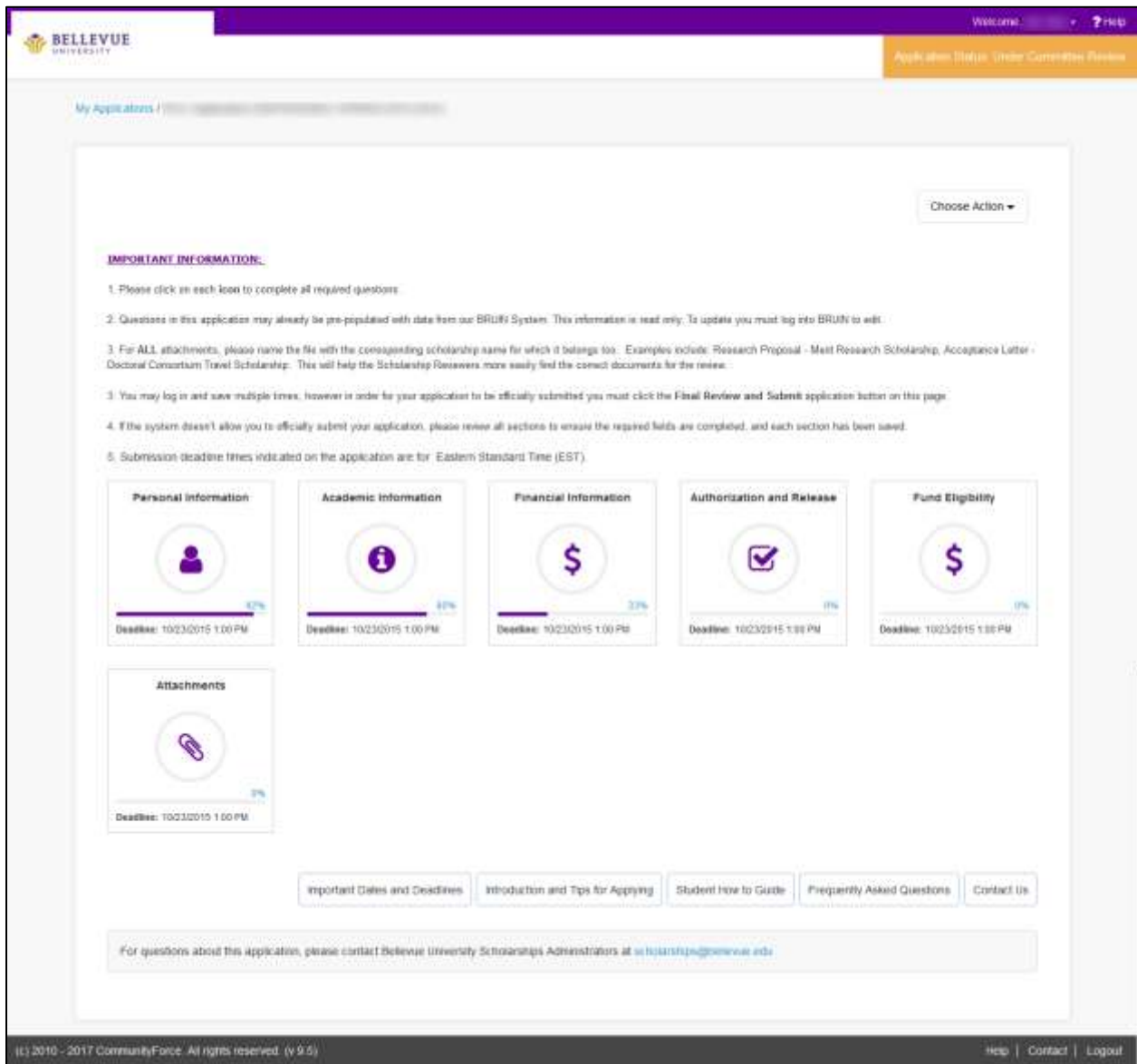
**Are you pursuing a Bachelor's (undergraduate) or Masters (graduate) degree?**  
 Yes  No

**Are you pursuing a Ph.D. (post-graduate) degree?**  
 Yes  No

**Are you a second or third-year Ph.D. candidate?**  
 Yes  No

**Are you working with a Faculty Mentor?**  
 Yes  No

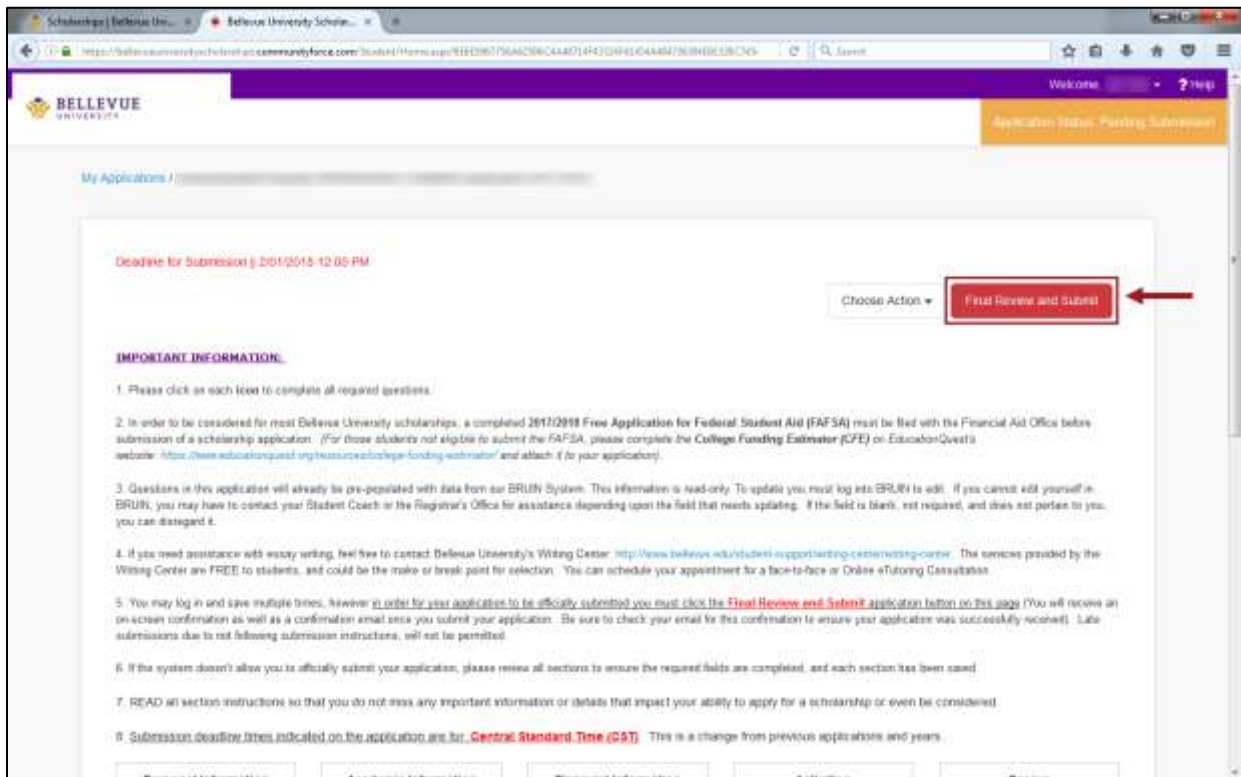
Step	Action
7.	Click on the appropriate <b>RADIO</b> buttons to answer the Pre-Qualification Questions.
8.	Click on the <b>SUBMIT</b> button.



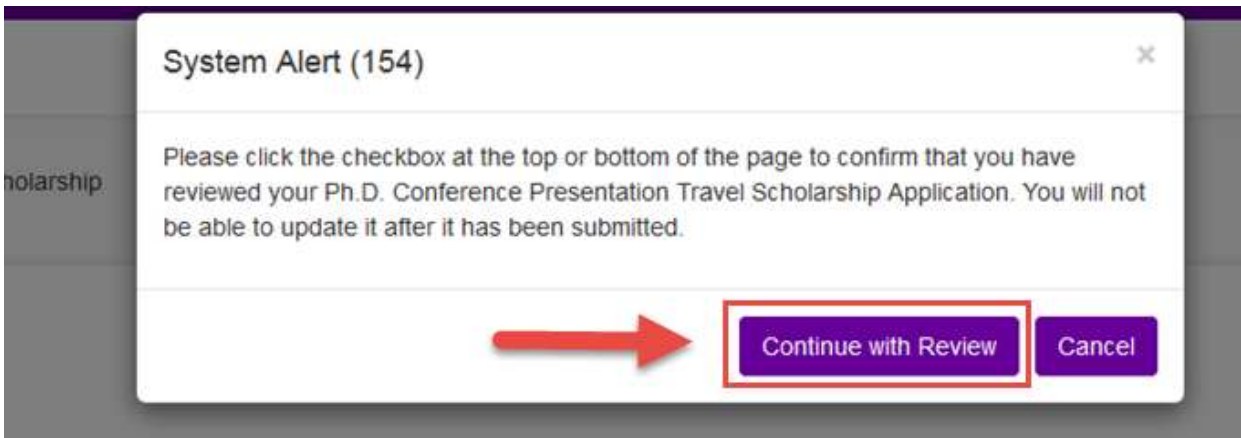
Step	Action
9.	<p>You will then see that portions of the application information have been auto populated via BRUIN.</p> <p>Refer to the <b>GENERAL APPLICATION INSTRUCTIONS</b> beginning on page 25 to complete each section of the application.</p>



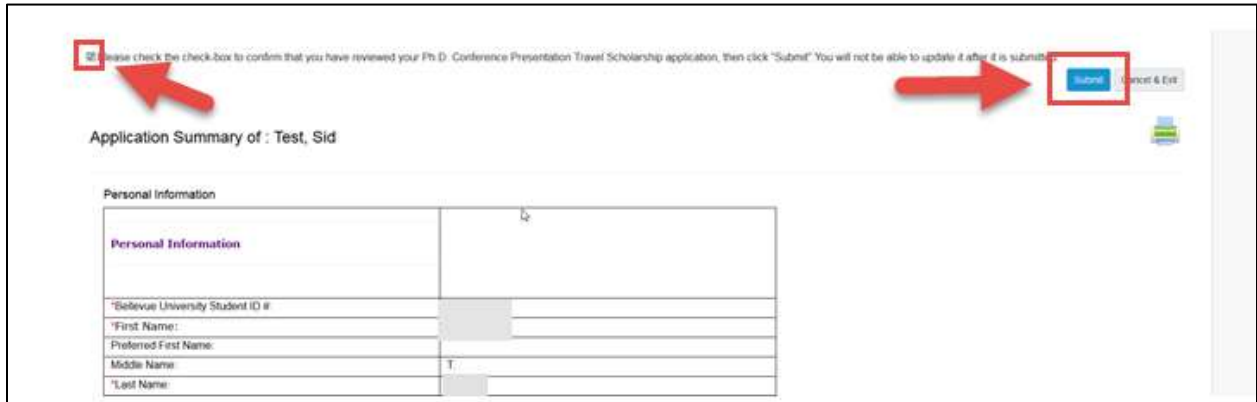
Step	Action
10.	If you need to log out before submitting the application, click on <b>SAVE AND EXIT</b> .
11.	<p>When you wish to continue working on the existing application, return to the Search screen and click on the <b>CONTINUE WITH APPLICATION</b> button.</p> <p><b>NOTE:</b> Once dates are enabled, you will have the option to <b>CONTINUE WITH APPLICATION</b> or <b>START A NEW APPLICATION</b> for the same fund type.</p>



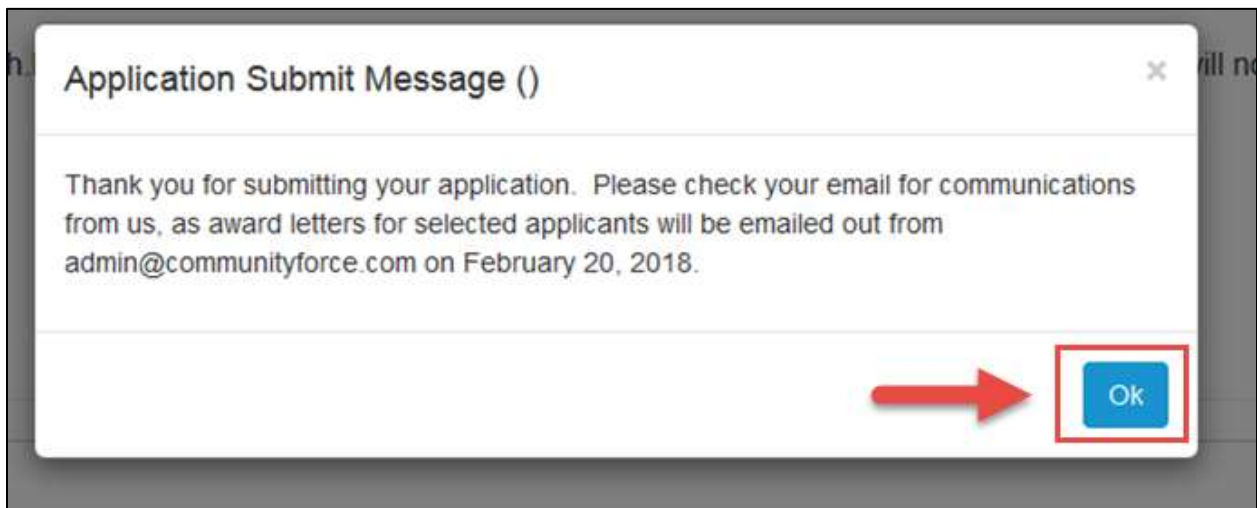
Step	Action
12.	After all sections have been completed to 100%, click on the <b>FINAL REVIEW AND SUBMIT</b> button.



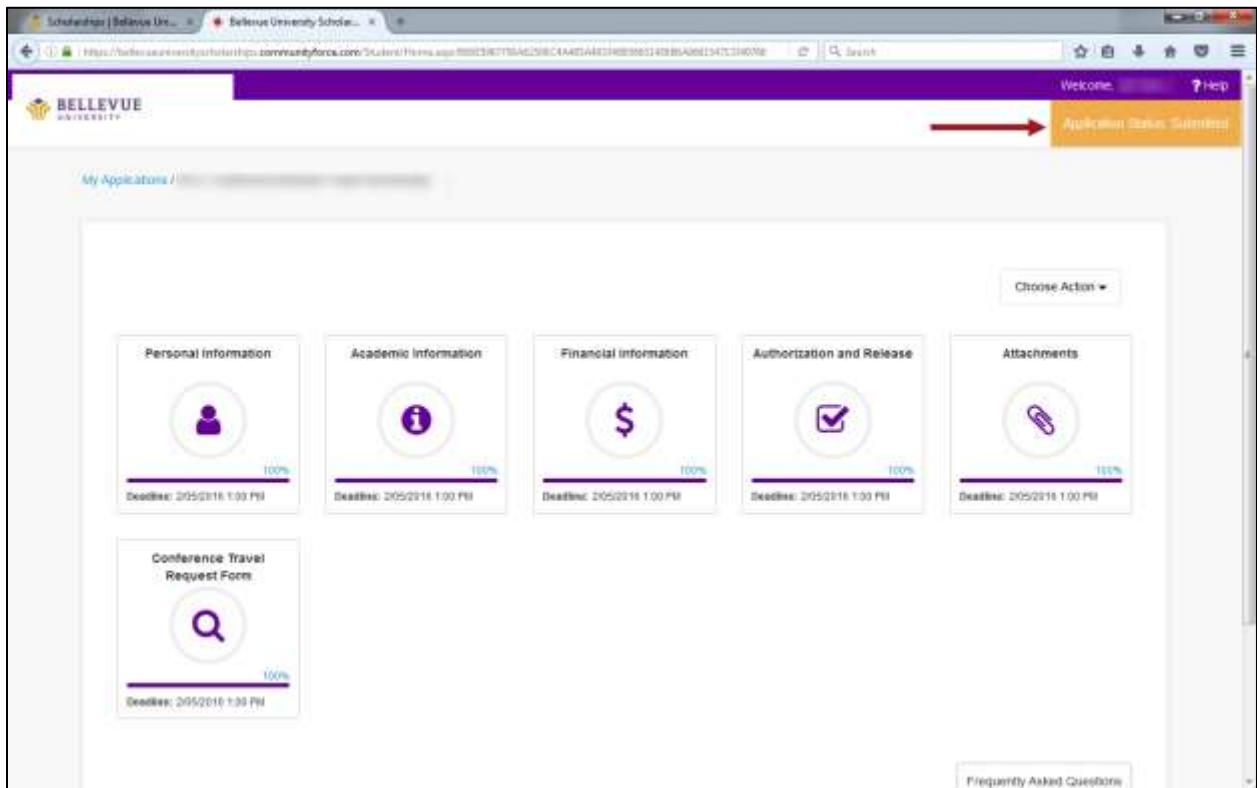
Step	Action
13.	When the System Alert box appears, click on the <b>CONTINUE WITH REVIEW</b> button.



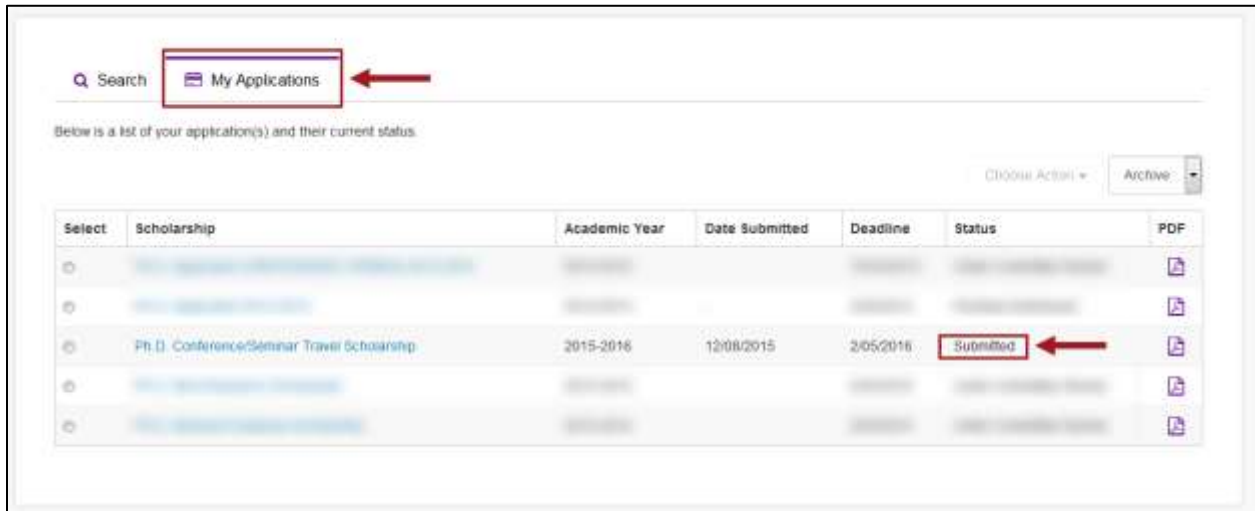
Step	Action
14.	A PDF version of the application will appear. When ready to submit, click the <b>CHECK BOX</b> .
15.	Click on the <b>SUBMIT</b> button.



Step	Action
16.	When the Application Submit Message box appears, click the <b>OK</b> button.



Step	Action
17.	Upon returning to the Application Dashboard, the Application Status will show as <b>SUBMITTED</b> .



Step	Action
18.	The Application Status will also show as <b>SUBMITTED</b> on the My Applications screen.
	<b>End of Procedure</b>

# Athletic Scholarship Information

Student athletes will have an additional section to complete in regards to their **ATHLETIC SCHOLARSHIPS**. Please see below.

Please complete this short section to provide needed data to match you to the correct **Athletic based Scholarship**.

You have the option to save your work and submit the application at a later time. Be sure to click the **"Save"** button at the bottom of the section to save your work. There is a time-out feature. If a page remains idle for 60 minutes, it will not automatically save your work and require you to log back in.

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**Athletic Scholarships**

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\*Which athletic team are you currently on the roster for, or are currently being recruited for by the Head Coach?

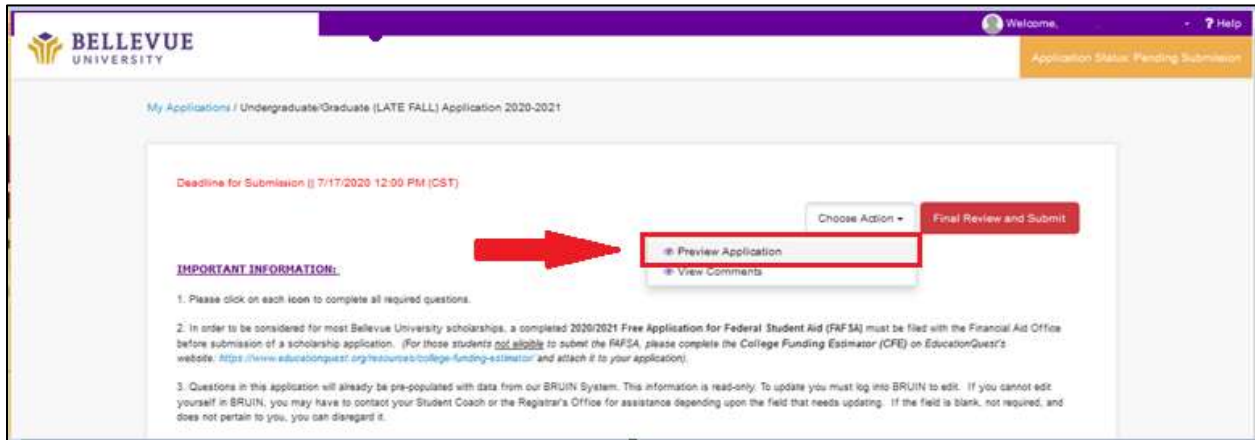
---

\*Are you interested in pursuing a career in athletic training?  Yes  No

# Application Submission


## Preview

After all sections of the application are completed, return to the **DASHBOARD**.



Step	Action
1.	Click on the <b>PREVIEW APPLICATION</b> button to preview your application.

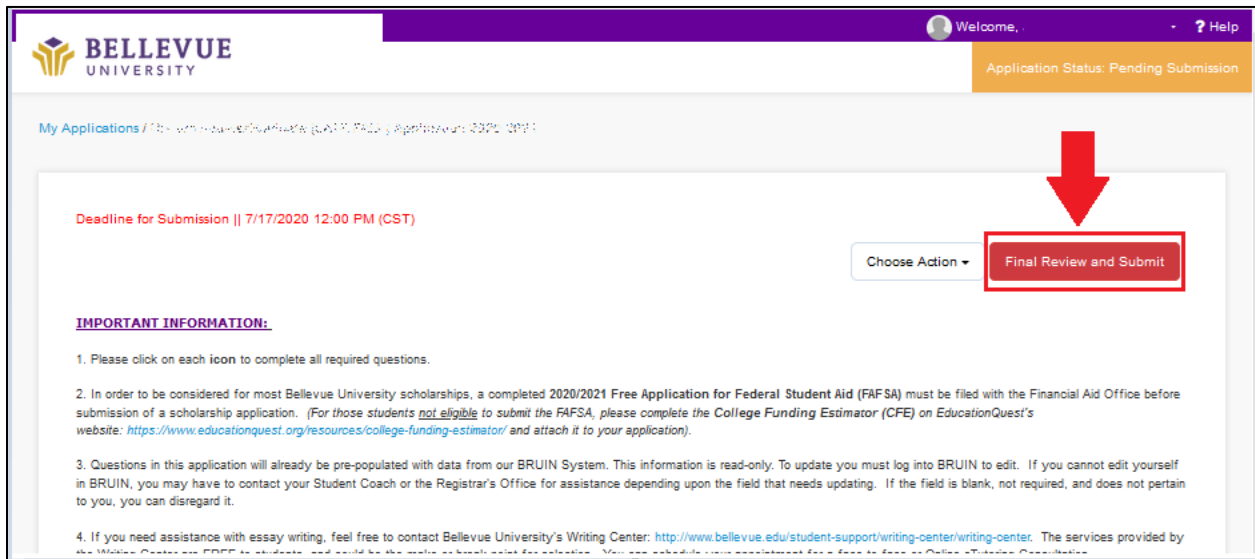
Application Summary of: [Name] [ID]



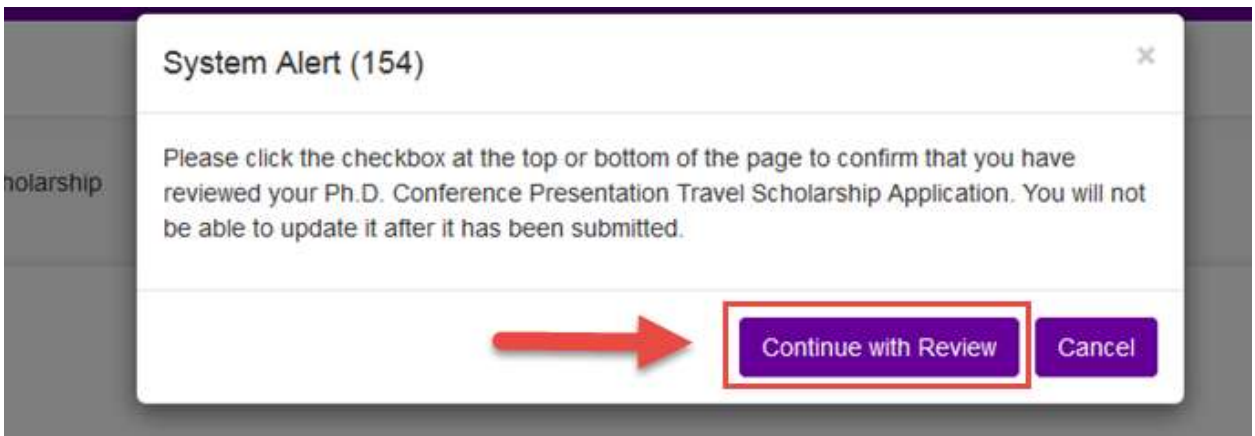
Personal Information	
<b>Personal Information</b>	
*Bellevue University Student ID #:	
*First Name:	
Middle Name:	
*Last Name:	
Country of Citizenship:	United States

Step	Action
2.	Click on the <b>PRINT</b> icon to print a copy of your application information, or you may preview your application on the screen.
3.	If you need to make changes to your information, you may return to the application <b>DASHBOARD</b> to edit the information.
	<b>End of Procedure</b>

## Final Review and Submit

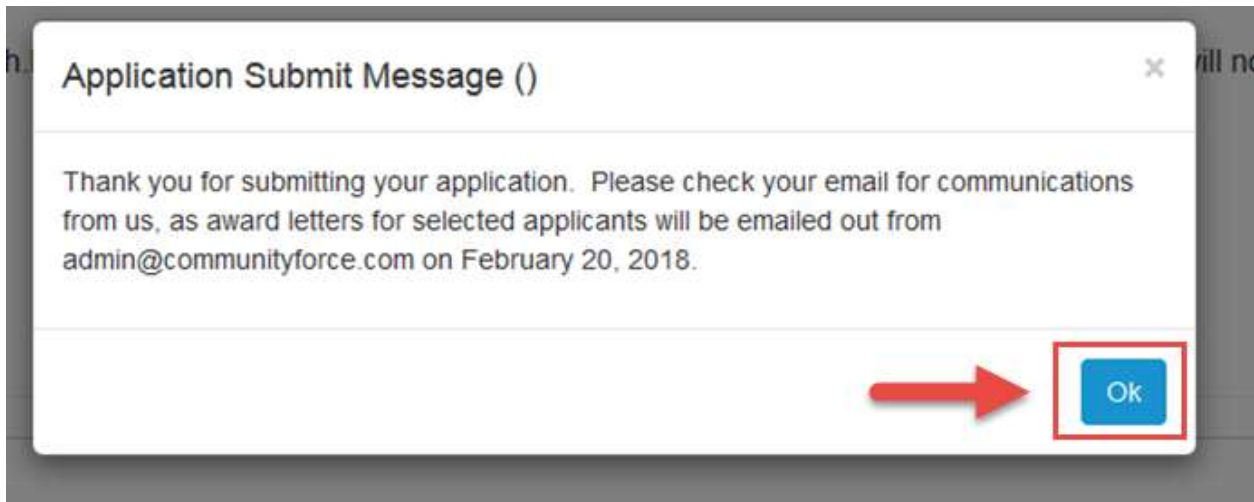


Step	Action
1.	From the <b>DASHBOARD</b> page, click on the <b>FINAL REVIEW AND SUBMIT</b> button.



Step	Action
2.	When the System Alert box appears, click on the <b>CONTINUE WITH REVIEW</b> button.

Step	Action
3.	After completing a Final Review of your application, click on the box to confirm the review.
4.	Click on the <b>SUBMIT</b> button. <div style="background-color: #e6f2ff; padding: 5px; border: 1px solid #000;"> <b>NOTE:</b> You may also click on the <b>CANCEL &amp; EXIT</b> button to return to the application to make changes before submitting.                     </div>



Step	Action
5.	After submitting your application, an Application Submit Message will appear. Click on the <b>OK</b> button. <div style="border: 1px solid black; background-color: #e6f2ff; padding: 5px; margin-top: 10px;"> <b>NOTE:</b> You will also receive an email confirmation from <a href="mailto:admin@communityforce.com">admin@communityforce.com</a> once the application has been submitted.                     </div>
	<b>End of Procedure</b>

# Award Acceptance

Students who are awarded scholarships for the designated award cycle will receive an email from [admin@communityforce.com](mailto:admin@communityforce.com) with information regarding the Scholarship Name, Award Amount, and deadlines for completing the **ACCEPTANCE** process.



Upon receipt of an Award Notification email, students will complete the following steps:

**NOTE:** Students must complete the first section of the **ACCEPTANCE** process titled **SCHOLARSHIPS AWARDED** within three (3) business days of notification. The second section of the **ACCEPTANCE** process must be completed within seven (7) business days of notification.

Failure to complete the steps of the **ACCEPTANCE** process within the designated time frames may result in the loss of scholarship funds.


## Scholarships Awarded

Choose Action ▾
Decline
Accept

**IMPORTANT INFORMATION:**

- Please click on each icon to complete all required questions.
- In order to be considered for most Bellevue University scholarships, a completed 2020/2021 Free Application for Federal Student Aid (FAFSA) must be filed with the Financial Aid Office before submission of a scholarship application. *(For those students not eligible to submit the FAFSA, please complete the College Funding Estimator (CFE) on EducationQuest's website: <https://www.educationquest.org/resources/college-funding-estimator/> and attach it to your application).*
- Questions in this application will already be pre-populated with data from our BRUIN System. This information is read-only. To update you must log into BRUIN to edit. If you cannot edit yourself in BRUIN, you may have to contact your Student Coach or the Registrar's Office for assistance depending upon the field that needs updating. If the field is blank, not required, and does not pertain to you, you can disregard it.
- If you need assistance with essay writing, feel free to contact Bellevue University's Writing Center: <http://www.bellevue.edu/student-support/writing-center/writing-center>. The services provided by the Writing Center are FREE to students, and could be the make or break point for selection. You can schedule your appointment for a face-to-face or Online eTutoring Consultation.
- You may log in and save multiple times, however in order for your application to be officially submitted you must click the Final Review and Submit application button on this page (You will receive an on-screen confirmation as well as a confirmation email once you submit your application. Be sure to check your email for this confirmation to ensure your application was successfully received). Late submissions due to not following submission instructions, will not be permitted.
- If the system doesn't allow you to officially submit your application, please review all sections to ensure the required fields are completed, and each section has been saved.
- READ all section instructions so that you do not miss any important information or details that impact your ability to apply for a scholarship or even be considered.
- Submission deadline times indicated on the application are for Central Standard Time (CST).
- Those receiving benefits or pursuing their degree through Guild Education, Campus@Work or through Bellevue University Tuition Remission (including the Tuition Exchange Program) are NOT eligible for Bellevue University scholarships. For questions regarding these groups, please email [scholarships@bellevue.edu](mailto:scholarships@bellevue.edu).


**Personal Information**



100%

Deadline: 7/17/2020 12:00 PM


**Academic Information**



100%

Deadline: 7/17/2020 12:00 PM


**Financial Information**



100%

Deadline: 7/17/2020 12:00 PM


**Activities**



100%

Deadline: 7/17/2020 12:00 PM


**Attachments**



100%

Deadline: 7/17/2020 12:00 PM


**Fund Eligibility**



100%

Deadline: 7/17/2020 12:00 PM


**Essays**



100%

Deadline: 7/17/2020 12:00 PM


**Authorization and Release**



100%


Deadline: 7/17/2020 12:00 PM

**Scholarships Awarded**



0%

Deadline: 7/17/2020 12:00 PM



Step	Action
1.	From the Dashboard, click on the <b>SCHOLARSHIPS AWARDED</b> icon.

**Scholarships Awarded**

This section of the application is to inform you of the scholarships that you have been selected for and to indicate if you wish to accept or reject it/them. Internal scholarship acceptance is **not** performed in BRUIN, but instead here in CommunityForce. Once you have indicated whether you would like to accept or reject the award(s) offered, an additional section titled: **Acceptance** will open for you to continue the process to accept or reject the specific scholarship(s), and to provide all documentation needed for that acceptance, if any.

Failure to complete the scholarship acceptance process in full and by the specified dates may result in a processing delay or even the possibility of an award cancellation. If you have questions or concerns about meeting these requirements, contact [scholarships@bellevue.edu](mailto:scholarships@bellevue.edu) to discuss. **All deadline dates and times are in the Central Time Zone (CST).**

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**Scholarships Awarded**

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Scholarship(s) Awarded to You: Rufus T. Amis Endowed Scholarship Awarded On 06-02-2020, \$1

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\*I acknowledge that I wish to Accept or Reject the Scholarship(s) awarded to Me:  Yes

\*I understand that in order to receive the scholarship(s) listed above, I must meet all required criteria for the said scholarship(s) which can be found by searching on the Scholarship Search page within CommunityForce:  Yes

<https://bellevueuniversityscholarships.communityforce.com/Funds/FundSearch.aspx>

Save Save & Return to Dashboard Return to Dashboard



Step	Action
2.	The <b>SCHOLARSHIP(S) AWARDED</b> will be displayed. <b>NOTE:</b> If multiple scholarships are awarded for different cycles within the same application, the date of the award will appear to differentiate between the previous and new awards.
3.	Click on the <b>CHECKBOX</b> next to Yes to indicate your acknowledgment to Accept or Reject the Awarded Scholarships.
4.	Click on the <b>CHECKBOX</b> next to Yes to indicate your acknowledgement and understanding of the eligibility criteria in order to receive the award.
5.	Click on the <b>SAVE &amp; RETURN TO DASHBOARD BUTTON</b> .

## Acceptance Section


The **ACCEPTANCE SECTION** will not appear until after the **SCHOLARSHIPS AWARDED** section has been completed.

Choose Action ▾
Decline
Accept

**IMPORTANT INFORMATION:**

- Please click on each icon to complete all required questions.
- In order to be considered for most Bellevue University scholarships, a completed 2020/2021 Free Application for Federal Student Aid (FAFSA) must be filed with the Financial Aid Office before submission of a scholarship application. (For those students not eligible to submit the FAFSA, please complete the College Funding Estimator (CFE) on EducationQuest's website: <https://www.educationquest.org/resources/college-funding-estimator/> and attach it to your application).
- Questions in this application will already be pre-populated with data from our BRUIN System. This information is read-only. To update you must log into BRUIN to edit. If you cannot edit yourself in BRUIN, you may have to contact your Student Coach or the Registrar's Office for assistance depending upon the field that needs updating. If the field is blank, not required, and does not pertain to you, you can disregard it.
- If you need assistance with essay writing, feel free to contact Bellevue University's Writing Center: <http://www.bellevue.edu/student-support/writing-center/writing-center>. The services provided by the Writing Center are FREE to students, and could be the make or break point for selection. You can schedule your appointment for a face-to-face or Online eTutoring Consultation.
- You may log in and save multiple times, however in order for your application to be officially submitted you must click the Final Review and Submit application button on this page (You will receive an on-screen confirmation as well as a confirmation email once you submit your application. Be sure to check your email for this confirmation to ensure your application was successfully received). Late submissions due to not following submission instructions, will not be permitted.
- If the system doesn't allow you to officially submit your application, please review all sections to ensure the required fields are completed, and each section has been saved.
- READ all section instructions so that you do not miss any important information or details that impact your ability to apply for a scholarship or even be considered.
- Submission deadline times indicated on the application are for Central Standard Time (CST).
- Those receiving benefits or pursuing their degree through Guild Education, Campus@Work or through Bellevue University Tuition Remission (including the Tuition Exchange Program) are NOT eligible for Bellevue University scholarships. For questions regarding these groups, please email [scholarships@bellevue.edu](mailto:scholarships@bellevue.edu).


Personal Information



100%

Deadline: 7/17/2020 12:00 PM


Academic Information



100%

Deadline: 7/17/2020 12:00 PM


Financial Information



100%

Deadline: 7/17/2020 12:00 PM


Activities



100%

Deadline: 7/17/2020 12:00 PM


Attachments



100%

Deadline: 7/17/2020 12:00 PM


Fund Eligibility



100%

Deadline: 7/17/2020 12:00 PM


Essays



100%

Deadline: 7/17/2020 12:00 PM


Authorization and Release



100%

Deadline: 7/17/2020 12:00 PM


Scholarships



100%

Deadline: 7/17/2020 12:00 PM

Acceptance Section



33%

Deadline: 7/17/2020 12:00 PM

Step	Action
6.	From the Dashboard, click on the <b>ACCEPTANCE SECTION</b> icon.

The screenshot shows a form titled "Acceptance Section" with the following elements:

- Question 1: "I acknowledge that if I am sanctioned for academic dishonesty (i.e. cheating, plagiarism, etc.) or other codes of conduct violations by the Dean of Students Office at Bellevue University, my scholarship(s) may be revoked at 100% and if already disbursed, I may be responsible for paying it back to the university in full." The "Yes" radio button is circled in red.
- Question 2: "Do you wish to accept the Rufus T. Reis Endowed Scholarship Award?" The "Yes" radio button is circled in red.
- Text area: "Please use this box to write a thank you addressed to the donor of the scholarship you have been awarded. Donor thank you letters should be a minimum of 2-3 paragraphs that express gratitude and outline how the scholarship will assist you in your education. (Donor names should be referred to as the scholarship name)." A rich text editor interface is visible above the text area.
- Question 3: "I verify that ALL information contained in this application is complete and correct to the best of my knowledge. I understand that leaving out or falsifying information that could change my eligibility for scholarships may result in a cancellation and recovery of my award(s) and/or require repayment of a scholarship award already received." The "Yes" radio button is circled in red.
- Footer text: "Applicants that are awarded and accept donor scholarships will receive a request via the Bellevue University Advancement Office to submit a thank you video (optional for the scholarship(s) received via a site called "ThankView." Please be on the lookout for this email video request. (Submission of a video is not required in order to receive your scholarship)." The text is in red.
- Buttons: "Save", "Save & Return to Dashboard", and "Return to Dashboard".

Step	Action
7.	Click on the <b>RADIO BUTTON</b> next to Yes or No to indicate your intent to accept or decline the awarded scholarship(s).
8.	<p>In the example above, the recipient will need to type a <b>THANK YOU</b> note addressed to the Donor of the awarded scholarship.</p> <div style="background-color: #e6f2ff; padding: 10px; border: 1px solid black;"> <p><b>NOTE:</b> Acceptance Requirements will vary according to the specific scholarship. Requirements may include any or a combination of the following:</p> <ul style="list-style-type: none"> <li>• Accept by clicking on the <b>YES RADIO BUTTON</b></li> <li>• Download an <b>ACKNOWLEDGMENT FORM</b></li> <li>• Upload a <b>PHOTO</b></li> <li>• Write a <b>THANK YOU</b> to the Scholarship Donor (250 word count minimum)</li> </ul> </div>

Step	Action
9.	Utilize the <b>SCROLL BAR</b> tool on the right hand side of the text box to view additional directions regarding the specific scholarship and/or its Thank You expectations.
10.	Complete Steps 6-8 for each additional scholarship (if applicable).
11.	Click on the <b>RADIO BUTTON</b> next to Yes to certify that all information in your application is correct and to indicate your understanding that if any information is falsified, awarded scholarships may be cancelled or recovered even if after received and could result in repayment to the institution.
12.	Click on the <b>SAVE &amp; RETURN TO DASHBOARD</b> button.

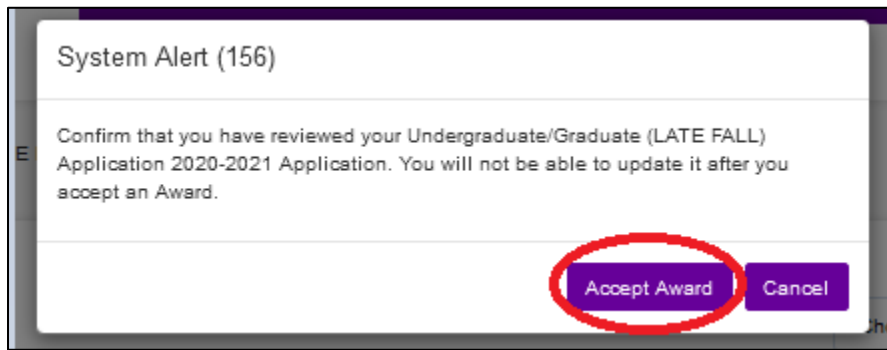
Choose Action ▾ Decline Accept

**IMPORTANT INFORMATION:**

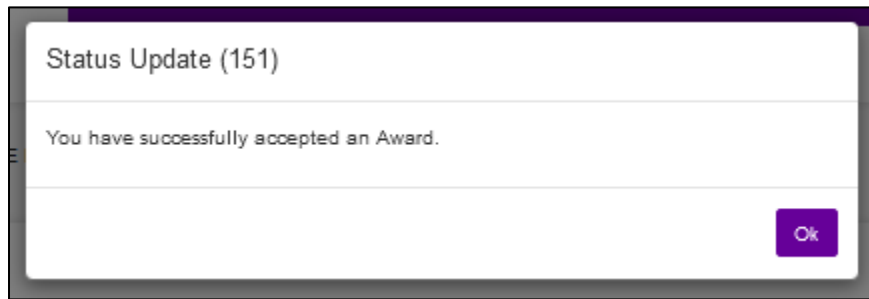
- Please click on each icon to complete all required questions.
- In order to be considered for most Bellevue University scholarships, a completed 2017/2018 Free Application for Federal Student Aid (FAFSA) must be filed with the Financial Aid Office before submission of a scholarship application. (For those students not eligible to submit the FAFSA, please complete the [College Funding Estimator \(CFE\)](http://www.educationquest.org/resources/college-funding-estimator/) on EducationQuest's website: <http://www.educationquest.org/resources/college-funding-estimator/> and attach it to your application).
- Questions in this application will already be pre-populated with data from our BRUIN System. This information is read-only. To update you must log into BRUIN to edit. If you cannot edit yourself in BRUIN, you may have to contact your Student Coach or the Registrar's Office for assistance depending upon the field that needs updating. If the field is blank, not required, and does not pertain to you, you can disregard it.
- If you need assistance with essay writing, feel free to contact Bellevue University's Writing Center: <http://www.bellevue.edu/student-support/writing-center/writing-center>. The services provided by the Writing Center are FREE to students, and could be the make or break point for selection. You can schedule your appointment for a face-to-face or Online eTutoring Consultation.
- You may log in and save multiple times, however in order for your application to be officially submitted you must click the [Final Review and Submit](#) application button on this page (You will receive an on-screen confirmation as well as a confirmation email once you submit your application. Be sure to check your email for this confirmation to ensure your application was successfully received). Late submissions due to not following submission instructions, will not be permitted.
- If the system doesn't allow you to officially submit your application, please review all sections to ensure the required fields are completed, and each section has been saved.
- READ all section instructions so that you do not miss any important information or details that impact your ability to apply for a scholarship or even be considered.
- Submission deadline times indicated on the application are for **Central Standard Time (CST)**. This is a change from previous applications and years.

Personal Information	Academic Information	Financial Information	Activities	Essays
100%	100%	100%	100%	100%
Deadline: 2/01/2018 12:00 PM	Deadline: 2/01/2018 12:00 PM	Deadline: 2/01/2018 12:00 PM	Deadline: 2/01/2018 12:00 PM	Deadline: 2/01/2018 12:00 PM

Step	Action
13.	Upon returning to the Dashboard, click on the <b>ACCEPT</b> button.



Step	Action
14.	Click on the <b>ACCEPT AWARD</b> button when the System Alert dialogue box appears.



Step	Action
15.	Click on the <b>OK</b> button.
	<b>End of Procedure</b>


## Post Award Acceptance for Ph.D. Students

Choose Action ▾

**IMPORTANT INFORMATION:**

1. Please click on each icon to complete all required questions.
2. Questions in this application may already be pre-populated with data from our BRUN System. This information is read only. To update you must log into BRUN to edit.
3. For **ALL** attachments, please name the file with the corresponding scholarship name for which it belongs too. Examples include: Research Proposal - Merit Research Scholarship, Acceptance Letter - Doctoral Consortium Travel Scholarship. This will help the Scholarship Reviewers more easily find the correct documents for the review.
3. You may log in and save multiple times, however in order for your application to be officially submitted you must click the **Final Review and Submit** application button on this page.
4. If the system doesn't allow you to officially submit your application, please review all sections to ensure the required fields are completed, and each section has been saved.
5. Submission deadline times indicated on the application are for **Central Standard Time (CST)**. This is a change from previous applications and years.


**Personal Information**



100%

Deadline: 2/01/2018 12:00 PM


**Academic Information**



100%

Deadline: 2/01/2018 12:00 PM


**Financial Information**



100%

Deadline: 2/01/2018 12:00 PM


**Attachments**



100%

Deadline: 2/01/2018 12:00 PM


**Conference Travel Request Form**



100%

Deadline: 2/01/2018 12:00 PM


**Authorization and Release**



100%

Deadline: 2/01/2018 12:00 PM


**Acceptance Section**



100%


Deadline: 12/27/2017 5:00 PM

**Post Award**



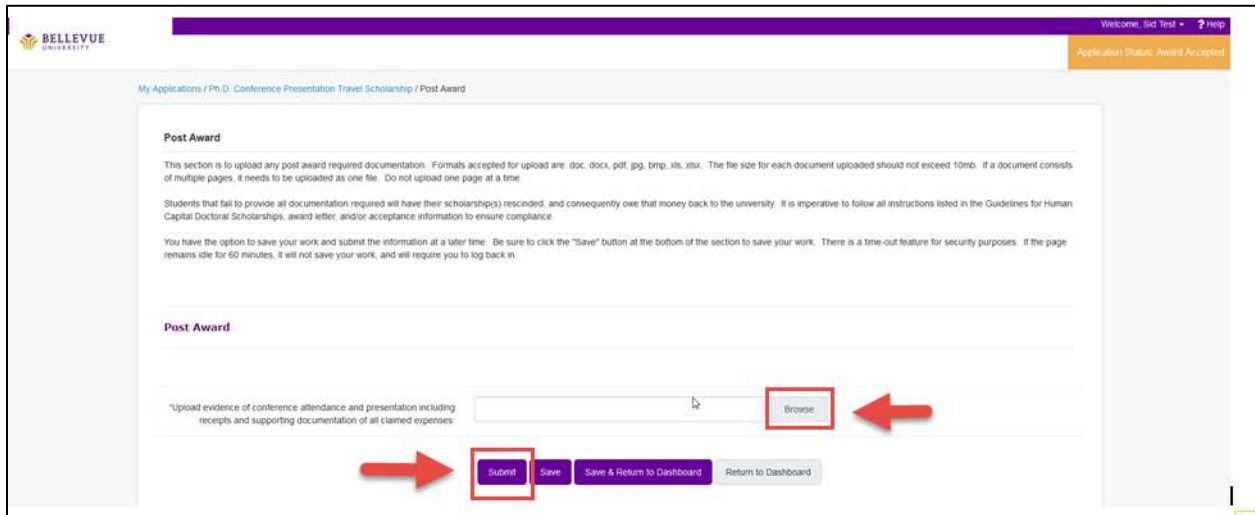
0%

Deadline: 2/01/2018 12:00 PM



Important Dates and Deadlines
Introduction and Tips for Applying
Student How to Guide
Frequently Asked Questions
Contact Us

Step	Action
1.	Upon completion of the research, conference attendance, etc. funded by the Ph.D. scholarship, log in to CommunityForce, click on the specific application in which the appropriate award resides, and click on the <b>POST AWARD</b> icon.




Step	Action
2.	<p>Click on the <b>BROWSE</b> button to upload any evidence of the completion of research, conference attendance, etc.</p> <p><b>NOTE:</b> Accepted document formats include the following: doc, docx, pdf, jpg, bmp, xls, and xlsx. The file size of each document cannot exceed 10 mb. If the document consists of multiple pages, it must be uploaded as one file.</p> <p>Students who do not submit the required evidence/documentation will have their scholarships rescinded and will be required to repay the funds to the University.</p>
3.	<p>When all documents have been uploaded, click on the <b>SUBMIT</b> button.</p>

[Choose Action ▾](#)

**IMPORTANT INFORMATION:**

- Please click on each icon to complete all required questions.
- Questions in this application may already be pre-populated with data from our BRUIN System. This information is read only. To update you must log into BRUIN to edit.
- For **ALL** attachments, please name the file with the corresponding scholarship name for which it belongs too. Examples include: Research Proposal - Merit Research Scholarship, Acceptance Letter - Doctoral Consortium Travel Scholarship. This will help the Scholarship Reviewers more easily find the correct documents for the review.
- You may log in and save multiple times, however in order for your application to be officially submitted you must click the **Final Review and Submit** application button on this page.
- If the system doesn't allow you to officially submit your application, please review all sections to ensure the required fields are completed, and each section has been saved.
- Submission deadline times indicated on the application are for **Central Standard Time (CST)**. This is a change from previous applications and years.


**Personal Information**



100%

Deadline: 2/01/2018 12:00 PM


**Academic Information**



100%

Deadline: 2/01/2018 12:00 PM


**Financial Information**



100%

Deadline: 2/01/2018 12:00 PM


**Attachments**



100%

Deadline: 2/01/2018 12:00 PM


**Conference Travel Request Form**



100%

Deadline: 2/01/2018 12:00 PM


**Authorization and Release**



100%

Deadline: 2/01/2018 12:00 PM


**Acceptance Section**



100%


Deadline: 12/27/2017 5:00 PM

**Post Award**



100%

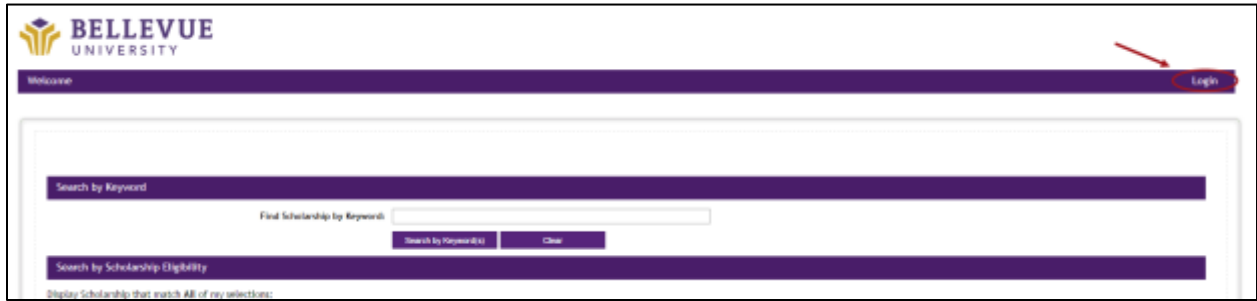
Deadline: 2/01/2018 12:00 PM



[Important Dates and Deadlines](#)
[Introduction and Tips for Applying](#)
[Student How to Guide](#)
[Frequently Asked Questions](#)
[Contact Us](#)

Step	Action
4.	Return to the Dashboard and verify that the <b>POST AWARD</b> icon displays as 100% complete.
	<b>End of Procedure</b>

# Appendix I



Step	Action
1.	Click on the <b>LOG IN</b> link.



Step	Action
2.	Click on the <b>CLICK HERE IF YOU DON'T HAVE A STUDENT ID</b> button.

**BELLEVUE UNIVERSITY**

## Take the next step towards your goals!

### Admissions Application

Please start here to apply for an undergraduate, graduate, or PhD degree program.

- If you are **new** to this site, please create an Account to complete your Admissions Application and access it in the future.
- If you are **returning** to your Application, please **Log In**

Please have the following items available:

- Social Security Number
- Previous Education Information
- Details of Military Service and/or dependencies
- Current Employer Information (optional)
- Credit Card Information (for application fee, if required)

Thank you!

#### Create your Account

You will need to create an account with us in order to complete the admissions application. Click the button below to create your account and start your application.

**Create New Account**

#### Log In to your Account

**Email (Username):**

**Password:**

**Login**

[Forgot Your Password?](#)

Step	Action
3.	Click on the <b>CREATE NEW ACCOUNT</b> button in order to complete the admissions application.
4.	Upon completion of the application, a Bellevue University Student ID will be assigned, enabling you to log in to <b>COMMUNITYFORCE</b> (return to page 13).
	<b>End of Procedure</b>