

TIPS

- 1) Use an email address NOT associated with your high school or college. You will need access to that email address for your application in the future when you no longer attend that school. High schools and colleges will deactivate students' email addresses once they graduate.
- 2) If you previously entered "Home school," "GED," or "My High School is not listed" in the High School Information section of the Profile, you need to go back to the Profile. New information may be required. Double check if your information is accurate and complete.
- 3) A **RED asterisk *** means an answer is **required**.
- 4) Double check all information is correct, such as:
 - a) Use the **legal name** that appears on your Driver's License, Social Security Card, Birth Certificate, Alien Registration Number, and/or especially on the FAFSA/ORSAA
 - b) Dates
 - c) Address
 - d) Phone number
 - e) Email address
- 5) We strongly suggest using our Scholarships Catalog before beginning your scholarship application to identify which scholarships you want to add <https://oregonstudentaid.gov/scholarships/osac-scholarship-application/>.
- 6) We recommend you save a copy of your personal statements and essays as well as starting, editing, and completing the statements in a Word doc, Notepad, Google Doc, etc. Copy and paste the statements or essays into the application when you are ready to submit.
- 7) Make sure you have hit the "Submit" button, saving does not mean you have submitted your application.
- 8) If possible, upload your transcript; OSAC accepts both unofficial transcripts and official transcripts.
- 9) Don't forget to file your FAFSA or ORSAA.

LOG IN

If you are having trouble creating an account or logging in, please email SA.Feedback@hecc.oregon.gov for more assistance.

DASHBOARD

Dashboard is your landing page and quick access to grant and scholarship applications you have started, submitted, or may be eligible for. You will also find notifications about your applications on the Dashboard.

Proceed to the Profile section to complete the Profile before starting an application.

PROFILE



Fields with a red star * are required to be answered to access the OSAC Grants and Scholarship Applications.



If you do not see the blue “Continue to Applications” button (at the bottom of the screen) after you have completed the profile, go back through the profile and double check that you have answered All of the questions.

Basic Information:

Begin by clicking the “Edit” button.

- 1) Name: Use the legal name that appears on your Driver’s License, Social Security Card, Birth Certificate, Alien Registration Number, and especially the FAFSA/ORSAA
 - a) * Legal First Name
 - b) Legal Middle Name/initial
 - c) * Legal Last Name (and Confirm Legal Last Name)
 - d) Other Legal Names Used on Submitted Documents (optional): use this to let us know if you have had a name change
 - i. Click “+Add Additional Name” to add more names
- 2) * Birthdate and Confirmation
- 3) * Gender Identity
- 4) Pronouns (optional)
- 5) * Identity Certification

End by clicking the “Save” button.

Contact Information:

Begin by clicking the “Edit” button.

- 1) * Email (this is also your username for logging in)
 - a) Change email address: this link will direct you to another page to change your email
- 2) * Phone Number (one phone number required)
 - a) Mobile Phone Number
 - i) Text about updates (optional): this will give OSAC the permission to text you in the future (highly recommended)
 - b) Home Phone Number
- 3) * Permanent Address
 - a) * Street Address
 - b) * State
 - c) * County
 - d) * City
 - i) If your city is not in the drop-down menu, choose “unlisted” to manually enter city
 - e) * Zip Code
 - f) Different Mailing Address: Optional if you would like to receive mail from OSAC at a different address than your permanent address
- 4) Additional Contacts
 - a) * Relationship To Applicant
 - i. Other will prompt: Specify Relationship
 - b) * First Name
 - c) * Last Name
 - d) * Email
 - e) * Street Address
 - f) * State
 - g) * County
 - h) * City
 - i) * Zip Code
 - j) * Phone Number
 - k) Text about updates (optional): this will allow OSAC to text you
 - l) I approve this contact to also receive my application related emails and/or speak with OSAC staff about my account (optional): this will authorize OSAC to share your OSAC information with your additional contact.

End by clicking the “Save” button.

About Me:

Begin by clicking the “Edit” button.

- 1) * Social Security Number
- 2) * Are you hispanic or latino/a/x?
- 3) * Racial Group or Ethnicity?
- 4) * Enrolled Tribe Status
- 5) Select all that apply (Optional): These questions determine eligibility for the Child Care Grant, Oregon National Guard State Tuition Assistance Grant, and the Chafee Education and Training Grant
 - a) Do you have dependent children?
 - b) Are you currently serving in the Oregon National Guard?
 - c) Will you be enrolled in the final two years of an Oregon preliminary teacher licensure program?
 - d) Are you currently or formerly in foster care or participating in an independent living program?
- 6) * Have you filed the FAFSA/ORSAA for 2023-2024?
- 7) * FAFSA/ORSAA Filing Date for 2023-2024 Academic Year
- 8) Applicant Type (Optional): only check this if you are doing a test application you do NOT want to be considered for grants or scholarships
- 9) * As of Fall Term 2023, have you been an Oregon resident for 12 months preceding college enrollment?

End by clicking the “Save” button.

High School Information:

Begin by clicking the “Edit” button.

- 1) * High School, Home School or GED®
 - a) * Did you (or will you) obtain your high school diploma or GED® test transcript while in a correctional facility in Oregon? *(Note: You can still be eligible for Oregon Promise if you answer YES, per HB 2910 (2019).)*
 - i) Yes: will prompt additional questions
 - ii) No: no additional questions will be asked under this question
- 2) * School or Equivalent
 - i) TIP: If you began the Profile section for the scholarship application before November 1st, go back to your “Profile” if you entered a *Home school, GED or My High School is not listed*. New information may be required.
 - b) * Type of High School or Equivalent
 - c) * High School
 - d) * Date of High School Completion
 - e) My High School is not listed (click this only if you CANNOT find your high school in the drop down menus in the previous questions)
- 5) High School 5th Year (optional)
- 6) * High School GPA (unweighted, cumulative 7-semester)
- 7) SAT Highest Overall Score (optional)
- 8) ACT Highest Overall Score (optional)

- 9) Did you work with the ASPIRE program in high school?
 - a) ASPIRE Mentor's Name
 - b) ASPIRE Site Name

End by clicking the "Save" button.

Account Info, Password, Privacy:


Begin by clicking the "Edit" button.

- 1) Password
- 2) How did you hear about OSAC Grants and Scholarships?
- 3) * Certification
- 4) Publicity Release (optional)

End by clicking the "Save" button.

AFTER COMPLETING THE PROFILE SECTION:



Completed profiles should have  button when every required question has been answered. If a section is complete, it will have a green checkmark. If a section or question was skipped, it will have a gray checkmark. You can only "Continue to Applications" when the button is blue and not gray.



When you click "Continue to Applications" button, you will be taken to the Applications page where you can start grant and scholarship applications.

To start an OSAC Scholarship application, **scroll to the bottom** of the "Applications" tab landing page and hit the "Start" button under Scholarships.

Please keep note of the tab you have entered as this pertains to the "Applications" tab.

THANK YOU FOR CREATING AN OSAC STUDENT ACCOUNT!

CONTINUE FOR HELP NAVIGATING THE SCHOLARSHIP APPLICATION.