



Challenge Scholars Portal Instruction Manual

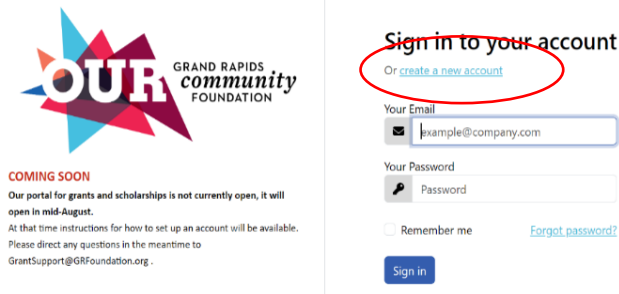
The Challenge Scholars online portal is for Challenge Scholars scholarship recipients. This portal is your central hub for managing your scholarship, fulfilling annual requirements, and exploring additional scholarship opportunities. This instruction manual is designed to guide you through completing the annual requirements of your scholarship.

Content

- Create an account as an individual
- Register as a Challenge Scholar
- Sign your Challenge Scholars Scholarship Agreement
- Access your draft applications, submitted forms, and other scholarship opportunities

Create an Account

- All users must create an account to get started
- Visit Grand Rapids Community Foundation's [Challenge Scholars Portal](#) and click on **Create a new account**



- Select **Register as an Individual**
 - Enter first name, last name, email address and create password
 - Do not register as an organization. Organization accounts do not have access to scholarship application



OUR GRAND RAPIDS community FOUNDATION

Register as:

Individual Organization

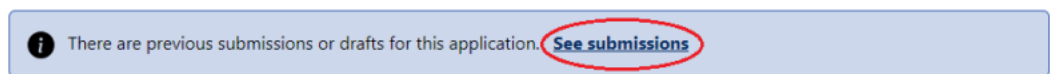
GOapply allows for two different types of accounts – individuals and organizations. If you are applying for a scholarship or award (something that is for you or your work as an individual), select Individual applicant. If you are applying on behalf of an organization, nonprofit, or other group, select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

[< Return to login](#)

- Fill out the form requiring information to create your account
- Click **Register**
- Click **Return to Login**. Enter your email address and password, then click **Sign In**

Register as a Challenge Scholar

- The portal will automatically display **“Register as a Challenge Scholar”** when you sign-in
- Click **View** to learn more about the opportunity and begin an application.
 - If you have already created a draft application for this opportunity, the portal will display the following message at the top of the page:



- Click **Apply**
 - Fill out the form requiring information to register as a challenge Scholar

OUR In Progress Submitted Opportunities

CHALLENGE SCHOLARS
Your dream. Our promise.

Challenge Scholars 2024-2025

Register as a Challenge Scholar

Print Share Apply

Summary

Welcome to the Challenge Scholars GOapply portal! This portal is your gateway to connecting with Challenge Scholars. It will guide you through essential steps, including registering as a Challenge Scholar, signing the scholarship agreement, and managing your fall and winter semester deposits.

Note: Complete all annual requirements listed below to maintain an "Active" status, allowing Challenge Scholars to authorize scholarship payments and send e-gift cards for educational expenses. See full details in the Award + Eligibility document on [ChallengeScholars.org/apply](#)

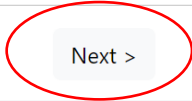
- Click **Save** on bottom left corner to save your progress if you need to complete it later.



- Click **Submit**
 - View **Submitted** tab to view your submission

Challenge Scholars Scholarship Agreement:

- Navigate to the **In Progress** tab on the left side of the webpage to complete the Challenge Scholars Scholarship Agreement form. If you do not see the form immediately, try refreshing the page as it might take a few seconds for the new phase to appear.
- Click on **View**
 - Fill out the form with the required information
- Click **Next** to move on to the next page



- Click on **Links** to read over the Award and Eligibility Criteria and Terms and Conditions of your scholarship before signing
- Click **Submit**
 - View **Submitted** tab to view your submission
 - Check your GOapply within the next week to verify your scholarship has been posted in grant amount. We will communicate with you when the next requirement is available to complete.
 - 2020-2021-2022: The grant amount will display your scholarship amount for the semester
 - 2023+ cohort: The grant amount will display the scholarship cap amount

Submitted

	Opportunity Name	Most Recent Submit Date (Dep.)	Phase Name	Request	Request Status	Grant Amount	Decision Date	
View	Challenge Scholars 2024-2025	8/8/2024 12:56 PM	Challenge Scholars Scholarship Agreement	202500049	Pending			Download
View	Challenge Scholars 2024-2025	8/2/2024 10:43 AM	Register as a Challenge Scholar	202500049	Pending			Download



ACCESS YOUR DRAFT APPLICATIONS, SUBMITTED APPLICATIONS, AND NEW OPPORTUNITIES

- Click on **In Progress** at the top of the page



- Click **View** to access an item and complete it
 - This is where you will see all the annual requirement you will need to complete for Challenge Scholars- Register as a Challenge Scholars, Sign Scholarship Agreement, and semester check-ins
- Click the **Delete** to delete applications you do not intend to submit.

VIEW YOUR SUBMITTED CHALLENGE SCHOLAR'S FORMS AND APPLICATIONS

- Click on **Submitted** at the top of the page



- This includes each annual requirement you will complete for Challenge Scholars- Register as a Challenge Scholars, Scholarship Agreement, and semester check-ins

VIEW NEW SCHOLARSHIP OPPORTUNITIES

- Click on **Opportunities**



- This is where includes new scholarship opportunities through the Grand Rapids Community Foundation that open December 1st- close March 1st

Need help? Email us at ChallengeScholars@GRFoundation.org