

Otha Grimes/Francis Tuttle Memorial Scholarship Financial Aid Administrator Procedures and Instructions

1. Each district has their own scholarship application site on ctYOU.org, which users can locate by clicking **CAREERTECH FOUNDATION > Otha Grimes/Francis Tuttle Memorial Scholarship > Name of the Technology Center**. Once enrolled, you can also click the **My Courses** tab in the top navigation bar and select the site from the menu. Financial Aid Administrators (FAA) have editing rights to their technology center's scholarship application site.
2. Direct students to the instructions located on the Foundation website at <https://oklahoma.gov/careertech/about/foundation/scholarships.html>. Financial Aid Administrators also must give students their technology center's unique six-digit Enrollment Code. Students will use this code to self-enroll in the online application site.

Six-Digit Enrollment Codes (these are not case sensitive):

- Autry - **rr6ppm**
- Caddo Kiowa - **ez9mua**
- Canadian Valley - **fnpwy6**
- Central Tech - **a4zbzz**
- Chisholm Trail - **z4kmt2**
- Eastern OK County - **7p8fgd**
- Francis Tuttle - **82tgn4**
- Gordon Cooper - **43nbka**
- Great Plains - **7ztvz7**
- Green Country - **z2bmdx**
- High Plains - **cek7kt**
- Indian Capital - **wg9utv**
- Kiamichi - **cd9v3w**
- Meridian - **r9eamu**
- Metro Tech - **y2k4sy**
- Mid-America - **favyk5**
- Mid-Del - **xpbbru4**
- Moore Norman - **xwem5s**
- Northeast - **883p7d**
- Northwest - **wh4mpn**
- Pioneer - **wdng22**
- Pontotoc - **fhyh6u**
- Red River - **bm3ub9**
- Southern Oklahoma - **d8nam4**
- Southwest - **6uxun3**
- Tri County - **29h8sw**
- TulsaTech - **7vmpsv**
- Wes Watkins - **pr4m3w**
- Western - **gr9mwa**

3. **Students must create their own ctYOU.org user ID (if they do not already have one).**
 - a. Access ctYOU.org and click the **Log In** link (below the photo banner to the left or in the upper right corner of the screen).
 - b. Under the **Is This Your First Time Here** heading, click the **Create New Account** button.
 - c. On the User Agreement page, read the End User License Agreement, scroll to the bottom, and click the **Next** button.
 - d. On the Consent screen, click the **checkbox** to agree to the User Agreement, and click the **Next** button.
 - e. On the New Account form, create a user ID using all lowercase letters (firstname.lastname is recommended, such as mary.smith). Choose a password consisting of at least 8 characters, including at least 1 number, at least 1 lowercase letter, at least 1 uppercase letter, and at least 1 non-alphanumeric character (such as !, #, \$, or -).
 - f. Complete the other fields on the form, check the **I Am Not a Robot** box near the **bottom**, follow the reCAPTCHA image prompts, and click the **Create My New Account** button at the bottom.
 - g. Click the **Continue** button on the next screen that appears, which will take you to the ctYOU.org home page.
 - h. Students then **access the email account** listed when they filled out the New Account form, locate the auto-generated email from ctYOU.org, open the email message, and click the **confirmation link** in the message. If they do not see the email, they should check their Spam, Deleted, Junk, and/or Clutter boxes. If the confirmation email was blocked by the student's email provider or school, email the ctYOU.org administrator at **ctyou@careertech.ok.gov** and the staff will manually confirm the user ID.

4. **Students must log in to ctYOU.org and enroll in their technology center's scholarship application site.**
 - a. **Log in to ctYOU.org** using the ID and password previously created. Students who have applied for an Otha Grimes scholarship in the last year may be able to access their school's current application through the My Courses link, located in the top navigation bar toward the left, once they have logged in. If so, they can click to go to the site and skip to #5 below.)
 - b. On the ctYOU.org home page, scroll down and locate the **Enrollment Code** box below the rotating image banner.
 - c. In the Enrollment Code box, **enter the six-digit code provided by the Financial Aid Administrator**, and then click the blue **Enroll** button. **The Enrollment Code box will not be visible if the student is not logged in.**

- d. Clicking the Enroll button will automatically take the student to their technology center's scholarship application site.

NOTE: To find this site in the future, users log in to ctYOU.org, and then click the **My Courses dropdown arrow** located in the top navigation bar toward the left. A link to the technology center's scholarship site will appear in the My Courses dropdown menu.

5. Once in the scholarship site, **students** will see some instructions, followed by a Worksheet section, and the Online Scholarship Application section. After reading the instructions, students should download the **printable, form-fillable worksheet** and fill it out by hand, or they can save it to their computer device and fill it out in Microsoft Word and save it.

Students should contact the school's Financial Aid Administrator if they have questions.

NOTE: In a few instances, the Financial Aid Administrator may prefer to check a student's worksheet for errors before the student continues. This decision is up to each FAA.

6. After filling out the worksheet, **students** should access, complete, and submit the online application, using the information compiled in the worksheet.

IMPORTANT: Remind students that the online form may time out if they leave their browser window idle. If interrupted while filling out the online application, students can click the **Save** button at the bottom of the screen to avoid losing their work. They can log in later and continue filling out the online application.

7. After completing the online application, **students** click the **Submit Questionnaire** button at the bottom of the form. **The Financial Aid Administrator will not receive the application until the student clicks the Submit Questionnaire button.**

8. Students should see an onscreen confirmation message. A student submission will also trigger an email to the FAA. **Any FAA who does not wish to receive the confirmation emails or needs to change the recipient's email address should do the following:**

- a. From the school's scholarship site landing page, scroll down to the **Online Scholarship Application section**.
- b. Click the link to the online scholarship application questionnaire.
- c. On the screen that appears, click the blue **Gear icon** to the right.
- d. From the **Gear dropdown menu**, choose **Advanced Settings**.
- e. Scroll down the screen that appears and locate the **Email** field.
- f. Highlight and delete the email address in the field (or type in a new email address).
- g. Click the blue **Save and Return to Course** button.

9. **Users** should log out of ctYOU.org when finished.

NOTE: If a student realizes they made a mistake on a submitted online application (for example, clicked Submit when intending to click Save, or realize they accidentally omitted information when filling out the online form), they should contact their Financial Aid Administrator. FAAs can follow steps 10a through 10g to delete a submission.

10. The **Financial Aid Administrator** can remove a student's erroneous application submission by doing the following:
 - a. Log in to ctYOU.org using your usual user ID and access the scholarship site.
 - b. Once in the scholarship site, click the link to the online scholarship application.
 - c. Click the **View All Responses** tab. This will show all responses to all questions on the application.
 - d. Click the **List of Responses** tab. This will show a list of names of students who have submitted the online application.
 - e. Click the link for the name of the student.
 - f. Click the **Delete This Response** tab.
 - g. On the Confirm page, click the **Delete** button. This should clear the student's previous application submission.

11. FAAs can log in and view a list of applicants and their responses at any time (see steps 10a through 10e).

12. After the submission deadline, FAAs can review the student applications online or download them. **To download the applications in an Excel spreadsheet:**
 - a. Log in to ctYOU.org and access the scholarship site.
 - b. Once in the scholarship site, click the link to the **Otha Grimes/Francis Tuttle Memorial Scholarship Application**.
 - c. On the screen that appears, click the **View All Responses** link.
 - d. To download the application responses, click the **Download** tab.
 - e. On the Options for CSV Download page, to download all app in one Excel spreadsheet, be sure the **Comma separated values (.csv)** is chosen from the dropdown menu, and then click the **Download** button. This will download an Excel file to your computer's hard drive.

13. To view individual applications online:
 - a. From the scholarship application site, click the link to the online scholarship application.
 - b. On the screen that appears, click the **View All Responses** tab.
 - c. Click the **List of Responses** tab.
 - d. Click the name of the student.

14. Use the spreadsheet to prioritize your technology center's top 10 applicants. Add an extra column in the spreadsheet to provide a space to type in a ranking. Rank the order of the applicants 1 through 10, based on financial need. Sometimes technology centers have fewer applicants, in which case rank only the applications received.
15. Locate the **Scholarship Applicant Rankings form** at **CAREERTECH FOUNDATION (GRIMES/TUTTLE SCHOLARSHIP) > Otha Grimes/Francis Tuttle Scholarship Application Sites > Financial Aid Administrator Form**, which is a separate site from the students' application site. (You can also click the **My Courses** tab in the top navigation bar and select the Financial Aid Administrator Form site from the dropdown menu.)
16. Complete and submit the online Scholarship Applicant Rankings form for each student you ranked. You may submit the names of up to 10 students.
17. The **ODCTE Foundation staff** will review the information submitted online by the FAAs and select recipients within 30 days of the students' application deadline.