Introduction

This User Guide demonstrates how an Applicant can register for the Scholarship Application Management System.

Registration Process

To start the process, the Applicant must first navigate to the Scholarship Application Management System Home Page and click Register.
Once the Applicant clicks **Register**, they will be brought to a new screen. Here, the Applicant will be asked to provide a valid **Email Address**. This will be used to login to the system. Click **Continue**.

**Note:** If applicant supplies an email that is already in use, they will receive the following message.

Graduates of a Public High School in Arkansas

Once the email address is confirmed, the applicant will be asked if they are a senior (or recent graduate) of a **public** high school in Arkansas. If affirmative, they select **Yes** and click **Continue**.

**Note:** If the Applicant selects **Yes**, they must enter their information on the next screen exactly as the Arkansas Public School District entered it on their transcript.
The Applicant will provide their personal information and click **Continue**.

If the Applicant’s information is found, they will see a success message. The Applicant will verify their **Name**, **District**, and **School** and click **Continue**.

If the Applicant’s information is **not** found, they will see an error message. The Applicant will either need to correct their information or utilize the **Forgot Password** link to recover their information.
Once an Applicant confirms their information, they will need to set their **Password**.

There are various password requirements that need to be met to properly set up a new account. A password must meet the following requirements:

1. Must be 10 characters or more
2. Must contain at least one number
3. Must contain at least one lowercase character
4. Must contain at least one uppercase character
5. Must contain at least one special character (@#$%^&*+.!)
6. Must match confirm password
7. Must not match 3 consecutive character sequence of first, last, or user name

Once all requirements are met, a green checkmark will show next to each requirement and a **Register** button will appear. Click **Register**.
Applicant will receive a message that they have successfully created a new account and can Log in to continue.

Click the **Log in to SAMS** button and log in with credentials.
New Applicants will be redirected to an Account Security Upgrade Page. **Note:** Existing Applicants should not be redirected to this page.

The Applicant will need to select 3 different security questions with specific answers to help further strengthen their account security. Once complete, the Applicant will click **Update Security Information** and **Proceed to login**.

This concludes the Applicant Registration Process.
Graduates of a Non-Public High School in Arkansas

Once the email is confirmed, the applicant will be asked if they are a senior (or recent graduate) of a **public** high school in Arkansas. If not, **No** is selected.

![New Applicant Registration](image1)

The Applicant will provide their personal information and click **Continue**.

![New Applicant Registration](image2)

Following this, the Applicant will provide their **District** and **School** information and click **Continue**.
There are various password requirements that need to be met to properly set up a new account. A password must meet the following requirements:

1. Must be 10 characters or more
2. Must contain at least one number
3. Must contain at least one lowercase character
4. Must contain at least one uppercase character
5. Must contain at least one special character (@#$%^&*+.!) 
6. Must match confirm password
7. Must not match 3 consecutive character sequence of first, last, or username

Once all requirements are met, a green checkmark will show next to each requirement and a Register button will appear. Click Register.
Applicant will receive a message notifying them that they have successfully created a new account and may Log in to continue.

Click the **Log in to SAMS** button and log in with credentials.
New Applicants will be redirected to an Account Security Upgrade Page. **Note: Existing Applicants should not be redirected to this page.**

The Applicant will need to select 3 different security questions with specific answers to help further strengthen their account security. Once complete, the Applicant will select **Update Security Information** and **Proceed to login**.

This concludes the Applicant Registration Process.