Scholarship Application Management System

Registration User Guide

Contents

Introduction

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

Registration Process

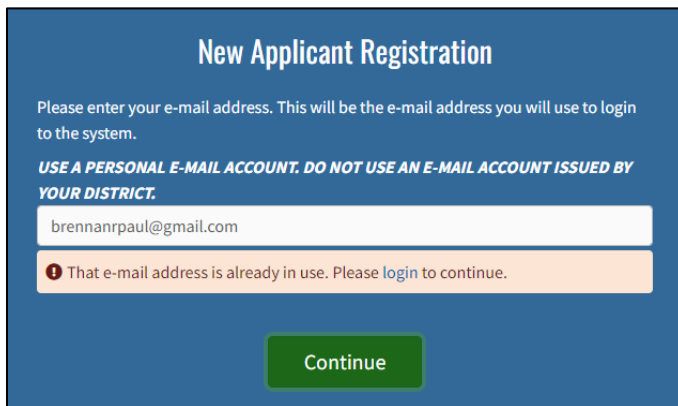To start the process, the Applicant must first navigate to the Scholarship Application Management System Home Page and click **Register**.
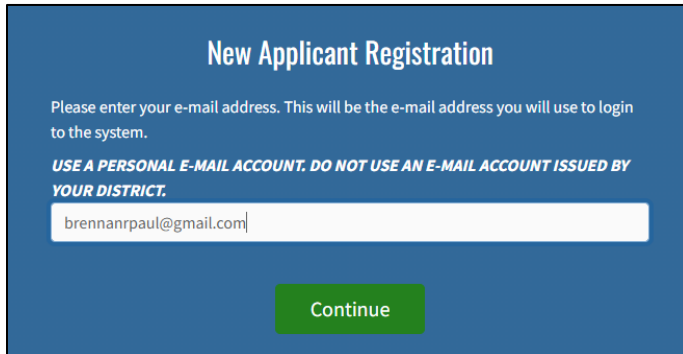
Once the Applicant clicks **Register**, they will be brought to a new screen. Here, the Applicant will be asked to provide a valid **Email Address**. This will be used to login to the system. Click **Continue**.

New Applicant Registration

Please enter your e-mail address. This will be the e-mail address you will use to login to the system.

USE A PERSONAL E-MAIL ACCOUNT. DO NOT USE AN E-MAIL ACCOUNT ISSUED BY YOUR DISTRICT.

brennanrpaul@gmail.com

Continue

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

New Applicant Registration

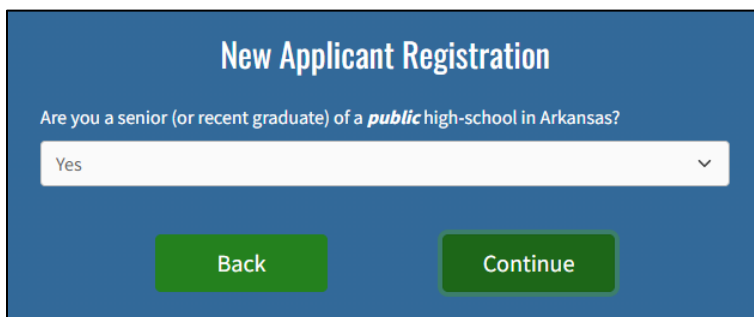Please enter your e-mail address. This will be the e-mail address you will use to login to the system.

USE A PERSONAL E-MAIL ACCOUNT. DO NOT USE AN E-MAIL ACCOUNT ISSUED BY YOUR DISTRICT.

brennanrpaul@gmail.com

⊗ That e-mail address is already in use. Please login to continue.

Continue

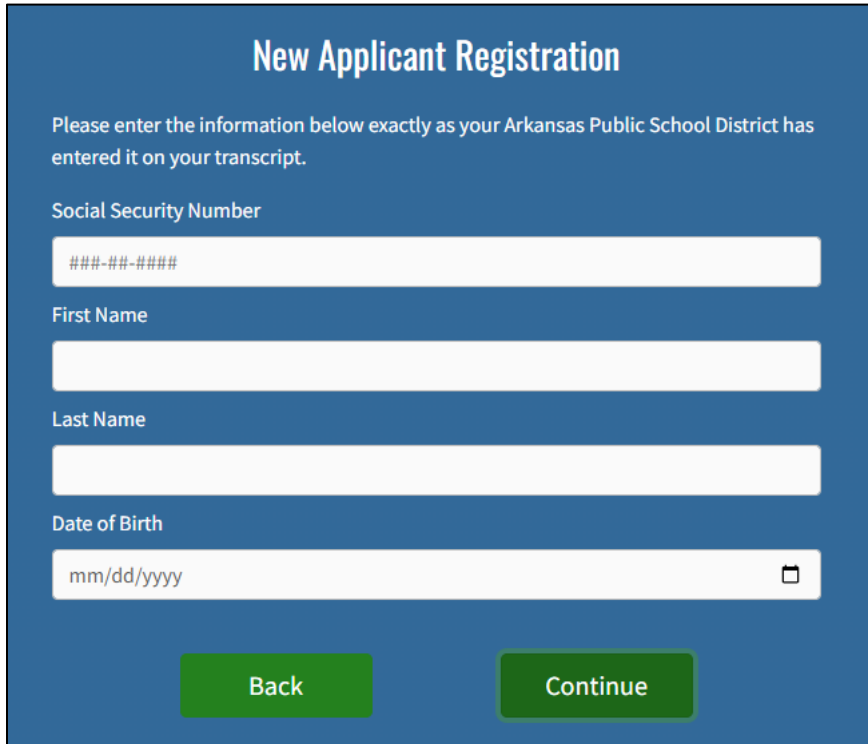## Graduates of a Public High School in Arkansas

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.*

New Applicant Registration

Are you a senior (or recent graduate) of a *public* high-school in Arkansas?

Yes

Back   Continue

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.

New Applicant Registration

Please enter the information below exactly as your Arkansas Public School District has entered it on your transcript.

❗ The information you entered matched a student that already has an account established. You may attempt to use the Forgot Password link if you have forgotten the e-mail address with which you originally registered.

Social Security Number

111-11-1111

First Name

Brennan

Last Name

Paul

Date of Birth

10/12/2005

Back   Continue

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 on 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**.

New Applicant Registration

Email Address

brennanrpaul8@gmail.com

Password

••••••••••••

Confirm Password

••••••••••••

Password Requirements

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

Back   Register

Applicant will receive a message that they have successfully created a new account and can Log in to continue.

New Applicant Registration

✔ Your new account has been created. You will receive an email with a confirmation link that you must follow before you will be able to login.

Log in to SAMS

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.*
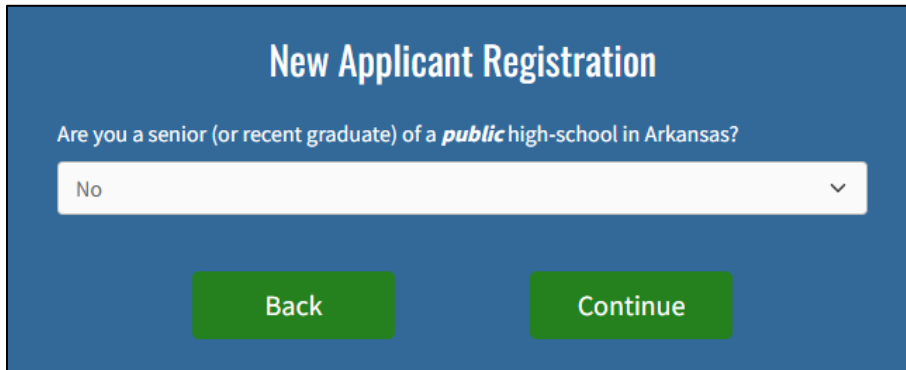

The Applicant will need to select 3 different security questions with specific answers to help further strengthen their account security. Once complete, the Applicant will click **Update Security Information** and **Proceed to login**.

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.
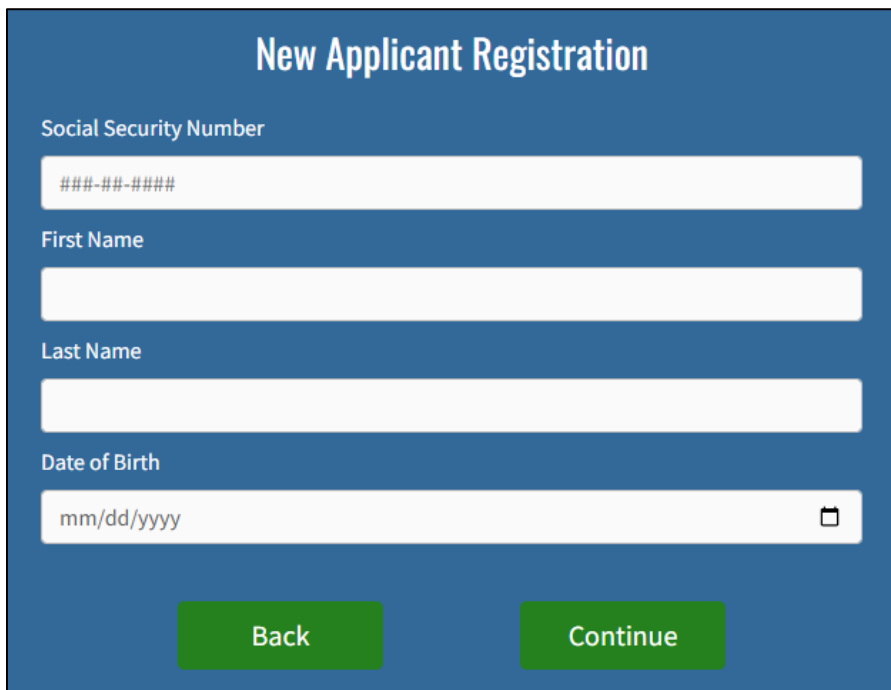

The Applicant will provide their personal information and click **Continue**.

Following this, the Applicant will provide their **District** and **School** information and click **Continue**.

New Applicant Registration

⓵ The information you entered can be used to create a new applicant account. Please enter the following fields. Then, click continue to proceed.

District

School

Back   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 on 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**.

New Applicant Registration

Email Address

brennanrpaul9@gmail.com

Password

••••••••••••

Confirm Password

••••••••••••

Password Requirements

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

Back   Register

Applicant will receive a message notifying them that they have successfully created a new account and may Log in to continue.

New Applicant Registration

✔ Your new account has been created. You will receive an email with a confirmation link that you must follow before you will be able to login.

Log in to SAMS

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.