



# Scholarship Application Management System

## Registration User Guide

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## Introduction

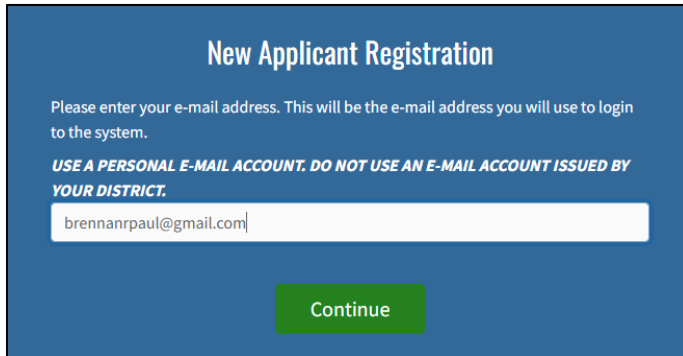
This User Guide demonstrates how an Applicant can register for the Scholarship Application Management System.

## Registration Process

To start the process, the Applicant must first navigate to the Scholarship Application Management System Home Page and click **Register**.

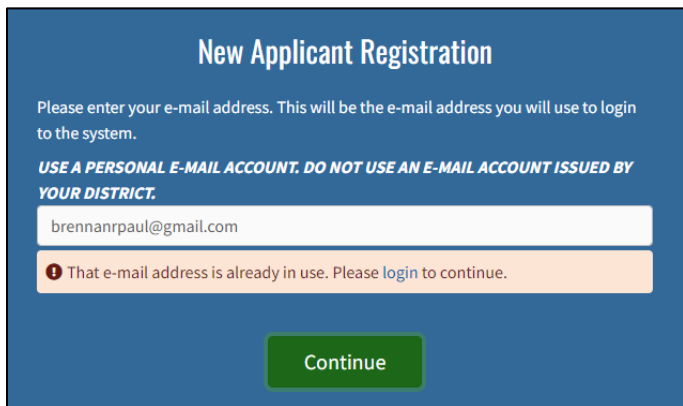
The screenshot shows the user interface for the Scholarship Application Management System. On the left, a blue sidebar contains the text "Welcome! New Applicants/Users" and two buttons: "Register" (with a pencil icon) and "Search for Scholarships" (with a magnifying glass icon). On the right, the "Returning Users" section includes input fields for "Email Address" and "Password", a "Login" button (with a key icon), and links for "Forgot Email or Password?" and "Contact Support".

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**.



The screenshot shows a blue background with the title "New Applicant Registration" in white. Below the title, there is a paragraph of instructions: "Please enter your e-mail address. This will be the e-mail address you will use to login to the system." followed by a bolded instruction: "USE A PERSONAL E-MAIL ACCOUNT. DO NOT USE AN E-MAIL ACCOUNT ISSUED BY YOUR DISTRICT." Below this is a white text input field containing the email address "brennanrpaul@gmail.com". At the bottom center is a green button labeled "Continue".

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

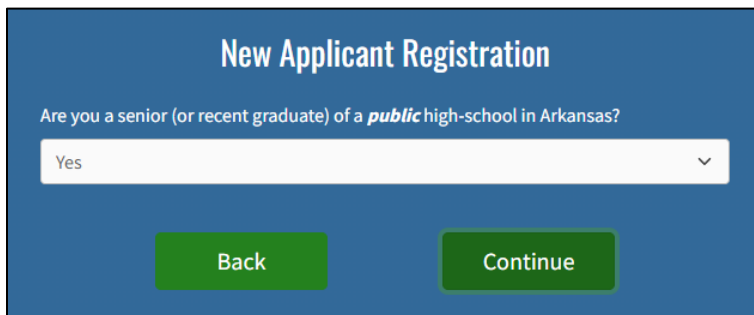


The screenshot shows the same "New Applicant Registration" form as above. The text input field still contains "brennanrpaul@gmail.com". Below the input field, there is an orange error message box with a red exclamation mark icon and the text: "That e-mail address is already in use. Please login to continue." At the bottom center is a green button labeled "Continue".

## Graduates of a Public High School in Arkansas

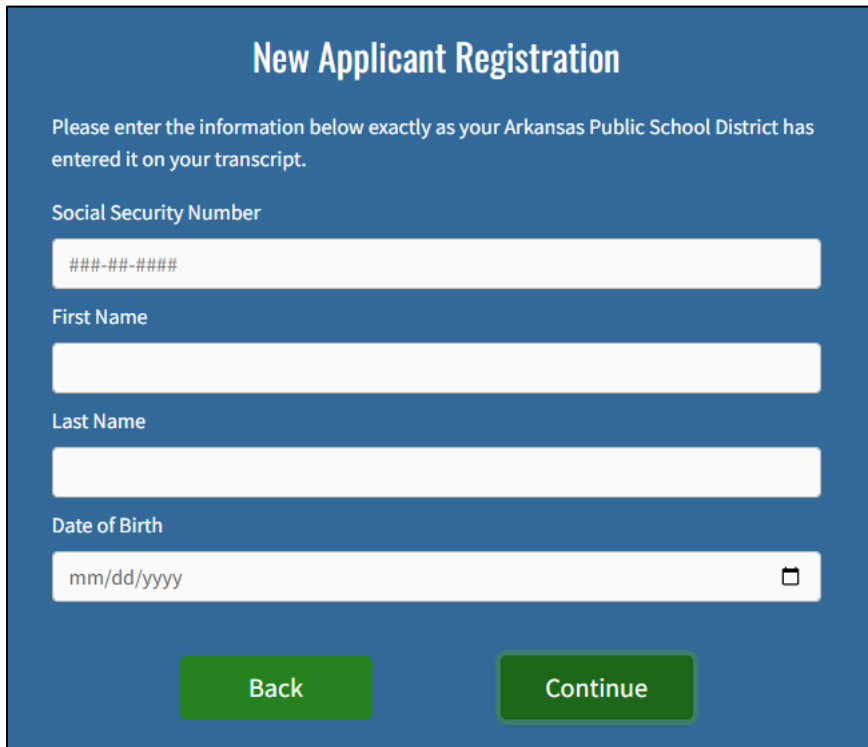
Once the email address is confirmed, the applicant will be asked if they are a senior (or recent graduate) of a **public** high school in Arkansas. If affirmative, they select **Yes** and click **Continue**.

**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.



The screenshot shows the "New Applicant Registration" form with the question: "Are you a senior (or recent graduate) of a **public** high-school in Arkansas?". Below the question is a white dropdown menu with "Yes" selected. At the bottom are two green buttons: "Back" on the left and "Continue" on the right.

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



**New Applicant Registration**

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

Social Security Number

###-##-####

First Name

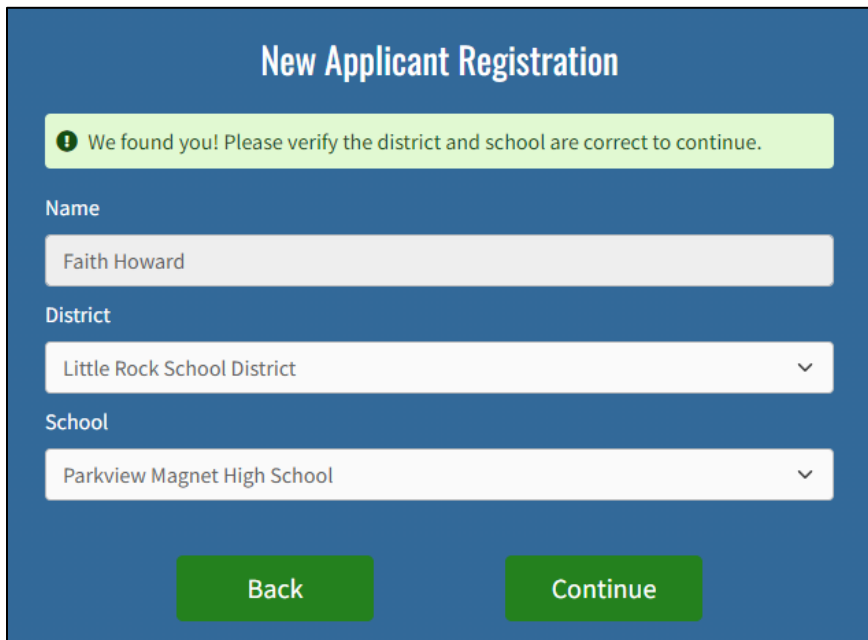
Last Name

Date of Birth

mm/dd/yyyy

Back 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**.



**New Applicant Registration**

**!** We found you! Please verify the district and school are correct to continue.

Name

Faith Howard

District

Little Rock School District

School

Parkview Magnet High School

Back 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.

**i** 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 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**.

## New Applicant Registration

Email Address

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

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.

Click the **Log in to SAMS** button and log in with credentials.

Welcome!  
New Applicants/Users

Register Search for Scholarships

Returning Users

Email Address  
brennanrpaul8@gmail.com

Password  
.....

Login

[Forgot Email or Password?](#)  
[Contact Support](#)

New Applicants will be redirected to an Account Security Upgrade Page. **Note:** Existing Applicants should not be redirected to this page.

Account Security Upgrade

ADHE is implementing additional security measures to protect user accounts. You must provide answers to three security questions of your choice before logging in for the first time.

Security Questions

Question #1  
[Dropdown]  
[Text Input]

Question #2  
[Dropdown]  
[Text Input]

Question #3  
[Dropdown]  
[Text Input]

Each Security Question answer must be at least 3 characters.

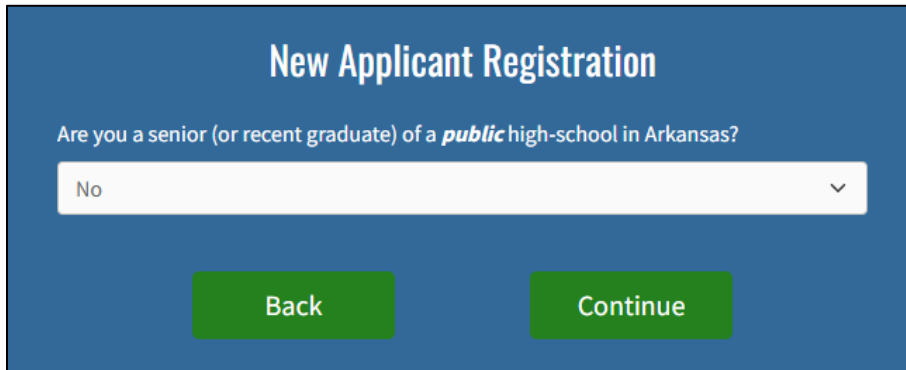
Update Security Information

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.



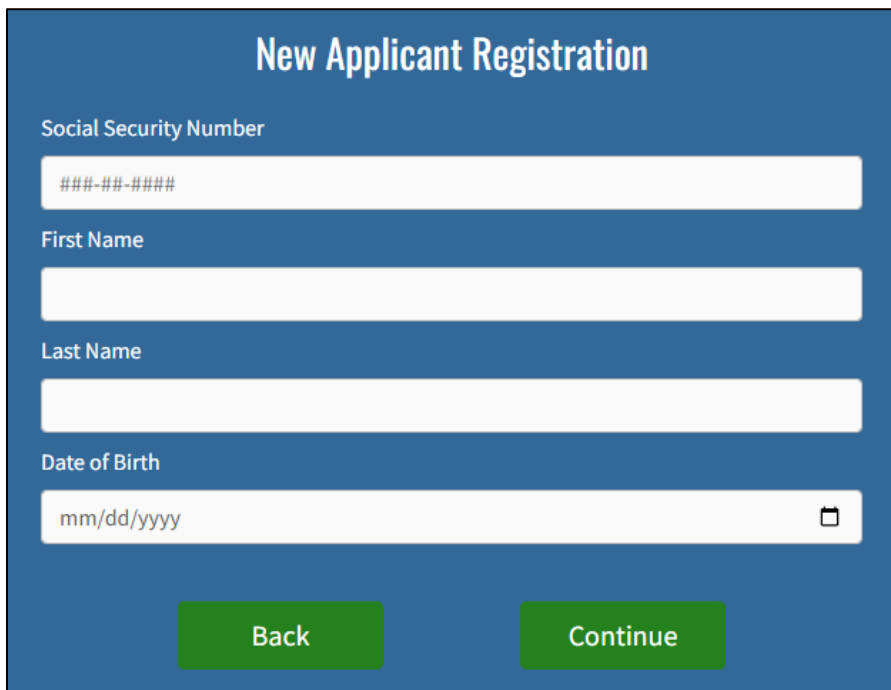
**New Applicant Registration**

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

No

Back Continue

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



**New Applicant Registration**

Social Security Number

###-##-####

First Name

Last Name

Date of Birth

mm/dd/yyyy

Back Continue

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

## New Applicant Registration

**i** 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:

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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**.

## New Applicant Registration

Email Address

Password

Confirm Password

### Password Requirements

- ✓ Must be 10 characters or more
- ✓ Must contain at least one number
- ✓ Must contain at least one lowercase character
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Applicant will receive a message notifying them that they have successfully created a new account and may Log in to continue.

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New Applicants/Users

Register Search for Scholarships

Returning Users

Email Address  
brennanrpaul9@gmail.com

Password  
.....

Login

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Question #3

Each Security Question answer must be at least 3 characters.

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