

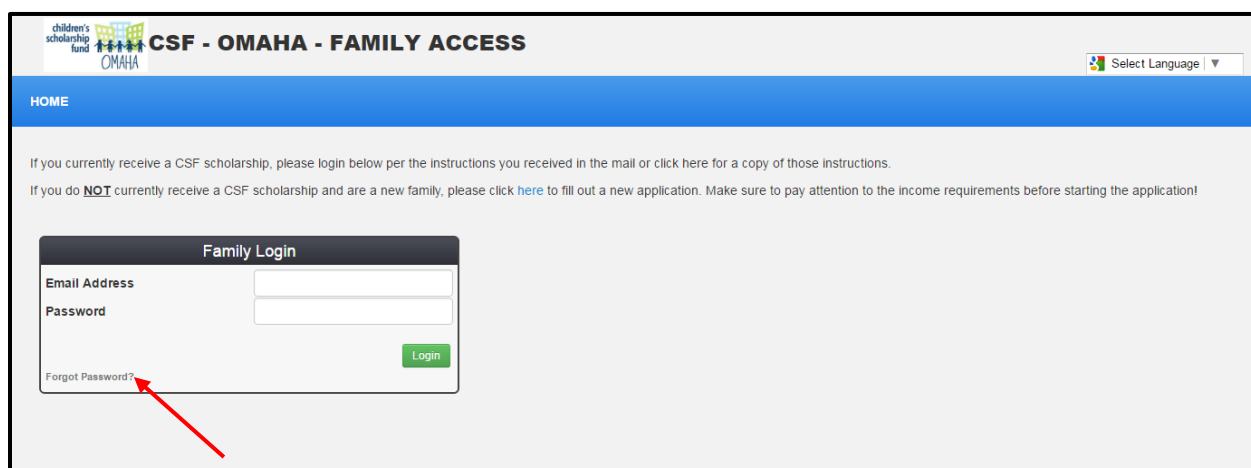
CSF Omaha Regualification Application Instructions

To begin your regualification application, go to the Family Portal Link:

<https://csfomaha.civcore.com/familylogin/>

**Note, the images reflected in this help guide are to assist you, but they will not match exactly to what you may see on the application.*

Step 1: Enter your e-mail address and password from your 2017-18 application. If you do not remember your password, click on the **'Forgot Password?'** link and enter the e-mail address that the CSF Office has on file for you. (You received a letter with this e-mail. If you are still unsure of the correct email you can contact our office at 402-819-4990.)



children's scholarship fund OMAHA CSF - OMAHA - FAMILY ACCESS

Select Language ▼

HOME

If you currently receive a CSF scholarship, please login below per the instructions you received in the mail or click here for a copy of those instructions.

If you do **NOT** currently receive a CSF scholarship and are a new family, please click [here](#) to fill out a new application. Make sure to pay attention to the income requirements before starting the application!

Family Login

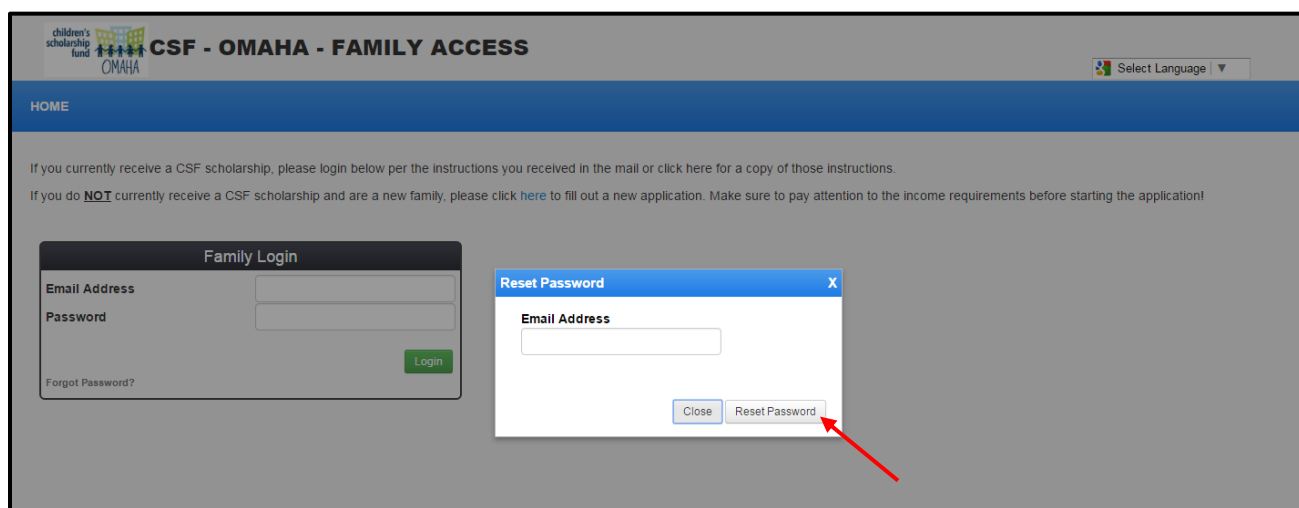
Email Address

Password

Login

[Forgot Password?](#)

Step 2: Click the **'Reset Password'** button. An e-mail will be sent to this e-mail address that contains a secure login link. Note, this e-mail could be sent to your spam folder so you may need to check there if you do not receive it. The e-mail will be titled *Password Reset*.



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HOME

If you currently receive a CSF scholarship, please login below per the instructions you received in the mail or click here for a copy of those instructions.

If you do **NOT** currently receive a CSF scholarship and are a new family, please click [here](#) to fill out a new application. Make sure to pay attention to the income requirements before starting the application!

Family Login

Email Address

Password

Login

[Forgot Password?](#)

Reset Password X

Email Address

Close Reset Password

(continue to next page)

Step 3: Click on the link in the e-mail and the system will force you to set your password. You will then use that password to login in the future. This will log you into to your family portal page to see the home screen.

Step 4: Click on the ‘**Application**’ tab in the blue header. On the first page you will see the application instructions. Please read this carefully and click ‘**Begin Application.**’

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HOME APPLICATION STUDENTS RESOURCES

Instructions

- Instructions
- Step 1: Review/Update Family Information
- Step 2: Renew Current Scholarships
- Step 3: Enter Family Financials
- Step 4: Cover Letter

We are pleased to offer scholarships for the 2017-2018 academic year! Scholarships are available to all those who continue to meet our eligibility requirements. CSF still requires official copies of all 2016 income documentation. You will have the option to upload a file directly to your application or mail your copies to CSF with your cover letter. Further instructions can be found below.

Your application to renew your child/ren's scholarship will be considered after you review and complete the following 4 steps listed below. You may save your application at any time and log out. All of your information will be saved for the next time you log in. You **MUST** complete your financials all at one time and you will not be able to go back and change them. Your application will NOT submit until all 4 steps are completed. **Note, your cover letter is your confirmation that your application has been submitted.**

PLEASE READ EACH SECTION'S INSTRUCTIONS BEFORE BEGINNING THAT SECTION!

Step 1: Review/Update Family Information
Step 2: Enter Family Financials
Step 3: Renew/Enter Student Information
Step 4: Generate Cover Letter and Supply Documentation

*You will only be eligible for a scholarship when all four steps are completed AND you have submitted your 2016 income documentation or mailed it in with your cover letter to the CSF office. Please contact the CSF office at 402-819-4990 for further help.

[Begin Application](#)

Step 5: Review/Update Family Information. You **MUST** edit your basic information and fill out all required fields (indicated by an asterisk *). This information has no bearing on your scholarship eligibility, but it will be used for data collection purposes and must be completed. If all of the information is correct, click ‘**Save & Continue.**’

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HOME APPLICATION STUDENTS RESOURCES

Step 1: Review/Update Family Information

Parent/Guardian 1 (Primary Guardian)

| | | |
|------------------------------|----------------------|-------------|
| First Name | Middle Initial | Last Name |
| John | | Doe |
| * Relationship to child(ren) | | |
| Father | | |
| * Marital Status | | * Ethnicity |
| Married | | Other |
| * Address | | |
| 2718 Main St. | | |
| * City | * State | * Zip Code |
| Omaha | Nebraska | 68105 |
| * Primary Phone Number | * Primary Phone Type | |
| 402-555-5555 | Cell | |
| Other Phone Number | Other Phone Type | |
| | -- Select -- | |

Step 6: Enter Student Information. All current students will be listed. Click the green **'Renew'** button for each student that will be eligible (K-8th grade).

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[HOME](#) [APPLICATION](#) [STUDENTS](#) [RESOURCES](#)

Step 2: Renew Current Scholarships

Instructions

- All current students will be listed under Student Information. Click the green "Renew" button for each student that will be eligible (K-8th grade).
- After clicking the "Renew" button verify that the student's grade and school are correct for the 2017-18 school year. If changes need to be made use the drop down menu to select a different school or grade.
- Click "Save" to finish their renewal.

| First Name | Last Name | |
|------------|-----------|-----------------------|
| Jane | Doe | Renew |
| Jimmy | Doe | Renew |

If you are adding a new sibling to the program hit the green "Add a New Sibling" button. You will then be asked to fill out ALL their basic information. Once all students you are applying for are entered and/or renewed you will move to next step.

[Add New Sibling](#)

Step 7: After clicking the **'Renew'** button, verify that the student's grade and school are correct for the 2018-19 school year. If changes need to be made, use the drop down menus to select a different school or grade. Click **'Renew Student'** to finish their renewal.

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[HOME](#) [APPLICATION](#) [STUDENTS](#) [RESOURCES](#)

Step 2: Renew Current Scholarships

Student Name: Jimmy Doe

Application Information

* School Year: 2017-2018 Application Type: Re-Qual

* Grade: 4th

School: Test School

* Is this child transferring from a public school?: No

[Renew Student](#)

(continue to next page)

Step 8: If you are adding a new sibling to the program, click the green **'Add New Sibling'** button. You will then be asked to fill out ALL of their basic information. If you are NOT adding any new students to the program, click **'Continue to Next Step.'**

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HOME APPLICATION STUDENTS RESOURCES

Step 2: Renew Current Scholarships

Instructions

- All current students will be listed under Student Information. Click the green "Renew" button for each student that will be eligible (K-8th grade).
- After clicking the "Renew" button verify that the student's grade and school are correct for the 2017-18 school year. If changes need to be made use the drop down menu to select a different school or grade.
- Click "Save" to finish their renewal.

Step 1: Review/Update Family Information

Step 2: Renew Current Scholarships

Step 3: Enter Family Financials

Step 4: Cover Letter

| First Name | Last Name |
|------------|-----------|
| Jane | Doe |
| Jimmy | Doe |

If you are adding a new sibling to the program hit the green "Add a New Sibling" button. You will then be asked to fill out ALL their basic information. Once all students you are applying for are entered and/or renewed you will move to next step.

[Continue to Next Step](#) [Add New Sibling](#)

Step 9: After clicking **'Continue to Next Step'** you will be asked to click **'Confirm'** on the pop-up display pictured below. Do this **ONLY** when you have clicked **'Renew'** for all students listed in your family and added additional students if necessary. If you click **'Confirm'** and need to add an application for a student or change information listed on the application, please call our office immediately at 402-819-4990 so that we can edit your application.

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HOME APPLICATION STUDENTS RESOURCES

Step 2: Renew Current Scholarships

Instructions

- All current students will be listed under Student Information. Click the green "Renew" button for each student that will be eligible (K-8th grade).
- After clicking the "Renew" button verify that the student's grade and school are correct for the 2017-18 school year. If changes need to be made use the drop down menu to select a different school or grade.
- Click "Save" to finish their renewal.

Step 1: Review/Update Family Information

Step 2: Renew Current Scholarships

Step 3: Enter Family Financials

Step 4: Cover Letter

| First Name | Last Name |
|------------|-----------|
| Jane | Doe |
| Jimmy | Doe |

If you are adding a new sibling to the program hit the green "Add a New Sibling" button. You will then be asked to fill out ALL their basic information. Once all students you are applying for are entered and/or renewed you will move to next step.

[Continue to Next Step](#) [Add New Sibling](#)

Are you sure you've renewed all appropriate students?

[Confirm](#) [Cancel](#)

(continue to next page)

Step 10: After clicking ‘Confirm,’ you will enter your 2017 family financials. Please answer all required questions. If you are able, you can upload your required 2017 income documentation as you fill out the application. If you are unable to upload the required 2017 income documentation, please continue to fill in your financial information and continue to the next step of the application. There will be further instructions regarding mailing in copies of your 2017 income documentation for verification accompanied by a cover letter that will be generated at the end of the application.

The screenshot shows the 'CSF - OMAHA - FAMILY ACCESS' application interface. At the top, there is a red warning banner that reads 'WARNING: Revision "copy" Currently Loaded' with a close button. Below the banner is a navigation bar with links for HOME, APPLICATION, STUDENTS, and RESOURCES. The main heading is 'Step 3: Enter Family Financials'. On the left, a sidebar lists the application steps: Step 1: Review/Update Family Information, Step 2: Renew Current Scholarships, Step 3: Enter Family Financials (which is highlighted with a red arrow), and Step 4: Cover Letter. The main content area contains a 'PLEASE NOTE' section followed by instructions. Below this is the 'Household Financial Information' section, which includes fields for 'School Year' (set to 2017-2018), 'Number of Adults' (with a description: 'Your household includes all persons living at the same address and/or all persons for whom the head of household claims financial responsibility.'), 'Number of Children', and a text area for explaining household size differences from the federal 1040 or tax filing status.

Step 11: After entering all of your 2017 financials, please carefully read the Verification section. These are important agreements that are required of all parents applying for a scholarship. Please click inside the box next to each statement. When finished, click ‘Save & Continue.’

The screenshot shows the 'Verification' section of the application. A red arrow points to the first checkbox statement: 'I promise to pay my annual \$500 family commitment in a timely manner.' There are five such statements, each with a checkbox. Below the statements is a paragraph of text explaining the consequences of failure to comply and the user's agreement to allow the school to release grades, standardized test scores, and demographic information for program evaluation purposes. At the bottom, there is a field for the user to type their name, with a note: 'Type name here By typing your name here this acts as your electronic signature to the statement above.' A green 'Save & Continue' button is located at the bottom left of the form.

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Step 12: Once you are sure that your application is complete and all revisions are final, click on the **'Save & Continue'** button below. This will generate a cover letter that you will need to submit along with your required documentation (IF YOU HAVE NOT ALREADY UPLOADED IT). If the cover letter is not included, we cannot properly match your documents. Click the **'Cover Letter'** button to download your copy and print it. Your cover letter acts as proof of your application submission.

The screenshot shows the 'CSF - OMAHA - FAMILY ACCESS' web application. At the top, there is a red warning banner that reads 'WARNING: Revision "copy" Currently Loaded' with a 'What's this?' link and a close button. Below the banner is a navigation bar with links for HOME, APPLICATION, STUDENTS, and RESOURCES. The main content area is titled 'Step 4: Cover Letter'. On the left, there is a vertical list of steps: 'Instructions', 'Step 1: Review/Update Family Information', 'Step 2: Renew Current Scholarships', 'Step 3: Enter Family Financials', and 'Step 4: Cover Letter'. 'Step 4: Cover Letter' is highlighted with an orange bar. To the right of the steps, there is a green button labeled 'Cover Letter' with a red arrow pointing to it. The main text area contains instructions: 'Once you are sure that your application is complete and all revisions are final, please click on the "Cover Letter" button below. This will generate a cover letter you will need to submit along with your required documentation (IF YOU HAVE NOT ALREADY UPLOADED IT). A cover letter will be generated even if you have already uploaded your documents. *Please note, you will know your application has been submitted once a cover letter is generated. If you do not see a "Cover Letter" button below, then you have NOT entered all information needed in order to submit your renewal information. To mail in copies of your 2016 income documentation the cover letter MUST be included. If the cover letter is not included, we cannot properly match your documents. By submitting this application it does not guarantee you a scholarship until CSF has verified your information.'

IMPORTANT:

You will only be eligible for a scholarship when all four steps are complete, your family still falls within our income eligibility guidelines, we have copies of your 2017 income documentation, and CSF has reviewed your application. You are also not guaranteed a scholarship for any siblings added until we verify your information. We will notify you as to whether you will receive a scholarship or not on July 2, 2018.

If you have concerns regarding your application, please call the CSF office at 402-819-4990.