



COMMUNITY FOUNDATION OF WARREN COUNTY

Instructions For Renewing You Community Foundation Scholarship

You will receive an email from the Community Foundation informing you that your application is now open for renewal. Follow the link in the email to the Scholarship Application page.

Once you have reached the Scholarship Application page, login using your User Name and Password that you established in previous years.



[Log In](#)

[Donors](#)

[Students](#)

Welcome

DonorView is part of a secure portal offered to our fund holders by The Community Foundation of Warren County. This portal allows our donors to view account activity and statements, make contributions to their fund, recommend grants and perform other account functions.

If you are already a registered fund holder, please log in to access your account. To request online access to your fund, or for more information about opening a fund, please contact us.



Contact Us

The Community Foundation of Warren County
310 2nd Avenue
P.O. Box 691
Warren, Pennsylvania 16365

Telephone: 814.726.9553
Fax: 814.726.7099
E-mail: cfcw@westpa.net

Log In to Your Account

User

Password

[Login](#)

[Forgot Password](#)

If you have any difficulty logging into your account, you can reset your password with the “Forgot Password” link under the Log In section. If you continue to have problems accessing your account, please contact the Community Foundation at (814) 726-9553 or via email at cfcw@westpa.net.

Once you have accessed your account successfully, you will automatically land on the “Student Dashboard” tab. The “Student Dashboard” tab will contain all of the renewal applications for the scholarship programs for which you are eligible to apply. Each renewal application will be listed under the “Your Outstanding Requirements” section on the “Student Dashboard” tab.

To access the renewal application to complete all of the requirements, click on the ID # highlighted in the screenshot below using the one that appears on your Student Dashboard.

Student Dashboard

Now that you are a registered scholarship applicant, you will notice several additional pages in the left-hand menu. At any time you may log back into this website to continue a saved application or check the status of those you have already submitted.

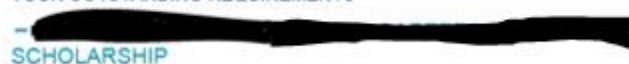
If you have received notification that a previous application is eligible for renewal, please select [Application Status](#) from the menu and look for application(s) with a current renewal status.

QUICK LINKS

[Apply for a scholarship](#)

[Resume an application or check the status of submitted applications](#)

YOUR OUTSTANDING REQUIREMENTS



SCHOLARSHIP

Id: 15768

Date: 4/15/2016

Status: Eligible for Renewal - Other



Once you have opened the renewal application, there will be a table listing all of the required documents that you must submit to be considered for a renewal of your scholarship. You will need to click on the “Detail” link on the right hand side of the table for each requirement and upload the requested documentation.

Scholarship Application

Below is the status of each section of your application. You may click any link to continue, but all sections must be completed before you can submit your application(s) to the Community Foundation.

On each page you may navigate forward and backward using the arrow buttons. Any answers you provide will be saved, however, you MUST click “Save & Continue” to save a page as complete.

All applicants are required to complete and sign the attached [Signature Affidavit](#). Upon completion, please scan and upload the document as part of your application requirements.

Application Name [REDACTED] Scholarship

Program(s)

NAME	CURRENT STATUS	MANDATORY?	DUE DATE	DESCRIPTION	DATE COMPLETED	ACTIONS
Other Renewal Financial Documents	Entered	Yes		To qualify for renewal, please provide your latest financial aid information.		Details
Other Renewal Updated Transcript	Entered	Yes		To qualify for renewal, please provide your latest transcripts.		Details
Other Renewal Plans Letter	Entered	Yes		To qualify for renewal, please provide an updated letter describing your career plans.		Details

Once you have submitted a document, the table will show that the requirement has been completed. If you are uploading pictures or scanned copies of documents, please ensure that the entire document is visible and the required information is able to be reviewed.

After all of the documentation has been uploaded to the table, the renewal application will no longer appear in the “Your Outstanding Requirements” section on the “Student Dashboard” tab. At that point your renewal application is complete.

If you are renewing an application, you should not be starting the application process from the beginning by answering the qualifying questions and selecting the Scholarship Programs for which you wish to apply. As a renewal applicant, you will only be eligible for the programs in which there are renewal applications waiting for your responses in the “Your Outstanding Requirements” section on the “Student Dashboard” tab.

If you have any questions or concerns with renewing your scholarship or accessing your account, please reach out to the Community Foundation at (814) 726-9553 or via email at cfcw@westpa.net.