Step Up for Students NEW Applicant Process

New Family You are a New Family if the child you are applying for is the first child in your family to receive a scholarship from Step Up for Students. *If you have other children who are currently funded by Step Up, then you are a Renewal Family and must add any new children to your renewal application. Each family may only have one application for all renewal and new children.*

Please be advised that to receive an award, you must provide the student's social security number. If you skip putting in the SSN, you will not get an award.

Be prepared to upload the following during the application process:
- ✓ **Proof of residency** -- utility bill for the primary parent/guardian only (electric, gas, water). Please ensure that the documents you submit are: 1) Valid 2) Current -- dated within 2 months if a recurring bill/statement and 3) Match the primary guardian's full name as well as the current physical street address provided on the application.
- ✓ **A government-issued birth certificate** for a rising Kindergarten and first-grade student (5-6 years old on or before September 1, 2024) during the school year you are applying for.

Create an Account

Please go to **stepupforstudents.org** to apply for the Florida Tax Credit (FTC) Scholarship, Family Empowerment Scholarship for Educational Options (FES-EO).

Click on **APPLY** at the top of the page.
- ✓ If you already have an EMA account, enter your username and password.
- ✓ If you do not have an EMA account, click **"Sign Up."**

Continue to follow all the prompts to create an account and provide the required information.

On the Create an Account screen please fill out all open boxes:

- **Account Type:** is Parent/Guardian
- **Username:** will be your login username **(Your email address is preferred)**
- **Legal First Name and Legal Last Name:** is the Parent/Guardian name
- **Password:** This along with username will be how you access the system

The 2-step verification process:
When you are prompted to complete the 2-step verification process.
- ✓ **The Primary Phone Number listed must be able to receive a text message.**
- ✓ **We recommend you use a cell phone.**

Starting the Application Process

Once you add all your students, click on the "**Apply for scholarships**" button at the top left side of the screen to start the application process.

Select the Scholarship Program you are applying for:
- ✓ On the Dashboard you will see the **"Available Scholarships"** section by scrolling down the page.
- ✓ Click the "Apply" button next to **"Scholarships for Eligible Private Schools…."**

Continue to follow the prompts and provide the required information.

When you are finished with the entire application, **click Submit**. By clicking **"Submit,"** your application will be sent for processing. You will get a confirmation notice on your screen.

Once you have submitted your application, return to your dashboard. On the dashboard you can see the status of your application(s). If you want to see details, click the status (blue hyperlink) under the Application Status header.

The hyperlink will open your **"Application Details"** page with more details and will show the **application(s) status and student(s) status**. The status will be Pending or Awarded.

You will receive an email notification every time an update is made to your status. Keep monitoring your email until your status is Awarded.

After a student is awarded, you need to collaborate with the school to start the enrollment process.

Starting the Enrollment Process

When your status changes to Awarded, email a screenshot of your Award ID to the school right away:

1. Click here to LOGIN to EMA, your scholarship portal!

2. **Check your student's scholarship status and send a screenshot of your student(s) "Award ID"** to Mrs. Hice jhice@guardiancatholic.com so we can enroll you for the coming school year:
   - ✓ Click on the **"My Students" tab** within your EMA account!
   - ✓ Click **view** next to your active student's name.
   - ✓ Scroll down to see the **Award ID** under the "Scholarship Status" section.
   - ✓ Take a **screenshot of your student's "Award ID" number and award status**. To print the screen on a desktop or laptop computer, use "Ctrl + P" (for Windows) or "Command + P (for Apple).
   - ✓ Email the screenshot of the Award ID to Mrs. Hice at jhice@guardiancatholic.com

When Guardian Catholic staff receives your child's Award ID# from you, they will enroll you in the scholarship system.

1. You will then receive an email notification asking you to log in and **review the Enrollment Request**.

2. LOGIN to EMA, your scholarship portal!

3. You will view and approve **Enrollment Requests** from the Dashboard.
   - ✓ Next to the name of each child you have enrolled, click on the blue checkmark under the Accept column.
   - ✓ Under the section titled **Are you sure you want to enroll? Click YES** at the bottom of the screen.

When you accept the School Enrollment Form for your student, you also approve payment for the tuition and fees associated with the private school you have selected.

Approving the payment to the selected private school is required for your student to receive their scholarship funds.

Need help? Contact Step Up for Students Customer Support: 877.735.7837 Monday – Friday, 8 am – 5 pm.