# Step Up for Students Scholarship Renewal Process

**A student is considered a renewal if funded for the 2023-24 school year.**

Schools need your student's Award ID to enroll them in the scholarship program for the coming school year. Due to the high number of students applying in the state, it is important to renew right away to secure your scholarship. Thousands of awards have already been given; your action today is important.

## If you DID APPLY for Renewal, please email a screenshot of your Award ID as soon as you have it:

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](mailto: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

## If you DID NOT APPLY for Renewal yet follow these steps:

**Documents you will need to complete your renewal:**
- ✓ **For Renewals Only:** 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.
- ✓ **For Renewals AND a new Add-on Sibling** the new child's birth certificate as proof of age.

   *Please Be Advised:* You may only submit one application for your household for these scholarships. *If you forget to add your NEW student at this time, you will need to contact Customer Support at 877-745-7837 to get that child added. This will slow down the processing time of your application. Save time, add your new student now!*

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**You are now ready to renew your scholarships:**

1.  [Click here to LOGIN and RENEW!](#)

2.  **On the Dashboard:** Once you are logged into EMA, you will land on the "Dashboard." You can find the **"Available Scholarships"** section by scrolling down the page. To renew your FTC/FES-EO application, click the "Apply" button next to "Scholarships for Eligible Private Schools…."

3.  **Update your "Profile"** 👤 Click on the Profile icon in the upper right-hand corner of the page and make the necessary corrections. **Be sure your cell phone number, email address and physical street address are current BEFORE you proceed to renew/apply.**

4.  **Under the "My Students" tab:**
    ✓ Select the student(s) for whom you wish to complete the renewal application.
    ✓ Make sure your renewal students are **all** listed.
    ✓ IF you are renewing **AND** have a new student applying for the scholarship, make sure to **ADD your new student under "My Students" BEFORE you proceed to renew/apply.** (You must renew current students and apply for a new student all at once.)
    ✓ Provide proof of residency. Upload a valid, current utility bill for the primary parent/guardian (electric, gas, water).
    ✓ Provide proof of age:  Upload a birth certificate for any NEW add-on sibling.
    ✓ By clicking **"Submit,"** your application will be sent for processing. You will get a confirmation notice on your screen.

5.  **Check your student's scholarship status and send a screenshot of your student(s) "Award ID"** to Mrs. Hice [jhice@guardiancatholic.com](mailto: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

**Very Important! You will ONLY be able to locate your students' Award ID number once the application status is "Complete" and they are awarded!**

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