

Cooke Access Portal (CAP): Adding Your Academic Institution

Accessing CAP

To sign in, go to <https://jkcf.org/cap> and log into your account. If you have forgotten your password, click the [Forgot Password?](#) link to set a new one.

The sign in screen will look like this:

The screenshot shows the login interface for the Cooke Access Portal. On the left, there is a header "Cooke Access Portal - CAP" followed by a welcome message: "Welcome to the Cooke Access Portal (CAP) for scholars, young scholar parents/guardians, and financial aid officers. From this portal, Cooke Scholars can submit academic progress updates and other required information. CAP also allows financial aid officers from higher education institutions to submit scholars' Cost of Attendance forms for processing." On the right, there is a "Login" section with an "Email:" field containing "Enter Email", a "Password:" field containing "Enter Password" with an eye icon, and a blue "Login" button. Below the button are links for "Forgot Password?", "To learn more about us visit www.jkcf.org", and a "Privacy & Security" link.

Dashboard

This acts as a hub to access all of the information in your CAP account. From the Dashboard you can update your personal information, upload your grades, communicate with the Cooke Foundation, and access your personal To Do list.

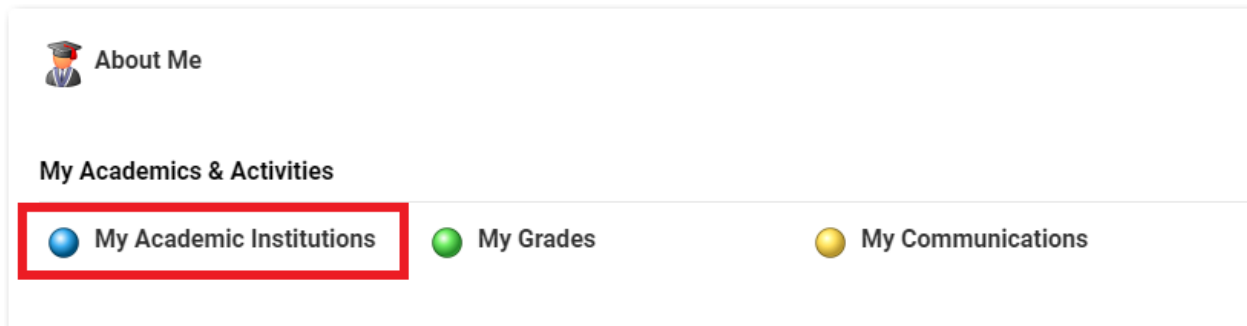
The dashboard header includes the Jack Kent Cooke Foundation logo on the left and navigation links for "About Me" (with a user icon and name "John Smith"), "My Dashboard", and "My Academics & Activities". Below the header is a "Welcome" section with a message: "Welcome to the Cooke Access Portal (CAP). This dashboard allows you to interact with the Cooke Foundation and keep your educational adviser informed of important updates. From this dashboard you can:" followed by a bulleted list: "Update your scholar profile and contact information", "List the academic institution you are attending", "Submit transcripts and progress reports", and "Keep track of required program documents and other upcoming deadlines". A note below the list says: "To get started, please review and update the 'About Me' section and complete any pending tasks listed under your 'To Do List.'" Below the welcome section are two main dashboard areas: "About Me" with a user icon, and "My Academics & Activities" which contains three sub-sections: "My Academic Institutions" (with a blue circle), "My Grades" (with a green circle), and "My Communications" (with a yellow circle). At the bottom is a "To Do List" section with a table. The table has columns for "#", "Academic Institution", "School Type", "Start Date", and "End Date". Above the table are filters for "Academic Institutions (0)", "Grades (0)", and "Communications (0)". The table currently shows "No results found".

My Academic Institutions

In the My Academic Institutions section, you provide information about the school you are currently attending.

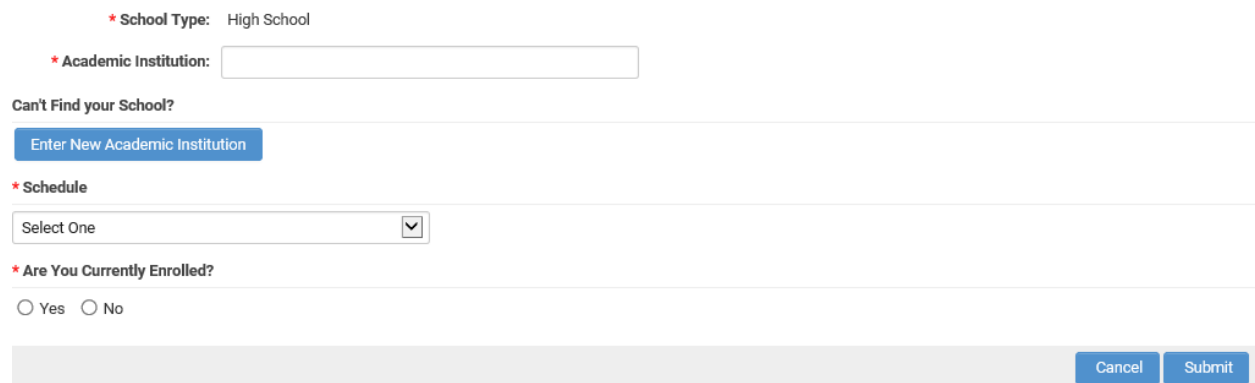
Adding a New Academic Institution

From the dashboard, click the My Academic Institutions button.



The screenshot shows a dashboard titled "About Me" with a graduation cap icon. Below the title is the section "My Academics & Activities". Three buttons are visible: "My Academic Institutions" (blue circle icon, highlighted with a red box), "My Grades" (green circle icon), and "My Communications" (yellow circle icon).

Click the blue Add New Young Scholar (YS) Academic Institution Button and choose School Type: High School.



The screenshot shows a form for adding a new academic institution. The "School Type" is set to "High School". The "Academic Institution" field is empty. Below this is a section titled "Can't Find your School?" with a blue button labeled "Enter New Academic Institution". The "Schedule" dropdown is set to "Select One". The "Are You Currently Enrolled?" section has radio buttons for "Yes" and "No", with "No" selected. At the bottom right, there are "Cancel" and "Submit" buttons.

In the Academic Institution field, start typing the name of your institution. As you type, a list of schools will populate. If your school is listed, select it. If you don't initially see your school, continue to type the complete name or try different variations of your school's name. If it does not come up, click on the blue Enter New Academic Institution button to register your school in the CAP system. See the below section titled "Registering a New Academic Institution" for more details on this process.

From the Schedule dropdown, select your school's academic calendar. The choices are Semester, Quarter or Trimester. Please note that if your school has three main terms (fall, winter, spring), you should select Trimester as your school's schedule even if your school may refer to them as quarters. Only if your school has four actual quarters in which you typically enroll should you select Quarters.

Since you will soon be enrolled at this institution, select Yes and enter your Anticipated Graduation Date. If you aren't sure of your actual graduation date, please provide your best estimate.

Once you are finished entering your information, click the Save and Close buttons to save your information and close the window.

When you have entered all required information, click the Submit button on the bottom of the Add New Academic Institution page. Once submitted, your school information will be verified by Cooke Foundation staff.

Registering a New Academic Institution

If you were unable to find your high school in the school list, you must register your school by providing the school's information. Follow the steps below to register your school. Once you do, Cooke Foundation staff will verify the school and add it to the system.

On the Add New Academic Institution form, click the Enter New Academic Institution button.

Can't Find your School?



Enter New Academic Institution

A window will pop up asking you to provide your school's: name, address, and website, as well as your name, phone number, and email address.

Click the Submit button at the bottom. Once Foundation staff have verified your school, you will be notified via email that you may complete the academic institution section of your profile.