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:

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.
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.

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

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.