

Think Big.  
Work Hard.  
Achieve.





# Campus Representative Portal

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Training Document



# Campus Representative Program Overview

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- Campus Representatives are faculty or staff willing to assist interested and eligible students with navigating the Undergraduate Transfer Scholarship application process.
- Cooke Foundation staff collaborate with Campus Reps to facilitate outreach on their campuses and provide additional support regarding application completion.
- Scholarship recipient notifications are released to Campus Reps before applicants.
- Some campuses plan surprise celebrations to recognize their recipients.



# Where are Campus Representatives located?

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**458**

**CAMPUSES**

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Total represented  
across the U.S.

**47**

**STATES**

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Plus D.C., Guam, and  
the Northern Mariana  
Islands

**48%**

**OF ALL CC's**

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Have a Foundation  
representative on their  
campus – and growing!



**Before  
We  
Begin**

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**All Campus Representatives must complete the User Agreement Form prior to accessing the portal.**

<https://apply.jkcf.org/register/externaluseragreement>

To protect student information, the portal will only be available to those who are registered with the Foundation as Campus Representatives. Please [click here](#) to update your preferences.

# Portal Login

- After submitting the User Agreement Form, you will receive an email with a link to the portal
- Username: your email address
- Password: temporarily assigned to you, then you will create your personal password
- Please email [jose@jkcf.org](mailto:jose@jkcf.org) with any password issues

Please review the email sent on October 19, 2020 for your username and temporary password information.



Dear Jackie,

Our Campus Representative Portal is live! As the primary contact for ABC Community College, please find your login access to the portal, training tools, and user agreement below.

# Portal Home Page



Your name here [Logout](#)

## Welcome to the Jack Kent Cooke Foundation Undergraduate Transfer Scholarship Campus Rep Portal!

The application closes on January 6, 2021 at 11:59 pm in your local time zone.

### Applications

Status	Round	Name	Email
Awaiting Decision	2021 Undergraduate Transfer Scholarship	<a href="#">Applicant Name</a>	<a href="#">Applicant Email</a>
Awaiting Submission	2021 Undergraduate Transfer Scholarship	<a href="#">Applicant Name</a>	<a href="#">Applicant Email</a>

# Application Status

**Awaiting Decision:** student has submitted Common App for Transfer, two recommendation letters, resume, and transcript. This is a complete application.

**Awaiting Materials:** student has submitted Common App for Transfer but is missing supplemental materials (rec letters, resume, and/or transcript)

**Awaiting Submission:** student has not submitted Common App for Transfer

## Status

Awaiting Decision

Awaiting Submission

Awaiting Submission

Awaiting Submission

Awaiting Submission

Awaiting Submission

Awaiting Submission





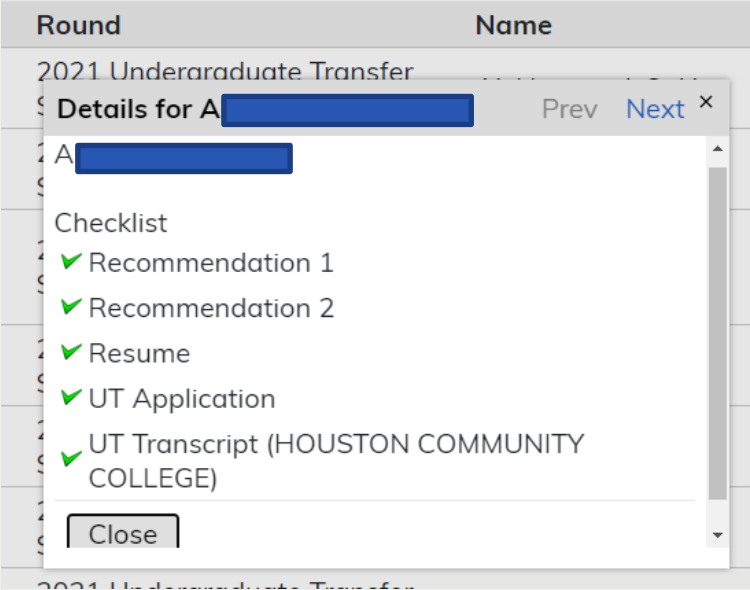
# Student Contact Information

- This portal provides the names and email addresses of applicants on with your campus.
- You may copy email addresses from the portal and paste in Excel sheets to send bulk emails to your students. You may also connect individually.
- Please be aware students may have used a personal email address rather than a school-provided email address to create their Common App for Transfer account.

Name	Email
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# Checklist Pop-ups

Click on each row to view a checklist specific to your student's application.



A screenshot of a web application interface showing a table with columns 'Round' and 'Name'. The first row is '2021 Undergraduate Transfer'. A pop-up window titled 'Details for A [redacted]' is open over the first row. The pop-up contains a 'Checklist' section with the following items, all marked with green checkmarks: 'Recommendation 1', 'Recommendation 2', 'Resume', 'UT Application', and 'UT Transcript (HOUSTON COMMUNITY COLLEGE)'. There are 'Prev', 'Next', and 'Close' buttons in the pop-up.

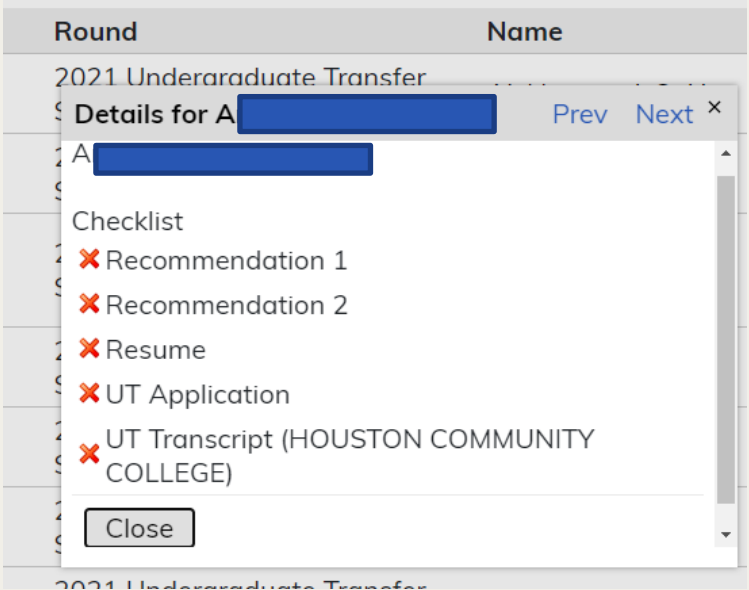
Round	Name
2021 Undergraduate Transfer	A [redacted]

Details for A [redacted] Prev Next X

Checklist

- ✓ Recommendation 1
- ✓ Recommendation 2
- ✓ Resume
- ✓ UT Application
- ✓ UT Transcript (HOUSTON COMMUNITY COLLEGE)

Close



A screenshot of a web application interface showing a table with columns 'Round' and 'Name'. The first row is '2021 Undergraduate Transfer'. A pop-up window titled 'Details for A [redacted]' is open over the first row. The pop-up contains a 'Checklist' section with the following items, all marked with red X's: 'Recommendation 1', 'Recommendation 2', 'Resume', 'UT Application', and 'UT Transcript (HOUSTON COMMUNITY COLLEGE)'. There are 'Prev', 'Next', and 'Close' buttons in the pop-up.

Round	Name
2021 Undergraduate Transfer	A [redacted]

Details for A [redacted] Prev Next X

Checklist

- ✗ Recommendation 1
- ✗ Recommendation 2
- ✗ Resume
- ✗ UT Application
- ✗ UT Transcript (HOUSTON COMMUNITY COLLEGE)

Close

\*Student names have been redacted here for privacy

# Troubleshooting

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If you know a student who intends to apply but their name is not listed in your portal, check with them about the following items:

- Have they added the Jack Kent Cooke Foundation program to their Common App for Transfer?
- Have they included a different campus in their coursework information? It is possible they are listed under that college's portal and not yours. Contact Jackie at [jose@jkcf.org](mailto:jose@jkcf.org) if needed.





# Additional Help

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## **Questions about the Common App for Transfer**

[https://help.liaisonedu.com/The\\_Common\\_App\\_Help\\_Center](https://help.liaisonedu.com/The_Common_App_Help_Center)

[thecommonapplication@liaisoncas.com](mailto:thecommonapplication@liaisoncas.com)

Response time: 1-2 business days, 3 days during busiest times

## **Questions about the Program and Eligibility**

[www.jkcf.org/transfer](http://www.jkcf.org/transfer)

[scholarships@jkcf.org](mailto:scholarships@jkcf.org)

Response time: 1-2 business days, 3 days during busiest times





# Key Dates

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Application opens:

**August 1, 2020**

Application closes:

**January 6, 2021**

Semifinalists announced:

**January 2021**

Recipients announced:

**April 2021**

# Thank you!

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