



**Cooke Access Portal (CAP) Manual
for Young Scholars and
Parents of Young Scholars**

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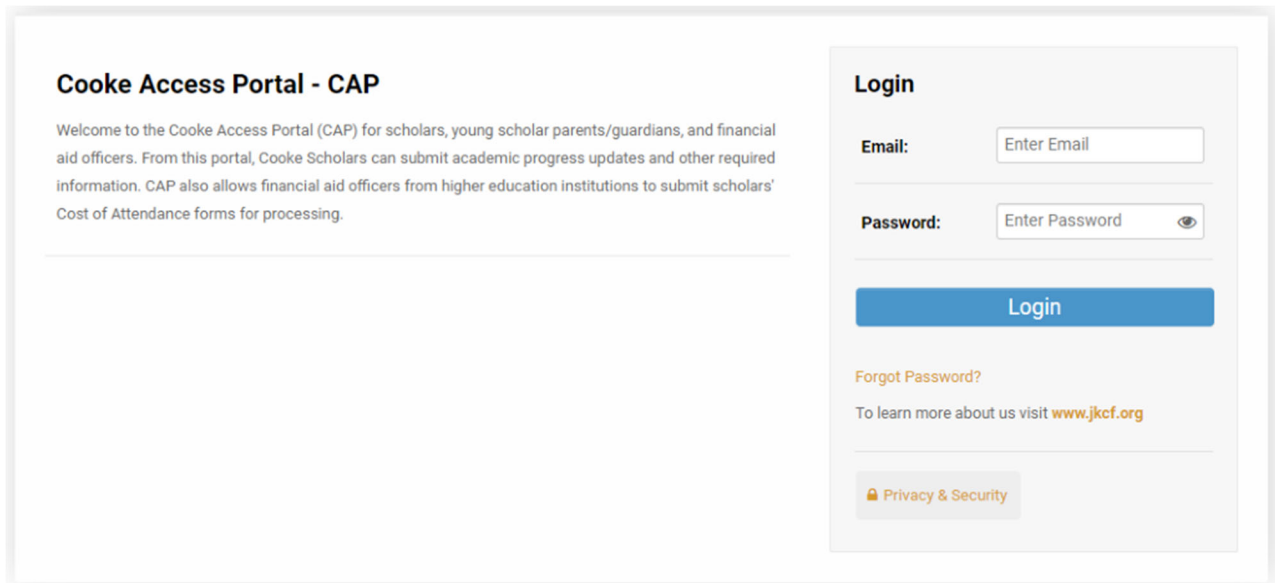
Introduction

Welcome to the Cooke Access Portal (CAP), a system created by the Jack Kent Cooke Foundation to help Scholars fulfill their scholarship requirements. Scholars will use CAP throughout their time as a Cooke Scholar to input grades, test scores, upload transcripts, build high school and college lists, communicate with the Foundation, and perform other required tasks. Parents/Guardians may also access CAP to view their Scholar's CAP account and to grant/remove access to an additional parent/guardian. Parents will have a read only view of their Scholar's account. Please see the CAP Parent Access section later in this manual for further information.

Accessing CAP - Scholars

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:




Cooke Access Portal - CAP

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.

Login

Email:

Password: 

[Login](#)

[Forgot Password?](#)

To learn more about us visit www.jkcf.org

[Privacy & Security](#)

Dashboard

When you first login, you will start on your CAP dashboard. In the upper right corner of the screen, you will also see a link to My Dashboard. Clicking on this link will take you back to your main dashboard. From the dashboard, you can update your personal information, upload your grades, upload your test scores, submit your school lists, communicate with the Cooke Foundation, and access your personal To Do Lists.

Welcome

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:

- Update your scholar profile and contact information
- List the academic institution you are attending
- Submit transcripts, progress reports and test score reports
- Share activities, awards and other accomplishments
- Keep track of required program documents and other upcoming deadlines

To get started, please review and update the "About Me" section and complete any pending tasks listed under your "To Do List."

About Me

My Academics & Activities

[My Academic Institutions](#) [My Grades](#) [My School Lists](#) [My Test Scores](#) [My Resume](#) [My Communications](#)

To Do List

[COMMUNICATIONS \(0\)](#) [GRADES \(0\)](#) [SCHOOL LISTS \(0\)](#) [TEST SCORES \(0\)](#) [MY RESUME \(0\)](#) [ACADEMIC INSTITUTIONS \(0\)](#)

#	Scholarship	Question Type	Description	Deadline for Followup
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About Me

To get started, click on the About Me icon on your dashboard. About Me is where you review and edit your contact and personal information. You must keep your information up to date; it is the primary way in which the Foundation will communicate with you. Please note that you will be prompted periodically to update your information. The reminder will appear in red text under the welcome message on your dashboard.

Remember to click the Save button on the bottom of the page when you are finished updating each of the tabs. When you have updated all the tabs, click on the Profile Up-To Date button.

Please click through all of the tabs below to ensure that your profile is accurate. You can add or update information as needed. The Cooke Foundation will use the contact information you provide in this profile for all communications.

[NAME](#) [ADDRESSES](#) [EMAIL ADDRESSES](#) [PHONE NUMBERS](#) [PARENT/GUARDIAN INFORMATION](#) [DEMOGRAPHICS](#) [HOMETOWN](#) [COUNTRY OF CITIZENSHIP](#)

Scholar Salutation:

* First Name: Jack

Middle Name:

* Last Name: Kent Cooke

Suffix:

Preferred Name:

Pronunciation:

Personal Pronouns:

[NEXT >](#)

[Save](#)

[Profile Up-To Date](#)

Name

Use this tab to add your preferred name (if you prefer a name different from your legal name), provide pronunciation of your name, and share your personal pronouns. If your legal first or last name changes, please contact us at cap@jkcf.org with changes to your name.

Remember to click the Save button on the bottom of the page when you are finished updating data in each of the sections.

Addresses

Use this tab to provide the Foundation with your address(es). To edit, add, or delete your address(es), click the Add/Edit Addresses link. From there, you may edit any of your addresses or add a new address by clicking the New Address button. Make sure to properly designate your addresses (School, Permanent, Temporary) and indicate the address you would like the Foundation to use as your primary address. We will periodically mail correspondence to your primary address.

Email Addresses

Your primary email address is also your username for the system. If you use other email addresses, please enter them in the Email Addresses tab, but keep in mind that the address in the Primary Email field is the one you will use to log in to CAP. Changing your primary email address will change the username you use to sign in. If we have trouble reaching you at your primary email address, we may attempt to reach you at the additional email addresses you provide.

Phone Numbers

Enter your primary phone and any other phone numbers where you may be reached.

Parent/Guardian Information

Your parents'/guardians' information is pre-populated from your scholarship application. There are spaces for multiple Parents/Guardians. If only one is listed, you may add additional Parents/Guardians or leave it blank. If your parents'/guardians' contact information changes at any point during your time as a Scholar, please be sure to update their information promptly.

Demographics and Hometown

Some of the fields in your profile were populated from information in your scholarship application. You may update your demographic and hometown information at any time. If you find that you are unable to make a change and/or see a mistake that you are unable to update, please contact the Cooke Foundation at cap@jkcf.org.

Country of Citizenship

If your country of citizenship changes, please update it on this tab. If you have dual citizenship, please note both countries of citizenship.

My Academic Institutions

In the My Academic Institutions section, we ask you to provide information about the middle school and high school you are/will be attending.

Please update the About Me section before adding a new academic institution.

Instructions

On this page, you can enter your academic institutions including your middle school and high school. You will be asked to provide additional information about your school, including the academic schedule and your anticipated graduation date. Once submitted, your school will be reviewed by Cooke Foundation staff and added to your profile upon approval.

Please note: Adding an institution in CAP does not constitute a request for summer study funding, to transfer to a new institution, or to add additional time to your Cooke scholarship. Please contact your educational adviser if you wish to discuss attending a different institution.

[Add New Young Scholar \(YS\) Academic Institution](#)

Adding a New Academic Institution

1. Click the Add New Young Scholar (YS) Academic Institution button.
2. Select one of the following as the type of institution and click Save:
 - Middle School – if you are enrolled at a middle school.
 - High School – if you are enrolled at a high school.
 - Homeschool – if you are homeschooled.
 - Community College – if you are dual enrolled at a community college (you should also enter your middle school/high school as appropriate).
 - College/University – if you are dual enrolled at a college or university (you should also enter your middle school/high school as appropriate).

The pages for the various school types are similar, in that they all require you to enter the institution's schedule and your enrollment status. In addition, if you attend a Community College or College/University, you will also be prompted to enter your Anticipated Degree.

In the Academic Institution field, start typing the name of your institution. If you don't initially see your school, continue to type the complete name or try different variations of your school's name. If you are unable to find your school on the list, click the Enter New Academic Institution button to register your school. If you are currently enrolled, please provide your anticipated graduation date. If you do not know the exact date, please provide an approximate date.

* **School Type:** High School

* **Academic Institution:**

Can't Find your School?

* **Schedule**

* **Are You Currently Enrolled?**

Yes No

3. In the Academic Institution field, start typing the name of your school. As you type, a list of schools will auto-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 you are unable to find your school in the auto-populated list, refer to the next section in this manual titled Registering a New Academic Institution to register your school.

4. From the Schedule dropdown, select your school's academic calendar. The choices are Semester, Quarter, or Trimester. If you do not know your school's academic schedule, please refer to your school's website or ask your school counselor.
5. Indicate if you are currently enrolled at this institution.
 - If you are currently enrolled or will be soon, select Yes and enter your Anticipated Graduation Date. If you are unsure of your graduation date, please provide your best estimate.
 - If you are no longer enrolled at the institution, select No and answer the "Did you Graduate?" question. If you select Yes, enter your graduation date and the term in which you graduated.
6. If your school is a community college or college/university, click on the Enter Degree(s) button to enter your intended degree and major information. Click the plus "+" button to add a degree.

Instructions



- Click the plus sign button (+) to add your degree.
- Degree Type – Select the degree you are pursuing. If you are not pursuing a degree, please select Undeclared.
- Major – Select your major. If you have yet to decide on a major, choose Undecided at the bottom of the list. If you are working towards or have completed more than one major, use the plus button to add a new row and provide additional information.
- Minor – If you have a minor, select it from the list. If you are working towards or have completed more than one minor, use the plus button (+) to add a new row and provide additional information. If you have more minors than majors, you may enter duplicate degree and major information in order to choose an additional minor.
- You may edit or delete this information when entering your grades.

Degree(s)

Degree Type	Major	Minor (optional)
Select One	Select One	

- Degree Type – Select the degree you are pursuing or plan to pursue. If you are not pursuing a degree, please select Undeclared.
- Major – Select your major. If you have yet to decide on a major, choose Undecided at the bottom of the list. If you are working towards or have completed more than one major, use the plus “+” button to add a new row and provide additional information.
- Minor – If you have a minor, select it from the list. If you are working towards or have completed more than one minor, use the plus “+” button to add a new row and provide additional information. If you have more minors than majors, you may enter duplicate degree and major information to choose an additional minor.

You may edit or delete degree information when entering your grades. See the [My Grades](#) section for further details.

7. Once you are finished entering your information, click the Save and Close buttons to save your information and close the window.
8. When you have entered all required information, click the Submit button on the bottom of the Add New Academic Institution page. Once submitted, Cooke Foundation Staff will verify your school information within a few business days.

Registering a New Academic Institution

If you were unable to find your institution in the dropdown list, you must register your school with the Foundation 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. After the school is added to the system, you will be prompted to complete the academic institution portion of your profile.

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

Can't Find your School?

[Enter New Academic Institution](#)

2. 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.
3. Click the Submit button at the bottom. Cooke Foundation Staff will verify your school within 1-2 business days and then notify you via email when you may complete the academic institution section of your profile.

My Grades

The Foundation requires Scholars to submit grades/progress report cards at the end of every term. Promptly submitting your grades is required to maintain good standing in your scholarship program.

At the end of every term, you will receive an email notification that it is time to submit your grades in CAP. A request to enter grades will show up on your To Do List on your dashboard. Please note you will not be able to submit grades until the request appears on your To Do List.

Instructions

The Foundation requires scholars to submit grades twice a year - at the midterm of the year and at the end of the academic year. Promptly submitting grades is required to maintain good standing in your scholarship program. Please contact your educational adviser if you have any questions about submitting your grades or grade report.

My Grades

1-1 of 1

#	Scholarship	Academic Institution	Academic Year	Term	Due Date	Status	
1	Young Scholar (YS)	Southern Regional High School	2020-2021	Semester - Spring	06/30/2021	Requires Attention	View

Adding New Grades

Before you enter your grades, you must have a copy of your most recent grade report/transcript. You cannot edit your grade entry once you click Submit, therefore do not start this process until all your grades have been posted by your school. Your grade report/transcript must contain data for all the required fields.

1. To begin entering your grades, click on the Grades tab on your To Do List.
2. Click the View button next to the school for which you are submitting grades.
3. Enter your year in school and academic year.
4. Enter the school term for which you will be entering grades.

i On this page, you will input your term grades to submit to the Foundation. To do so, select your year in school and the academic year. Then select the school term for the grades being entered. Next, add your course grades and upload a copy of your grade report / transcript. Then you will answer questions regarding your term GPA and year-end GPA, if entering year-end grades. If you have any comments you would like to include regarding your grades, use the notes box at the bottom of the page. After you have provided all required grade information, click the "Submit" button.

Please note: Before you enter your grades, you must have a copy of your most recent grade report / transcript. You cannot edit your grade entry once you click "Submit," therefore do not start this process until all of your grades have been posted by your school. Your grade report / transcript must contain data for all of the required fields.

* **Due Date:** 06/30/2021

School: Southern Regional High School

▼ Enter Grade and Term Information

* **Grade**

9th grade ▼

If you are uncertain of your year in school, please contact your educational adviser.

* **Academic Year**

2020-2021 ▼

* **Term**

Spring ▼

Submit

- Click the Enter Course(s) button. A new window will open where you may enter individual course information. To add a course, click on the plus "+" button to add grade information for each of your courses for the term.

Instructions

i Click the "+" button to add grade information for all of your courses for the term.

For each course, enter the following:

- Name of Course – enter the exact course name as it appears on your grade report
- Subject – select the subject from the list that most closely matches the course
- Grade (A-F), Grade (0-100) or Grade (Other) - please use your school's grading scale to enter the grade you received for the course; if your school provides more than one grade [e.g., both a letter grade (A-F) and a numeric grade (0-100)], please include both
- Course Type – select the level of the course
- Additional Course Information (optional) – if applicable, designate whether the course falls into one of the categories; if it does not, leave this field blank

Course(s)

Name of Course	Subject	Grade (A-F)	Grade (0-100)	Grade (Other)	Course Type	Additional Course Information (optional)
<input type="text"/>	Select One ▼	<input type="text"/>	<input type="text"/>	<input type="text"/>	Select One ▼	<input type="text"/>

+

Save Clear Close


For each course, enter the following:

- Name of Course – enter the exact course name as it appears on your report card
- Subject – select the subject from the list that most closely matches the course

- Grade (A-F), Grade (0-100) or Grade (Other) - please use your school's grading scale to enter the grade you received for the course; if your school provides more than one grade [e.g., both a letter grade (A-F) and a numeric grade (0-100)], please include both
- Course Type – select the level of the course
- Additional Course Information (optional) – if applicable, designate whether the course falls into one of the categories; if it does not, leave this field blank

Click the plus “+” button to add grade information for each of your courses for the term. The following is a screenshot of this page populated with sample grade information:

Instructions


 Click the “+” button to add grade information for all of your courses for the term.

For each course, enter the following:

- Name of Course – enter the exact course name as it appears on your grade report
- Subject – select the subject from the list that most closely matches the course
- Grade (A-F), Grade (0-100) or Grade (Other) - please use your school's grading scale to enter the grade you received for the course; if your school provides more than one grade [e.g., both a letter grade (A-F) and a numeric grade (0-100)], please include both
- Course Type – select the level of the course
- Additional Course Information (optional) – if applicable, designate whether the course falls into one of the categories; if it does not, leave this field blank

Course(s)

Name of Course	Subject	Grade (A-F)	Grade (0-100)	Grade (Other)	Course Type	Additional Course Information (optional)
Algebra	Math		95		Pre-AP	
Honors English	English	A			Honors	
Community Chorus	Elective			Pass	Regular	Independent Study





[Save](#) [Clear](#) [Close](#)

6. After you have finished entering all your course and grade information, click the Save and Close buttons on the bottom of the page.
7. Click on the Upload button under Upload School Grade Report/Transcript. This will open a file manager upload window. You may either drag your report card/transcript file into the window from your computer or click the folder icon to find and select the file to upload. If you have only a paper report card/transcript, scan and save it as a file or take a clear photo with your phone and upload the image. Please be sure your grade report/transcript has your full name listed and your school information.

File Manager

Drag and drop files here.

Maximum file size: 2 GB

8. Answer the questions regarding your term and cumulative GPAs as well as year-end GPA if entering year-end grades. If your grade report/transcript lists a term GPA, select Yes and enter your term GPA. If your school does not provide term GPAs, select No and provide an explanation as to why there is no term GPA. Do the same for the following question regarding cumulative GPA (and year-end GPA, if applicable).

* Does your grade report/ transcript include a term GPA?

- Yes 
 No

* Do you have a cumulative GPA?

- Yes 
 No

* Please reflect on your grades from this past term.

What are you most proud of? Why?

What felt most challenging about this past term? What will be your approach to this challenge in the term(s) ahead?

Notes

Use the notes section to share any additional grade information with your educational adviser.

9. Please reflect on your grades from the past term by answering the two reflection questions. If you have any additional comments you would like to include regarding your grades, use the notes section at the bottom of the page.

10. After you have provided all required grade information, click the Submit button.

My School Lists

The Foundation requires you to submit a high school list and a college list during your time as a Young Scholar. You will be notified when it is time to enter your school list in CAP and a task will show up in your To Do List on your dashboard. Please note you will not be able to start your school list until the request appears on your To Do List.

High School List

The Foundation requires you to submit a high school list during your eighth-grade year to track the high school(s) you are interested in researching as well as those to which you are planning to apply.

During the fall of eighth grade, you will be notified that your high school list is available in CAP. A task to enter your high school list will show up in your To Do List on your dashboard.

Instructions

On this page you will find your school list(s). Click "View" on the right to access the school list. Follow the instructions on the next page and work with your educational adviser to complete and submit your list.

My School Lists

#	School List Type	Due Date	Status	
1	High School List	12/18/2020	Requires Attention	View

1. To begin entering your high school list, click on the view button to the right.
2. Click the Enter High School(s) button to begin entering your high school(s) of interest.



On this page, you will input your high school list. This list is intended for you to track schools you are both interested in researching as well as those you are planning to and/or have applied to.

- First, click on the Enter High School(s) button and follow the instructions on that page. After you enter all of your schools, select save.
- If you are unable to find the school on the list, click the Enter New Academic Institution button under "Enter High School(s)" to register the school. Please allow up to 48 hours for the Foundation to verify the school. After the school has been verified, you will be able to add the school to your high school list.
- As you receive acceptance and/or financial aid documentation from your schools, please upload a copy in the space below.
- Save your work often. Make sure your high school list is complete before you push submit. This will send your list to your educational adviser. **You will be unable to edit your list once you push submit.**

* Due Date

12/15/2020  

* High School List

[Enter High School\(s\)](#)

Can't Find your School?

[Enter New Academic Institution](#)

Acceptance & Financial Aid Materials

Please upload a copy of all acceptance and/or financial aid information from your school(s) here.

3. For each high school, enter the following:
 - School Name – enter the exact school name (no abbreviations or acronyms)
 - School Type – select the type from the list that most closely identifies your school – the options are: charter, homeschool, magnet, private (board), private (day), public, other
 - Application Status – select the application status that relates to the current status of your application for each school. If no application is required (i.e., for your local public school), select “No application required”.
 - Application Deadline – enter the application due date for all schools that require an application. You may leave this field blank if you entered “No application required” for the application status.
4. If you are unable to find the high school you are interested in, please click the Enter New Academic Institution button to register the new school. Please allow up to two business days for the Foundation to verify the school. After the school has been verified, a Foundation Staff member will contact you to let you know that you may move forward with adding the high school to your list.
5. Click the plus “+” button to add additional high schools to your list. Once completed, click the Save and Close buttons. You can save your work as you go.
6. Upload a copy of acceptance and/or financial aid information to the Acceptance & Financial Aid Materials upload field. These materials may be submitted at any point throughout the high school admissions process.

- Once your high school list is final and you are ready to submit it to your educational adviser for review, click the Submit button.

High School List

INSTRUCTIONS FOR COMPLETING YOUR HIGH SCHOOL LIST

Please follow the directions below to update your high school list. Click on the "+" button to add a school. This list is intended for you to track schools you are both interested in researching as well as those you are planning to and/or have applied to.

- Start typing the name of a school. If you don't initially see the school, continue to type the complete name or try different variations of the school's name.
- If you are unable to find the school on the list, click the Enter New Academic Institution button under "Enter High School(s)" to register the school. *Please allow up to 48 hours for the Foundation to verify the school. After the school has been verified, you will be able to add the school to your high school list.*
- For all scholars:** Please add your local public, non-selective charter, and/or magnet school to your list. You will also need to select the school type. Click Save before navigating away from the page.
- If you are also choosing to apply to one or more selective independent, charter, or magnet schools, you will need to add the name of each school, as well as the school type, and application deadline. Click Save before navigating away from the page.
- Save your work often. Make sure your high school list is complete before you push submit. This will send your list to your educational adviser. **You will be unable to edit your list once you push submit.**

High Schools

School Name	School Type	Application Status	Application Deadline
<input type="text"/>	--- Select One ---	--- Select One ---	<input type="text"/>
+			
Save		Close	

College List

The Foundation requires Scholars to begin working on a college list during junior year, to track the colleges you are interested in researching as well as those to which you are planning to apply.

During the spring of your junior year, you will be notified that your college list is available in CAP. A task to enter your college school list will show up in your To Do List on your dashboard.

Instructions

On this page you will find your school list(s). Click "View" on the right to access the school list. Follow the instructions on the next page and work with your educational adviser to complete and submit your list.

My School Lists

#	School List Type	Due Date	Status
1	College List	10/01/2020	Requires Attention View

- To begin entering your college list, click the view button to the right.

2. Click the Enter College(s) button to begin entering your colleges of interest.

The screenshot shows a web form for entering colleges. At the top, there is an information box with a blue header and a close button. The information text reads: "On this page, you will input your college list. This list is intended for you to track schools you are both interested in researching as well as those you are planning to and/or have applied to." Below this are five bullet points: 1. "First, click on the Enter Colleges button and follow the instructions on that page. After you enter all of your colleges, select save." 2. "If you are unable to find the institution on the list, click the Enter New Academic Institution button under 'Enter College(s)' to register the institution. Please allow up to 48 hours for the Foundation to verify the academic institution. After the institution has been verified, add the newly registered school to your college list." 3. "Next, answer the Questbridge questions." 4. "As you receive acceptance and/or financial aid documentation from your schools, please upload a copy in the space below." 5. "Save your work often. You may save and revisit your list over time as you work to build a well-balanced college list." 6. "Please submit your college list once it is final and ready to be sent to your educational adviser. While you will still be able to upload documents, you will not be able to edit your list once you push submit." Below the information box, the form has several sections: "Due Date" with the value "10/01/2020"; "College List" with a blue "Enter College(s)" button; "Can't Find your School?" with a blue "Enter New Academic Institution" button; "Did you apply to Questbridge?" with a dropdown menu set to "Select One"; "Acceptance & Financial Aid Materials" with a text prompt "Please upload a copy of all acceptance and/or financial aid information from your school(s) here." and a blue upload icon; and at the bottom, "Save" and "Submit" buttons.

3. For each college, enter the following:

- School Name – enter the exact school name (no abbreviations or acronyms)
- Application Status – select the application status that relates to the current status of your application for each institution
- Admission Type – note whether you are applying early action, early decision, regular, etc.
- Application Deadline – enter the application due date for each institution

4. If you are unable to find the institution are interested in adding to your list, please click the Enter New Academic Institution button to register the new institution. Please allow up to two business days for the Foundation to verify the academic institution. After the institution has been verified, a Foundation Staff member will contact you to let you know that you may move forward with adding the school to your list.

5. Click the plus “+” button to add additional institutions to your list. Once completed, click the Save and Close buttons. You can save your work as you go.

6. Provide an answer to the Questbridge question. Please note, if you apply to Questbridge, you will receive an additional request through CAP for further information later.

7. Upload a copy of acceptance and/or financial aid information to the Acceptance & Financial Aid Materials upload field. These materials may be uploaded at any point during the college application process.

8. Once your list is finalized and you are ready to submit it to your educational adviser for review, click the Submit button.




College List

INSTRUCTIONS FOR COMPLETING YOUR COLLEGE LIST

Please follow the directions below to update your college list. Click on the "+" button to add an institution. This list is intended for you to track schools you are both interested in researching as well as those you are planning to and/or have applied to.

- Start typing the name of an academic institution. If you don't initially see the academic institution, continue to type the complete name or try different variations of the school's name.
- If you are unable to find the institution on the list, click the Enter New Academic Institution button under "Enter College(s)" to register the institution. *Please allow up to 48 hours for the Foundation to verify the academic institution. After the institution has been verified, add the newly registered school to your college list.*
- In addition to the school name, select:
 - application status,
 - admission type, and
 - enter an application deadline.
- Save your work often. You may save and revisit your list over time as you work to build a well-balanced college list.

Colleges

School Name	Application Status	Admission Type	Application Deadline
<input type="text"/>	-- Select One --	-- Select One --	<input type="text"/> 
			
			

My Test Scores

Test scores are requested twice a year by the Foundation. Additional test scores can be uploaded in CAP throughout the year as well. Before you enter your test scores, you must have a copy of the score report(s). For each test you take, the fields are customized for that particular test. Below is a screenshot of the fields required for an AP test:

* Test Type

* Subject

* Score

* Date Taken

* Upload Results

Please upload a score report or screenshot of your score(s)

After entering your test scores, click the Save button.

Click on the Upload button under Upload Results. This will open a file manager upload window. You may either drag your score report file into the window from your computer or click the folder icon to find and select the file to upload. If you have only a paper score report, scan and save it as a file or take a clear photo with your phone and upload the image.

My Communications

You may use the My Communications section to communicate with the Foundation. To access the communications tool, click on the My Communications link on your dashboard. This is the screen that will appear:

Instructions

In this dashboard, you can communicate with your educational adviser. You can discuss academic issues, share updates, or ask questions about scholarship requirements. Please write a brief two to three word description of the topic in the subject text box. Once you click save, a dialogue box will appear where you can write a more detailed note. Please allow your adviser a few days to respond.

[Add New Young Scholar \(YS\) Communication](#)

My Communications

COMMUNICATIONS (3) TEST SCORE, RESUME ITEMS AND COMMUNICATION E-MAILS (6) ACADEMIC INSTITUTION E-MAILS (1) GRADE E-MAILS (13)

#	Scholarship	Question Type	Description	Deadline for Followup	Status
1	Young Scholar (YS)	Academic/Advising	Class decisions		Submitted View

Creating a New Communication

1. To create a new communication, click the Add New Young Scholar (YS) Communication button.

i Use this form to send a message to the Cooke Foundation. For the Scholar Question Type drop-down, please select "Academic/Advising" if you have a question regarding your academics or an advising need; select "Finance-Related" if you have a question regarding your COA, bill, or any other finance-related issue (if you are a Young Scholar, please call or email your educational adviser with any ILP-related questions); or select "General Program" for all other questions. Please write a brief, two to three word, description of your question in the subject line. Once you click save, a dialogue box will appear where you can write a more detailed message. Please allow two to three business days to receive a response..

*** Scholar Question Type**

Select One

Required Documents

Select One

*** Subject**

Scholar Documentation

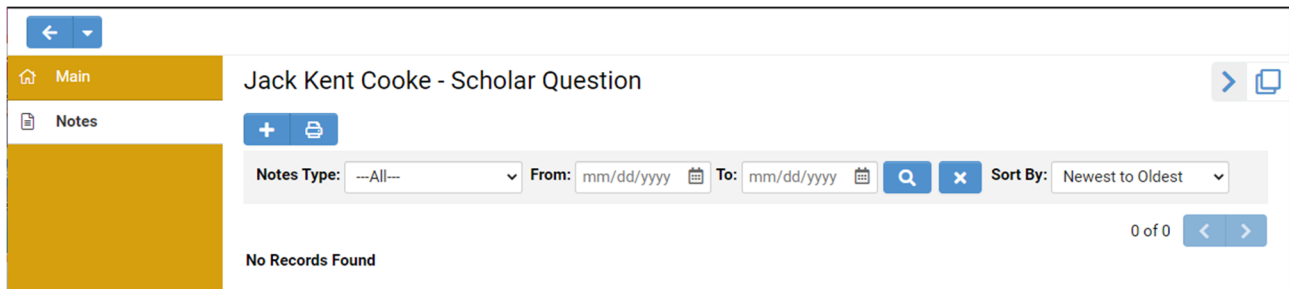
Click Save before adding attachments

[Save](#)

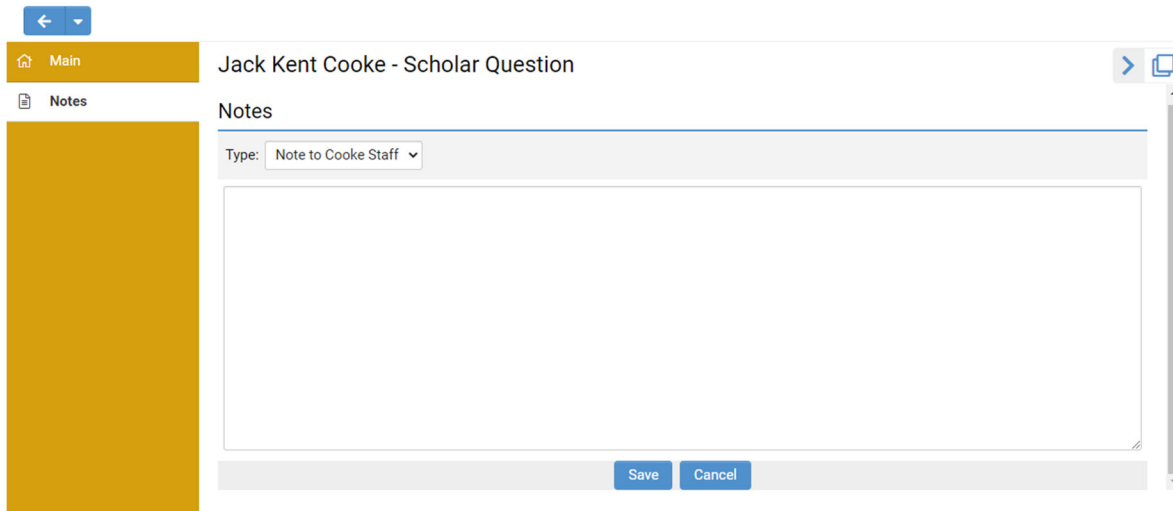
Select a Scholar Question Type.

- Academic/Advising – if you have an academic or advising question.
- General Program – if you have a general program question.


2. In the Subject line, enter a brief description of your topic. This is like the subject line in an email.
3. Click the Save button.
4. If you have documents pertinent to your communication, click the Upload button under Scholar Documentation to upload a document.
5. On the left-hand side of the screen, you will see a menu with a Notes link.



6. Click on Notes. Then click on the plus “+” button to open a text box where you can type your question/message.

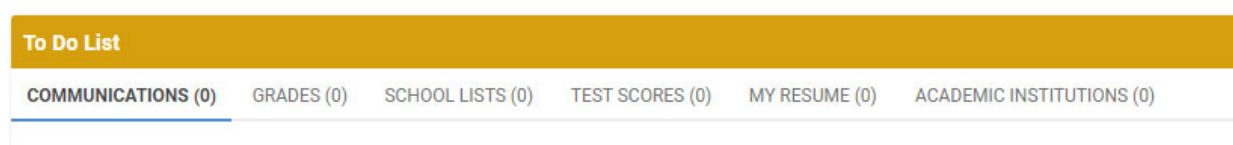


7. Click Save when you are done entering your message.
8. Click the Main link on the left-hand navigation, then click the Submit button on the bottom of the page to submit your communication to the Foundation.

Please note: If you click the Enable Dock button  in the upper right corner of the screen, it will open the Notes screen to the right and keep the Main screen open as well. After you dock the screen, start with #7 above to enter your question/message.

To Do List

Your To Do List is located at the bottom of your dashboard. It will list all tasks requiring your attention.



Communications

When you receive a response to a communication you submitted or receive a new communication from the Foundation, a new item will appear on the Communications tab of your To Do List. Click the View button to review (and respond to) the communication.

Grades

At the end of every term, we will ask you to submit your grades. When grades are due, you will see a new item on the Grades tab of your To Do List. Click the View button to access the grades form.

School Lists

The Foundation requires you to submit a high school list and a college list during your time as a Young Scholar. You will be notified when it is time to enter your school list in CAP and a task will show up in your To Do List. Click the View button to access the school lists.

Test Scores

Periodically we will ask you to submit your test scores. When test scores are due, you will see a new item on the Test Scores tab of your To Do List. Click the View button to access the test score form.

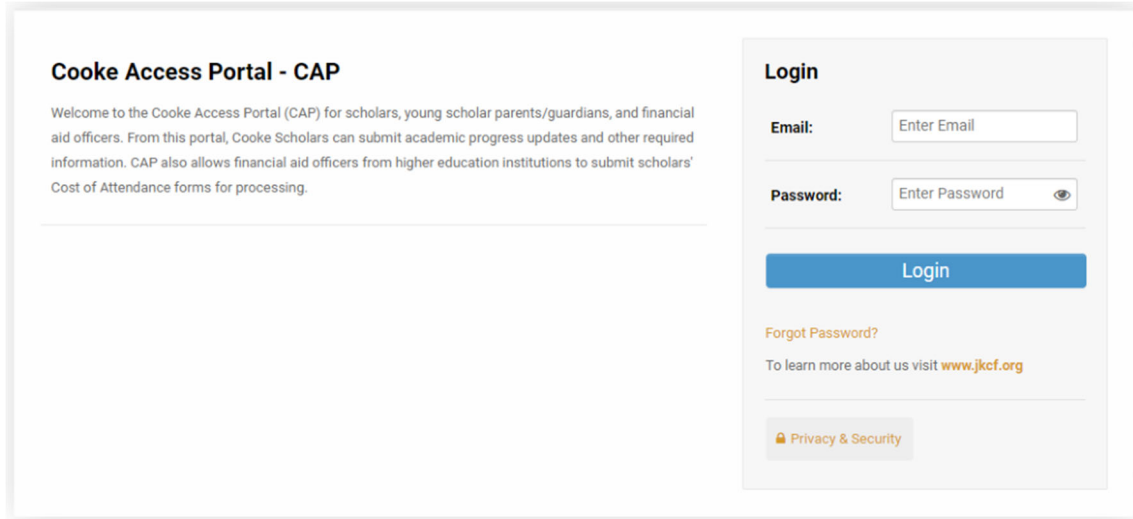
Academic Institutions

From time to time we may ask you to update information regarding your academic institution. If so, a new item will appear on the Academic Institution tab of your To Do List. Click the View button to access the Academic Institutions page and update your information.

Accessing CAP - Parents

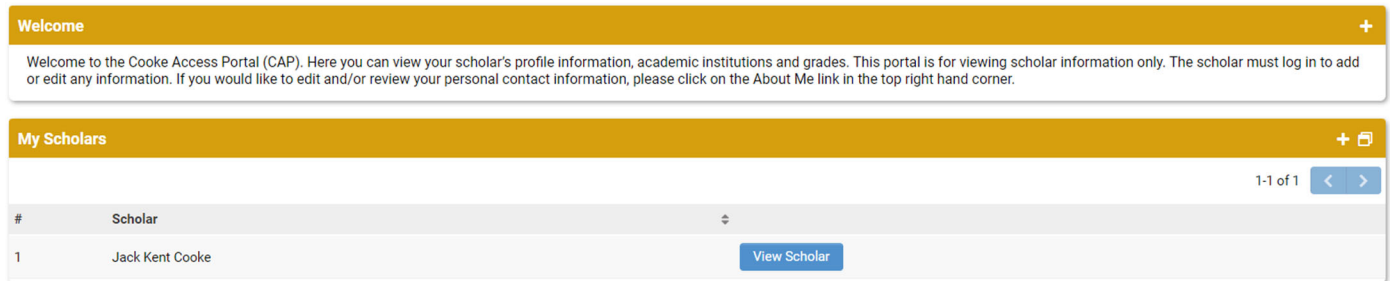
Young Scholar parents/guardians sign into CAP here: <https://jkcf.org/cap>. Your username and password were created for you and emailed from youngscholarsprogram@jkcf.org. If you have forgotten your password, click the *Forgot Password?* link and follow the instructions.

The sign in screen will look like this:



The screenshot shows the login page for the Cooke Access Portal (CAP). On the left, there is 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 login fields are links for "Forgot Password?", "To learn more about us visit www.jkcf.org", and a "Privacy & Security" link.

Parent Dashboard



The screenshot shows the Parent Dashboard. At the top, there is a "Welcome" message: "Welcome to the Cooke Access Portal (CAP). Here you can view your scholar's profile information, academic institutions and grades. This portal is for viewing scholar information only. The scholar must log in to add or edit any information. If you would like to edit and/or review your personal contact information, please click on the About Me link in the top right hand corner." Below this is a "My Scholars" section with a table listing scholars. The table has columns for "#", "Scholar", and a "View Scholar" button. The first row shows "1" in the "#", "Jack Kent Cooke" in the "Scholar" column, and a "View Scholar" button. In the upper right corner of the dashboard, there is a link to your account where you may change your password or logout.

#	Scholar	
1	Jack Kent Cooke	View Scholar

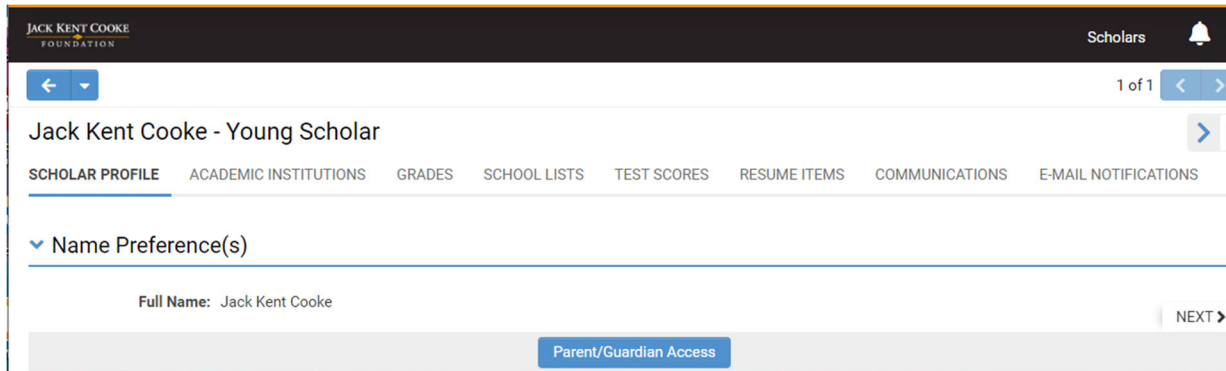
The first screen after you login is your CAP Dashboard. There is a welcome message at the top and a My Scholars list. In the upper right corner of the screen is a link to your account where you may change your password or logout.

Through CAP, you may view a “read-only” version of your Scholar’s profile information. This includes your Scholar’s academic institution(s), grades, school lists, test scores, and communications. The “read-only” view means that you are not able to make any changes to your Scholar’s account; instead, your Scholar must log in to their account to add or edit any information.

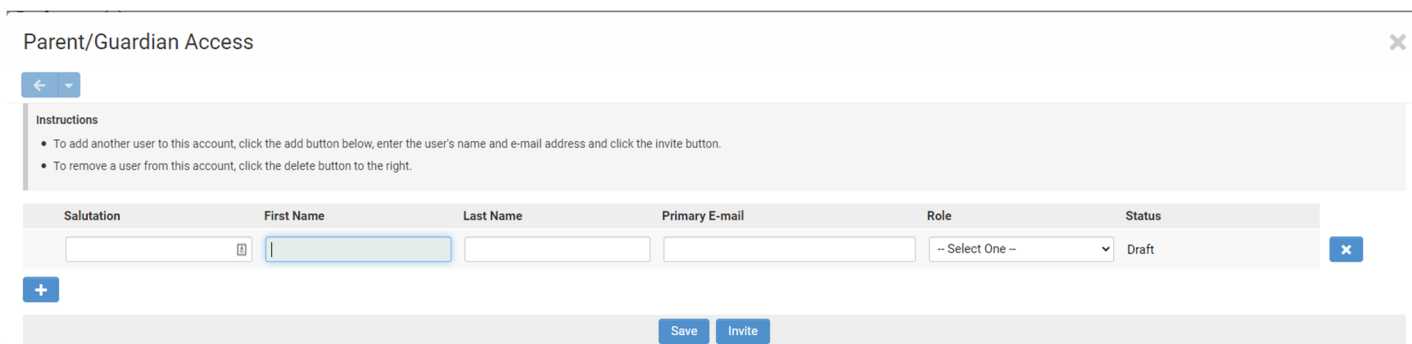
Add a Parent/Guardian

The parent/guardian that completed the online application has been given initial access to CAP. This parent/guardian may add any other parents/guardians to the Scholar’s account.

1. Click on the View Scholar button next to your Scholar's name on your dashboard. This will open your Scholar's profile.
2. Click on the Parent/Guardian Access button at the bottom of the screen.



3. Click the plus “+” button on the bottom left of the screen and fill in the first name, last name, and email address of the Scholar's other parents/guardians.



4. Once you are done adding parents/guardians, click the Invite button at the bottom of the screen.

Please note: The primary parent/guardian also can remove access from any other parents/guardians. Please contact the Cooke Foundation if there is any confusion about this or if there are any changes to parents/guardians.