

# EMA Adding Students – New, Renewal & Sibling of FES-UA Student

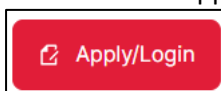


## How to Add a Student in EMA – New, Renewal & Sibling of an FES-UA Student

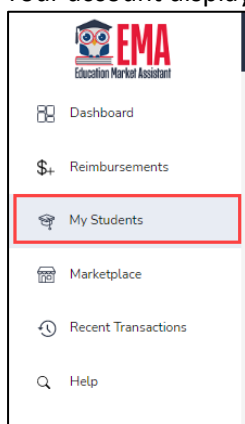
### 1 - New Student

**Note:** Before you begin: Create a user login and account in [EMA](#).

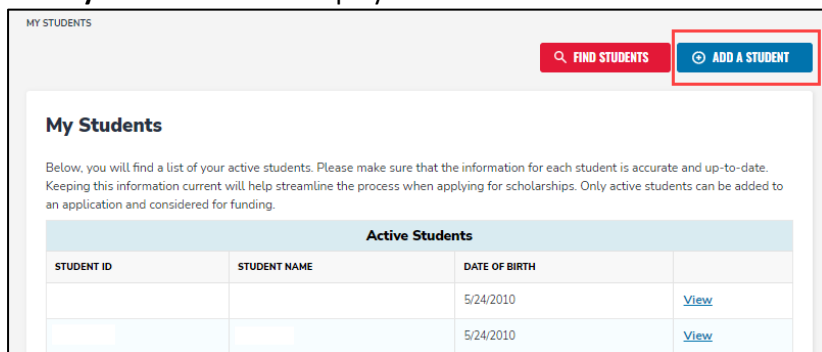
1. Log into your EMA account.
  - a. You can select Apply/Login on [sufs.org](#).



2. Your account displays in the EMA portal. Select **My Students**.



3. The **My Students** screen displays. Select **ADD A STUDENT**.



**Note:** Select [View](#) to review the details about your active students.

4. The **Student Details** screen displays.

**Student Details** CANCEL SAVE

---

Student ID:

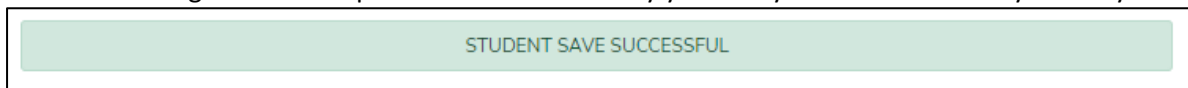
First Name\* Middle Name Last Name\* Suffix  
 Enter First Name Enter Middle Name Enter Last Name Select

OPTIONAL: Student FLEID number① Date of Birth\* Gender\* Ethnicity\*  
 FL... mm/dd/yyyy Select Select

Student's Relationship to You  
 Select

- a. Complete the fields:
  - i. First Name\*
  - ii. Middle Name
  - iii. Last Name\*
  - iv. Student FLEID number (optional)
  - v. Date of Birth\*
  - vi. Gender\*
  - vii. Ethnicity\*
  - viii. Student's Relationship to You (use drop-down menu)  
 (Note: \* means required information.)
- b. Select **SAVE**.

5. A screen message near the top of the screen will notify you that you have successfully added your student.



6. The active **Student Details** screen displays. Select **EDIT** to make any changes to your student's details.

**Student Details** EDIT

---

Student ID: 20000433

First Name\* Middle Name Last Name\* Suffix  
 Enter Middle Name Enter Last Name Select

OPTIONAL: Student FLEID number① Date of Birth\* Gender\* Ethnicity\*  
 FL... Male Hispanic or Latino

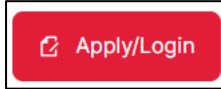
Student's Relationship to You  
 Son

7. Congratulations! Once all information is correct, you are ready to apply for a scholarship for this student.

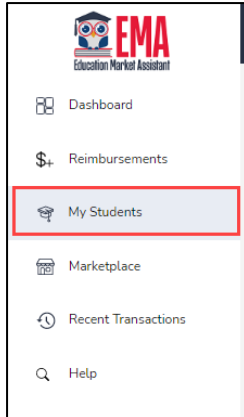
## 2 - Renewal Student

**Note:** Before you begin: Create a user login and account in [EMA](#).

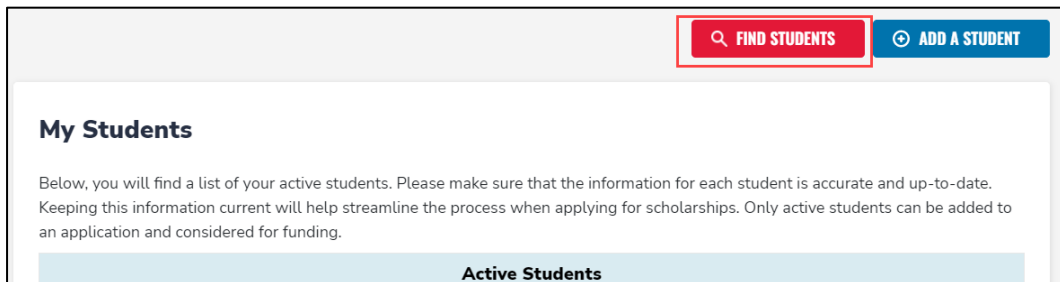
1. Log into your EMA account.
  - a. You can select Apply/Login on [sufs.org](#).



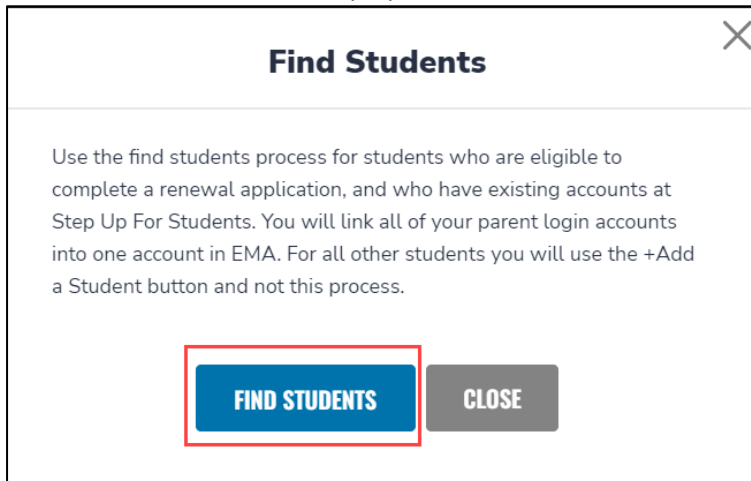
2. Your account displays in the EMA portal. Select **My Students**.



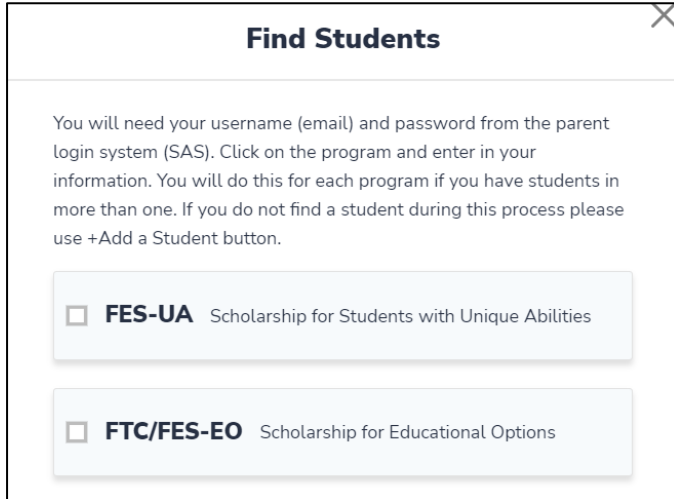
3. Select **Find Students**.



4. The **Find Students** Screen displays. Select **FIND STUDENTS**.



5. The FES-UA and FTC/FES-EO option screen displays.



**Find Students** ✕

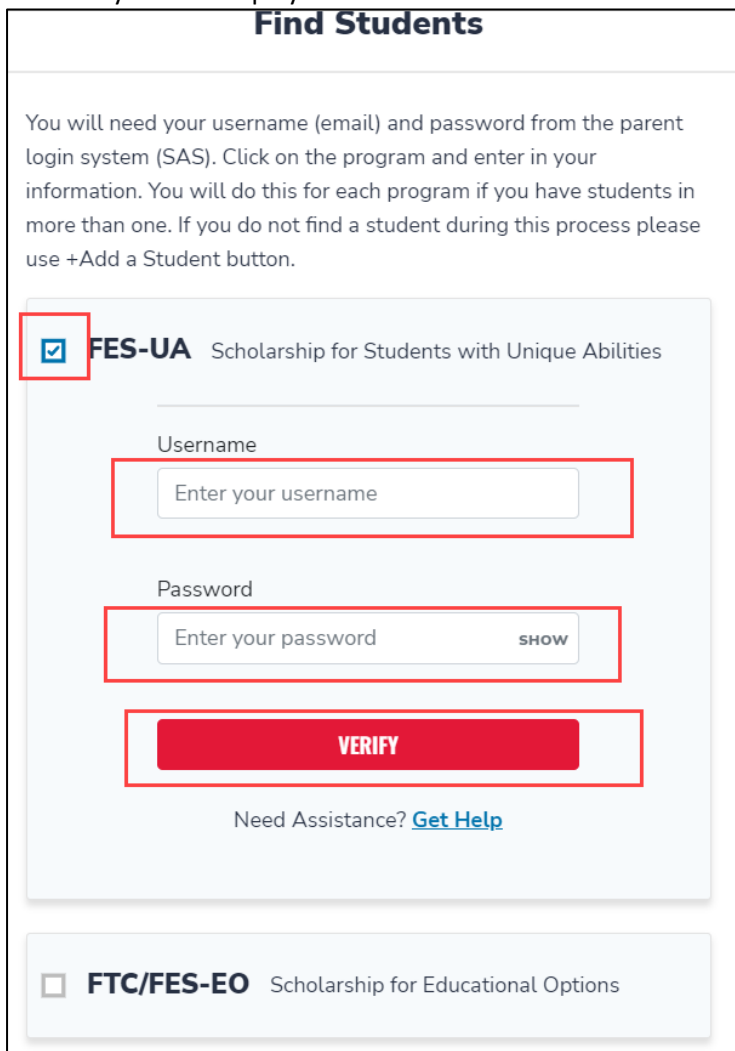
You will need your username (email) and password from the parent login system (SAS). Click on the program and enter in your information. You will do this for each program if you have students in more than one. If you do not find a student during this process please use +Add a Student button.

**FES-UA** Scholarship for Students with Unique Abilities

**FTC/FES-EO** Scholarship for Educational Options

6. Select one of the programs for your student.

7. The Verify screen displays.



**Find Students**

You will need your username (email) and password from the parent login system (SAS). Click on the program and enter in your information. You will do this for each program if you have students in more than one. If you do not find a student during this process please use +Add a Student button.

**FES-UA** Scholarship for Students with Unique Abilities

Username

Password  
 **SHOW**

**VERIFY**

Need Assistance? [Get Help](#)

**FTC/FES-EO** Scholarship for Educational Options

- a. Enter your SAS parent/guardian account username and password.
- b. Select **Verify**.

**Note:** If you cannot find your renewal student using the **FIND STUDENTS** tool, please stop your application process and contact SUFS for support.

8. The **Activate Students** screen displays.

Get Help'."/>

STUDENT NAME	<input type="checkbox"/>
	<input checked="" type="checkbox"/>
	<input type="checkbox"/>

**ACTIVATE STUDENTS**

Don't see your student listed? [Get Help](#)

- a. Select the checkbox for the student(s) you are adding.
- b. Select **ACTIVATE STUDENTS**.

9. Select **YES** or **NO** to determine if you have a renewal student(s) to add in the other program.

**Do you have students in another program that you need to add?**

**YES** **NO**

If **YES**, complete steps 4-8 per above.  
If **NO**, go to the next step.

10. Congratulations! You have added your renewal student(s) to your parent/guardian account.

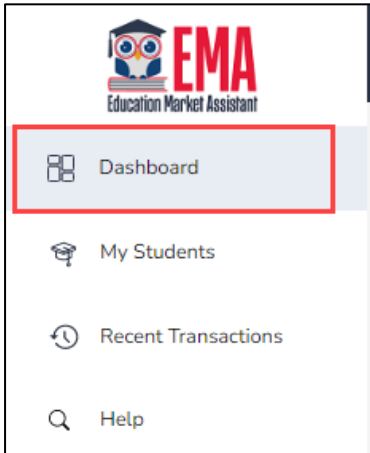
### 3 - Renewal

**Note:** Before you begin: Create a user login and account in [EMA](#).

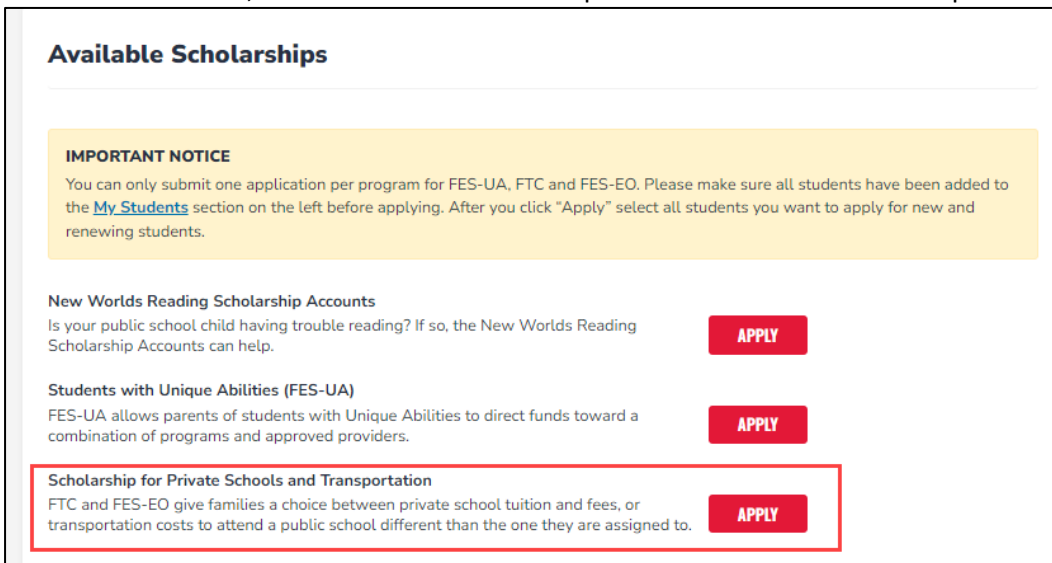
1. Log into your EMA account.
  - a. You can select Apply/Login on [sufs.org](#).

 Apply/Login

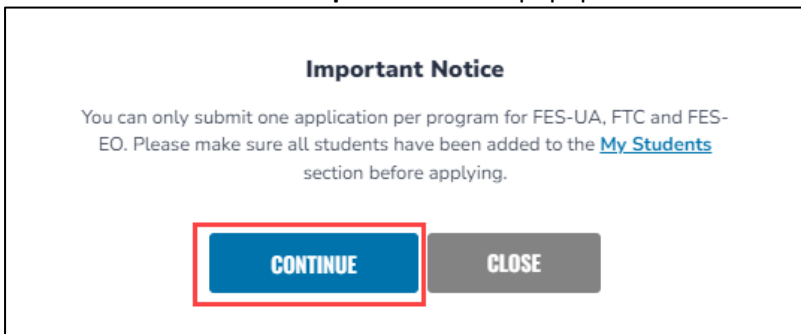
2. Your account displays in the EMA portal. Select **Dashboard**.



3. From the Dashboard, select **APPLY** for Scholarship for Private Schools and Transportation.



4. Select **CONTINUE** on the **Important Notice** popup window.



- The **FTC/FES-EO Application** screen displays. Select the **APPLY** button beside the student you are adding as FES-UA sibling and then select **CONTINUE**.

**FTC/FES-EO Application**  
Private Schools & Transportation Scholarships

Step Up For Students offers two scholarships that are based on your household's income and other eligibility requirements: the Florida Tax Credit Scholarship (FTC) and the Family Empowerment Scholarship for Educational Options (FES-EO). FTC and FES-EO give families a choice between assistance with private school tuition and fees, or transportation costs for students to attend a public school different than the one they are assigned to. The application is the same for both the FTC and FES-EO scholarships. Step Up will determine if you are eligible, and for which scholarship.

**IMPORTANT NOTICE**  
You can only submit one application per program for FES-UA, FTC and FES-EO. Please make sure all students have been added to the [My Students](#) section on the left before applying. After you click "Apply" select all students you want to apply for new and renewing students.

Are you or anyone in your household the owner, operator, superintendent or principal of an eligible private school OR a person with equivalent decision-making authority over an eligible private school?

Yes  No

**PLEASE NOTE:** By answering "Yes" to this question, you are **REQUIRED** to provide Social Security Numbers for all people on your application.

**Who are you applying for?**

APPLY?	STUDENT NAME	STATUS
<input type="checkbox"/>		New
<input checked="" type="checkbox"/>		New

**CONTINUE**

- The **Student Information** screen displays. Scroll down to the question: "Does the student you are applying for have a sibling participating in the FES-UA (formerly Gardiner) who resides in the same household?" and select **Yes**.

Does the student you are applying for have a sibling participating in the FES-UA (formerly Gardiner) who resides in the same household? If YES, please provide the FES-UA ID. \*

Yes  No

FES-UA ID

- Enter **STUDENT ID** for your FES-UA sibling, found under the **My Students** tab beside their name.

**My Students**

Below, you will find a list of your active students. Please make sure that the information for each student is accurate and up-to-date. Keeping this information current will help streamline the process when applying for scholarships. Only active students can be added to an application and considered for funding.

**Active Students**

STUDENT ID	STUDENT NAME	DATE OF BIRTH
		1/27/2016

[View](#)

8. Select **CONTINUE**.