EMA Adding Students – New, Renewal & Sibling of FES-UA Student
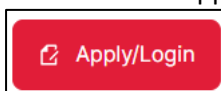
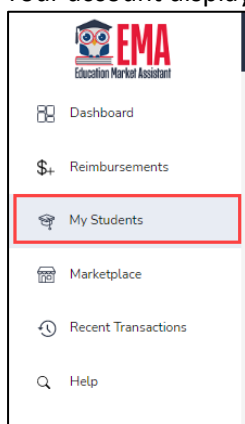| How to Add a Student in EMA – New, Renewal & Sibling of an FES-UA Student |
|---|
| **1 - New Student** |

Note: Before you begin: Create a user login and account in EMA.
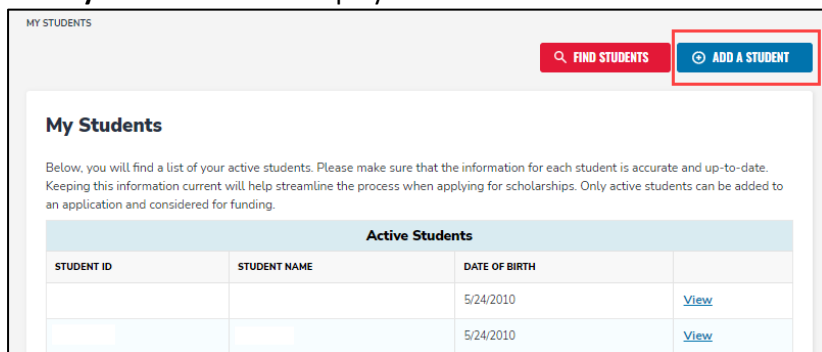
1. Log into your EMA account.
    a. You can select Apply/Login on sufs.org.

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.

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.

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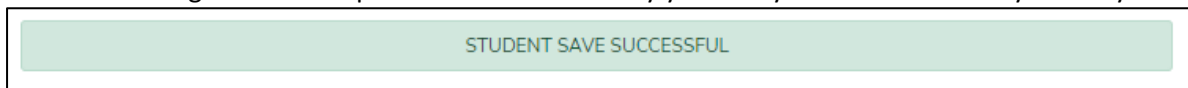
6. The active **Student Details** screen displays. Select **EDIT** to make any changes to your student's details.
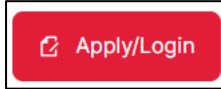

7. Congratulations! Once all information is correct, you are ready to apply for a scholarship for this student.
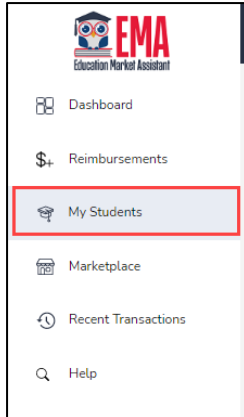
2 - Renewal Student

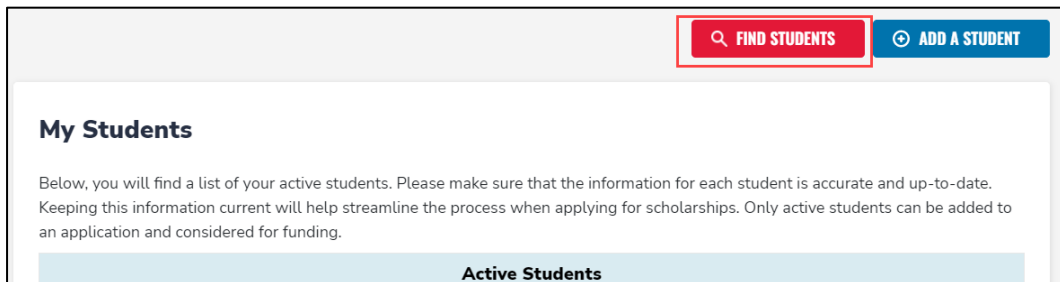**Note:** Before you begin: Create a user login and account in EMA.

1. Log into your EMA account.
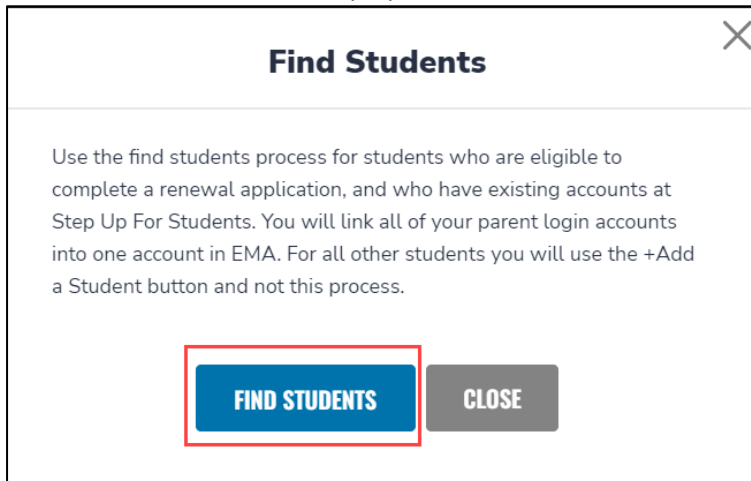   a. You can select Apply/Login on sufs.org.

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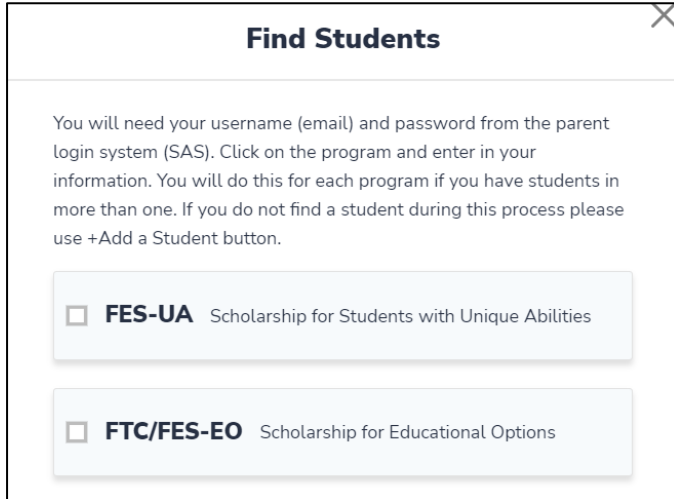

3. Select **Find Students**.

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.
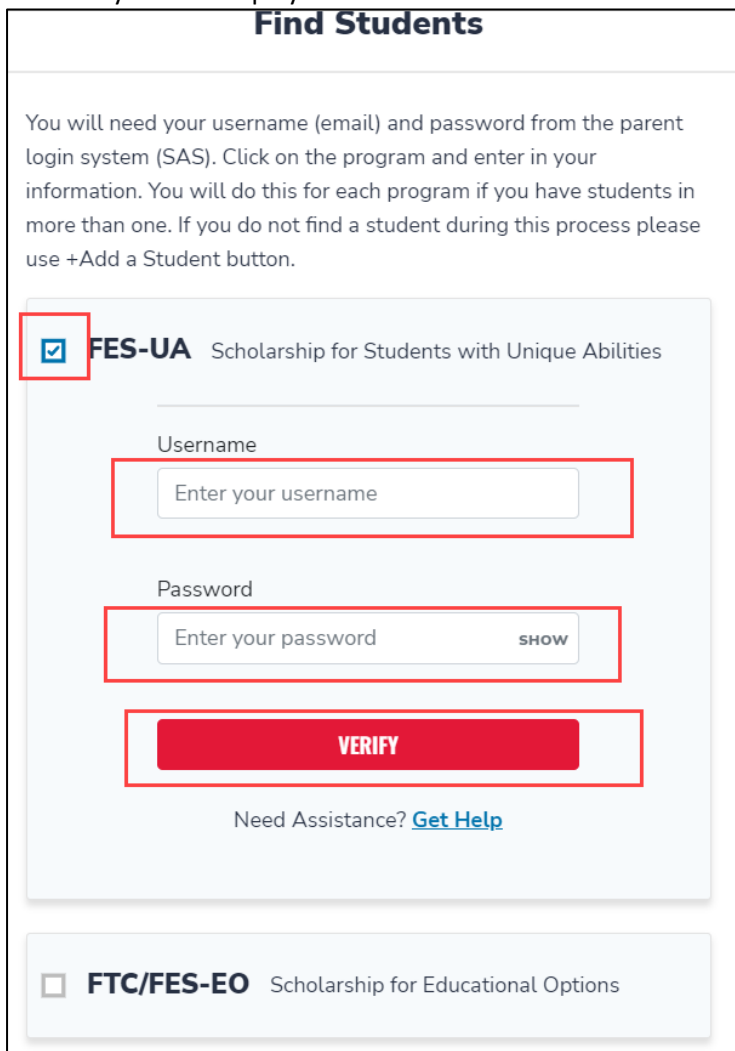
7. The Verify screen displays.

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

Enter your username

Password

Enter your 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.

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.

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.
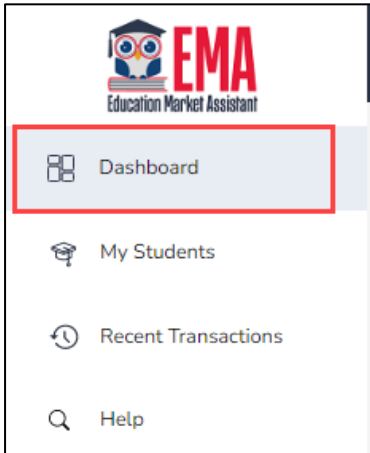
3 - Renewal

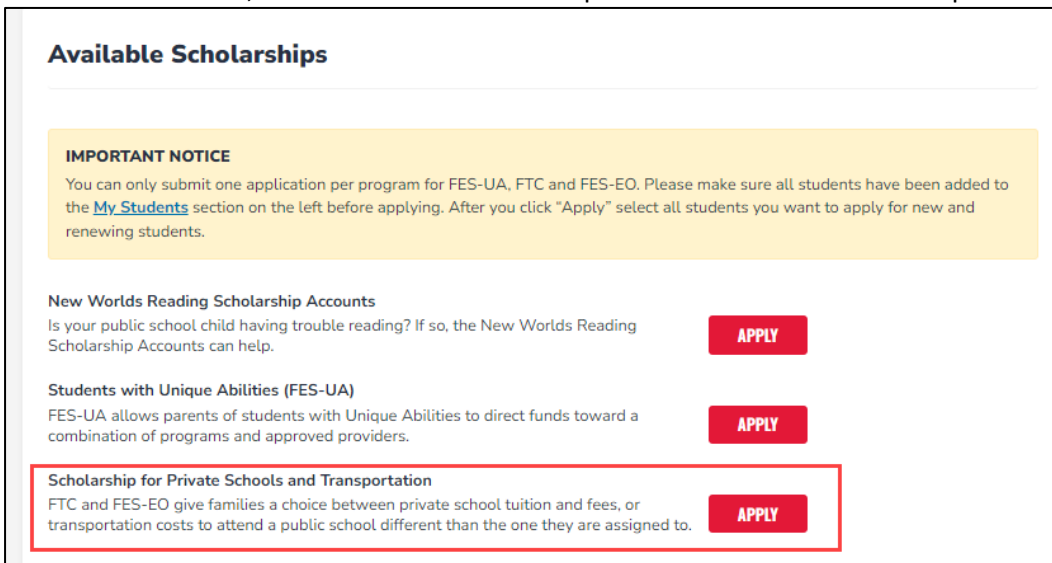**Note:** Before you begin: Create a user login and account in EMA.

1. Log into your EMA account.
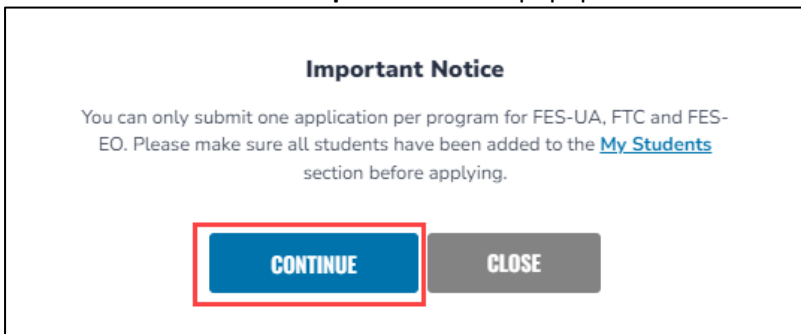   a. You can select Apply/Login on sufs.org.

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

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

Available Scholarships

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.

New Worlds Reading Scholarship Accounts
Is your public school child having trouble reading? If so, the New Worlds Reading Scholarship Accounts can help.
[APPLY]

Students with Unique Abilities (FES-UA)
FES-UA allows parents of students with Unique Abilities to direct funds toward a combination of programs and approved providers.
[APPLY]

Scholarship for Private Schools and Transportation
FTC and FES-EO give families a choice between private school tuition and fees, or transportation costs to attend a public school different than the one they are assigned to.
[APPLY]

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

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 before applying.

[CONTINUE] [CLOSE]

5. 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.**

6. 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**.

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

8. Select **CONTINUE**.