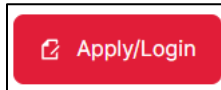


EMA How to Add Students:

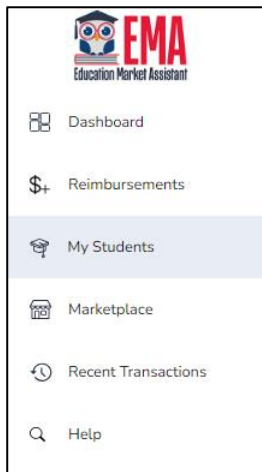
**New & Renewal
Students**

1 – Renewal Student

1. Log into your EMA account one of two ways:
 - a. Go to the [logins page](#) to review the documents required and helpful guides to assist you throughout the application process.
 - b. You can also select **Apply/Login** on [sufs.org](#).



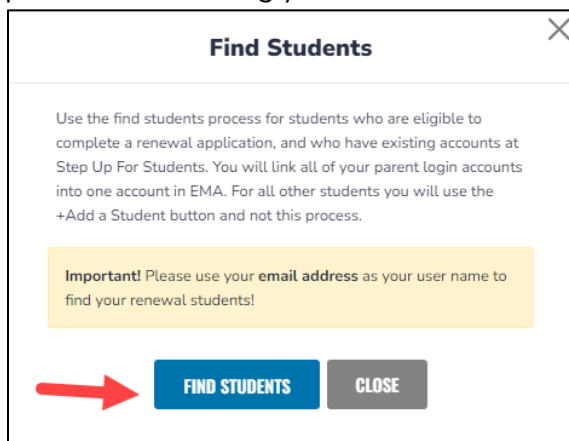
2. After logging into your EMA account, select **My Students** from the menu on the far left.



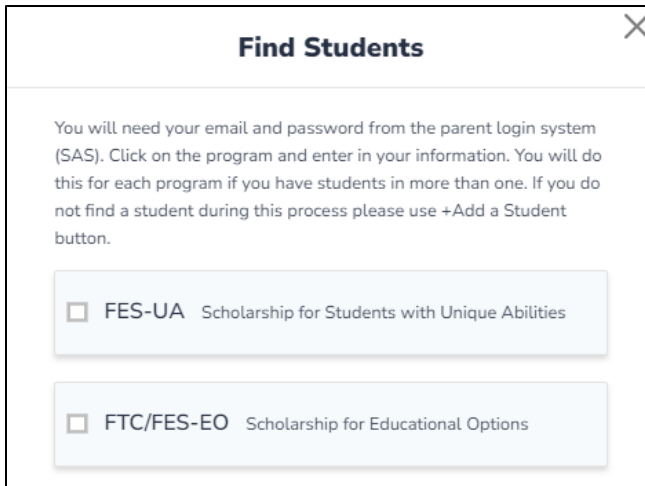
3. Select **FIND STUDENTS**.



4. The **Find Students** popup window displays. Review the information and select FIND STUDENTS to proceed with adding your student.

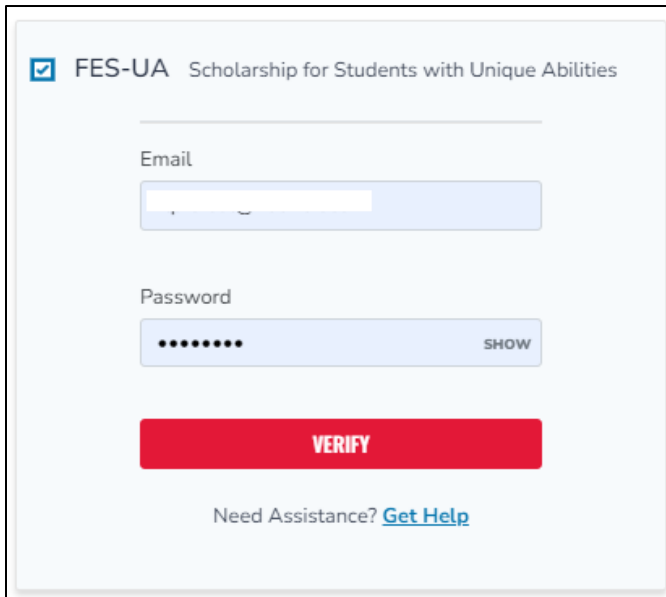


5. Next, select the scholarship program your student was enrolled in from the **Find Students** popup.



The 'Find Students' popup window has a title bar with a close button (X). The main content area contains a paragraph of instructions: 'You will need your 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.' Below the text are two selectable options, each in a light blue box with a checkbox on the left. The first option is 'FES-UA Scholarship for Students with Unique Abilities'. The second option is 'FTC/FES-EO Scholarship for Educational Options'.

6. Verify your email and password from the parent login system (EMA or SAS).



The verification form is titled 'FES-UA Scholarship for Students with Unique Abilities' with a checked checkbox. It features two input fields: 'Email' and 'Password'. The 'Email' field is a simple text box. The 'Password' field is a text box with masked characters (dots) and a 'SHOW' button to its right. Below these fields is a prominent red button labeled 'VERIFY'. At the bottom, there is a link that says 'Need Assistance? [Get Help](#)'.

- Enter your account username and password.
- 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 at 1-877-735-7837.

7. The **Activate Student** screen displays.

Get Help'."/>

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.

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

ACTIVATE STUDENTS

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

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

8. 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.

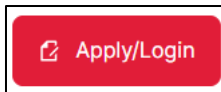
9. Congratulations, you have added your **Renewal** student! Once all information is correct, you are ready to apply for a scholarship for this student. You will automatically be taken to the **My Students** screen.
10. Once you have added all your students and are ready to begin applying for scholarships.

2 – New Student

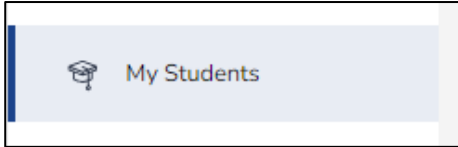
Note: You must first create a user login and account in [EMA](#).

- Log into your EMA account one of two ways:
 - Go to the [logins page](#) to review the documents required and helpful guides to assist you throughout the application process.

- b. You can also select **Apply/Login** on sufs.org.



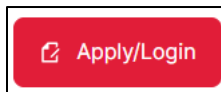
2. After logging into your EMA account, select **My Students** from the menu on the far left.



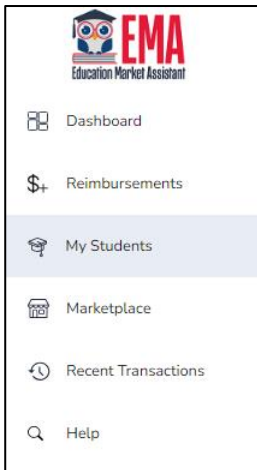
3. The **My Students** screen displays.

4. Log into your EMA account one of two ways:

- c. Go to the [logins page](#) to review the documents required and helpful guides to assist you throughout the application process.
- d. You can also select **Apply/Login** on sufs.org.



3. After logging into your EMA account, select **My Students** from the menu on the far left.



4. Select **ADD A STUDENT**.



5. The **Student Details** screen displays.

MY STUDENTS > STUDENT DETAILS

Student Details

Student ID:

Please NOTE: all information supplied must exactly match your student's birth certificate. You cannot manually change this information once you click **SAVE**.

Legal First Name*	Legal Middle Name	Legal Last Name*	Suffix
<input type="text" value="Enter Legal First Name"/>	<input type="text" value="Enter Legal Middle Name"/>	<input type="text" value="Enter Legal Last Name"/>	<input type="text" value="Select"/>

OPTIONAL: Student FLEID number①	Date of Birth*	Gender*	Student's Relationship to You
<input type="text" value="FL..."/>	<input type="text" value="mm/dd/yyyy"/>	<input type="text" value="Select"/>	<input type="text" value="Select"/>

Ethnicity*	Race (Select all that apply)
<input type="text" value="Select"/>	<input type="checkbox"/> American Indian or Alaska Native <input type="checkbox"/> Asian <input type="checkbox"/> Black or African American <input type="checkbox"/> Native Hawaiian or Other Pacific Islander <input type="checkbox"/> White

CANCEL **SAVE**

a. Complete these fields:

- i. Legal First Name*
- ii. Legal Middle Name
- iii. Legal Last Name*
- iv. Student FLEID number (optional)
- v. Date of Birth* (mm/dd/yyyy)
- vi. Gender* (use drop-down menu)
- vii. Student's Relationship to You (use drop-down menu)
- viii. Ethnicity (use drop-down menu)
- ix. Race (check all that apply)

*means required

6. Select **SAVE**.



7. Congratulations! You have added your new student.

MY STUDENTS

FIND STUDENTS

ADD A STUDENT

My Students

No students were found, please add a student by clicking on the add students button.

Active Students			
STUDENT ID	STUDENT NAME	DATE OF BIRTH	

Below, you will find a list of your inactive students. If you need to add one of these students to your applications you will need to click on the green plus button, to make them an active student. Each student is only allowed on one EMA account. If you are not applying for a student or they do not reside with you, you do not need to do anything, please leave them as inactive.

Inactive Students			
STUDENT ID	STUDENT NAME	DATE OF BIRTH	