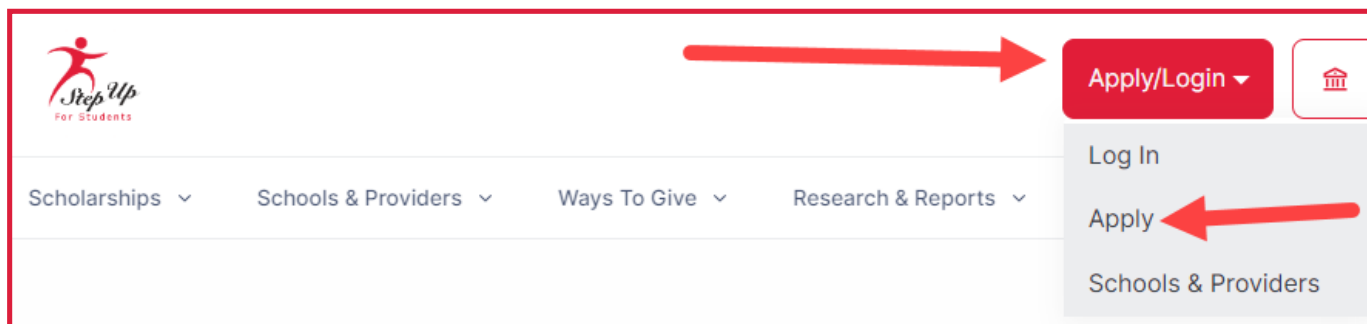


How to Create Your Parent/Guardian Account in EMA

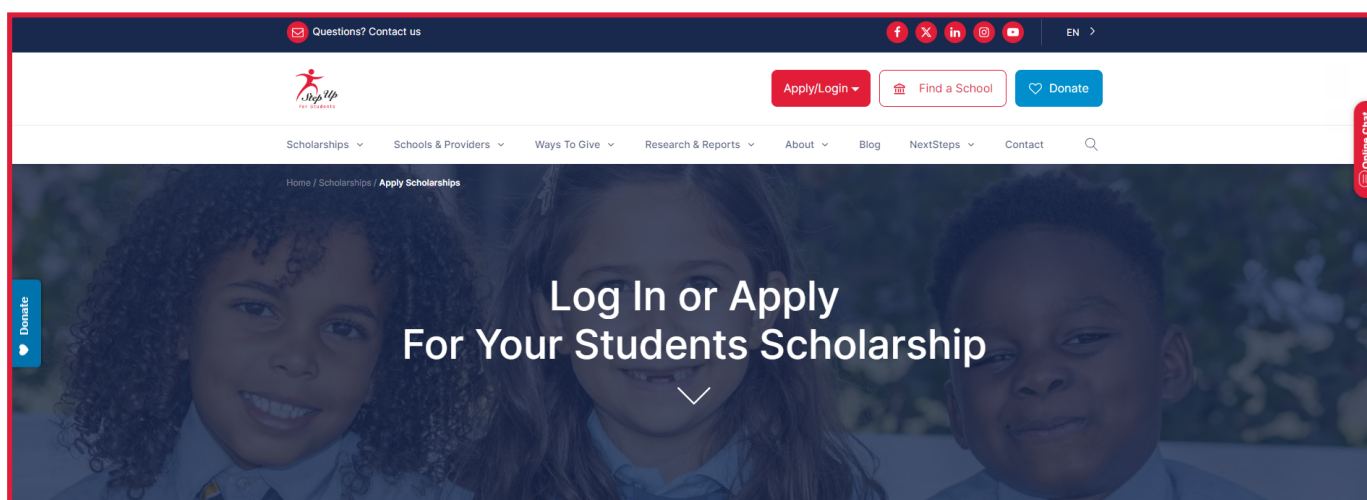


How to Create Your Parent/Guardian Account in EMA

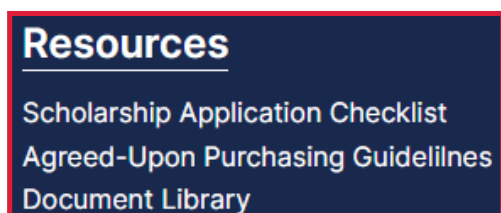
1. From our website, stepupforstudents.org, select **Apply/Login** near the top of the screen and then select **Apply** from the drop-down menu.



2. The [Log In or Apply](#) screen displays.



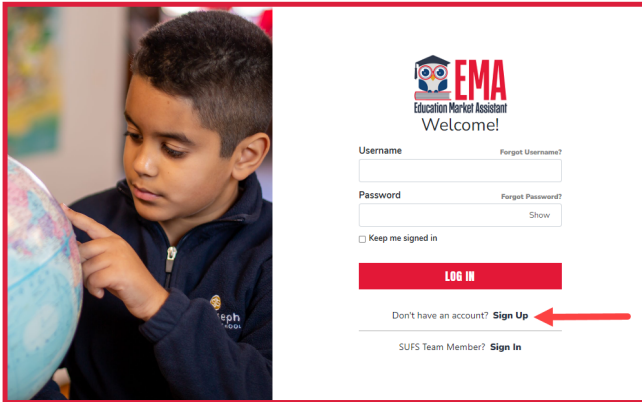
3. Use the **Resources** tab on the right to review the processes, requirements, and required documents, for the program you are interested in for your student.



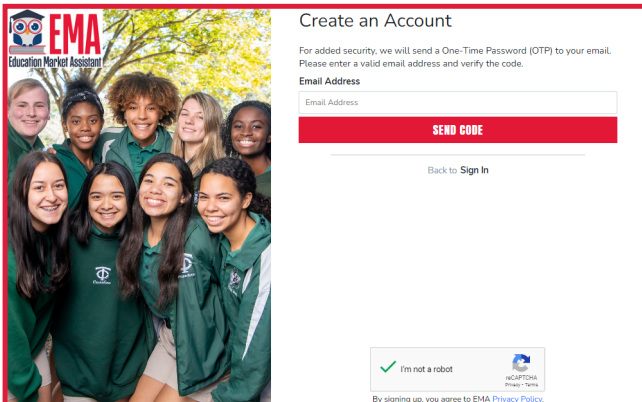
4. Next, select the icon for the scholarship you are applying for.



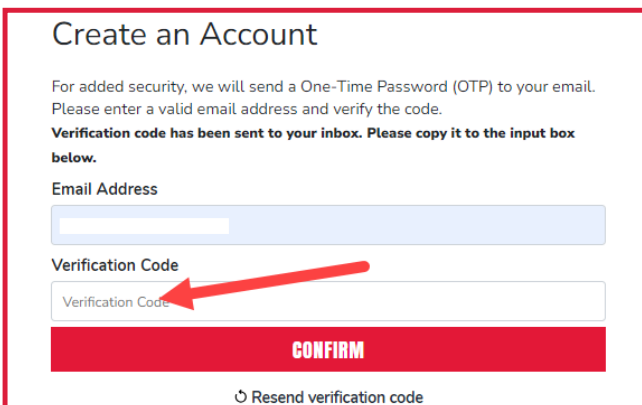
5. Select **Log in to EMA** at the bottom of the page.
6. The EMA portal Sign Up/Sign In screen displays. Select **Sign Up**.

The image shows the EMA portal's Sign Up/Sign In screen. On the left is a photo of a young boy looking at a globe. On the right is the login form. At the top is the EMA logo with the text 'Education Market Assistant Welcome!'. Below this are fields for 'Username' and 'Password', each with a 'Forgot' link. There is a 'Keep me signed in' checkbox and a red 'LOG IN' button. Below the button, there is a link for 'Don't have an account? Sign Up' with a red arrow pointing to it, and a link for 'SUS Team Member? Sign In'.

7. The **Create an Account** screen displays. Enter your email address and select **SEND CODE**. Please note: You will need to select the CAPTCHA checkbox to verify you are not a robot.


The image shows the EMA 'Create an Account' screen. On the left is a photo of a group of diverse students in green school uniforms. On the right is the form. At the top is the title 'Create an Account' and a note: 'For added security, we will send a One-Time Password (OTP) to your email. Please enter a valid email address and verify the code.' Below this is an 'Email Address' field and a red 'SEND CODE' button. A link 'Back to Sign In' is below the button. At the bottom, there is a CAPTCHA section with a green checkmark and the text 'I'm not a robot', and a 'By signing up, you agree to EMA Privacy Policy' link.

8. Enter the code sent to the email address you submitted Select **CONFIRM**. If you did not receive a code, select Resend verification code to have one emailed to you.

The image shows the EMA 'Create an Account' screen at the verification step. It has the same title and introductory text as the previous screen. Below the introductory text, it says 'Verification code has been sent to your inbox. Please copy it to the input box below.' There is an 'Email Address' field and a 'Verification Code' field. A red arrow points to the 'Verification Code' field. Below the fields is a red 'CONFIRM' button. At the bottom, there is a link 'Resend verification code'.

9. When you have successfully verified your email address, you will see **Your email address has been successfully verified. Please continue to the next step. Select CONTINUE.**

10. The personal details screen displays.



EMA
Education Market Assistant

Create an Account

All of the following details are required to complete your account sign up.

GUARDIANS: Please enter **Your** Legal First and Legal Last Name as it should appear on the account profile and scholarship applications (not your student's name). The names provided must match your Proof of Residency documentation. You cannot manually change this information once you click **Continue**.

ACCOUNT TYPES:
Parent/Guardian: The person designated to administer or manage a scholarship student's account.
Service Provider: A person or organization authorized to provide services to scholarship students.
Please select the appropriate account type below.

Email

Select Account Type

Username

Legal First Name

Legal Last Name

Create Password Show

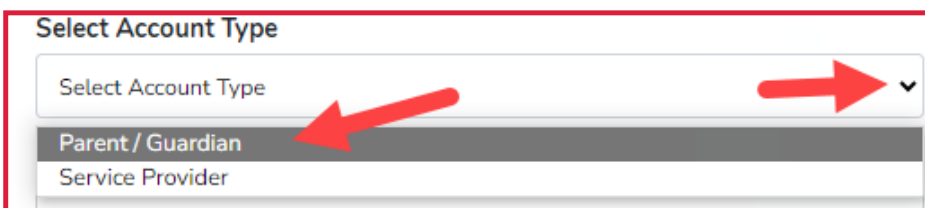
Confirm Password Show

- Lowercase characters
- Uppercase characters
- Numbers (0-9)
- Symbols

CONTINUE

11. Complete the fields:

i. Account Type (use drop-down menu to choose **Parent / Guardian**)



Select Account Type

Select Account Type

Parent / Guardian

Service Provider

ii. Username

iii. First Name

iv. Last Name

v. Create Password

vi. Confirm Password

12. When all fields are completed, select **CONTINUE**.

13. The Security Questions screen displays.

Set up your security questions

Security Question

Security Question

Answer

Security Question

Security Question

Answer

Security Question

Security Question

Answer

CONTINUE

14. Set up your three security questions and answers and then select **CONTINUE**.

15. The **Terms & Conditions** screen displays. Check the box to certify you have read the [Step Up for Students Privacy Policy](#) (link in blue, underlined text) and agree to the terms and conditions, and then select **OK**.

Step Up for Students Privacy Policy.' Below this text is a checkbox with a blue checkmark, followed by the text 'Check the box to Certify'. At the bottom, there is a blue button with the word 'OK' in white, bold, uppercase letters."/>

Terms & Conditions

I certify that I have read, understand, and agree to the terms, conditions and rules as outlined in the [Step Up for Students Privacy Policy](#).

☒ Check the box to Certify

OK

16. The **My Profile** screen displays.

17. Complete the **Guardian Profile**:

- i. Guardian ID (prefilled for you)
 - ii. Name* (use [Edit](#) tool to make any corrections)
 - iii. Marital Status*
 - iv. Primary Language* (use drop-down menu)
- * means required

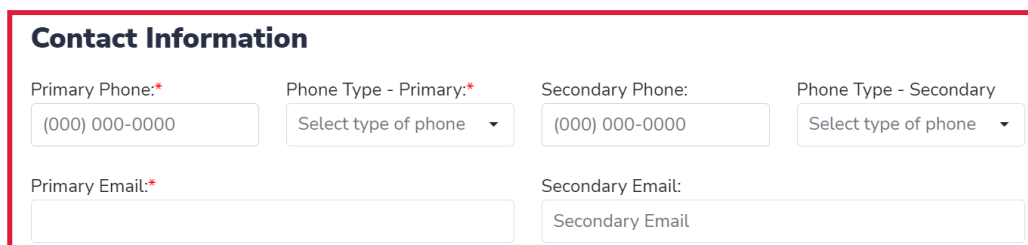
18. Complete the Mailing Address and Physical Address fields:

Note: Select [Enter address manually](#) to enter your information.

- i. Street Address*
- ii. Address Line 2
- iii. City*
- iv. County*
- v. State* (use drop-down menu)
- vi. Zip Code*

Note: Check the box to use the same address for both Mailing and Physical addresses.

19. Complete the **Contact Information** fields.

A form titled "Contact Information" with a red border. It contains fields for Primary Phone, Phone Type - Primary, Secondary Phone, Phone Type - Secondary, Primary Email, and Secondary Email. The phone fields have a placeholder "(000) 000-0000" and the phone type fields have a dropdown menu labeled "Select type of phone".

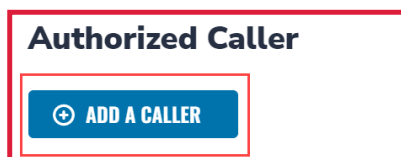
Contact Information

Primary Phone:* (000) 000-0000 Phone Type - Primary:* Select type of phone Secondary Phone: (000) 000-0000 Phone Type - Secondary: Select type of phone

Primary Email:* Secondary Email: Secondary Email

- i. Primary Phone*
- ii. Phone Type – Primary*
- iii. Secondary Phone
- iv. Phone Type – Secondary
- v. Primary Email*
- vi. Secondary Email

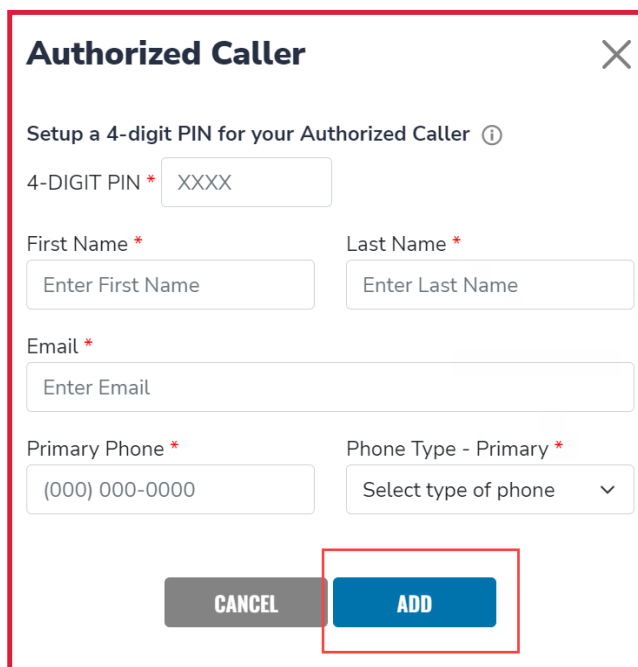
20. Select **ADD A CALLER** to add an **Authorized Caller**.

A blue button with a white plus icon and the text "ADD A CALLER".

Authorized Caller

+ ADD A CALLER

21. Complete the Authorized Caller fields:

A form titled "Authorized Caller" with a red border and a close button (X) in the top right corner. It contains fields for 4-DIGIT PIN, First Name, Last Name, Email, Primary Phone, and Phone Type - Primary. The 4-DIGIT PIN field has a placeholder "XXXX". The First Name and Last Name fields have a placeholder "Enter First Name" and "Enter Last Name" respectively. The Email field has a placeholder "Enter Email". The Primary Phone field has a placeholder "(000) 000-0000" and the Phone Type - Primary field has a dropdown menu labeled "Select type of phone". At the bottom, there are two buttons: "CANCEL" and "ADD".

Authorized Caller X

Setup a 4-digit PIN for your Authorized Caller ⓘ

4-DIGIT PIN * XXXX

First Name * Last Name *

Enter First Name Enter Last Name

Email *

Enter Email

Primary Phone * Phone Type - Primary *



(000) 000-0000 Select type of phone

CANCEL ADD

- i. 4-DIGIT PIN*
- ii. First Name*
- iii. Last Name*
- iv. Primary Phone*
- v. Phone Type – Primary* (use drop-down menu)

22. When all fields are completed, select **ADD**.

Note: Check the blue pencil box to edit the fields or check the red X box to delete the authorized caller.

Authorized Caller					
4-DIGIT PIN	NAME	EMAIL	PHONE NUMBER	PHONE TYPE	ACTIONS
		@gmail.com		Mobile	 

23. You will be able to add a **Payment Method** after you have added at least one funded student.


24. Complete the **Manage Consents** section by selecting Yes or No for each consent

Manage Consents

By providing an email address, I consent to receive updates about my scholarship application status as well as other emails necessary for scholarship processing and management.

Messages


I authorize Step Up For Students, and its affiliates, to use the information I have provided to deliver messages to me, including, but not limited to, prerecorded messages or e-mail messages, and further authorize Step Up For Students to deliver such messages to the telephone numbers I provide. Such messages may include, but are not limited to, general information regarding status updates, programs offered by Step Up For Students, updates to the offered programs, and other information that may be relevant to me or my child. Message and data rates may apply. My consent or lack of consent will have no effect on my child's scholarship eligibility.

☐ Yes 

☐ No

Marketing Purposes


I authorize Step Up For Students, and its affiliates, to use the information I have provided for general marketing purposes and driving awareness. This may help Step Up find families like mine who could benefit from the programs Step Up offers. My consent or lack of consent will have no effect on my child's scholarship eligibility.

☐ Yes 

☐ No

Parental Empowerment


I authorize Step Up For Students, and its affiliates, to use the information I have provided for the purpose of providing me with information regarding parental empowerment and school choice. My consent or lack of consent will have no effect on my child's scholarship eligibility.

☐ Yes 

☐ No

Share Contact Information


I authorize Step Up For Students, and its affiliates, to share the information I have provided with organizations who want to provide me with information about candidates for public office. My consent or lack of consent will have no effect on my child's scholarship eligibility.

☐ Yes 

☐ No

Text/SMS Information

I authorize Step Up For Students to deliver text messages to the mobile telephone number(s) I provide and certify that I am the legal owner of the mobile device I registered and understand I will incur any charges that may result from receiving text messages. I further understand I may unsubscribe from SMS correspondence at any time. Message and data rates may apply. To opt-out or to view full SMS Terms and Conditions click here: <https://www.stepupforstudents.org/sms-terms/>. My consent or lack of consent will have no effect on my child's scholarship eligibility.

☐ Yes 

☐ No

- i. Messages
- ii. Marketing Purposes
- iii. Parental Empowerment
- iv. Share Contact Information
- v. Text/SMS Information

25. Complete Contact Preferences. **Note:** Some options are pre-selected because they are required.

Manage Contact Preferences

For critical updates on my account, I prefer to be notified by...

☒ Email (Required)

☐ Text

☐ Personal phone call

☐ Pre-recorded phone message

For transactions I make on the platform, I prefer to be notified by...

☒ Email (Required)

☐ Text

☐ Pre-recorded phone message

For new features & promotional announcements, I want to be notified by...

☐ Email

☐ Text

☐ Pre-recorded phone message

26. Please read the **Data Collection and Usage** statement and select the checkbox.

Data Collection and Usage

In accordance with Application Security Verification Standard (ASVS), please know that by completing this application you have provided opt-in consent for the collection and use of personal information on behalf of Step Up For Students. We use the collected personal information solely for the purpose of enhancing user experience and ensuring the safety and security of our platform. Please know that your privacy and data protection are our utmost priorities, and we are dedicated to maintaining the security and confidentiality of your personal information.

☒ By checking this box, I am confirming that I have read and understand the Data Collection and Usage statement.

27. Select **SAVE**.

28. Congratulations! Your guardian profile is complete.

29. The **My Students** screen displays. Select **ADD A STUDENT** to visit your dashboard to add students to your account and apply for scholarships.

My Students

[FIND STUDENTS](#)

[ADD A STUDENT](#)