Step Up For Students

Step Up For Students

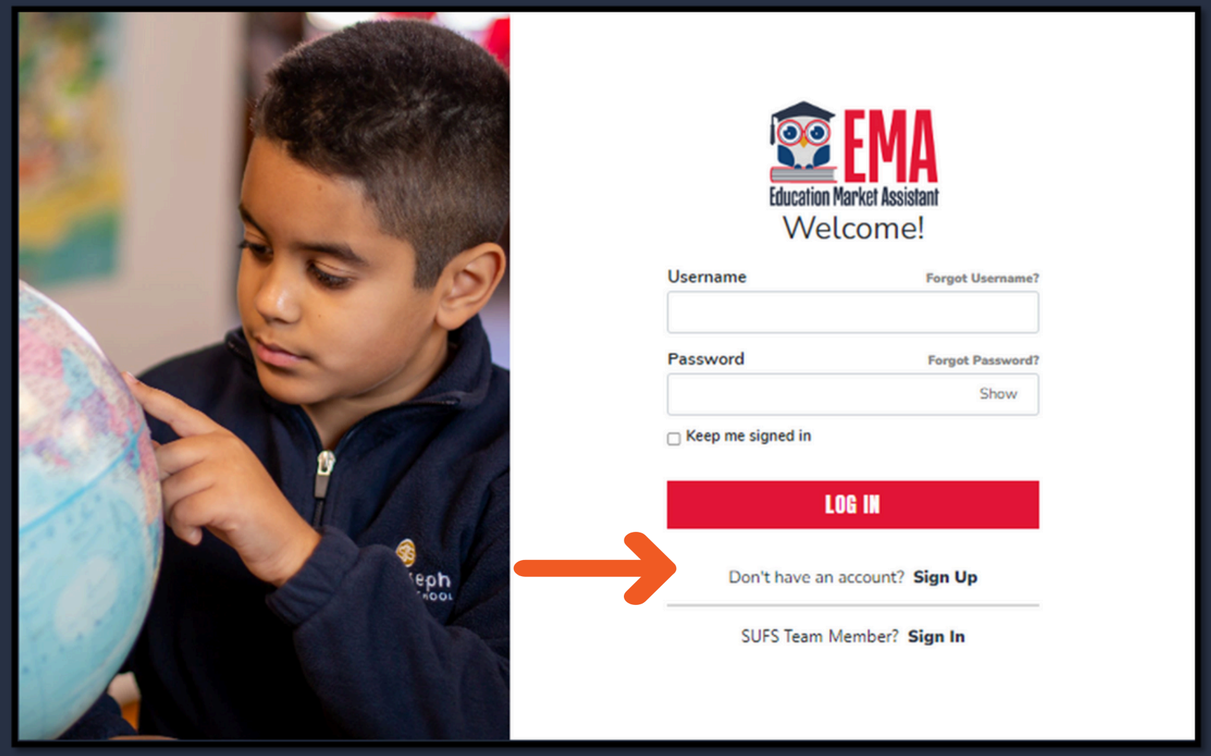
Transportation Stipend Application Process

Transportation Stipend

If you are a new applicant (meaning you do not have a parent/guardian account in EMA), please follow the next few slides to establish an account in EMA and proceed with the Transportation Stiped application process.

For returning applicants, kindly navigate to slide #23 to log in using your credentials and follow the steps to complete the application process.

Transportation Stipend

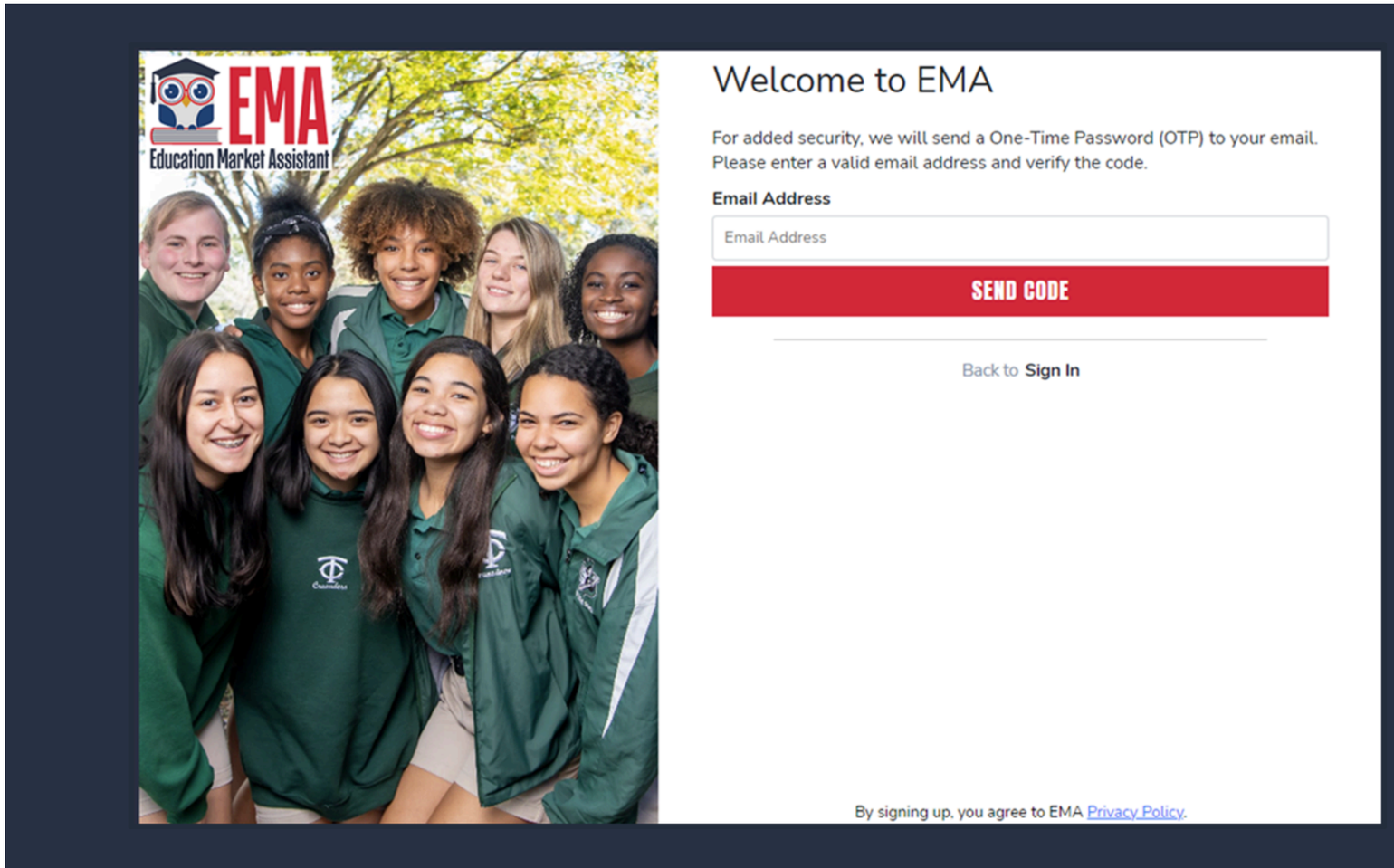


Please go to
apply.stepupforstudents.org
to create an account.

Click on the ‘Sign Up’ link

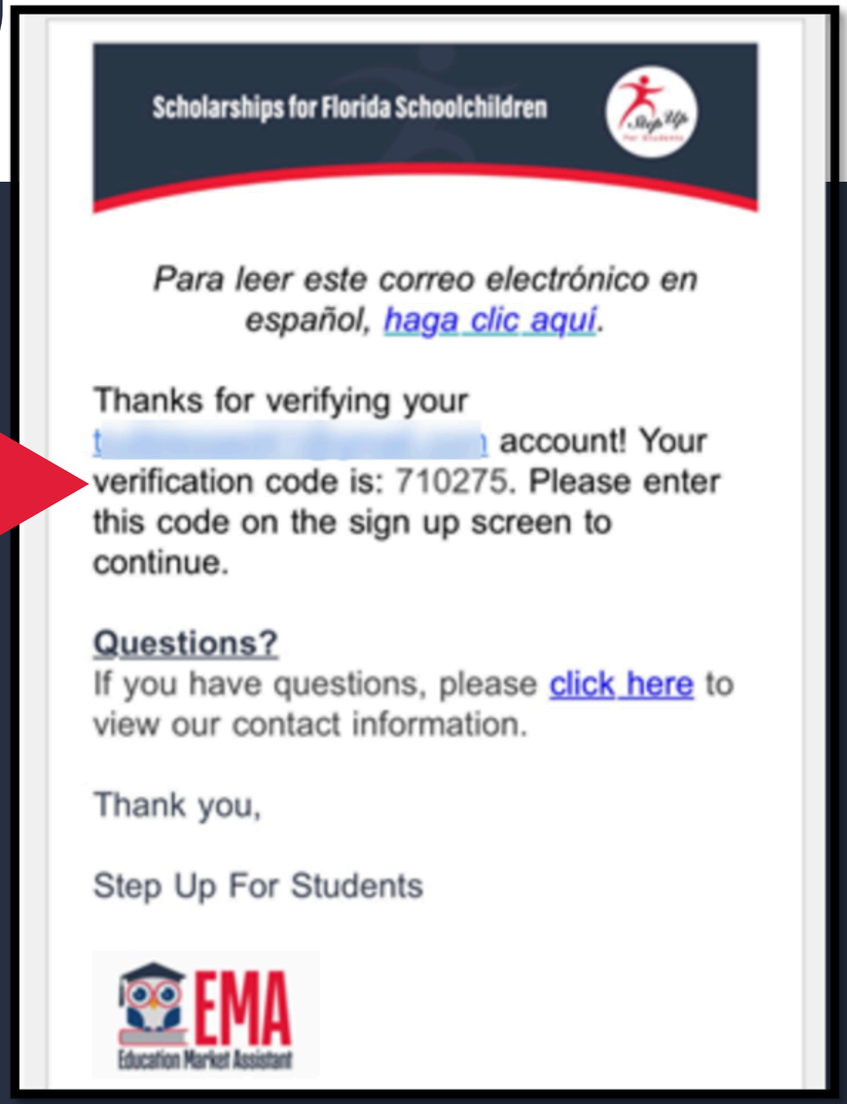
Transportation Stipend

Please provide your email address and then click on the “Send Code” button.



Transportation Stipend

You will receive an email with a code to enter on the signup screen to continue.



Scholarships for Florida Schoolchildren

Para leer este correo electrónico en español, haga clic aquí.

Thanks for verifying your [redacted] account! Your verification code is: 710275. Please enter this code on the sign up screen to continue.

Questions?
If you have questions, please click here to view our contact information.

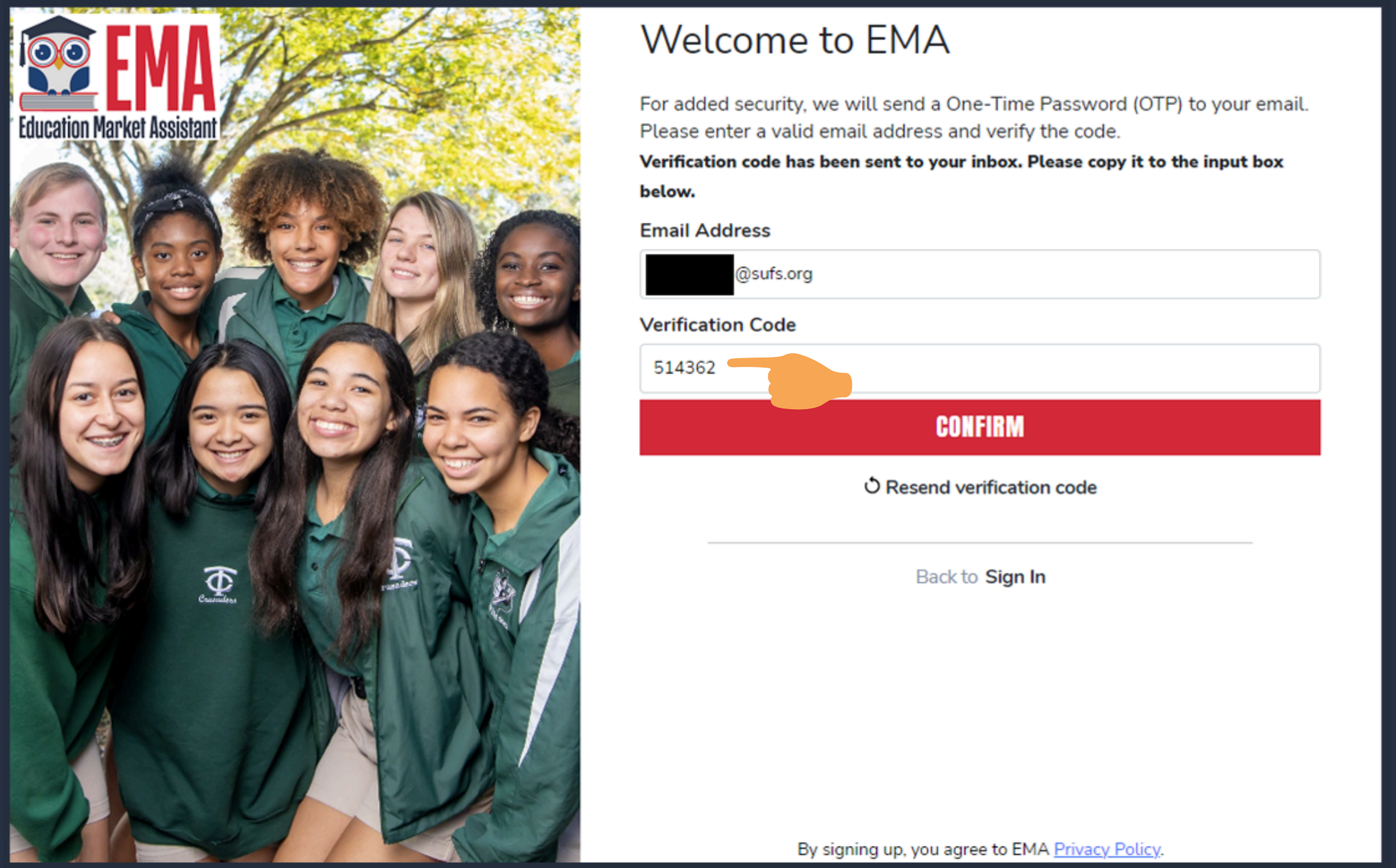
Thank you,

Step Up For Students

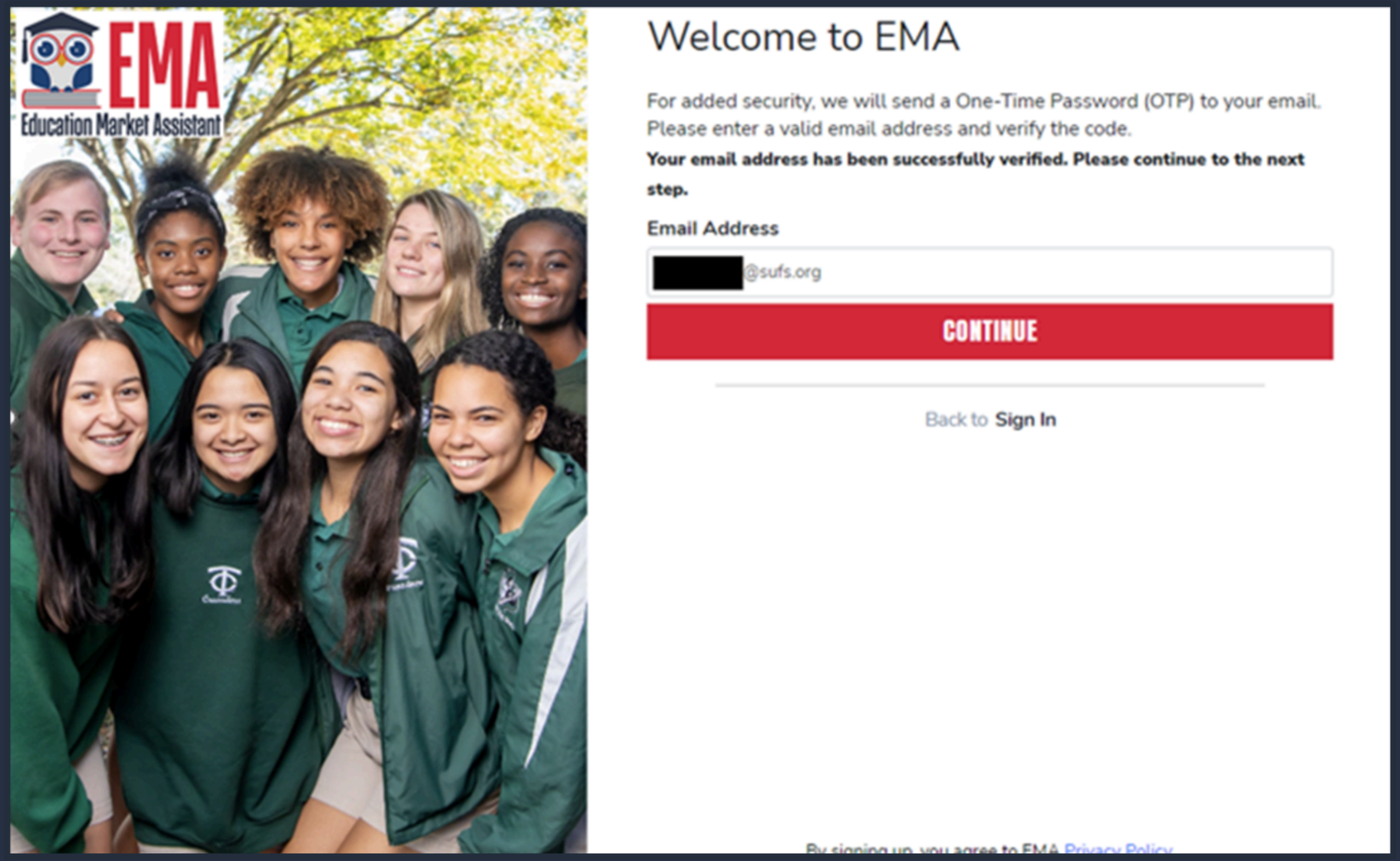
EMA
Education Market Assistant

Transportation Stipend

Please enter the code received via email in the verification code box and then click “Confirm.”



Transportation Stipend

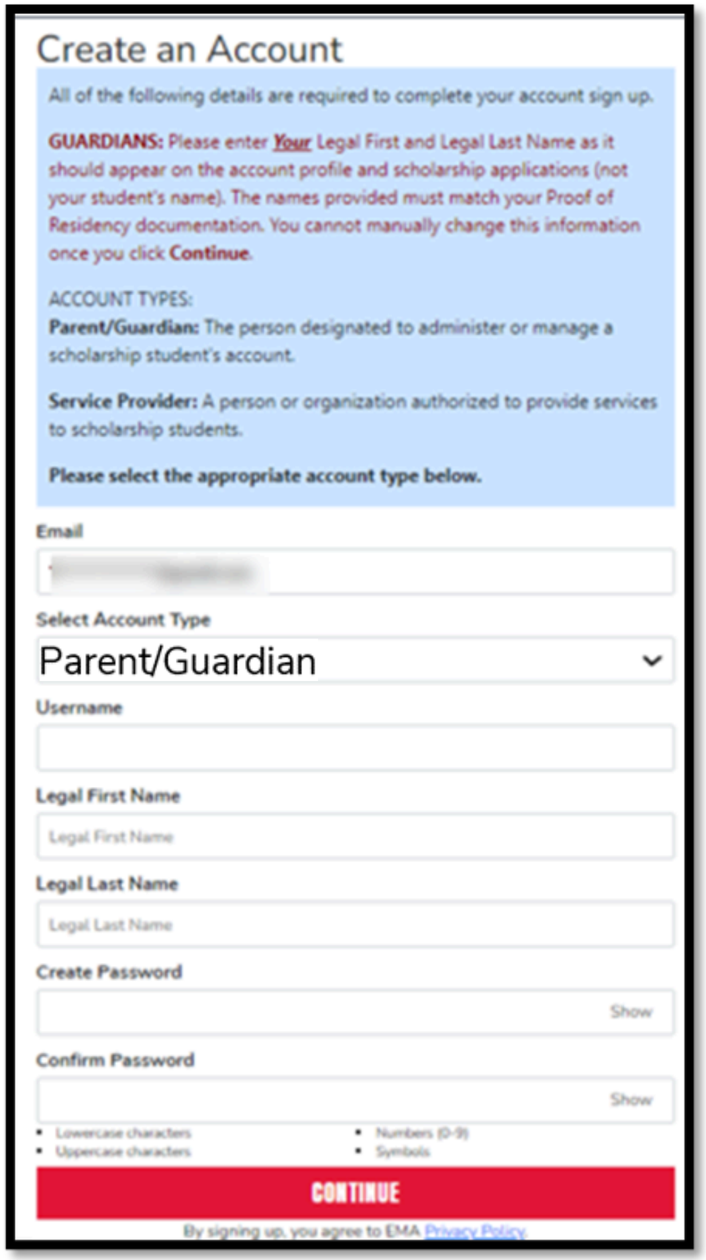


Click “Continue.”

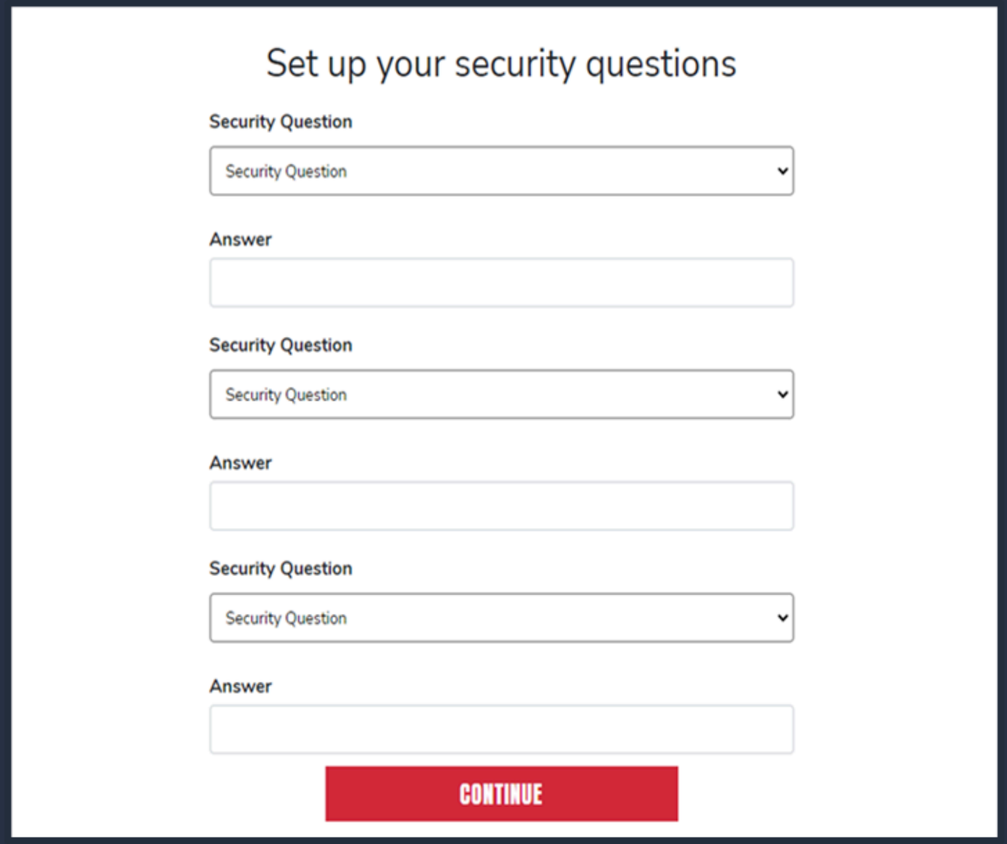
Transportation Stipend

Please fill out all open boxes.

- Account Type: Parent/Guardian.
- Username: Login Username (Email address is preferred.)
- Legal First Name and Legal Last Name: Parent/Guardian Name.
- Password: Used with the username to access the account in EMA.



Transportation Stipend



Please select 3 security questions and corresponding answers.

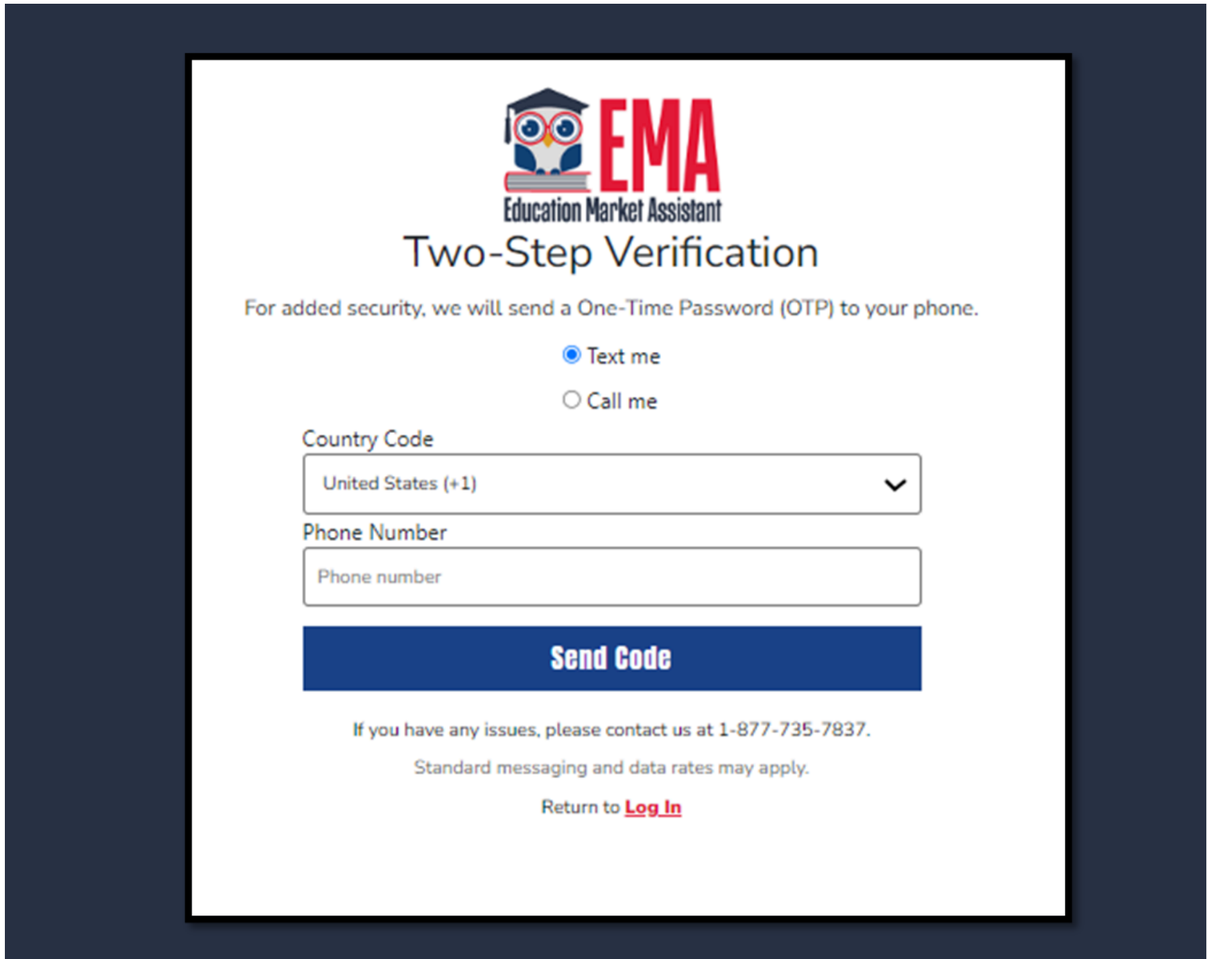
The answers to the security questions will be used to verify your identity when you contact Step Up For Students.

Transportation Stipend

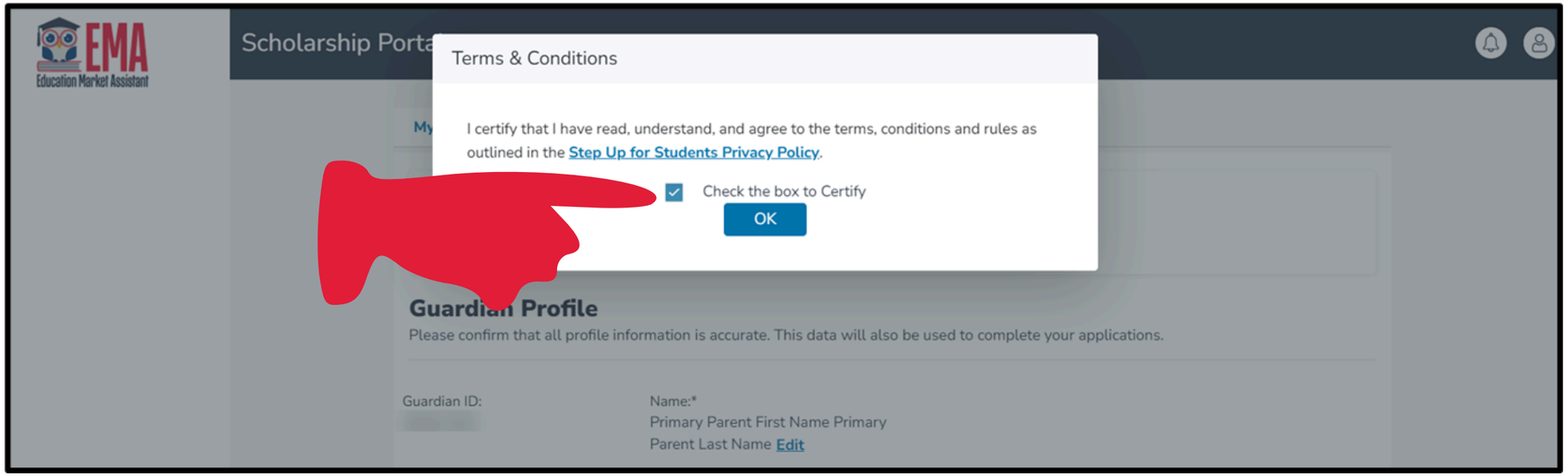
Now you will be prompted to complete the 2-step verification process.

The Primary Phone Number listed must be multifactor authentication compatible.

We recommend you use a cell phone or phone number that does not answer as a recording.

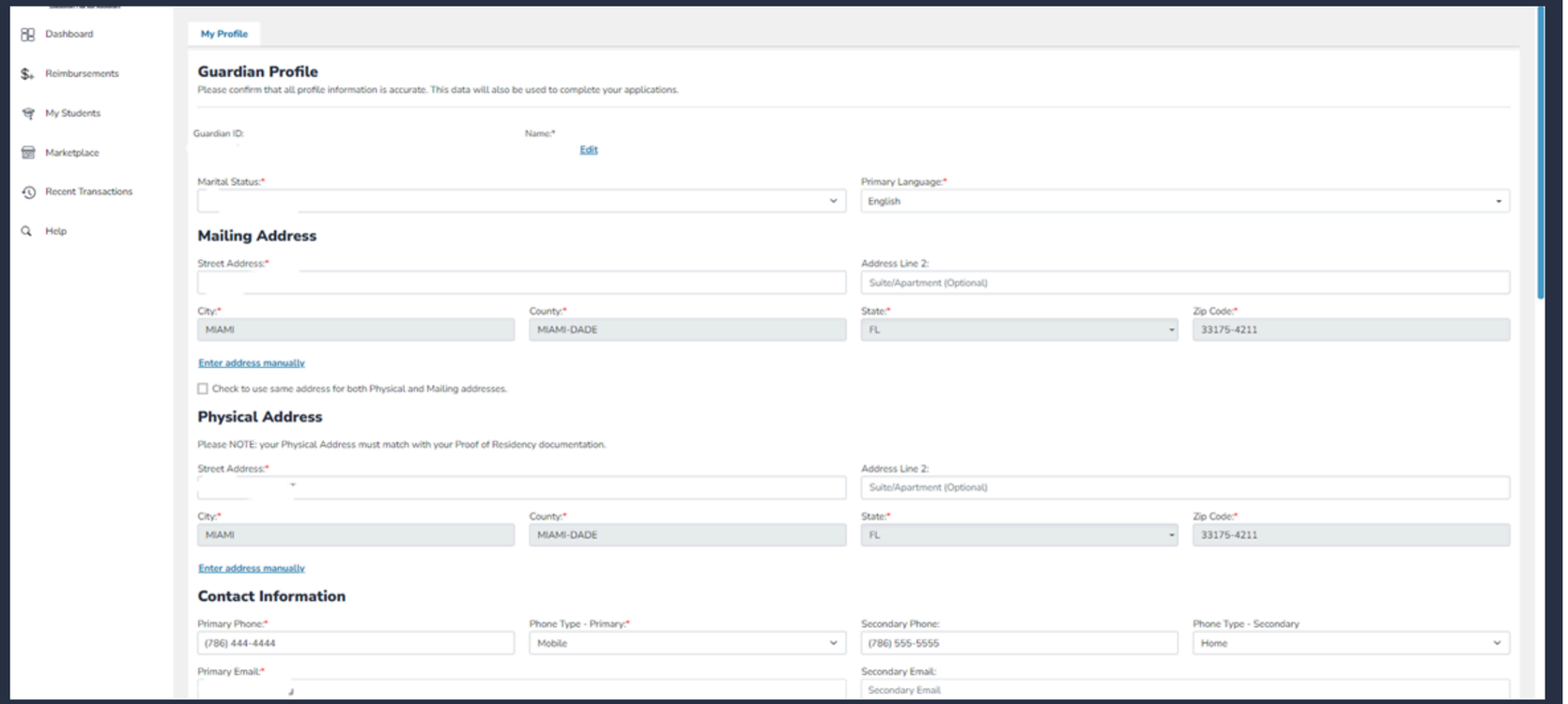


Transportation Stipend



Please click on the link for terms, conditions, and rules.
Once you have read and agreed to the terms and conditions,
select the check box to certify and click “OK.”

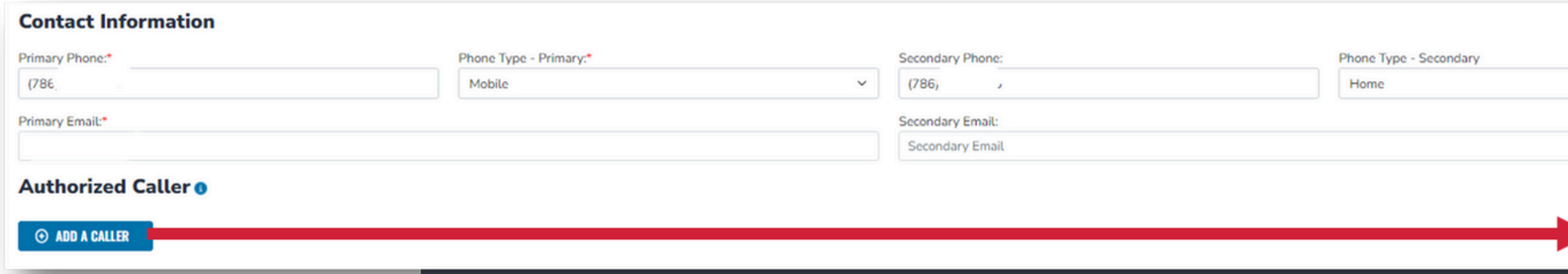
Transportation Stipend

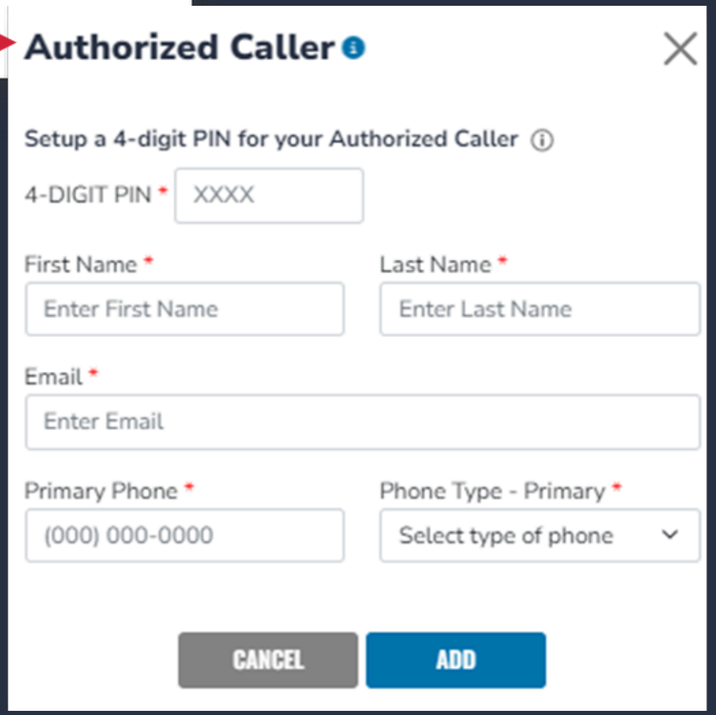


The next step is to complete your Guardian Profile, a one-time step. This is where you will come if information, such as your address, needs to be updated.

If you want everything to be in Spanish, please select Primary Language as Spanish.

Transportation Stipend

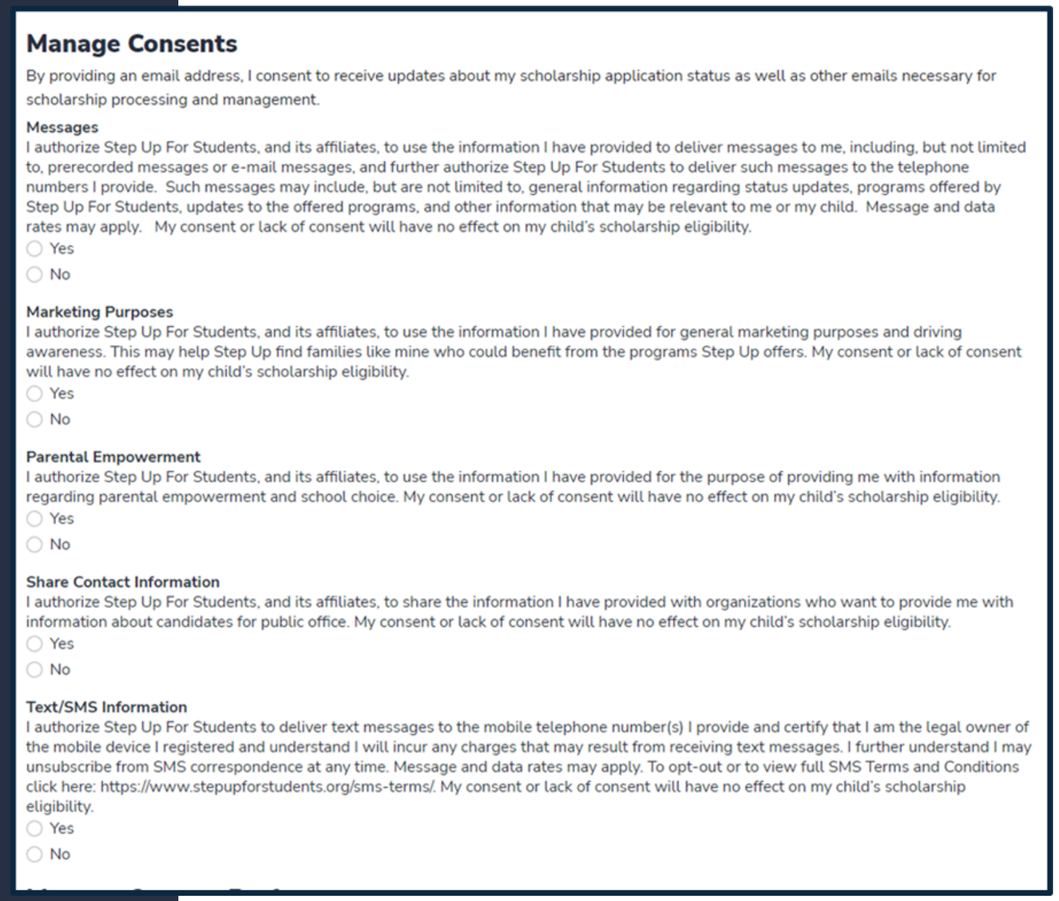




- Enter your contact information.
- If you would like to allow anyone other than yourself to call in on your behalf, please select “Add a Caller” to add an authorized caller.
- For the authorized caller, set up a 4-digit PIN, and make sure your authorized caller knows the PIN.
- All fields are mandatory.
- Once completed click “ADD”.

Transportation Stipend

- The next section of your profile set up is “Manage Consents”.
- This gives Step Up For Students permission to contact you.
- Please read and select “Yes” or “No” to each section.



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

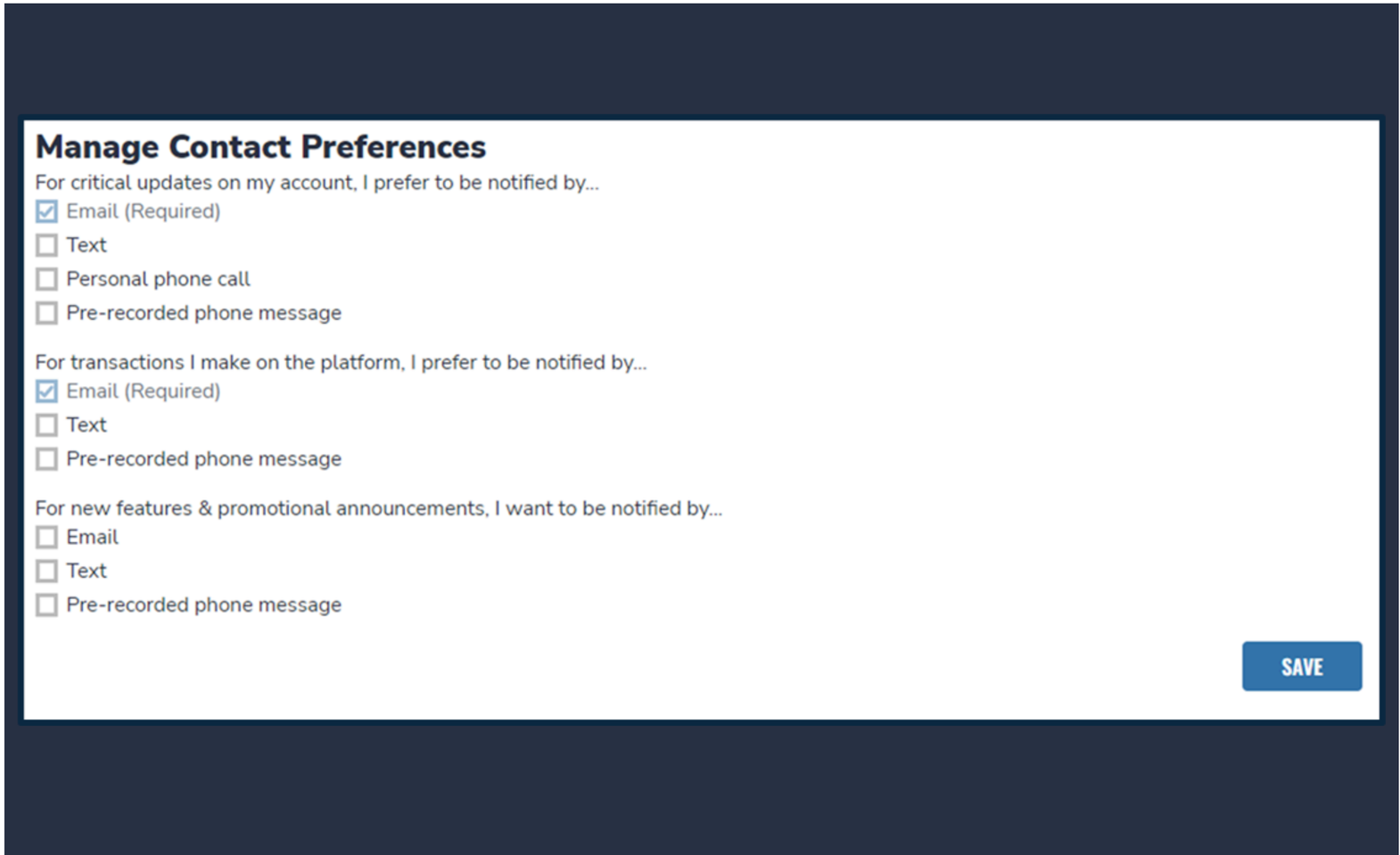
Text/SMS Information
I authorize Step Up For Students to deliver text messages to the mobile telephone number(s) I provide and certify that I am the legal owner of the mobile device I registered and understand I will incur any charges that may result from receiving text messages. I further understand 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

Transportation Stipend

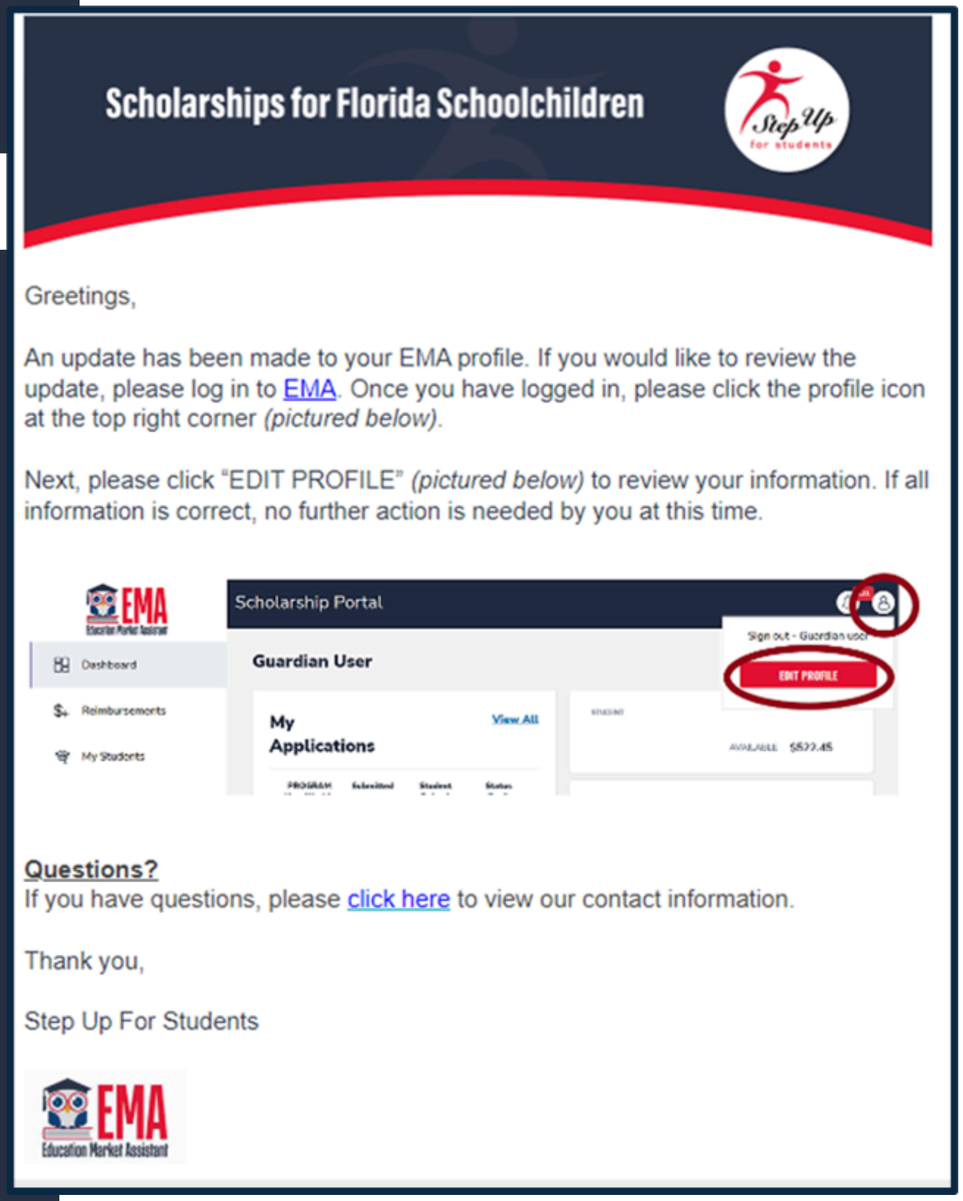
This section gives you the opportunity to select additional ways for us to communicate with you by adding your contact preferences.

For example, if you want us to text you, then please select the box next to “TEXT”. Once completed click “SAVE”.



Transportation Stipend

You will receive an email notification every time an update is made to your profile.



Scholarships for Florida Schoolchildren

Greetings,

An update has been made to your EMA profile. If you would like to review the update, please log in to EMA. Once you have logged in, please click the profile icon at the top right corner *(pictured below)*.

Next, please click "EDIT PROFILE" *(pictured below)* to review your information. If all information is correct, no further action is needed by you at this time.

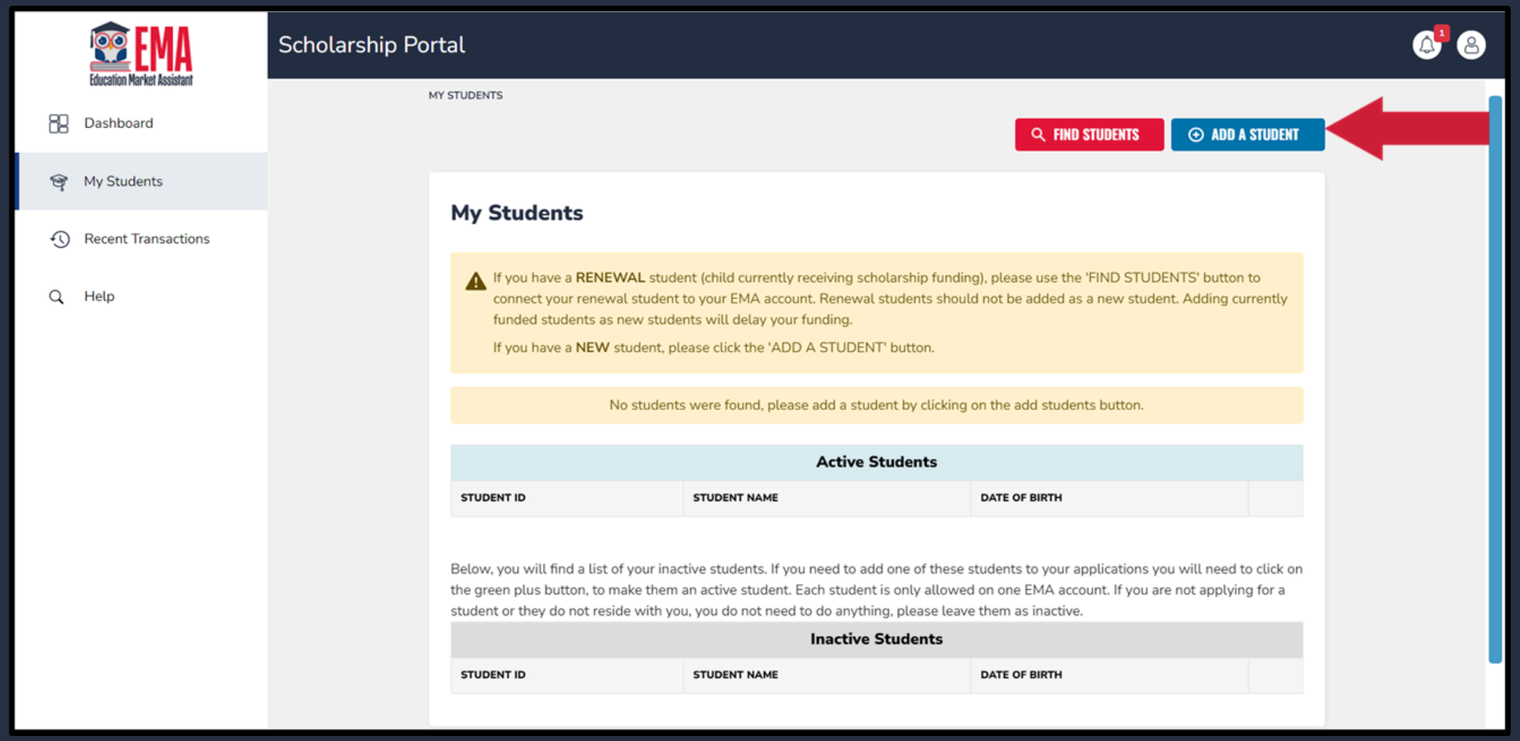
Questions?
If you have questions, please click here to view our contact information.

Thank you,

Step Up For Students

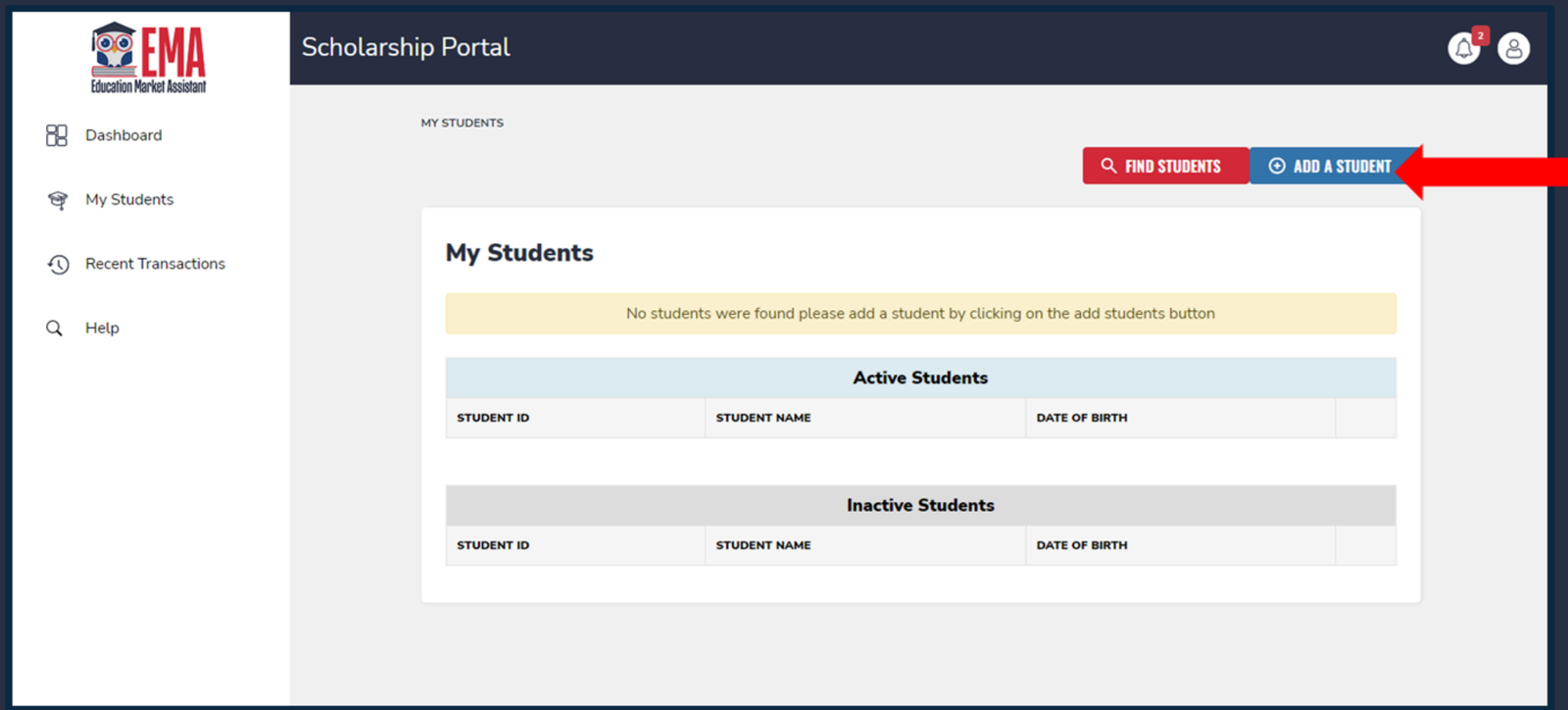
Transportation Stipend

Once you click “SAVE," you will be automatically taken to your “My Students” Section; here, you can find your renewal students, if applicable, and add new students.



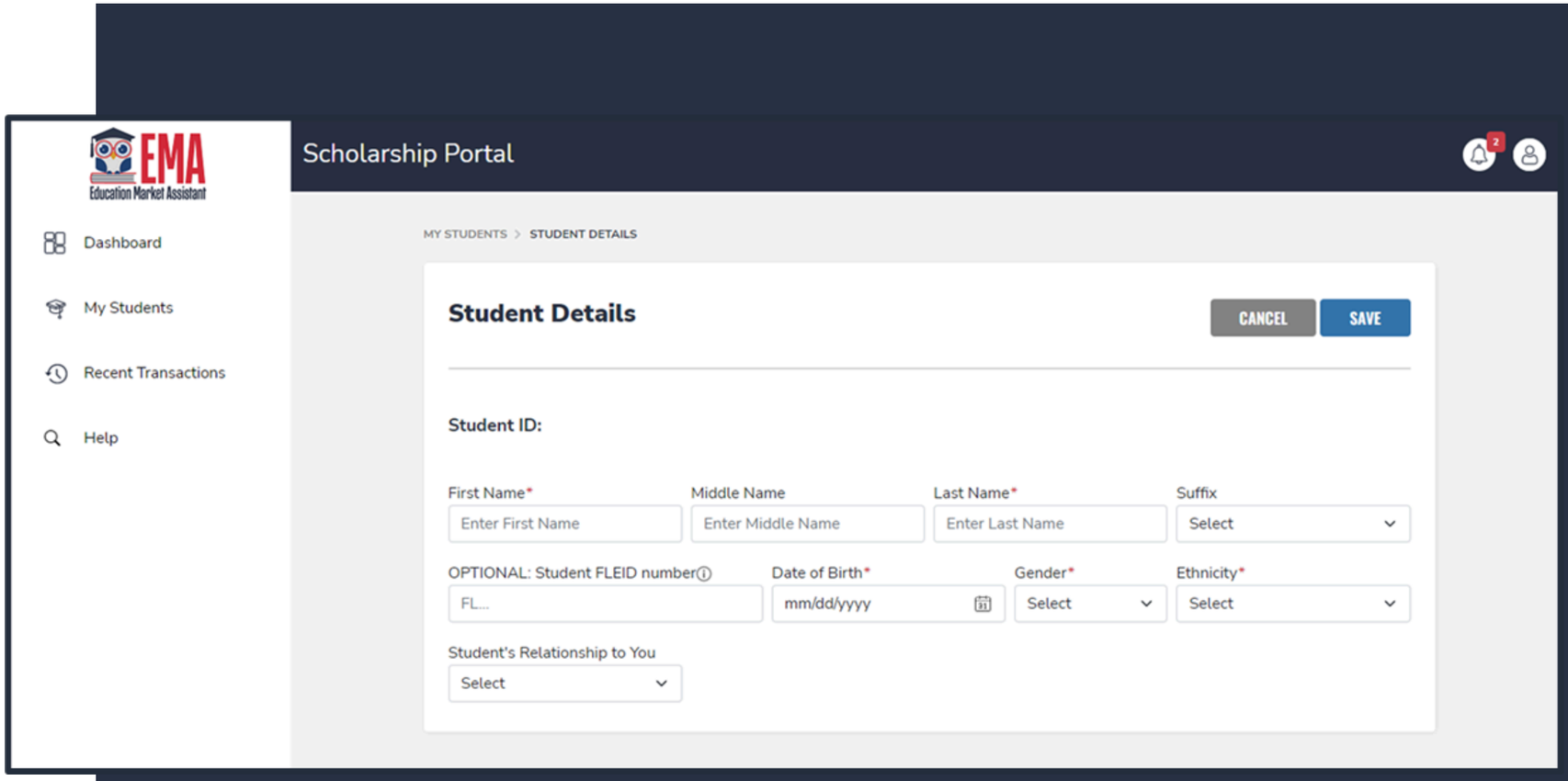
Transportation Stipend

Click the blue box, “Add A Student”, in the top right corner to get started.

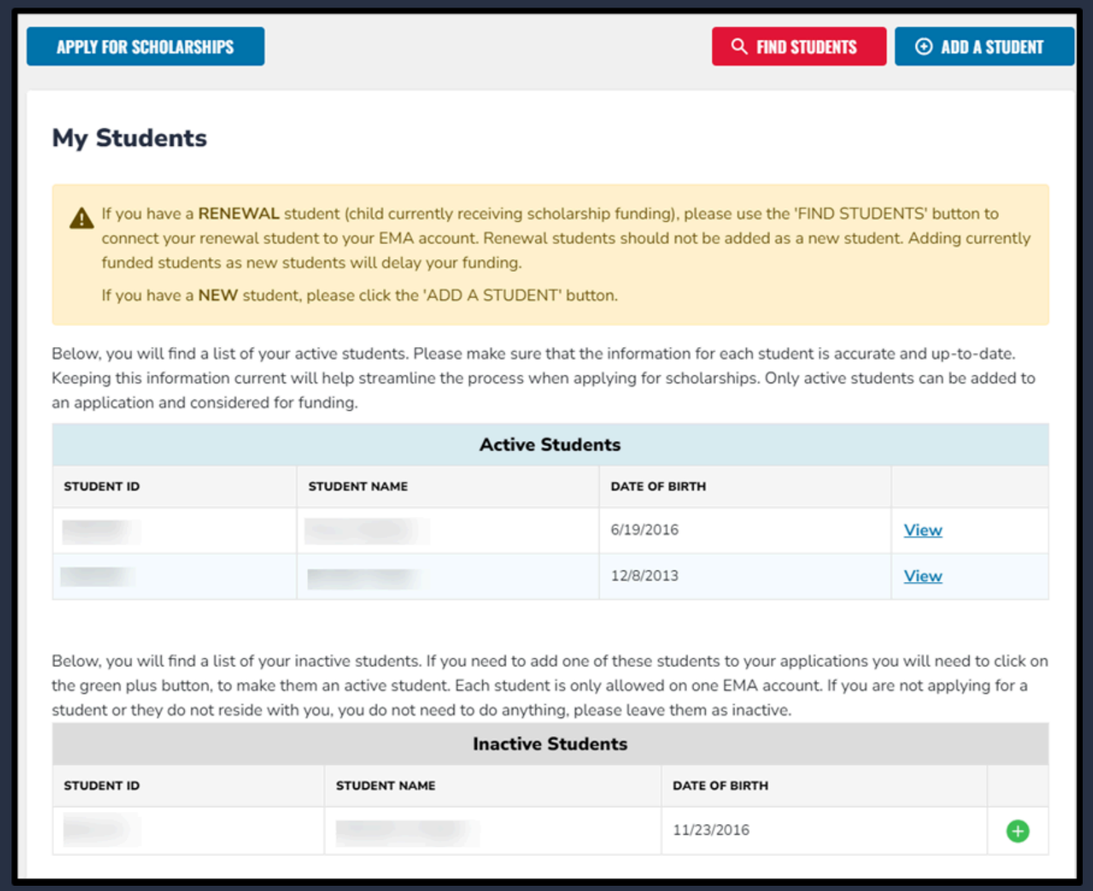


Transportation Stipend

Please fill out all the boxes and verify for accuracy. Once you are done, click “Save”. Please refrain from using nicknames when completing this section.



Transportation Stipend



Once you add all your students both Renewal (if applicable) and New, you can click on “Apply for Scholarships” to start the application process.

Transportation Stipend

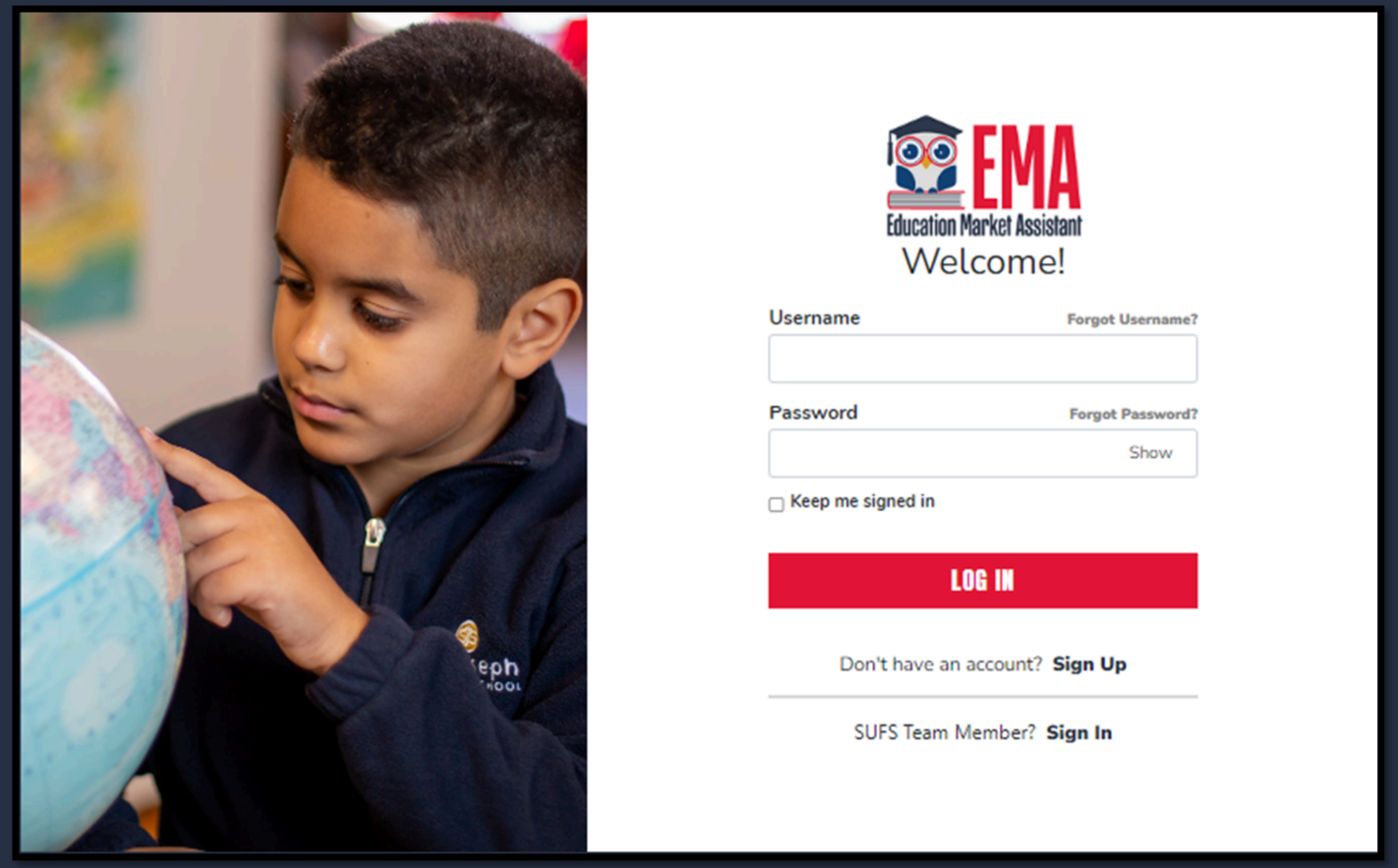
Your parent/guardian account in EMA account is complete. You are now ready to apply for the Transportation Stipend, please proceed to slide #23.

Transportation Stipend

If you already have a parent/guardian account in EMA, please follow the next few slides to proceed with completing the Transportation Stipend application process.

Transportation Stipend

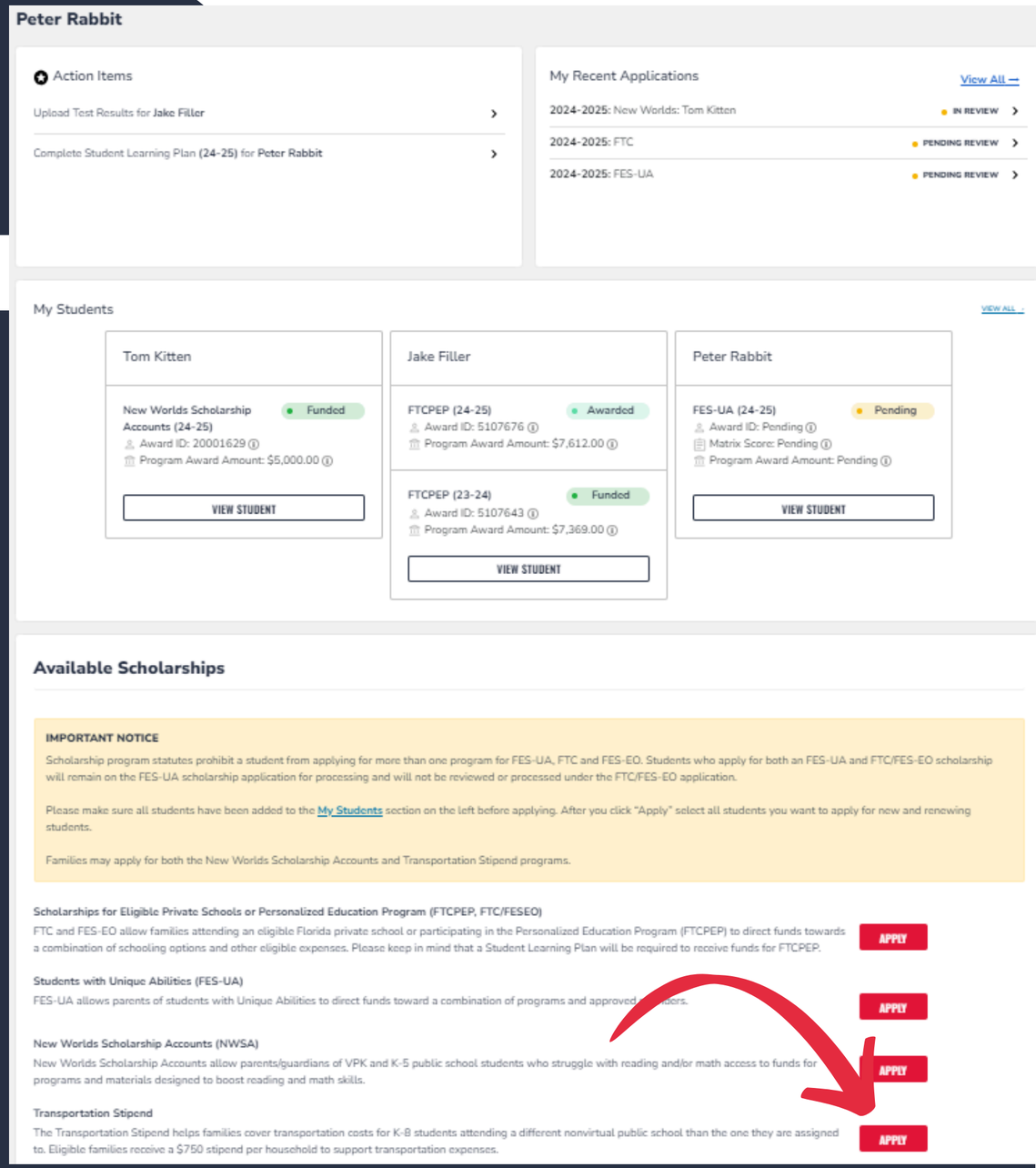
Log in to your account in EMA.



Transportation Stipend

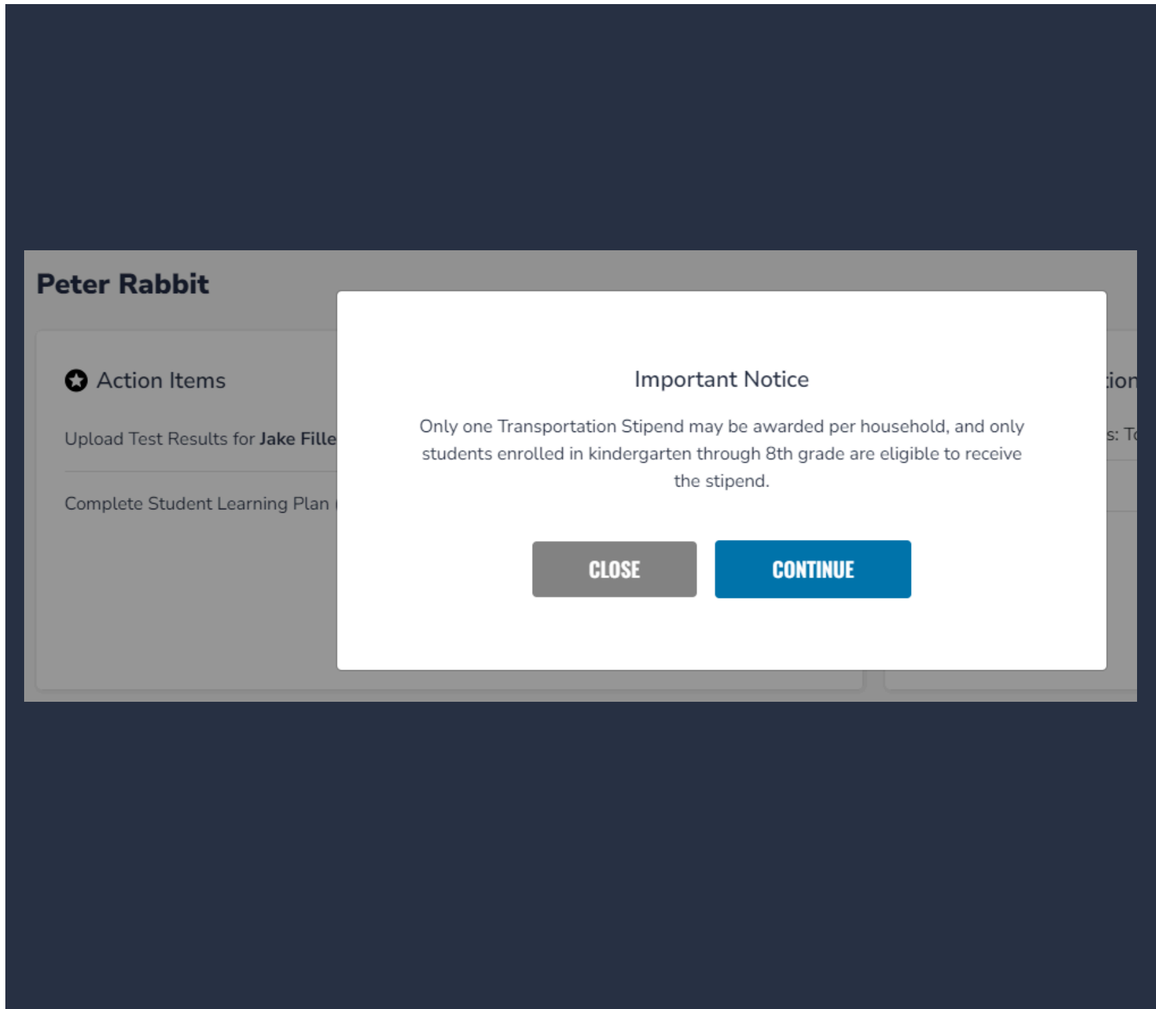
Scroll down on the dashboard to the “Available Scholarships” section.

In that section, click the ‘Apply’ button next to the Transportation Stipend description box.



Transportation Stipend

A pop-up window will remind you that each household can only receive ONE transportation stipend of $750 annually.
The stipend is specifically for students from Kindergarten to 8th grade.



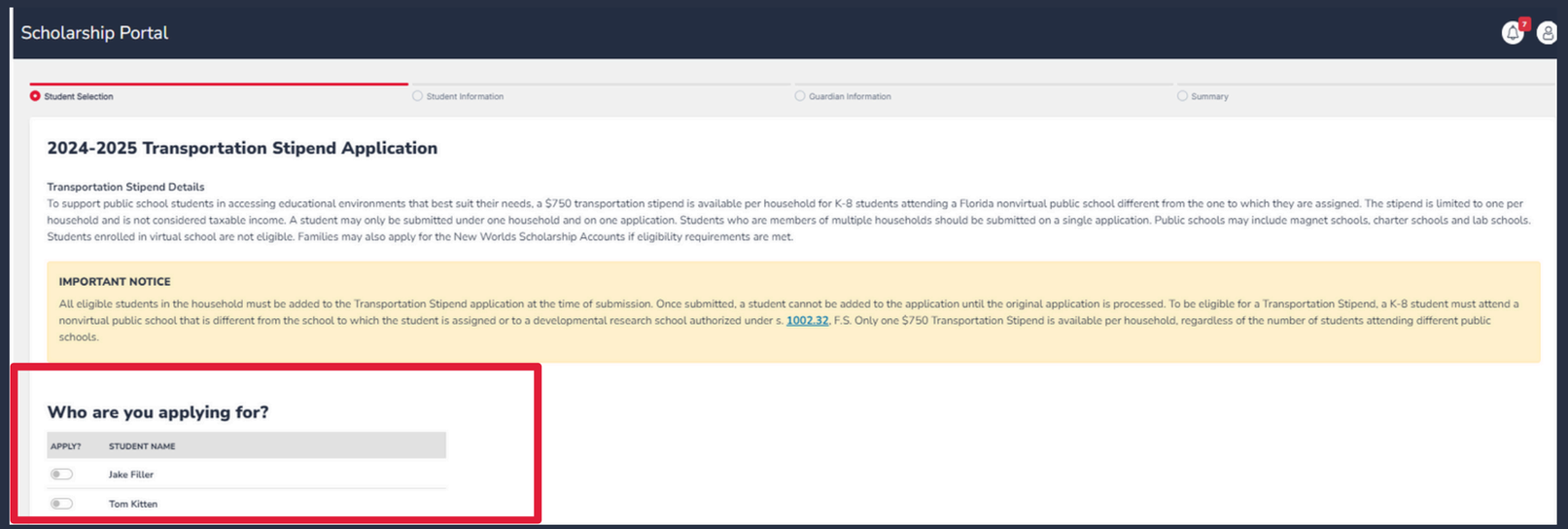
Important Note:

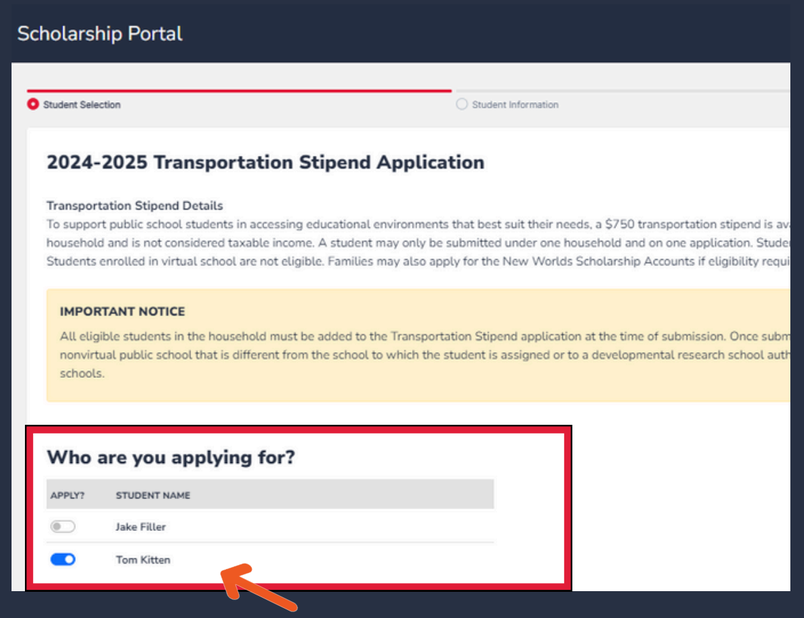
Only one Transportation Stipend may be awarded per household, and only students enrolled in kindergarten through 8th grade are eligible to receive the stipend.

Students receiving the Transportation Stipend can also apply for the New World Scholarship if they meet the eligibility criteria.

Students who are members of multiple households should only be submitted on a single application.

Transportation Stipend

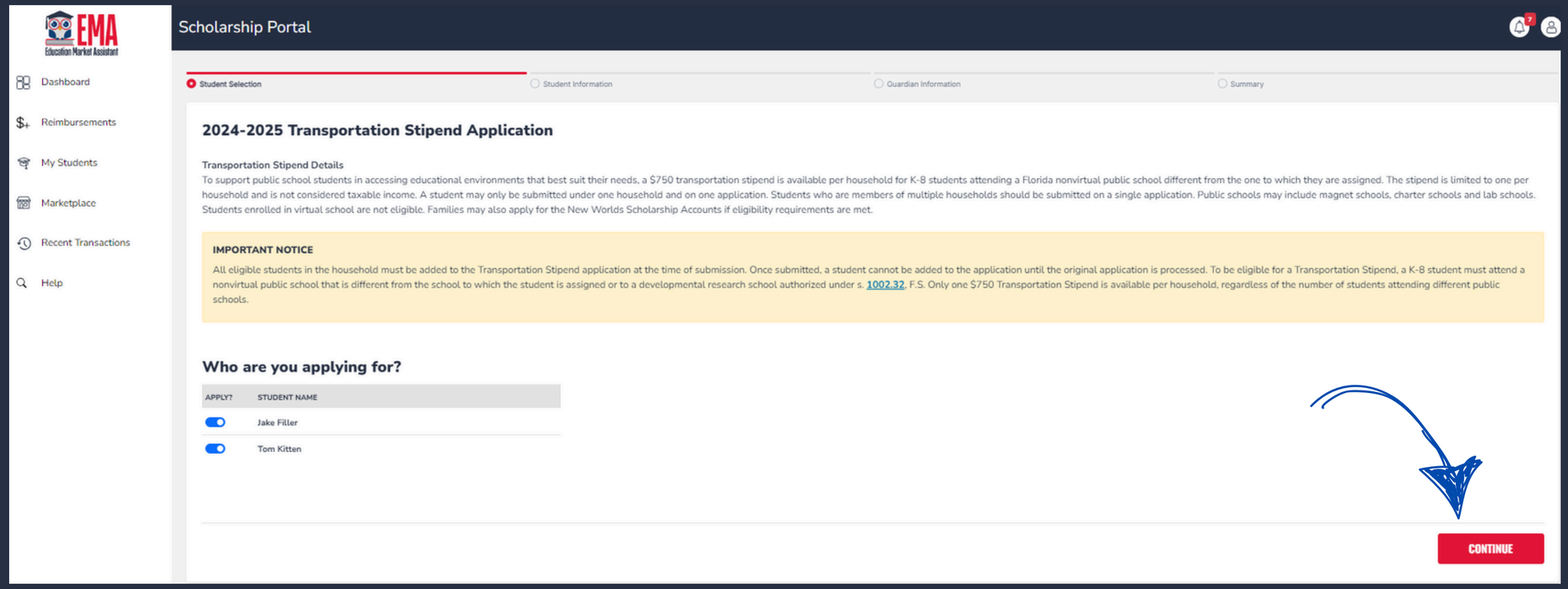




To begin the application process, you must add ALL students who meet the eligibility criteria to the Transportation Stipend application.

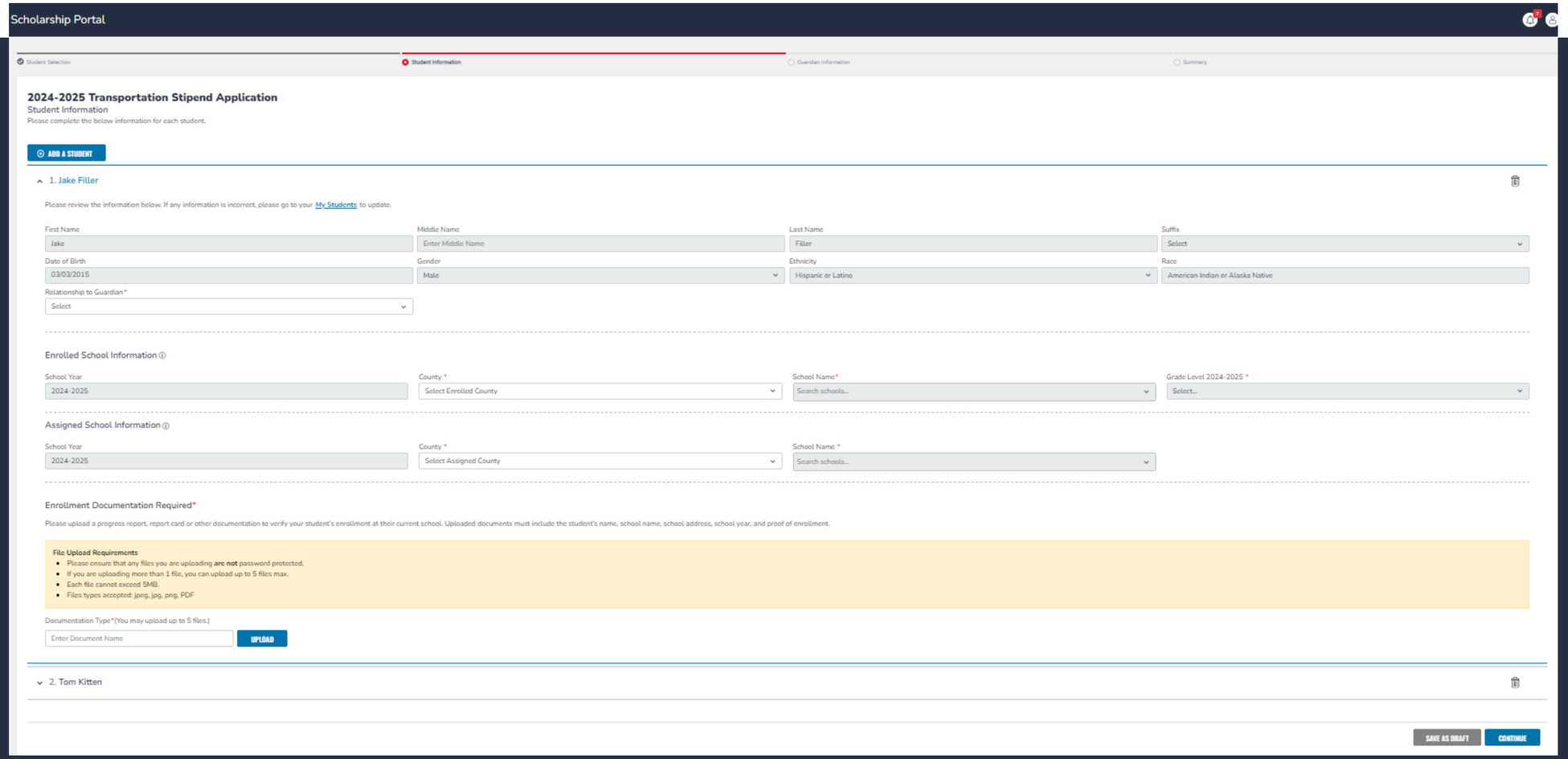
Please add ALL eligible students to the application, slide the radio button to the right. All students with blue radio buttons will be added to the application.

Transportation Stipend



Once all students for the Transportation Stipend application have been selected, press the red ‘Continue’ button to proceed.

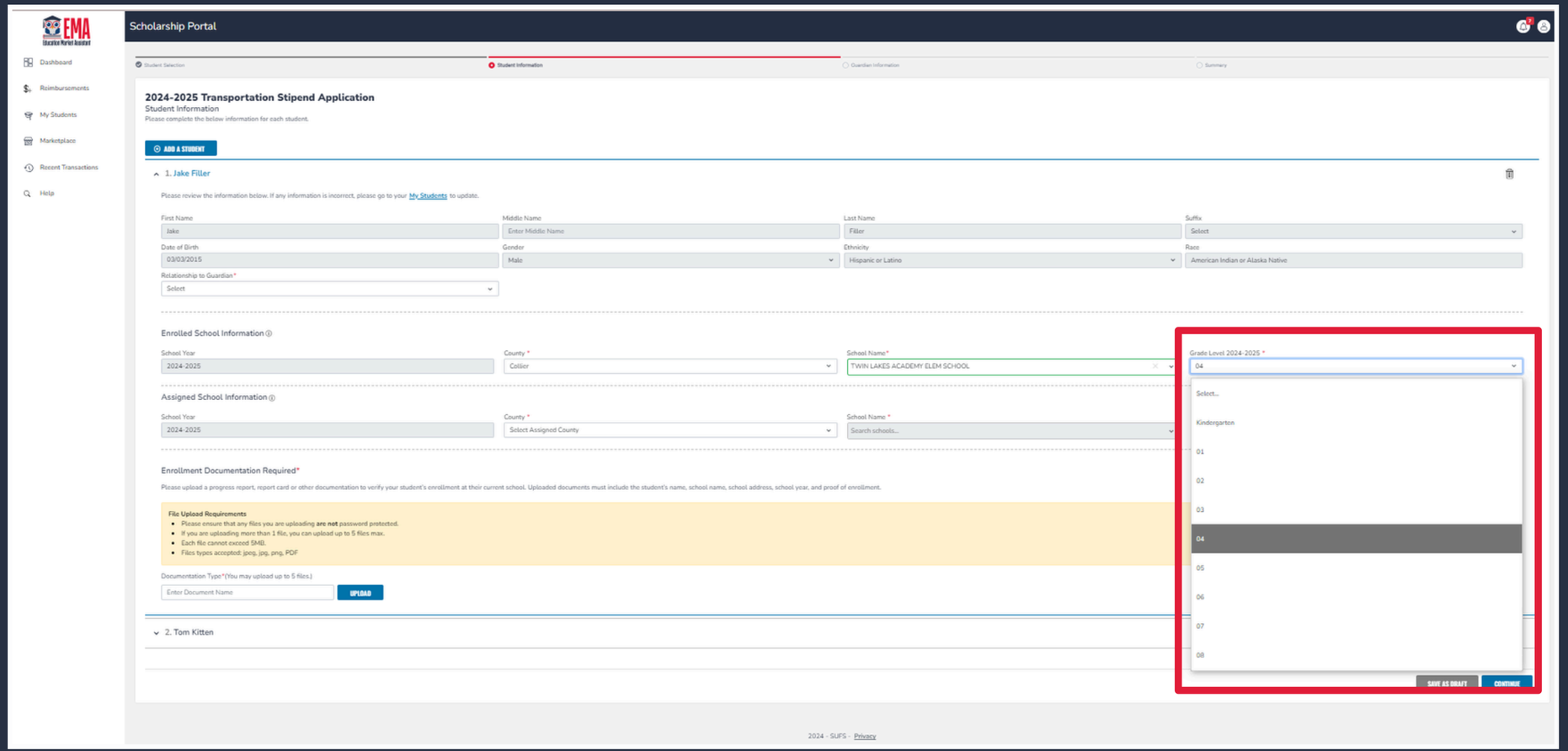
Transportation Stipend



The student information will be prepopulated based on the information entered in the student's profile.

If the student profiles do not have a selection for "Relationship to Guardian," this field will be enabled and required here.

Transportation Stipend



Now you will select the current grade level of the student that you are applying for.

A reminder, only students in Kindergarten through 8th grade are eligible for the stipend.

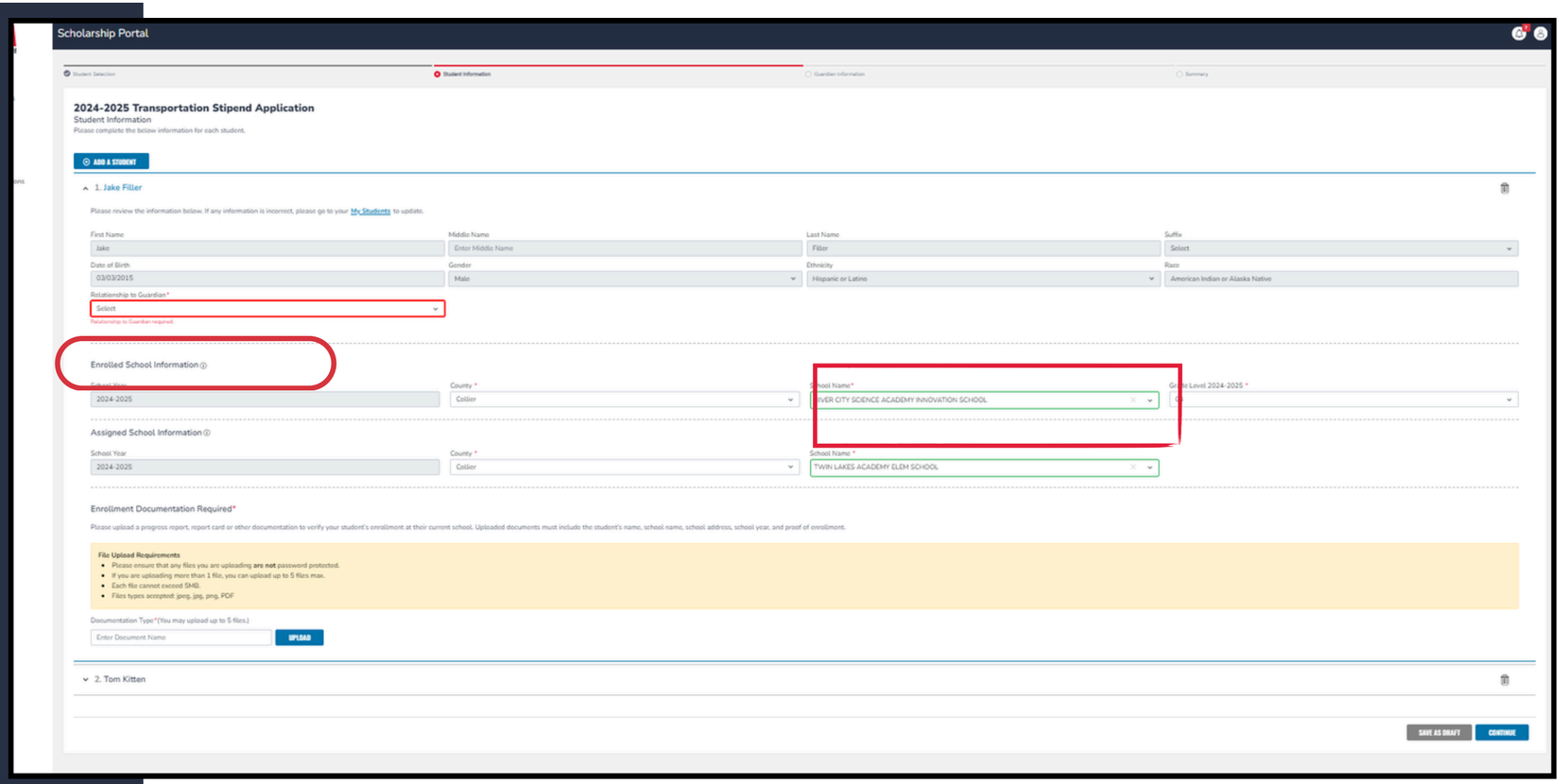
Transportation Stipend

Enrolled School information

Choose the county in the dropdown for the public school your student is enrolled in.

Next, choose the school your student is enrolled in from the ‘School Name’ drop-down box.

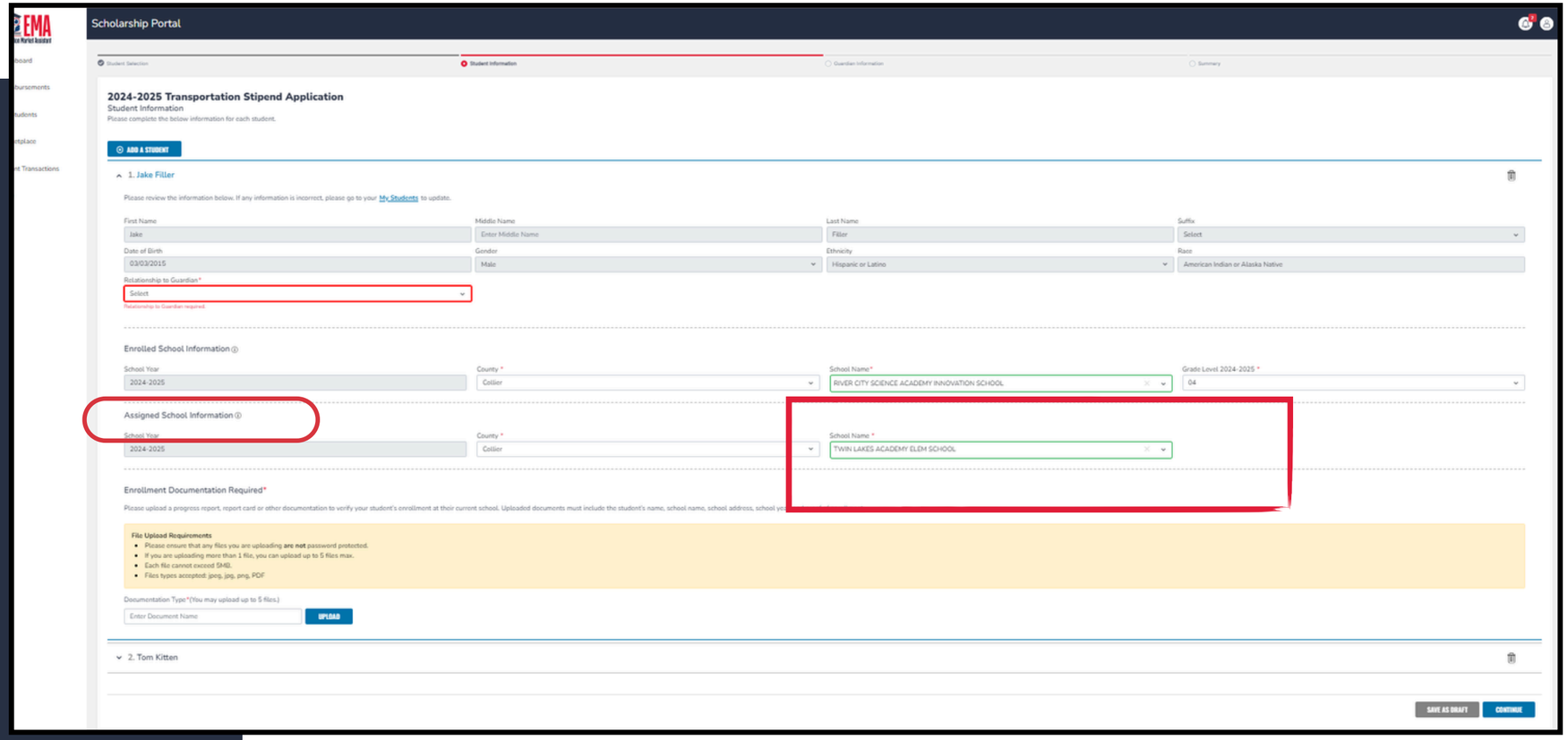
Public schools may include magnet schools, charter schools and lab schools. Students enrolled in virtual school are not eligible.



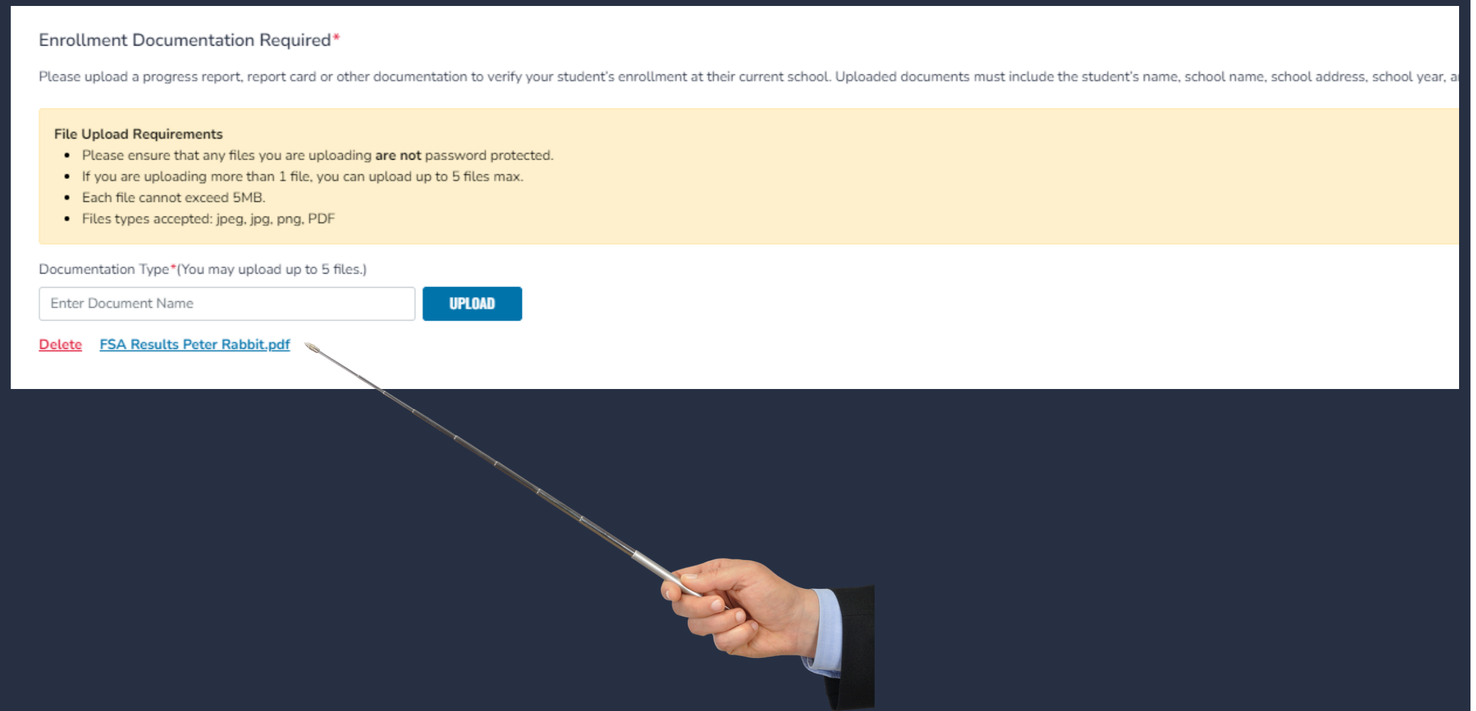
Transportation Stipend

Assigned School Information

Select the county of the school that your student is assigned to (the school assigned to your home address) and choose the school name in the dropdown list.



Transportation Stipend



For students on the Transportation Stipend, the guardian must upload a report card or test scores to verify their enrollment at their current school.

Acceptable documents include:

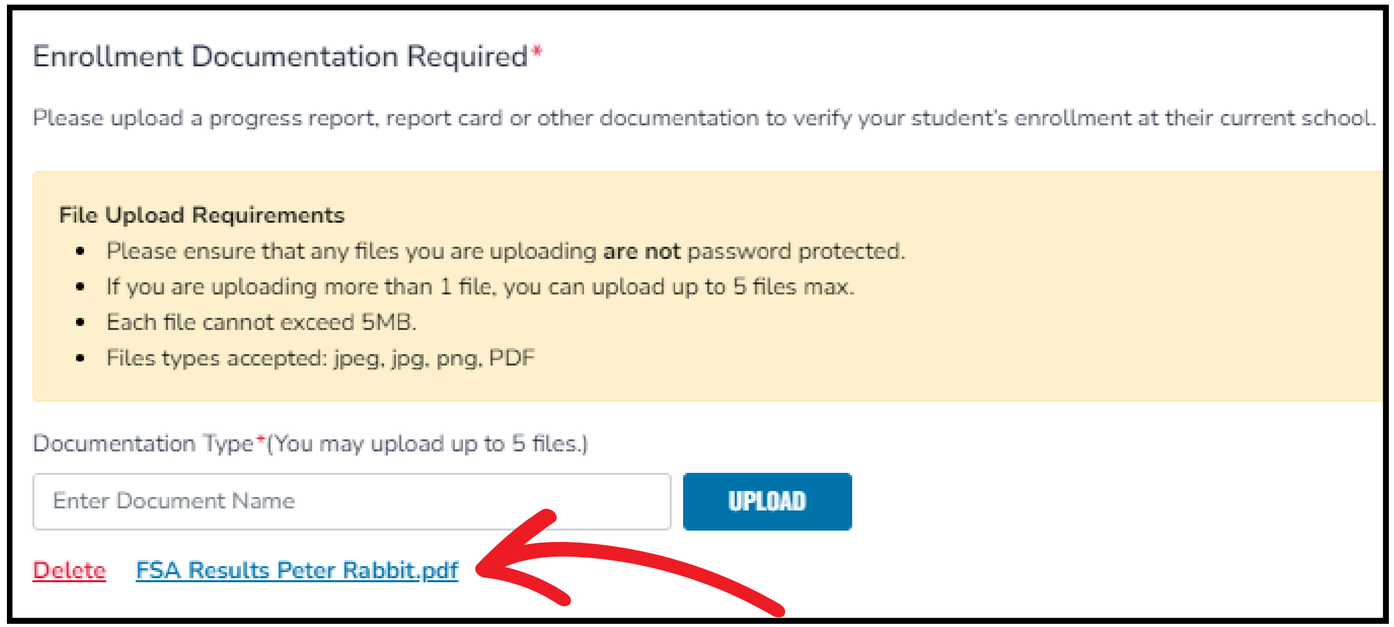
- A copy of your student's progress report
- A printout or screenshot from the student's online grade portal
- A letter from the school that includes the student's name, school's name and quarter dates
- A copy of your student's report card (if received)

*Any document uploaded must include the student's name, school name, school address, school year and proof of enrollment.

Transportation Stipend

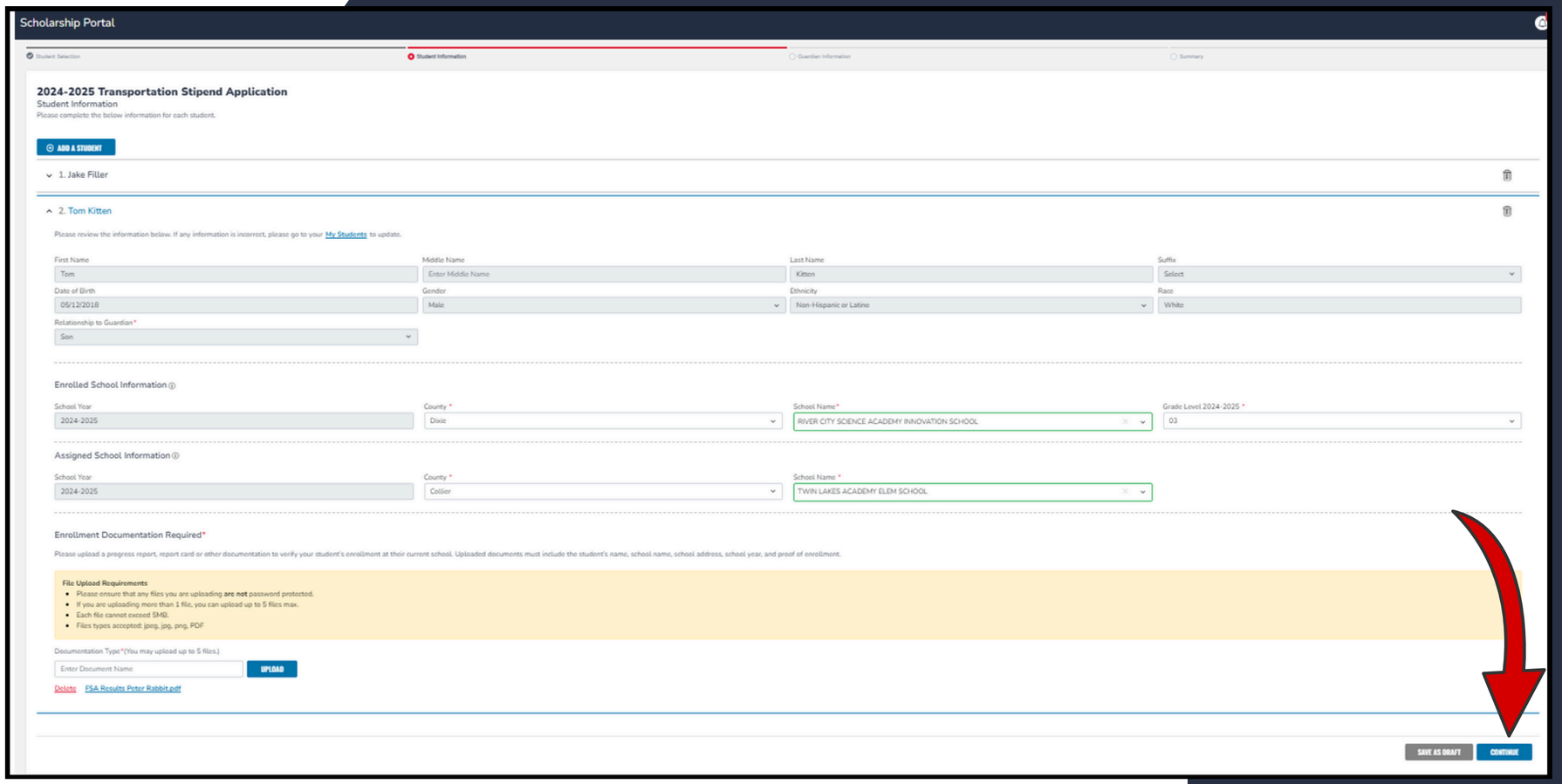
Once the document has been successfully uploaded, its name should appear on the screen as noted here.

Please ensure that the uploaded file is not password-protected. We will not be able to accept a document that is password protected.



PDF is preferred

Transportation Stipend



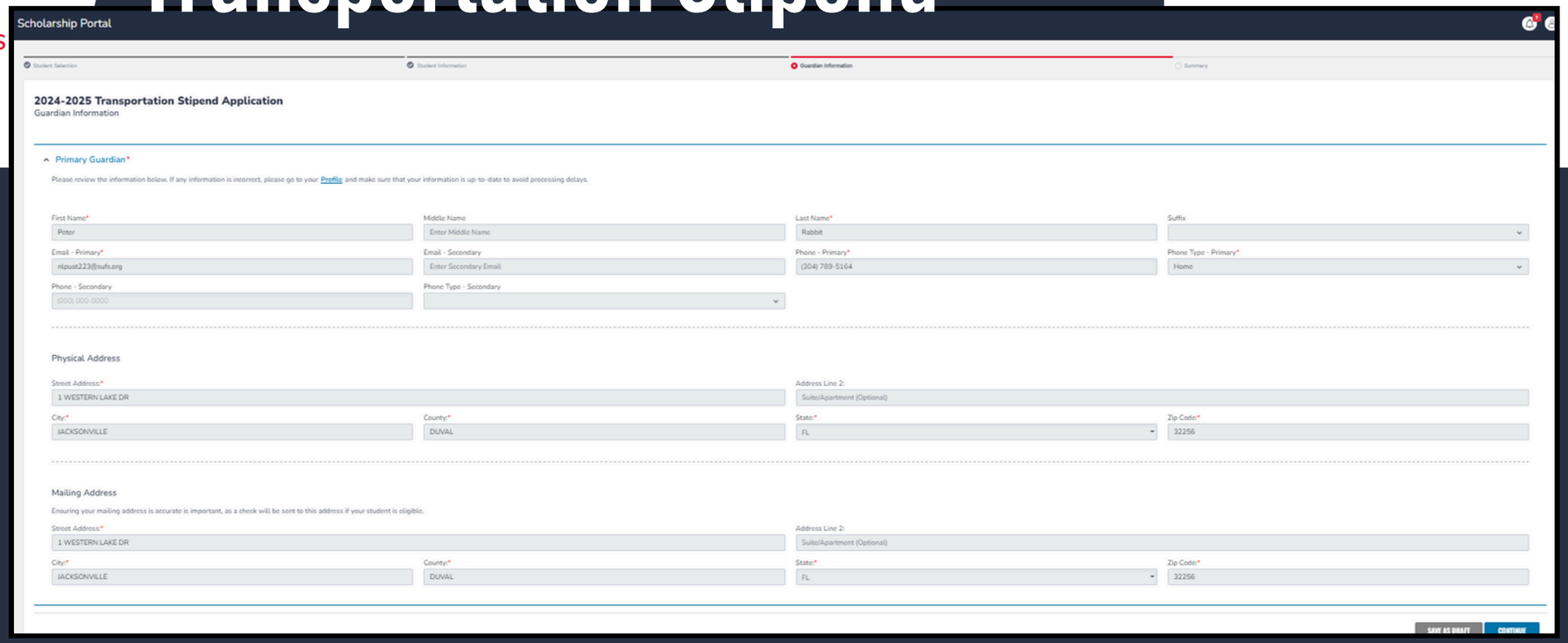
If you are applying for multiple students, they will appear on your screen as indicated in this slide.

Keep in mind that if you submit an application with multiple eligible students in your household, only one transportation stipend of $750 will be granted per household.

After you finish the process for all students, click the continue button to move forward.

Remember: Ensure to include ALL eligible students in the application!

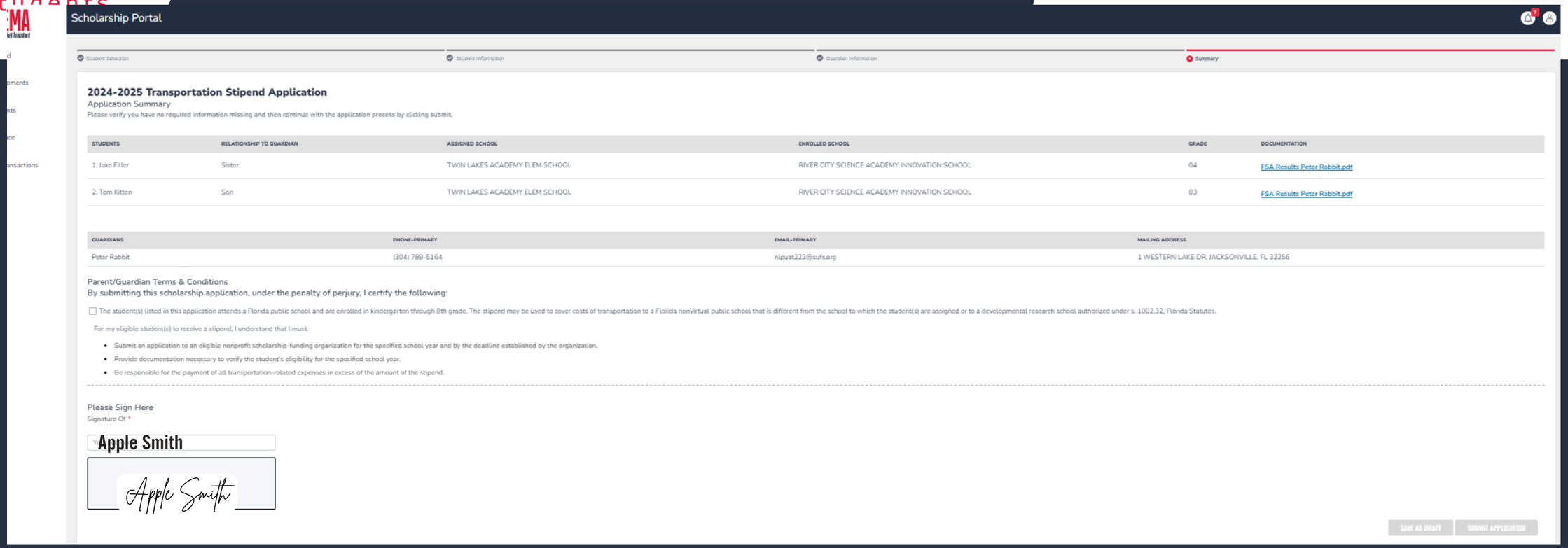
Transportation Stipend



The ‘Guardian Information’ screen will appear, pre-populated with the details noted in the guardian profile. On this screen, you will find two addresses: the physical address and the mailing address. Checks will be mailed to the Mailing Address on file in EMA. If the information is correct, click on ‘Continue’ to proceed.

Please ensure that the addresses are accurate. If they are incorrect, use the “Save As Draft” button to save the application you have completed. Click on the person icon in the upper right corner of the page to make the necessary edits in your Guardian profile. Once the edits are made, you may return to the application and continue.

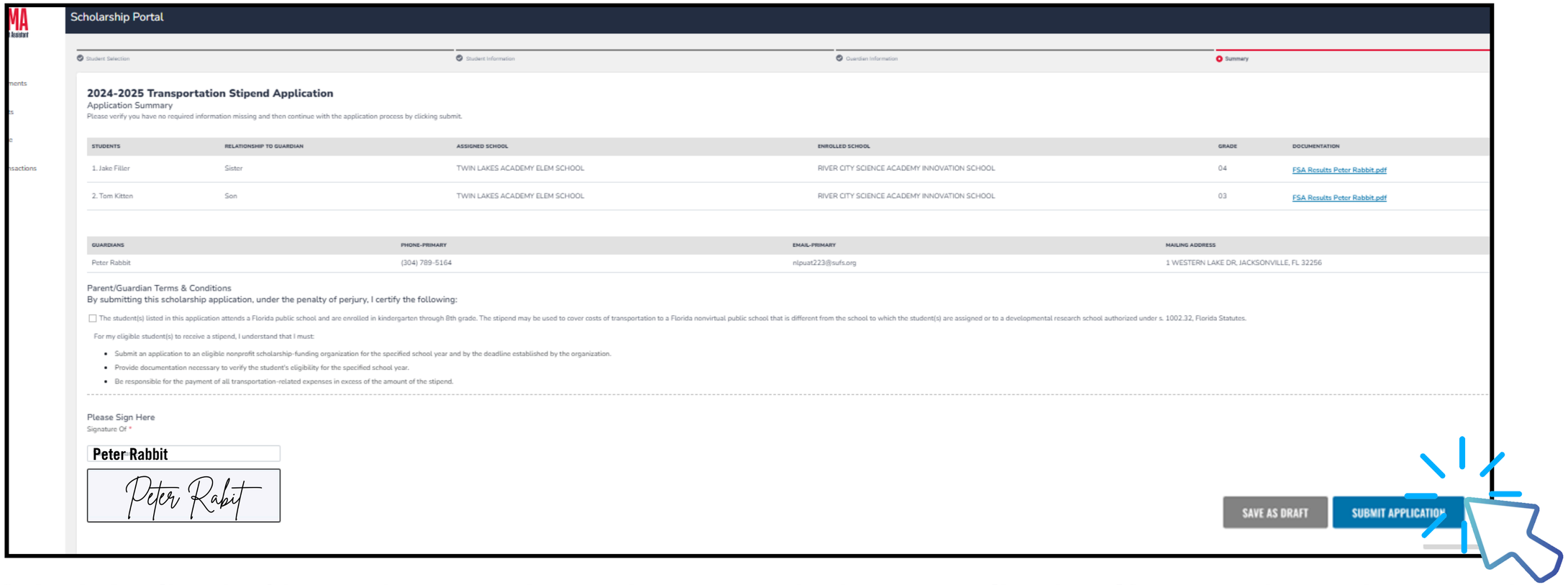
Transportation Stipend



The summary page is now visible. Here you will see the ‘Application Summary,’ with the students listed on the scholarship and the primary guardian’s contact information.

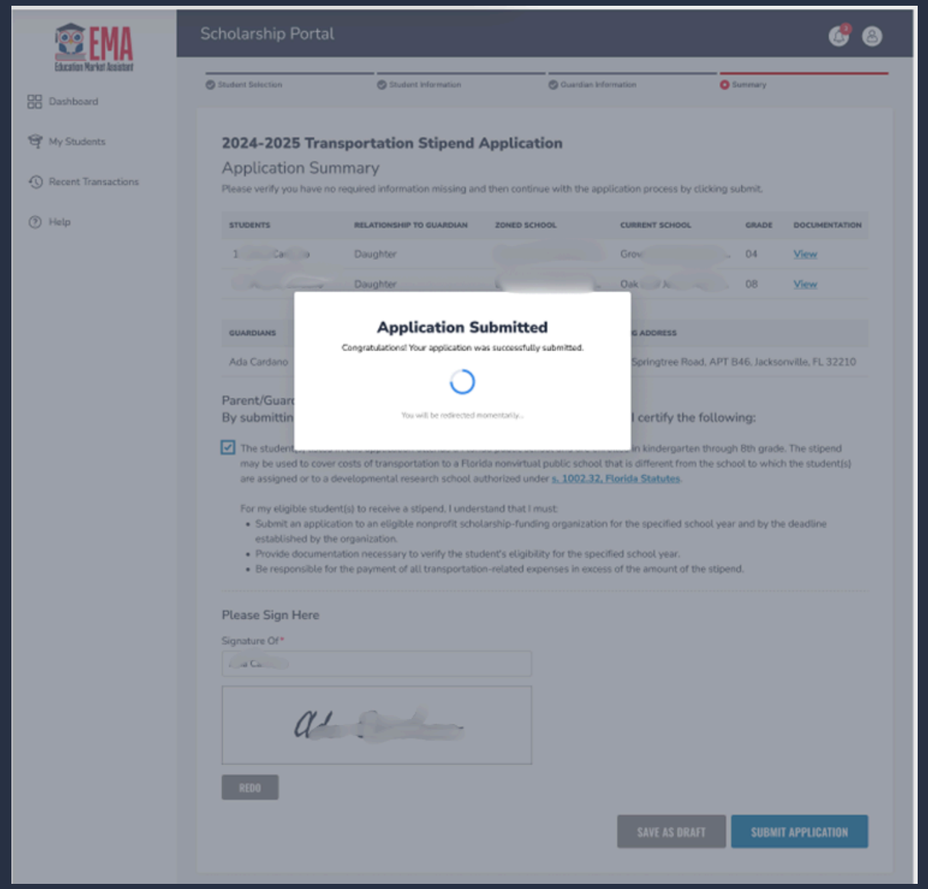
It is time to complete the ‘Parent/Guardian Terms & Conditions’ section. Read the terms. If you accept them, click on the box, type your name and e-sign in the blue box.

Transportation Stipend



The 'Submit Application' button is now active, and you can submit your application. If you need to review a previous section at any time during the application process, click 'Save as Draft.' Once an application is submitted, you will NOT be able to reopen it.

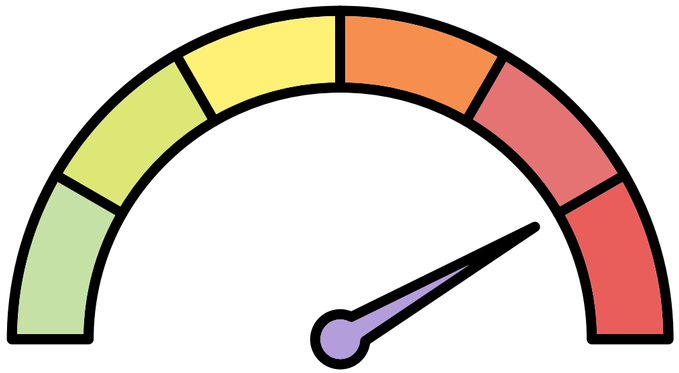
Transportation Stipend



Congratulations! The application has been submitted successfully.

Transportation Stipend

Application Statuses



Submitted: The application has been received and is under review.

On Hold: The application did not have the information needed to determine the student's eligibility. The parent or guardian must submit additional information or documentation.

Eligible: The Department of Education (DOE) has confirmed the student's eligibility for the program.

Ineligible: The student was found to be ineligible for the Transportation Stipend program and will not receive a Stipend. A household may still receive a Stipend if another student in the household is found eligible.

Step Up For Students

Contact Us

Monday-Friday 8:00am-5:00pm EST

chat with us at sufs.org

877-735-7837

Step Up For Students

Thank you for watching!

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