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



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

### 1 - 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.

Apply/Login

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



R Dashboard



My Students

Marketplace

Recent Transactions

Q Help

3. Select Find Students.



## 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**

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



## Find Students

Use the find students process for students who are eligible to complete a renewal application, and who have existing accounts at Step Up For Students. You will link all of your parent login accounts into one account in EMA. For all other students you will use the +Add a Student button and not this process.

**FIND STUDENTS** 

**CLOSE** 

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

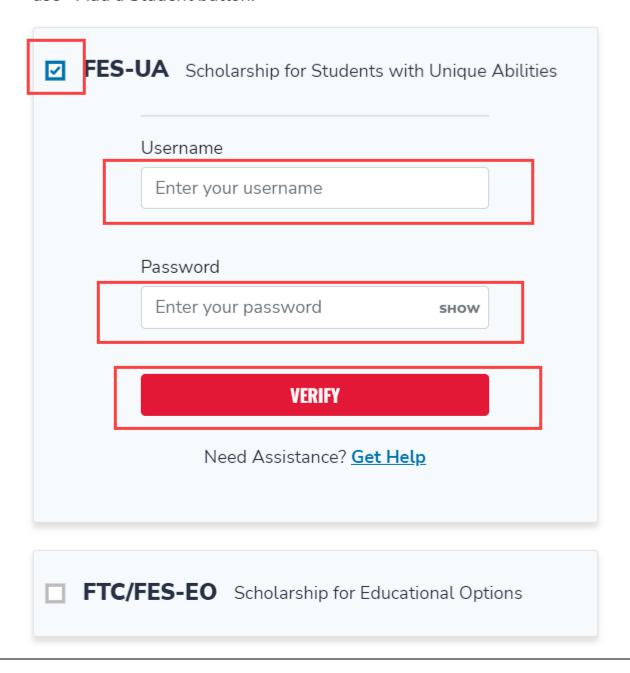
# **Find Students**

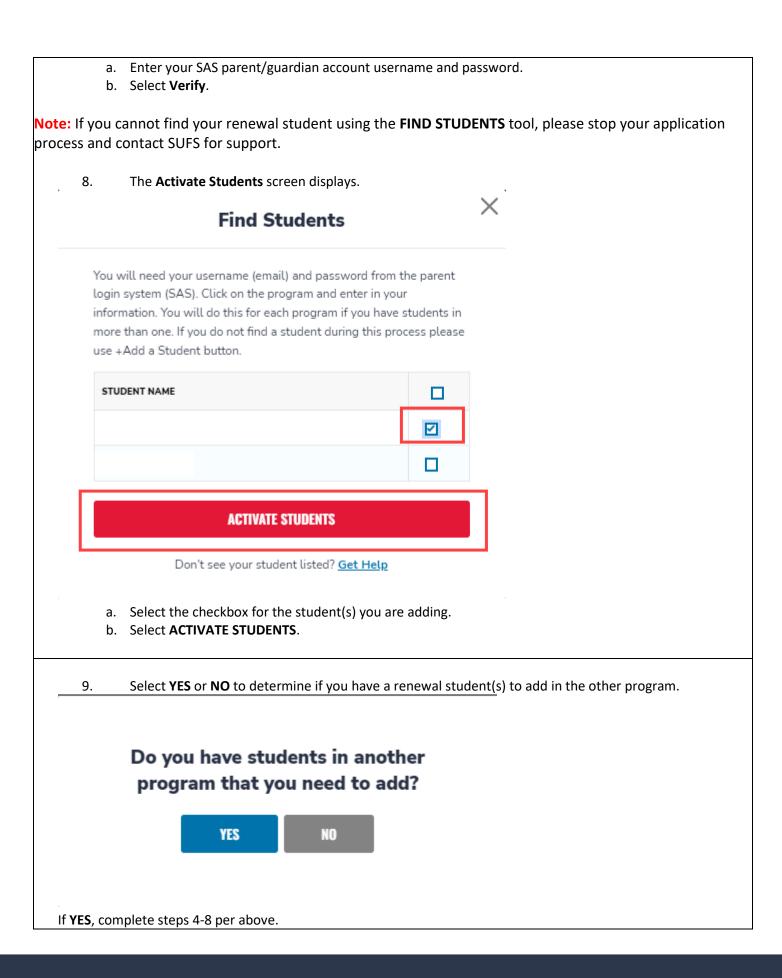
You will need your username (email) and password from the parent login system (SAS). Click on the program and enter in your information. You will do this for each program if you have students in more than one. If you do not find a student during this process please use +Add a Student button.

- 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

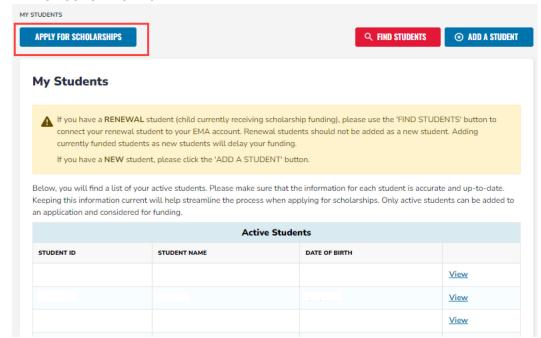
You will need your username (email) and password from the parent login system (SAS). Click on the program and enter in your information. You will do this for each program if you have students in more than one. If you do not find a student during this process please use +Add a Student button.





If **NO**, go to the next step.

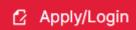
- 10. Congratulations! Once all information is correct, you are ready to apply for a scholarship for this student. You will automatically be taken to the **My Students** screen.
- 11. Once you have added all your students and are ready to begin applying for scholarships, select **APPLY FOR SCHOLARSHIP**s.



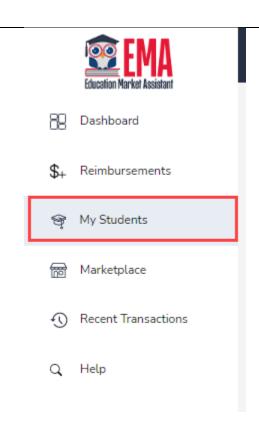
#### 2 - New Student

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**.



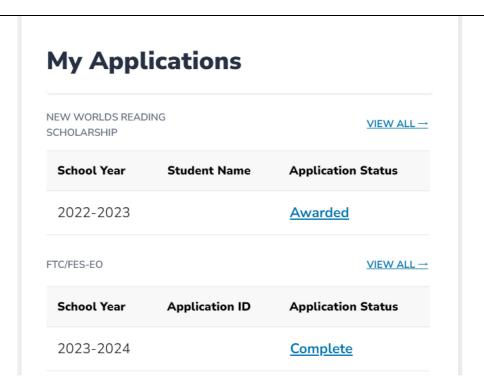
## My Students

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.

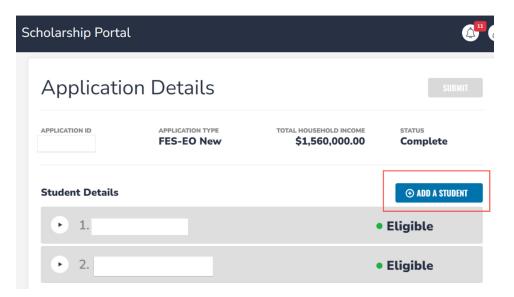
	Active Stude	nts	
STUDENT ID	STUDENT NAME	DATE OF BIRTH	
		5/24/2010	<u>View</u>
		5/24/2010	<u>View</u>

Note: Select View to review the details about your active students.

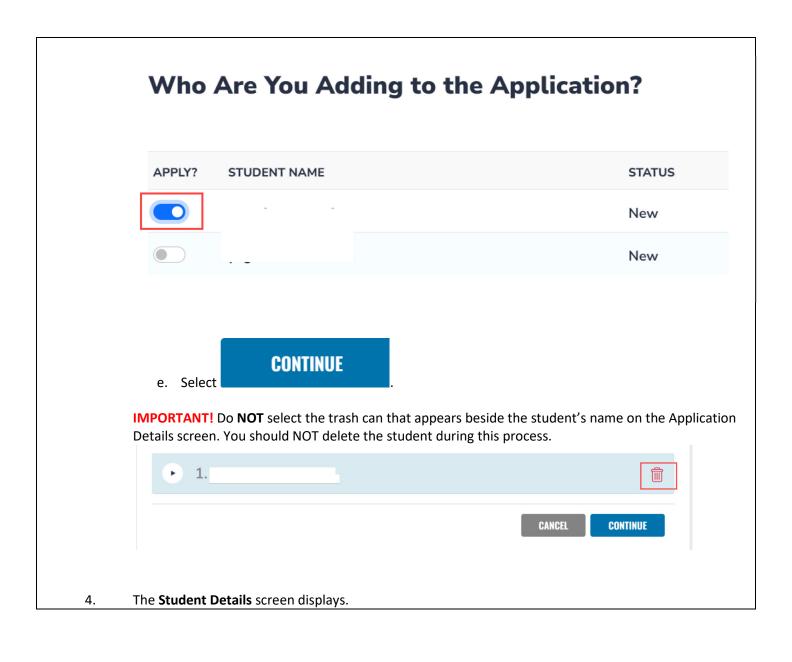
a. You can also access the **ADD A STUDENT** button by viewing the **Application Details** page. To do this, select **My Applications** from your Dashboard. Select the student you want to add, or use VIEW ALL to find and select your student.

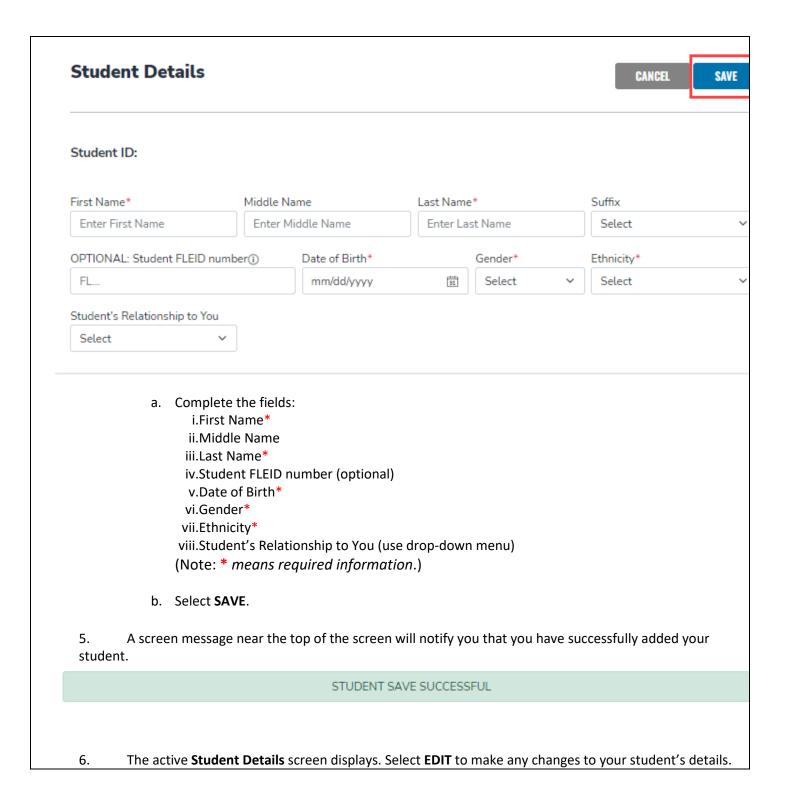


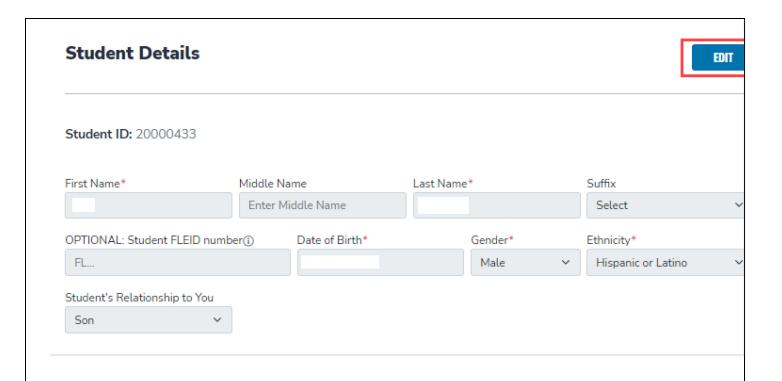
b. The **Application Details** screen displays.



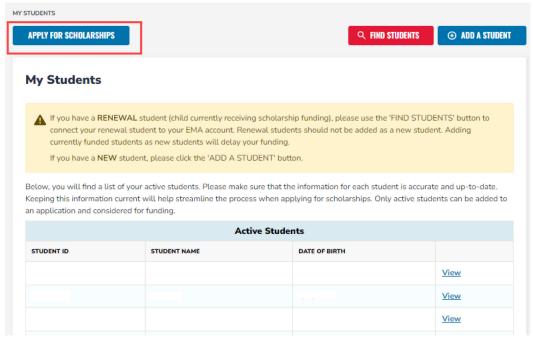
- c. Select ADD A STUDENT.
- d. Select the toggle button to choose the student you want to add.





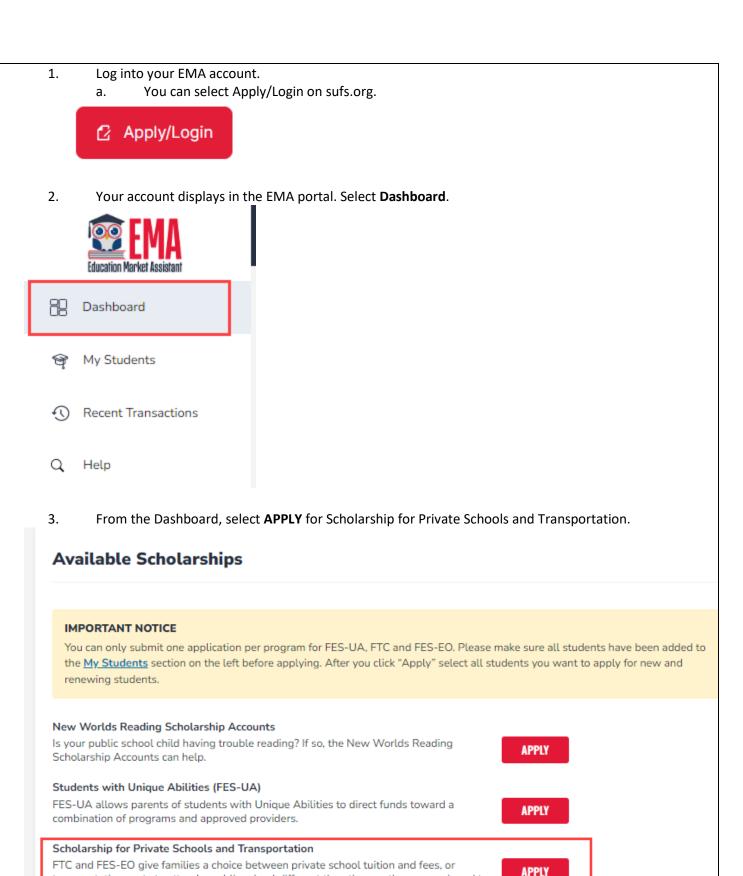


- 7. Congratulations! Once all information is correct, you are ready to apply for a scholarship for this student. You will automatically be taken to the **My Students** screen.
- 8. Once you have added all your students and are ready to begin applying for scholarships, select **APPLY FOR SCHOLARSHIP**s.



#### 3 - FES-UA Sibling

Note: Before you begin: Create a user login and account in <a href="EMA">EMA</a>.



transportation costs to attend a public school different than the one they are assigned to.

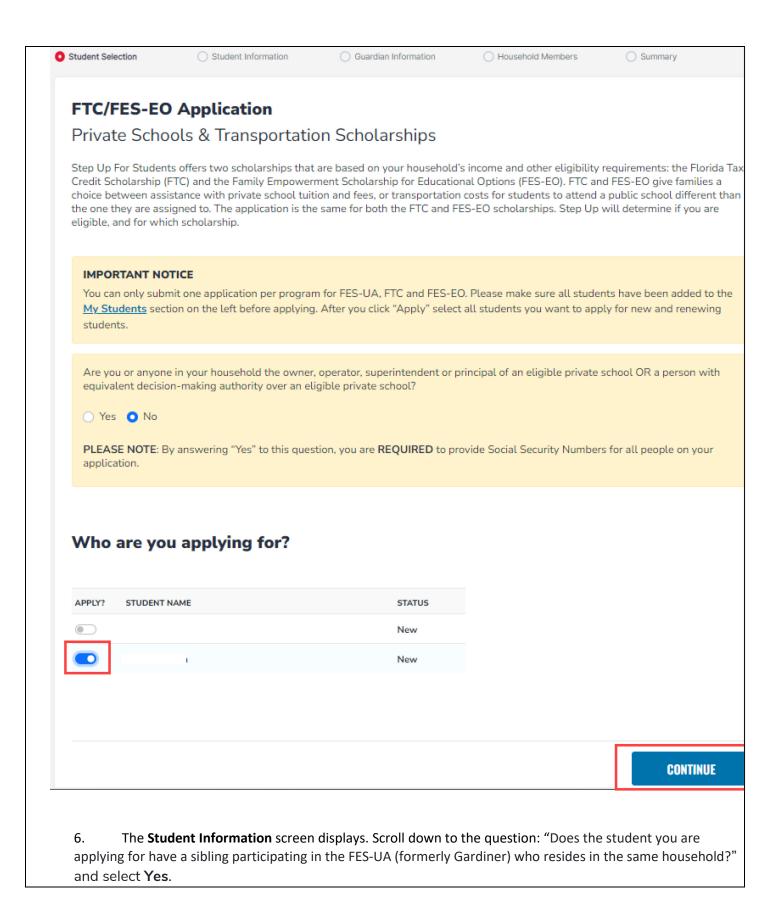
4. Select **CONTINUE** on the **Important Notice** popup window.

## **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 <u>My Students</u> section before applying.



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.



• Yes O No	FES-UA ID		
7. Enter <b>STUD</b>	ENT ID for your FES-UA sibling,	found under the My Students to	ab beside their name.
		e sure that the information for each stud	
Below, you will find a lis Keeping this informatior an application and consi	n current will help streamline the proce idered for funding.	e sure that the information for each studess when applying for scholarships. On tive Students	
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