

# 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**.



Dashboard



Reimbursements



My Students



Marketplace



Recent Transactions



Help

3. Select **Find Students**.

A red button with a magnifying glass icon and the text "FIND STUDENTS".A blue button with a plus icon and the text "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 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.

A blue button with the text "FIND STUDENTS".A grey button with the text "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.



**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.

**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](#)

- 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.

**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.

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 SCHOLARSHIPS**.

MY STUDENTS

**APPLY FOR SCHOLARSHIPS** **FIND STUDENTS** **ADD A STUDENT**

### My Students

**!** If you have a **RENEWAL** student (child currently receiving scholarship funding), please use the 'FIND STUDENTS' button to connect your renewal student to your EMA account. Renewal students should not be added as a new student. Adding currently funded students as new students will delay your funding.  
If you have a **NEW** student, please click the 'ADD A STUDENT' button.


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			
STUDENT ID	STUDENT NAME	DATE OF BIRTH	
			<a href="#">View</a>
			<a href="#">View</a>
			<a href="#">View</a>

## 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](#).


 **Apply/Login**


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




 Dashboard

 Reimbursements

 My Students

 Marketplace

 Recent Transactions

 Help

3. The **My Students** screen displays. Select **ADD A STUDENT**.

MY STUDENTS

 FIND STUDENTS

 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 Students			
STUDENT ID	STUDENT NAME	DATE OF BIRTH	
		5/24/2010	<a href="#">View</a>
		5/24/2010	<a href="#">View</a>

**Note:** Select [View](#) to review the details about your active students.

- 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.

## My Applications

NEW WORLDS READING  
SCHOLARSHIP

[VIEW ALL →](#)

School Year	Student Name	Application Status
2022-2023		<a href="#">Awarded</a>

FTC/FES-EO

[VIEW ALL →](#)

School Year	Application ID	Application Status
2023-2024		<a href="#">Complete</a>

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

Scholarship Portal

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### Application Details

SUBMIT

APPLICATION ID

APPLICATION TYPE

TOTAL HOUSEHOLD INCOME

STATUS

FES-EO New

\$1,560,000.00

Complete

Student Details

⊕ ADD A STUDENT

▶ 1.

▶ 2.



Eligible

Eligible

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




## Who Are You Adding to the Application?


APPLY?	STUDENT NAME	STATUS
		New
		New

**CONTINUE**

e. Select

**IMPORTANT!** Do **NOT** select the trash can that appears beside the student's name on the Application Details screen. You should NOT delete the student during this process.

 1.



CANCEL

CONTINUE

4. The **Student Details** screen displays.

## Student Details

CANCEL

SAVE

Student ID:

First Name\*

Enter First Name

Middle Name

Enter Middle Name

Last Name\*

Enter Last Name

Suffix

Select

OPTIONAL: Student FLEID number①

FL...

Date of Birth\*

mm/dd/yyyy

Gender\*

Select

Ethnicity\*

Select

Student's Relationship to You

Select

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.

## Student Details

[EDIT](#)

Student ID: 20000433

First Name*	Middle Name	Last Name*	Suffix
<input type="text"/>	<input type="text" value="Enter Middle Name"/>	<input type="text"/>	<input type="text" value="Select"/>
OPTIONAL: Student FLEID number①	Date of Birth*	Gender*	Ethnicity*
<input type="text" value="FL..."/>	<input type="text"/>	<input type="text" value="Male"/>	<input type="text" value="Hispanic or Latino"/>
Student's Relationship to You			
<input type="text" value="Son"/>			

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 SCHOLARSHIPS**.

MY STUDENTS

[APPLY FOR SCHOLARSHIPS](#)[FIND STUDENTS](#)[ADD A STUDENT](#)

### My Students

**⚠** If you have a **RENEWAL** student (child currently receiving scholarship funding), please use the 'FIND STUDENTS' button to connect your renewal student to your EMA account. Renewal students should not be added as a new student. Adding currently funded students as new students will delay your funding.

If you have a **NEW** student, please click the 'ADD A STUDENT' button.


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			
STUDENT ID	STUDENT NAME	DATE OF BIRTH	
			<a href="#">View</a>
			<a href="#">View</a>
			<a href="#">View</a>

### 3 – FES-UA Sibling

**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 **Dashboard**.



Dashboard



My Students



Recent Transactions



Help

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.



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**.

## FTC/FES-EO Application

### Private Schools & Transportation Scholarships

Step Up For Students offers two scholarships that are based on your household's income and other eligibility requirements: the Florida Tax Credit Scholarship (FTC) and the Family Empowerment Scholarship for Educational Options (FES-EO). FTC and FES-EO give families a choice between assistance with private school tuition and fees, or transportation costs for students to attend a public school different than the one they are assigned to. The application is the same for both the FTC and FES-EO scholarships. Step Up will determine if you are eligible, and for which scholarship.

#### 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.

Are you or anyone in your household the owner, operator, superintendent or principal of an eligible private school OR a person with equivalent decision-making authority over an eligible private school?

☐ Yes
 ☒ No

**PLEASE NOTE:** By answering "Yes" to this question, you are **REQUIRED** to provide Social Security Numbers for all people on your application.

### Who are you applying for?

APPLY?	STUDENT NAME	STATUS
<input type="checkbox"/>		New
<input checked="" type="checkbox"/>		New

CONTINUE

- 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**.

Does the student you are applying for have a sibling participating in the FES-UA (formerly Gardiner) who resides in the same household? If YES, please provide the FES-UA ID. \*

☒ Yes ☐ No

FES-UA ID

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

## 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			
STUDENT ID	STUDENT NAME	DATE OF BIRTH	
		1/27/2016	<a href="#">View</a>

9. Select **CONTINUE**.