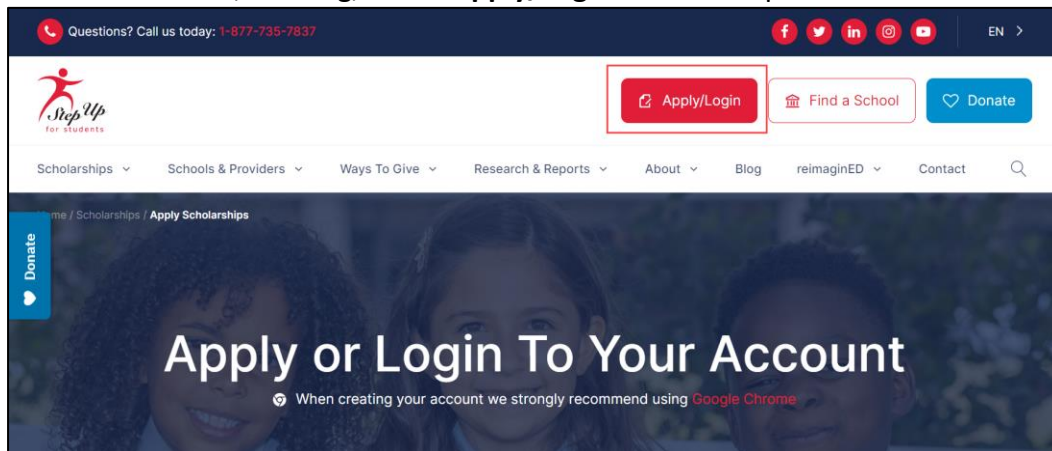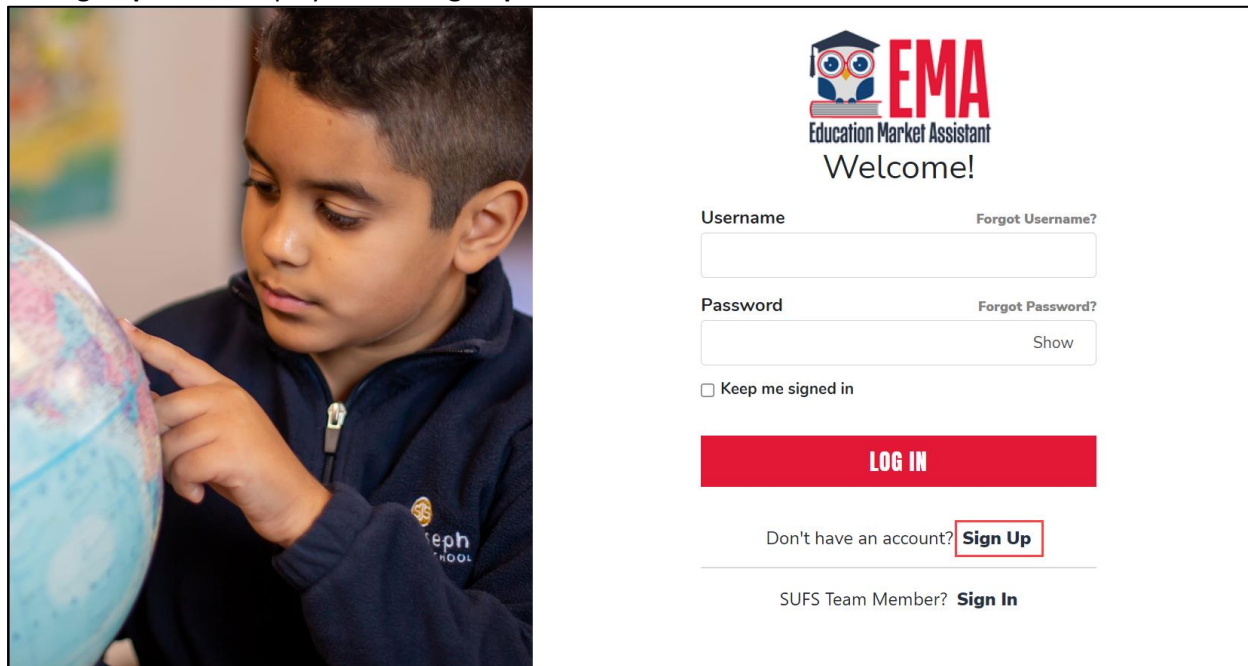# EMA Creating Your Guardian Account

Set Up Your Guardian EMA Account

1. From our website, sufs.org, select **Apply/Login** near the top of the screen.

2. The **Sign Up** screen displays. Select **Sign Up**.

3. The **Welcome to EMA** screen displays for you to verify your email. Enter your email address and select SEND Code.

4. Enter the verification code sent to your email and select **CONFIRM**.

5. If successful, the confirmation screen displays. Select **CONTINUE**.

6. The personal details screen displays.

Welcome to EMA

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

s***********@gmail.com

Account Type

Parent / Guardian   ⌄

Username

First Name

First Name

Last Name

Last Name

Create Password

Show

Confirm Password

Show

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

CONTINUE

By signing up, you agree to EMA Privacy Policy.

7. Complete the fields:
    i.   Account Type (use drop-down menu to choose **Parent/Guardian**, if necessary)
    ii.   Username
    iii.   First Name
    iv.   Last Name
    v.   Create Password
    vi.   Confirm Password

    Note: The **Account Type** should default to **Parent/Guardian** but use the drop-down menu to select this type if necessary.

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

9. 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

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

11. 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**.

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

12. The **My Profile** screen displays.

Scholarship Portal

My Profile

NOTE: It appears that you have not yet completed your profile information. Please review and update the information below, and then click "SAVE".

Guardian Profile
Please confirm that all profile information is accurate. This data will also be used to complete your applications.

Guardian ID: Name:*
                                    Edit

Marital Status:*   Primary Language:*
Select   English

13. 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

14. Complete the Mailing Address and Physical Address fields:

Mailing Address

Street Address:*   Address Line 2:
Start Typing   Suite/Apartment (Optional)

City:*   County:*   State:*   Zip Code:*
Enter City   Enter County   Select   Enter Zip

☐ Check to use same address for both Physical and Mailing addresses.

Physical Address

Street Address:*   Address Line 2:
Start Typing   Suite/Apartment (Optional)

City:*   County:*   State:*   Zip Code:*
Enter City   Enter County   Select   Enter Zip

    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.

15. Complete the **Contact Information** fields.

Contact Information

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

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

Authorized Caller

⊕ ADD A CALLER

17. Complete the **Authorized Caller** fields:

Authorized Caller ✕

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)

18. 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	✏️ ❌

19. 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

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

20. 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

21. Select **SAVE**.

For new features & promotional announcements, I want to be notified by...
- ☐ Email
- ☐ Text
- ☐ Pre-recorded phone message

SAVE

22. Congratulations! Your guardian profile is complete.

Scholarship Portal

My Profile

Your guardian profile is complete.
Please visit your dashboard to see available scholarships.

MY DASHBOARD

23. Select **MY DASHBOARD** to visit your dashboard to add students to your account and apply for scholarships.