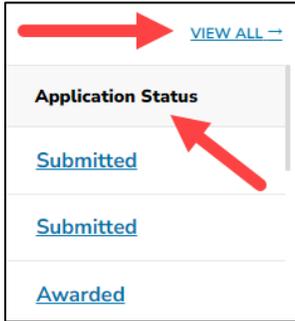1. Log into your EMA account. Select **Dashboard**.
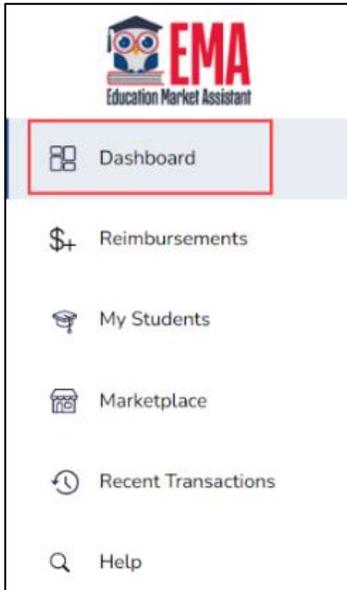
2. Find your active applications for your student(s) under **My Applications**.
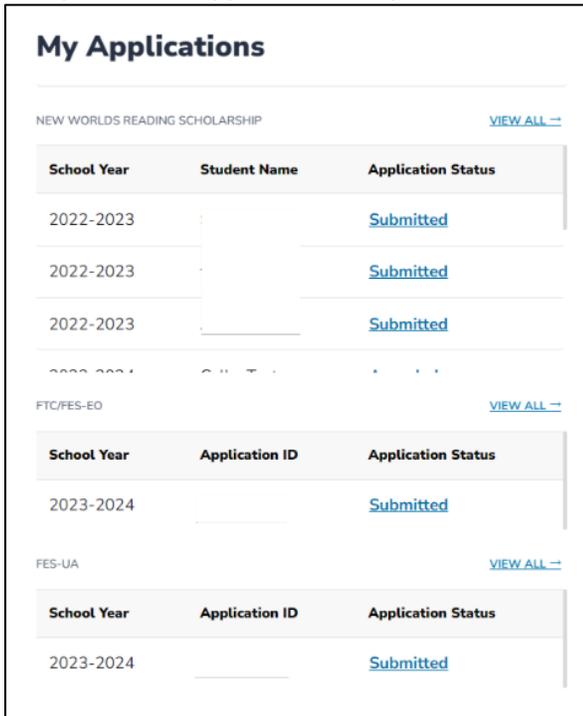
3. You can either view the **Application Status** list or select **VIEW ALL →** to review every application for a particular program and the application status(es) of your student(s).


4. If you select **VIEW ALL →**, the applications screen displays for your student(s). Find each student's application status under the appropriate program tab.

5. Here is a breakdown of the **Application Statuses** in EMA for your student(s) application(s):
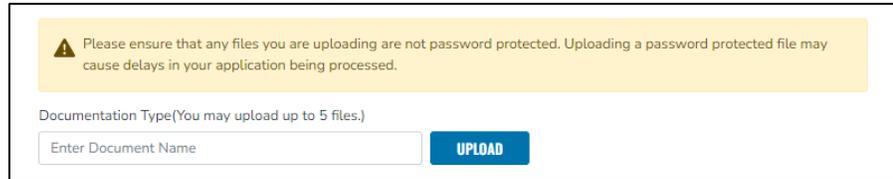   - **Draft** – Your application is not yet complete. Please complete your application, upload the required documentation, and submit.
   - **Submitted** – Application has been submitted but has not yet been reviewed. Please check back later.
   - **Pending Review** – Application has been submitted and is under review. Please check back later.
   - **On Hold** – Additional information or documentation is required.
     - On Hold Additional Instructions:
       - i. Log in to EMA.
       - ii. On the Dashboard, as above, you will see your applications and their statuses. For an application that is on hold, select the blue link/text **On Hold**.
         - a. The On Hold reason may be viewed underneath the comments section on the Application Details page.
       - iii. The **Student Selection** screen displays.
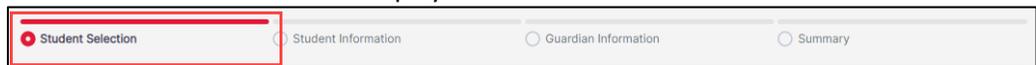
         - a. Toggle the **Apply?** button blue for the student you are uploading documents for.
         - b. Select **CONTINUE**. The **Student Information** screen displays.

iv. From the Student Information tab, select the drop-down arrow [▾] beside the student's name.

    a. Scroll down to the bottom of the **Student Information** screen to find the document upload box where you will upload your documentation and then select **CONTINUE** to add the file(s) to your application.

> ⚠ Please ensure that any files you are uploading are not password protected. Uploading a password protected file may cause delays in your application being processed.
>
> Documentation Type(You may upload up to 5 files.)
>
> [Enter Document Name]   **UPLOAD**

- **Complete** – Your application review is complete. Select **My Students** icon on the left-hand menu to display the Active Students list. Under **Active Students**, select **View** to the right of by each student's name to view their scholarship status.

6. Additionally, you may see your student's **Scholarship Status** (on the Student Details screen) as one of the below:
   - **Pending –** Your student's eligibility status is still under review. Please monitor your EMA account for updates.
   - **Awarded** – Your application was approved, and the student has been determined eligible for a scholarship. Please note, your student has not yet been "funded" for the applying school year.
   - **Funded –** Your student's scholarship has been funded to your EMA account. You may now utilize the funds in your account.
   - **Waitlist** – A student was determined eligible, but at this time the scholarship will not be awarded for this school year because there are no scholarship funds remaining.
   - **Declined** – You have indicated to Step Up For Students that you do not intend to utilize the scholarship for this school year. If you decide to apply for the following school year, you will be considered a "new" applicant.
   - **Withdrawn** – You have received scholarship funding but have opted to not continue in your program for this school year.
   - **Denied** – Your student has not been deemed "eligible" for the scholarship you applied for at this time. If you feel that this is not correct, please contact us to ensure all qualifying information has been received.

For Enrollment purposes, once a student's scholarship status is "Awarded," a screenshot of the student's Award ID and status must be shared with the intended school. **Note:** The Student ID and Award ID are separate numbers assigned to your student during the application process.

Scholarship Status

PROGRAM	SCHOOL YEAR	TRANSPORTATION	AWARD ID	AWARD AMOUNT	STATUS
FTC-EO	2022-2023	No			Awarded

For more information, check out our FAQs and solutions to common issues here.