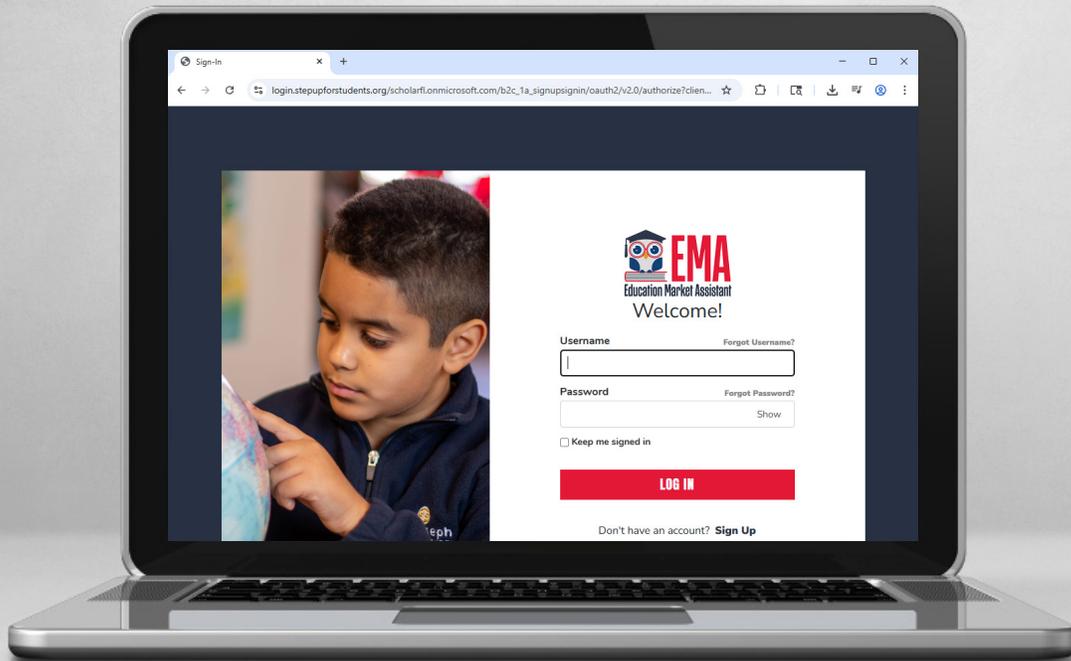


PARENT/GUARDIAN GUIDE TO

ENROLLING STUDENTS IN EMA

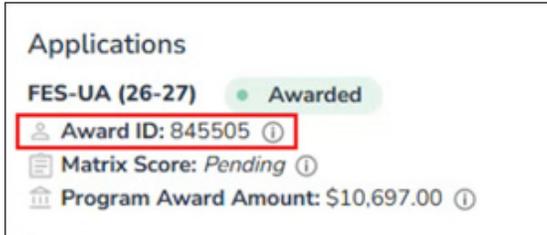
FOR THE 2026-27 SCHOOL YEAR



After a student is awarded a scholarship, the enrollment cycle begins, and schools and families must work together to ensure all required enrollment steps are completed. Here's a helpful guide that Step Up has put together to ensure your enrollment process is seamless and successful:

IDENTIFYING NEXT STEPS

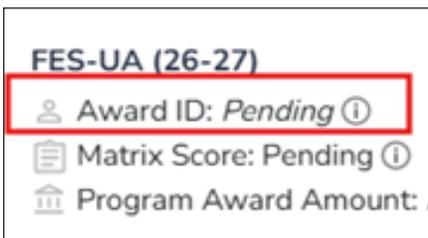
1. Schools must set up their 2026–27 profile in EMA.
2. You must locate your student's **Award ID** in EMA and submit it to their eligible school of choice.



3. Schools will use the **Award ID** to enroll your student in EMA.
4. You will be prompted in EMA to accept the enrollment request and approve scholarship payments.
5. Schools must confirm student admission before scholarship funds can be transferred.
6. You must approve each payment to the school in EMA.
7. Scholarship funds will not be transferred from your student's account by the SFO until all required confirmations and approvals are complete.

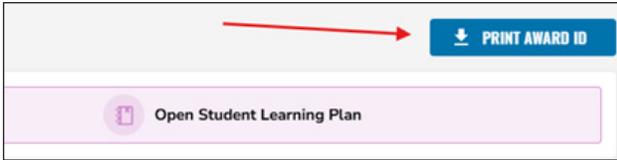
Use this step-by-step process to find the Award ID on your EMA Dashboard:

1. Log in to your EMA account.
2. Go to **My Students** on your dashboard or open it from the **My Students** menu.
3. If you have more than three students, select **View All** to see the full list. **Remember: Award IDs change each year.**
 - If a student has not been awarded yet, the Award ID will be displayed as **Pending**.



4. **Alert: New Feature!** EMA now allows you to print your student details, including the Award ID.

- Look for the **Print Award ID** button in the **My Students** tab.

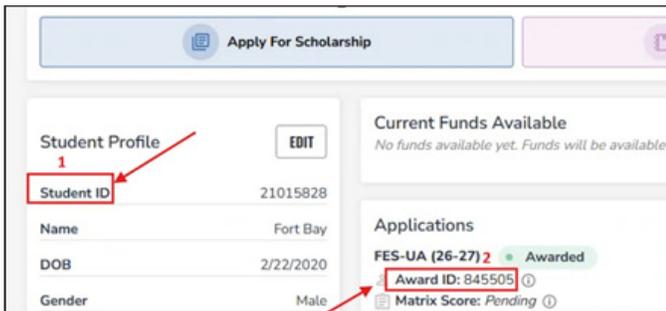


- Click the button to print or save the award details to your computer.

5. Finally, share the Award ID with the participating school so they can complete the student's enrollment.

LOOKING AT STUDENT ID VS. AWARD ID

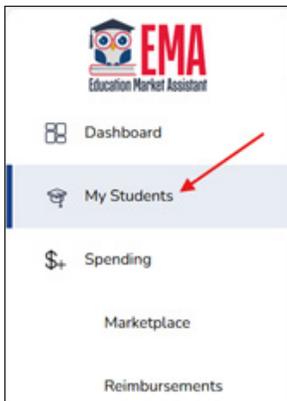
- 1. Student ID:** This is your student's unique ID number. You'll use it anytime you contact the Engagement Center, so they can quickly find your student's application.
- 2. Award ID:** Give this number to the private school you choose so they can enroll your student. Just keep in mind that this number changes every year.



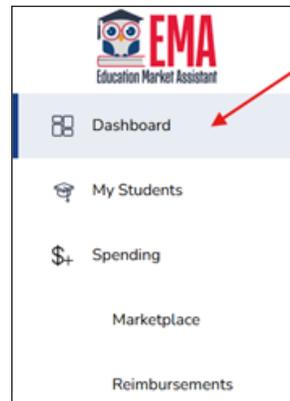
LOCATING A STUDENT'S AWARD ID

You can find your student's **Award ID** in the **My Students** tab or by selecting the **Dashboard** tab and then scrolling down to the **My Students** section.

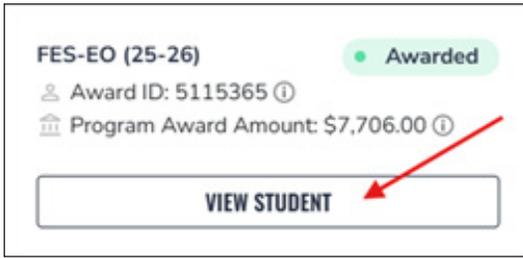
New Families:



Renewal Families:



The **My Students** section shows all the students on your account. Just select **View Student** at the bottom of the student's box to see their details, including the **Award ID**.

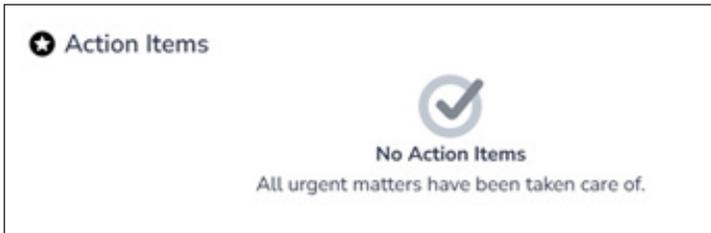


Note: You can only view your student's available funds by going to the My Students section.

DASHBOARD DETAILS

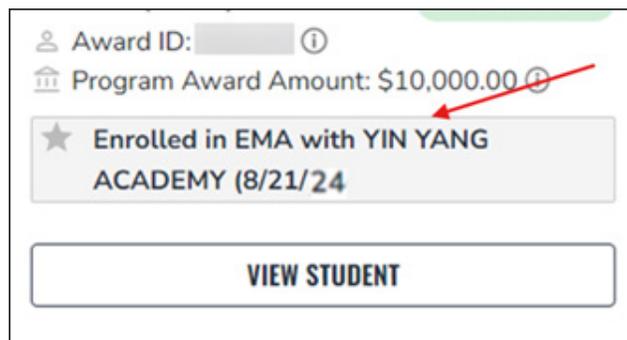
Using EMA Action Items

Found on your dashboard, **Action Items** are tasks that need your attention to help keep your student's scholarship in good standing and in compliance.



Overall, the dashboard helps you keep track of your child's application and enrollment status. You can see their:

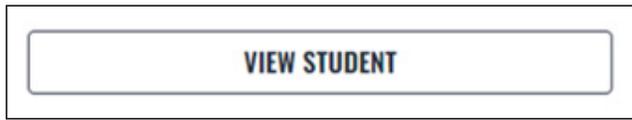
- Award ID
- Program Award Amount*
- Current Funds Available
- Student Status (Awarded, Draft, Funded, etc.)
- School enrollment Information



* Keep in mind that the **Program Award Amount** shows the total amount your student was awarded, not the amount currently available.

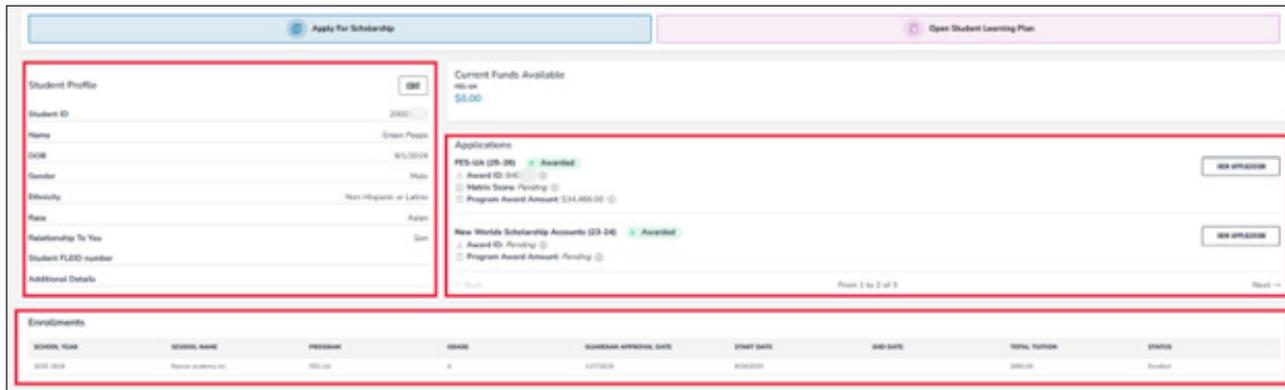
Using View Student

You can view your student's details at a glance, just like the main dashboard view. If you want to see more information, simply select **View Student**.



View Your Student's Details

The **Student Details** page is organized into three main sections: **Student Profile, Applications and Enrollments**



- I. **Student Profile:** This section lets you quickly view and update your student's basic information.
- II. **Applications:** The Applications section gives you a quick overview of your student's status. Here, you can see their **Award ID, Program Award Amount, Current Available Funds**, and other application details. For more information, just select **View Application**.
 - From the Dashboard, select **View All** to see the full history of your applications. You can look through your history by switching between the different scholarship tabs at the top of the page.
- III. **Enrollments:** This section shows your student's current enrollment details. You'll be able to see the school year, school name, program, grade, start and end dates, total tuition amount, and your student's enrollment status.

Print Your Award ID!

Next, you'll now see two key options above your student details: **Apply For Scholarship** and **Print Award ID**.



Choosing **Apply For Scholarship** takes you to the **Available Scholarship** section of your Dashboard.

If you need an award letter, you can click **Print Award ID** to download or print one.

Accepting the Enrollment Request

Once the private school enrolls your student in EMA, you'll get a notification to log in and review the request. You'll be able to see your student's start date, annual tuition amount, any discounts, and the total amount due to the school.

To move forward, select the circle next to **Confirm Enrollment** or **Decline Enrollment**, and then select **SUBMIT**.

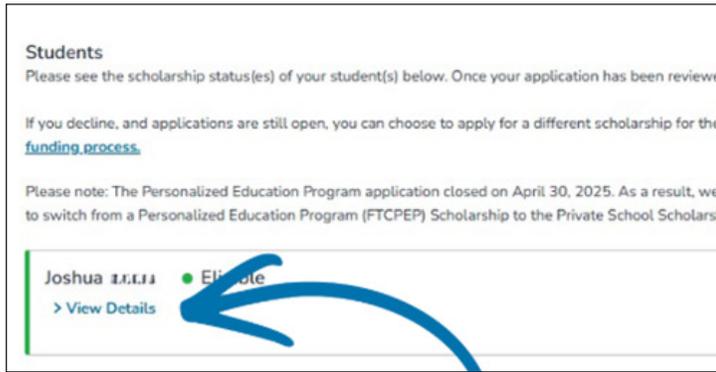
The screenshot displays the enrollment request interface for Student Susan at Maple Academy Llc. The interface is divided into two main sections. The left section, titled "Susan", shows the enrollment request details for the 2026-2027 school year. A red box highlights the enrollment details: Start Date: 8/1/2026, Annual Tuition & Fees: \$2,995.00, Discount: \$1.00, and Amount Due To School: \$2,994.00. Below this, there is a "SUBMIT" button and two radio buttons for "Confirm Enrollment" and "Decline Enrollment". The right section, titled "2026-2027 Student Susan, Maple Academy Llc", shows the same enrollment details and a "SUBMIT" button. Below the details, there is a "SUBMIT" button and two radio buttons for "Confirm Enrollment" and "Decline Enrollment".

MISMATCH GRADE LEVEL CORRECTION PROCESS

You can initiate a Grade Level Change request by selecting your student's application and opening it to review the grade level information.

The screenshot shows the application management interface. At the top, there are two buttons: "Apply For Scholarship" and "Open Student Learning Plan". Below this, there is a section for "Current Funds Available" with a note: "No funds available yet. Funds will be available once a scholarship is in the 'Funded' status." Below this, there is a table of applications. The first application is highlighted in green and has a status of "Awarded". A red arrow points to the "VIEW APPLICATION" button for this application. Below the table, there is a "VIEW SCHOLARSHIP TRACKER" button.

Under the **Students** section, select **View Details** to open the application.



Select **Request Grade Level Change** to begin updating your student's grade level information on the application.



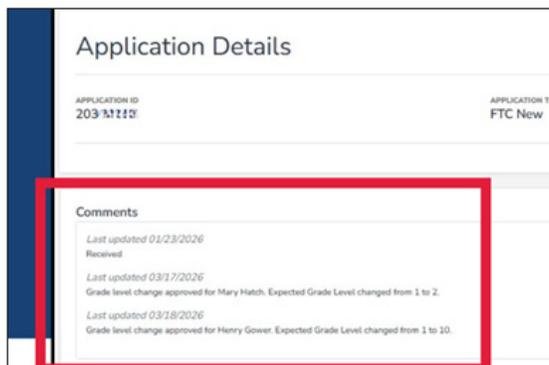
To request a Grade Level Change, you will need to:

1. Choose the correct grade level.
2. Enter a brief explanation describing why the grade level needs to be updated.
3. Upload a supporting document*, such as:
 - a report card
 - school enrollment information
 - a letter from your student's private school
 - assessment results
 - portfolio review documentation

* These documents help confirm the correct grade level.

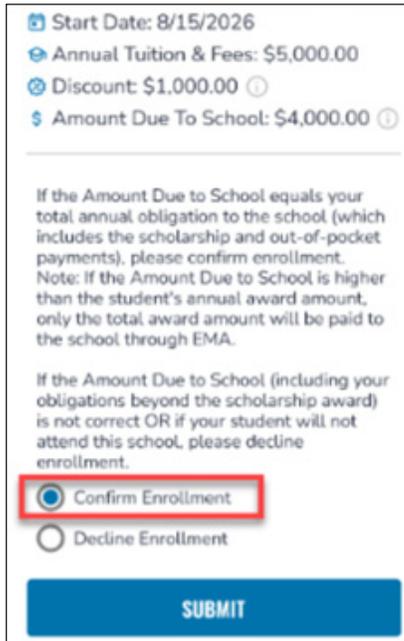
4. Submit your request.

You will receive updates and notifications to keep you informed about the status of your Grade Level Change request. You can view these updates under **Application Details** or by checking your notifications using the bell icon located in the portal banner.



Confirm or Decline the New Grade Level

Once the private school enrolls your student, you will log in to your EMA account to confirm or decline their grade level on the dashboard.



📅 Start Date: 8/15/2026
💰 Annual Tuition & Fees: \$5,000.00
🎁 Discount: \$1,000.00 ⓘ
💵 Amount Due To School: \$4,000.00 ⓘ

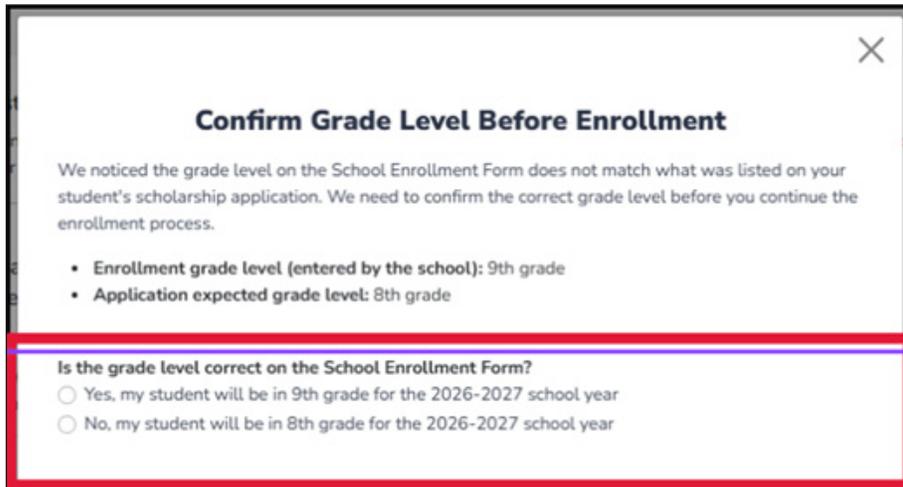
If the Amount Due to School equals your total annual obligation to the school (which includes the scholarship and out-of-pocket payments), please confirm enrollment.
Note: If the Amount Due to School is higher than the student's annual award amount, only the total award amount will be paid to the school through EMA.

If the Amount Due to School (including your obligations beyond the scholarship award) is not correct OR if your student will not attend this school, please decline enrollment.

Confirm Enrollment
 Decline Enrollment

SUBMIT

Once you select the **Confirm Enrollment** button, a pop up window will appear. Review the information and make sure the grade level shown is correct.



✕

Confirm Grade Level Before Enrollment

We noticed the grade level on the School Enrollment Form does not match what was listed on your student's scholarship application. We need to confirm the correct grade level before you continue the enrollment process.

- Enrollment grade level (entered by the school): 9th grade
- Application expected grade level: 8th grade

Is the grade level correct on the School Enrollment Form?

Yes, my student will be in 9th grade for the 2026-2027 school year
 No, my student will be in 8th grade for the 2026-2027 school year

If You Select YES

“Yes, my student will be in the grade listed by the school.”

1. If you choose **YES**, you'll be asked to do the following:
 - Provide a brief explanation confirming the grade level
 - Upload supporting documentation

2. Approved documents include:
- Report card
 - School enrollment information
 - Assessment results
 - Portfolio review documentation

Once you submit your information, the **Grade Level Change Request** will be sent to an **Application Grade Level** processor for review.

Confirm Grade Level Before Enrollment

We noticed the grade level on the School Enrollment Form does not match what was listed on your student's scholarship application. We need to confirm the correct grade level before you continue the enrollment process.

- Enrollment grade level (entered by the school): 5th grade
- Application expected grade level: 7th grade

Is the grade level correct on the School Enrollment Form?

Yes, my student will be in 5th grade for the 2026-2027 school year

No, my student will be in 7th grade for the 2026-2027 school year

Briefly explain why the grade level on the School Enrollment Form is correct.*

Please upload a document, such as a report card, school enrollment information, assessment results, or portfolio review documentation, to help confirm the correct grade level.*

Drag and drop files here or [Browse](#) to select files.

Upload a document up to 5MB, no passwords. Accepted: PNG, JPG, JPEG, PDF. Max 5 files.

BROWSE

If You Select NO

If you select **No**, the school will be notified that you're requesting a change to the grade level. They will review your explanation and evaluate the request. If the school agrees with the change, they'll resend the enrollment request with the updated grade level so you can confirm your student's enrollment.

Scholarship Portal

Lazy Susan

● Action Items

My Students

Enrollment Request Sent Back to the School

We have sent the enrollment request back to the school with the updated grade level you selected for your student. Here is what will happen next:

- The school will review your request using the explanation you provided.
- If the **school agrees**, they will resend the enrollment request with the correct grade level, and you will be able to confirm your student's enrollment.
- If the **school does not agree**, we will have you review the enrollment grade level again, or the school may contact you directly to discuss next steps.

CLOSE

View All >

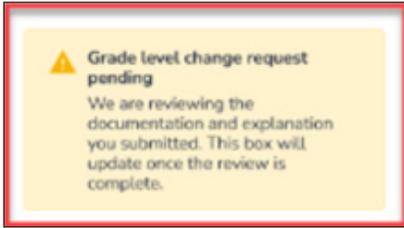
PENDING REVIEW >

PENDING REVIEW >

COMPLETE >

If the school does not agree, Step Up For Students will ask you to review the grade level again, or the school may reach out to you directly with next steps.

At this point, the school is reviewing the documentation and explanation you submitted. You'll need to check EMA regularly for updates.



Grade Level Change Request Is Approved

Once your grade level change request is approved, you'll be able to move forward by confirming your student's enrollment

You'll first have a chance to review the updated Application Grade. After reviewing it, select the blue **Confirm Enrollment** button to finalize the enrollment process.

If the Amount Due to School (including your obligations beyond the scholarship award) is not correct OR if your student will not attend this school, please decline enrollment.

Confirm Enrollment

Decline Enrollment

SUBMIT

Grade Level Change Denied

If your **Grade Level Change Request** is denied and you need more information, go to your student's application and review the comments section within the **Application Details**. This is where you'll find notes explaining the decision or next steps.

After you confirm enrollment, you may still see that the Application Grade doesn't match the Enrollment Grade. This won't prevent you from moving forward, as you can still select the blue Confirm Enrollment and then SUBMIT to complete the enrollment process.

A screenshot of a web form showing two radio button options: "Confirm Enrollment" and "Decline Enrollment". Both options are enclosed in a red rectangular box. Below the options is a blue button labeled "SUBMIT".

Confirm Enrollment

After you select Confirm Enrollment, a pop up will appear asking if you're sure you want to continue. Take a moment to review the information one more time before moving forward.

If you decide you want to decline the enrollment instead, choose CANCEL to return to the previous screen.

A screenshot of a confirmation pop-up window. It contains two buttons: a grey button labeled "CANCEL" and a blue button labeled "CONFIRM ENROLLMENT". The blue button is highlighted with a red rectangular box.

Decline Enrollment

After you select **Decline Enrollment**, a pop up will appear asking if you're sure you want to continue. Review the information one more time before moving forward.

If you decide you want to confirm the enrollment instead, choose **CANCEL** to return to the previous screen.

A screenshot of a confirmation pop-up window. It contains two buttons: a grey button labeled "CANCEL" and a blue button labeled "DECLINE ENROLLMENT". The blue button is highlighted with a red rectangular box.

If you decline the enrollment because the amount is incorrect or you have another concern, the school will need to redo the process and send you a new enrollment request. When that happens, you'll need to review and confirm the enrollment again.