

MFA FOUNDATION

FOUNDATION SCHOLARSHIP



Instructions for Applying

1. Access Application Link

- A link to the application can be found at www.MFAFoundation.com.

2. Registration

- In order to access the system and apply, applicants must register in the system by clicking the **"Create New Account"** button on the **"Log in Page"**.

Email Address*

Password*

Log On

Create New Account

[Forgot your Password?](#)

Welcome to the MFA Foundation Scholarship's Online Portal

New Users: Please click on "Create New Account" to complete the registration process and create your logon credentials.

Existing Users: Please enter your credentials and log in. If you forgot your password, please use the "Forgot your Password?" link to the left to reset your password.

Not Sure? If you think that you or someone at your organization has already registered in the system, do not create a new account. Please contact our Grant Administrator, Pam Hiller, at philler@mfa-inc.com to receive your username.

3. Complete the **User Information** section, then click the **"Next"** button.

- Should you need to navigate to a previous section you must use the "previous" button at the bottom of the section. If you attempt to go back using the browser's "back" button you will lose all of your registration information up to that point.***

4. Next you will be asked to create a password. Requirements are listed at the top of the page. Once the password is created, click the **"Create Account"** button.

- Upon clicking **"Create Account"**, an email will be sent to the email address entered in the User Information email/login field.
 - This email simply contains your Username and is used as a confirmation that your email system will receive emails sent from the system.*
- Once you have received the email, select **"I have received the email"** and then click **"Continue"** to access your account and apply.

5. Apply

- a. Select "Apply" for the MFA Foundation Scholarship.
- b. Follow prompts to complete the application.
 - i. *The first portion of this application consists of basic applicant information questions that will determine your eligibility.*
- c. Click **"Submit Application."**

Applications must be completed and submitted by February 15, 2022. A completed application must also include information provided by the school counselor or principal. Please follow up with them to make sure all information is submitted before the deadline.