



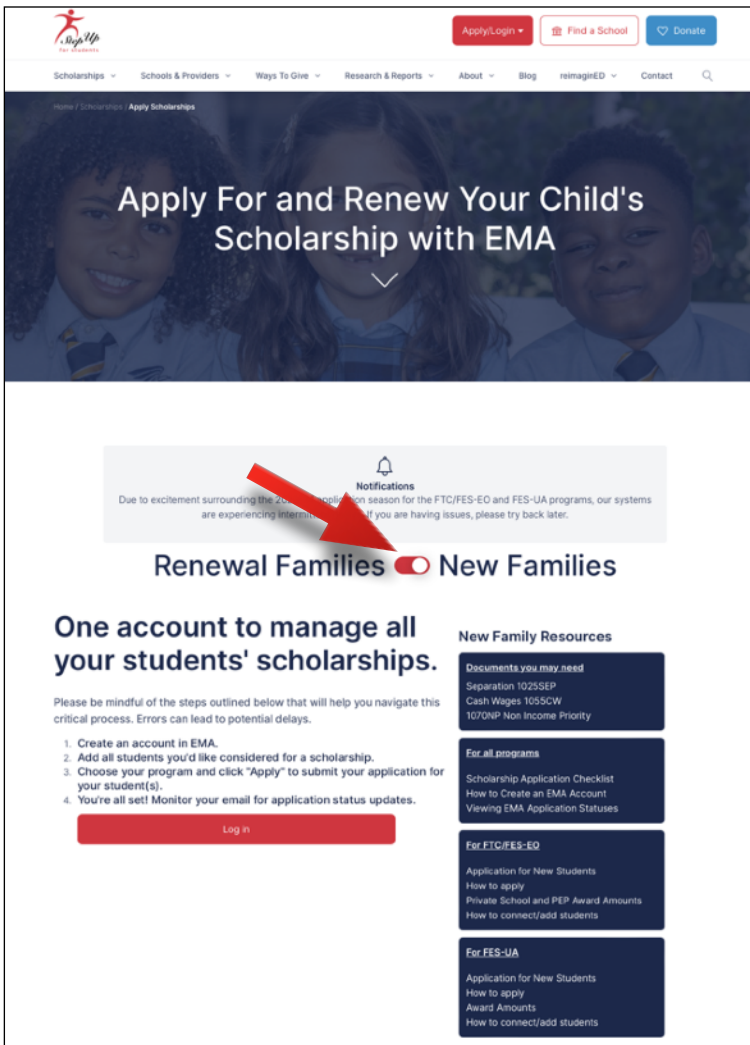
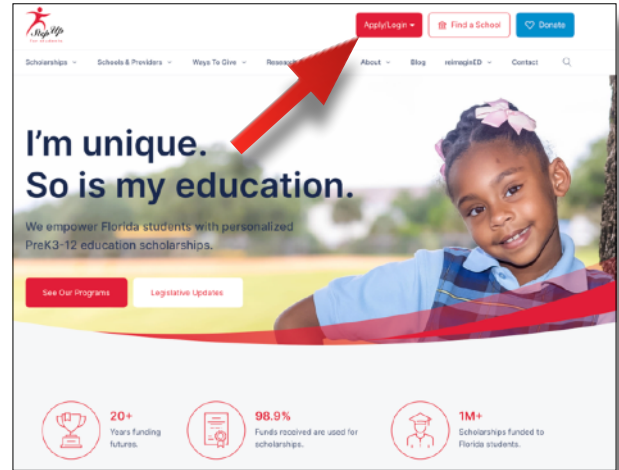
### Step Up for Students

These instructions apply to using Step Up for Students to apply for the scholarship. There may be some steps to the process not covered here. These instructions are just an overview. *Please read all of the text on the website.*

The URL is:

<https://www.stepupforstudents.org/>

At their home screen, click on the Apply/Login button to begin the process.




### Information for New Families

If this is your first time using this system, you will flip the online toggle switch to New Families.

On the right side of the screen, there are several links to instructional videos or texts that will give you more information on the scholarships and the application process.

When you have gathered the information you need, click the red Login button to proceed.



### Create an Account

For added security, we will send a One-Time Password (OTP) to your email. Please enter a valid email address and verify the code.

Email Address

**SEND CODE**

[Back to Sign In](#)

By signing up, you agree to EMA [Privacy Policy](#).


## Create an Account

The first thing you will need to do is create an account for yourself. Enter your email address and click Send Code. You will receive a numerical code in your email that you will enter to authenticate your new account. Enter the code to continue.

Next, you will need to create a Username, enter your first and last names, and think of a Secure Password for your account.

You will be sent a one-time verification code through your email. Enter the 6-digit number.

Finally, you will need to set up your security questions. Make sure to select questions and answers that only you would know!



### Create an Account

All of the following details are required to complete your account sign-up.

**GUARDIANS:** Please enter **YOUR** First and Last Name as it should appear on the account profile and scholarship applications (not your student's name). You cannot manually change this information once you click Continue.

**ACCOUNT TYPES:**  
**Parent/Guardian:** The person designated to administer or manage a scholarship to student's account.  
**Service Provider:** A person or organization authorized to provide services to scholarship students.

Please select the appropriate account type below.

Email

Select Account Type

Parent / Guardian

Username

First Name

Last Name


Robinson

Create Password

Confirm Password

**CONTINUE**

By signing up, you agree to EMA [Privacy Policy](#).



### Create an Account

For added security, we will send a One-Time Password (OTP) to your email. Please enter a valid email address and verify the code.

Verification code has been sent to your inbox. Please copy it to the input box below.

Email Address

Verification Code

**CONFIRM**

[Resend verification code](#)

[Back to Sign In](#)

By signing up, you agree to EMA [Privacy Policy](#).

### Set up your security questions

Security Question

Security Question

Answer

Security Question

Security Question

Answer

Security Question

Security Question

Answer

**CONTINUE**

### 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**

## Terms and Conditions

You must acknowledge and accept the Terms and Conditions to continue.

## Profile Information

The Guardian Profile is where you enter information about yourself (not your child).

Enter the required information in each field. If your mailing address and physical address are the same, you can check the box so you don't have to enter your address twice.

The screenshot shows the 'Guardian Profile' form in the Scholarship Portal. It includes fields for Guardian ID (69892954), Name (Newman Robinson), Marital Status (Married), Primary Language (English), Mailing Address (10063 BAYMEADOWS ROAD, JACKSONVILLE, FL 32256), Physical Address (same as mailing address), and Contact Information (Primary Phone: 904-641-6644, Phone Type: Home, Secondary Phone: 000-000-0000, Phone Type: Select type of phone).

The screenshot shows the 'Manage Consents' form in the Scholarship Portal. It contains several sections with checkboxes for consent: 'Messages' (checked), 'Marketing Purposes' (checked), 'Parental Engagement' (checked), 'Share Contact Information' (checked), and 'TextSMS Information' (checked). There is also a 'Manage Contact Preferences' section at the bottom.

## Manage Consents

Read this section carefully.

You will give or deny your consent to how your personal information will be used.

## Student Information, Proof of Residence, and Proof of Income

The remainder of the application requires you to enter information about your student, provide proof of residence in Florida, and proof of income. Once all information is entered correctly, you may submit the application.

The screenshot shows the 'My Students' dashboard in the Scholarship Portal. It features a search bar, a 'FIND STUDENTS' button, and a table with columns for 'STUDENT ID', 'STUDENT NAME', and 'DATE OF BIRTH'. There are also buttons for 'ADD A STUDENT' and 'FIND A STUDENT'.

The screenshot shows the 'Student Details' form in the Scholarship Portal. It includes fields for Student ID, First Name (William), Middle Name (John), Last Name (Robinson), Suffix (@-), OPTIONAL Student FLEID number (FL), Date of Birth (09/04/2012), Gender (Male), Ethnicity (Non-Hispanic or Latino), Race (White), and Student's Relationship to You (Son).

JCDS has applied to participate in the Florida Choice Scholarships (Education Options and Unique Abilities) and hopes to have updates on timelines in January, 2024. Note that after receiving approval from the state, there is a 60-day mandatory waiting period before funds may begin being dispersed.