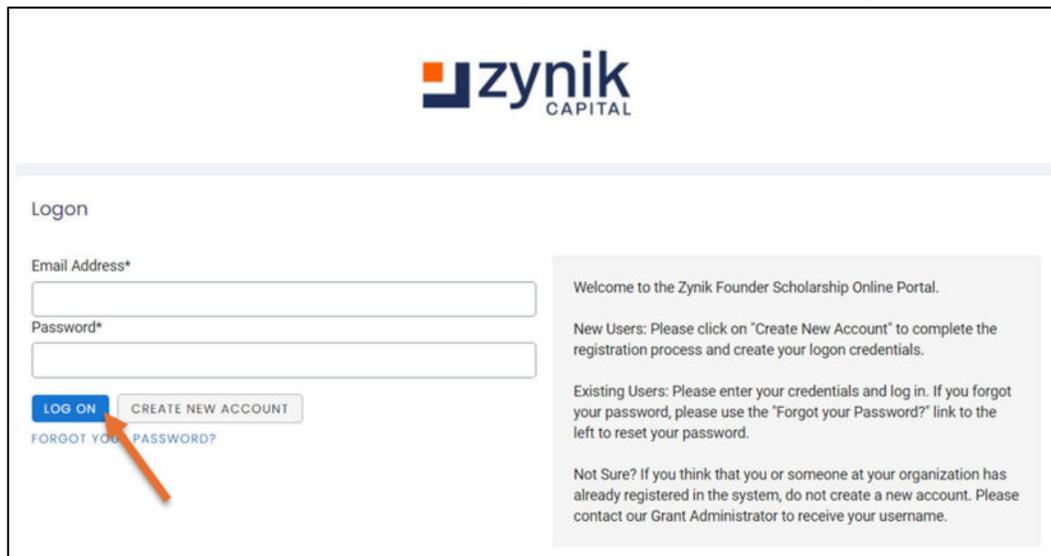**APPENDIX A**
Guidelines to Zynik Founder Scholarship Online Portal
(Scholarship Application)

This Guideline provides instructions on how to use the Zynik Founder Scholarship online portal. You will use this portal for the scholarship application process, checking application status, and submitting subsequent disbursement requests if your application is successful. If you have any questions navigating the portal, please contact us at scholarship@zynik.com.
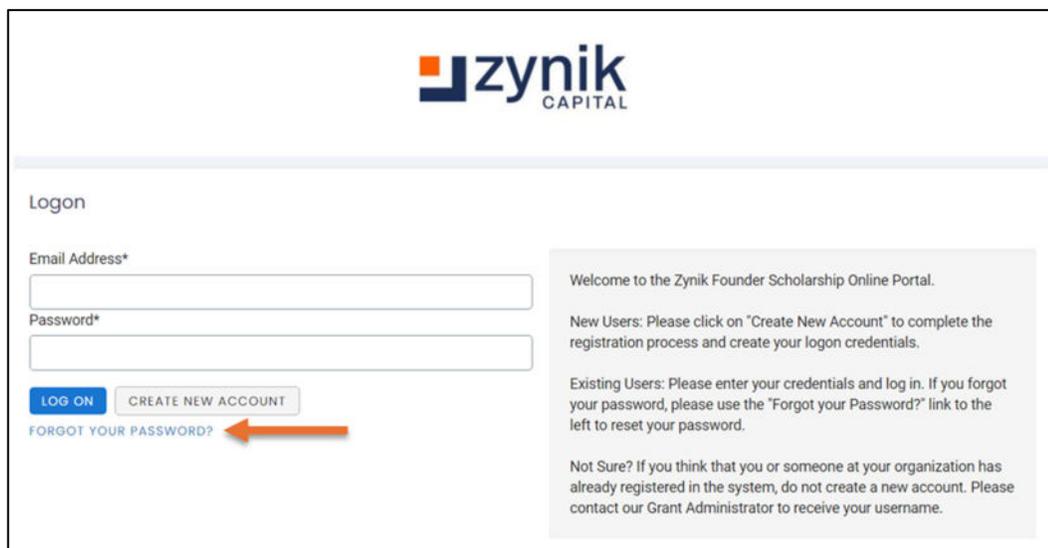
Create an Account/Log On

1. Click the link below to access the Logon Page.
   - https://www.grantinterface.ca/Home/Logon?urlkey=zynik
   - If you've already created an account, enter your information and click **Log On**.

   - If you've already created an account but have forgotten your password, click **Forgot Your Password** to reset it.

- If you haven't created an account, click **Create New Account**.

2. If you clicked Create New Account, you'll be asked to complete registration information. After filling out all the information, click **Create Account**.

3. The next page asks you to verify that you received your confirmation email. This helps ensure that you'll receive other communications from this organization about your application. Click **Continue**.

Apply for the Zynik Founder Scholarship

1. Click **Apply** to reach the Apply page, which lists the available scholarship opportunities and details about each.

- Enter the access code provided in the Program Guidelines in the upper right-hand corner and click **Enter Code**.
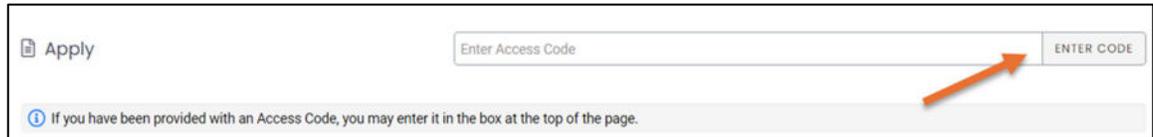
- Click **Preview** if you'd like to view the first form without starting a scholarship application.

2. Click **Apply** when you're ready to start the scholarship application.

3. You'll arrive at application form.
   - The deadline to submit the form is listed at the top of this page.

   Application

   (i) Due by 31/03/2024 11:59 PM EDT.

   (i) Fields with an asterisk (*) are required.
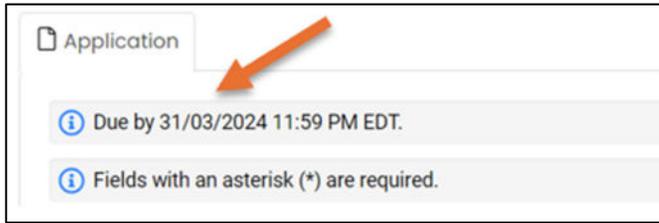
   - Click **Question List** to download a copy of the form.

   Application   QUESTION LIST ⋮

   (i) Due by 31/03/2024 11:59 PM EDT.

   (i) Fields with an asterisk (*) are required.

   ∨ Student Applicant Information

   - Click **Application Packet** to download a PDF copy of the form once you've completed it.

   Application   APPLICATION PACKET   QUESTION LIST ⋮
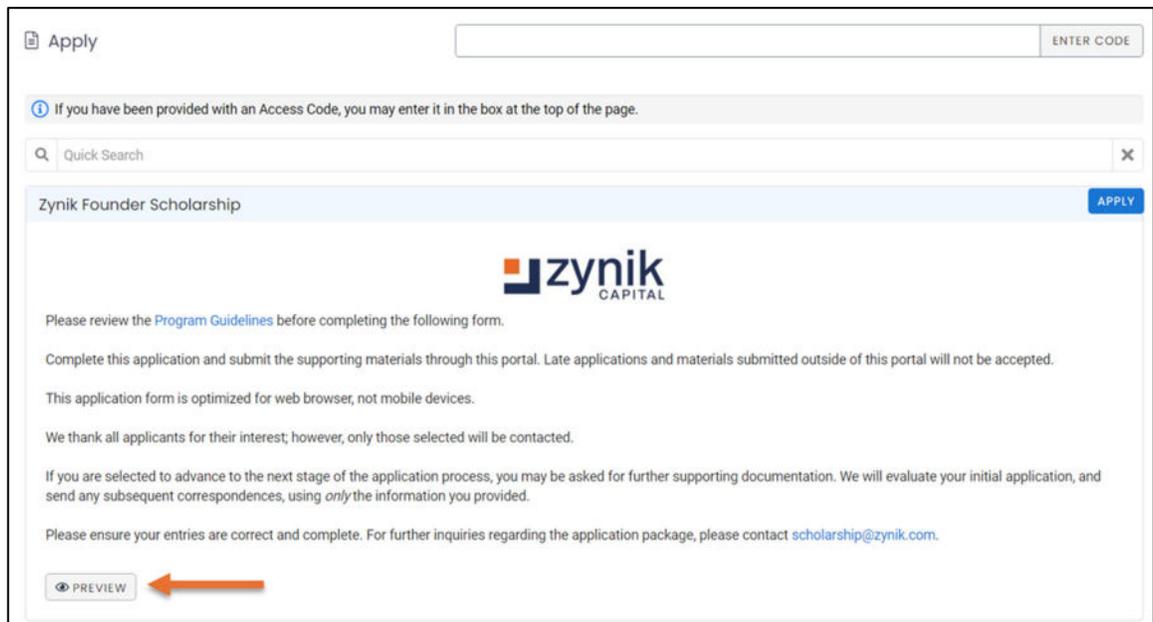
   (i) Due by 31/03/2024 11:59 PM EDT.

   (i) Fields with an asterisk (*) are required.

   ∨ Student Applicant Information

4. Complete the questions on the form.
   - Required questions are marked with an asterisk (*).
   - The system auto saves your work every 100 characters you type and when you click out of a question. You can also click **Save Application** at any time (located in the bottom of the form).

   (i) Due by 31/03/2024 11:59 PM EDT.

   ABANDON REQUEST   SAVE APPLICATION   SUBMIT APPLICATION

5. Click **Submit Application** when you're ready to submit the form.

   (i) Due by 31/03/2024 11:59 PM EDT.

   ABANDON REQUEST   SAVE APPLICATION   SUBMIT APPLICATION

   - If you decide to withdraw your application before submitting it, click **Abandon Request** instead.

   (i) Due by 31/03/2024 11:59 PM EDT.

   ABANDON REQUEST   SAVE APPLICATION   SUBMIT APPLICATION

6. The system notifies you of any required questions that were missed. Complete those questions and then click **Submit** again on the form.
    - The form cannot be edited once it's submitted.

7. You'll receive a confirmation message when your form is successfully submitted. Click **Continue**.

1. Click the **Home** icon to access your Dashboard.

2. There are two tabs on your Dashboard:
   - Active Requests tab - contains your draft applications, submitted applications still under consideration, and any approved applications that are still active.
   - Historical Requests tab - contains any of your other requests that are no longer active.

3. You can click **View Application** to see a form you have already submitted.
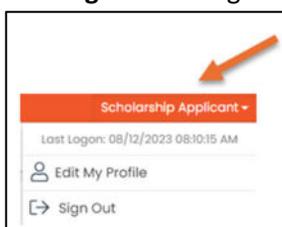

   - You can also check the status of your application on your Dashboard. Additionally, you will receive email notifications regarding the result of your application.


4. Click your **name** in the upper-right corner of the page to view additional options.
   - Click **Edit My Profile** to update your contact information or password.
   - Click **Sign Out** to log out of the site.

Additional Information on Completing the Forms

- Some questions have character limits.
    - You will not be allowed to submit the form until the length of your responses to these questions fits within the character limits.
    - Responses that are longer than the limit will be saved, but an error message will appear informing you that the limit has been exceeded.

- File upload questions only accept one file per question.
    - If you attempt to upload a file that is larger than the limit, you will receive an error message informing you that the file is too large and the file will not be saved.
    - If you attempt to upload a file in an unaccepted file type, you will receive a warning that the file type is not acceptable; you will not be able to upload the file.
    - Once a file has been uploaded, it can be deleted by clicking the red X next to the file name.

- For some text questions, you might see a rich text editor bar. This allows you to add formatting to your response. If you're copying and pasting text from a Word document, it will also allow you to keep most formatting from Word.
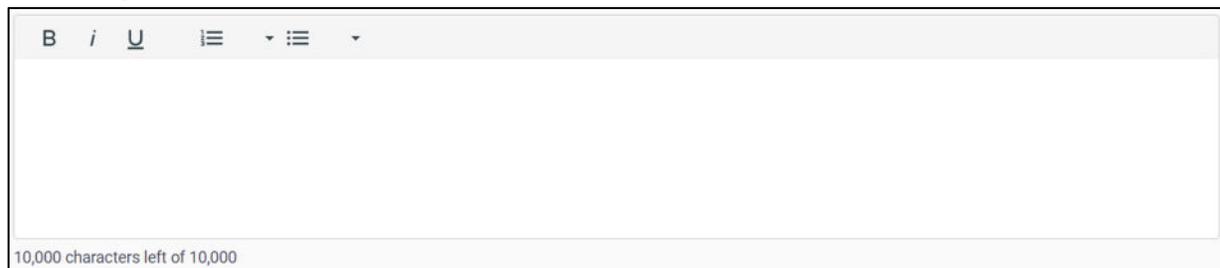
- Click a button in the editor (e.g. the B button for bold text) and then type. The formatting will be applied to the text that you type (e.g. the text you type will be bold).
    - Click the button in the editor again to stop using that formatting when you continue typing.
    - Highlight existing text and then click a button in the editor. The formatting will be applied to the highlighted text.
    - Highlight existing text and click the button in the editor again to remove the formatting.
    - When adding a numbered or bulleted list, click the arrow next to the list button to view additional formatting options.

- If you have any questions about the online portal, contact scholarship@zynik.com