

Otha Grimes/Francis Tuttle Memorial Scholarship Application Instructions

You must enroll in the scholarship site in order to apply. If you do not already have a ctYOU.org user account, you will need to create one first.

Creating a ctYOU Account

(If you already have an account, skip to [Completing the Application](#))

1. Go to ctYOU.org and click the **Log In** link (below the photo banner to the left, or in the upper right corner of the screen).
2. Under the **Is This Your First Time Here** heading, click the **Create New Account** button.
3. On the User Agreement page, read the End User License Agreement, scroll to the bottom, and click the **Next** button.
4. On the Consent screen, click the **checkbox** to agree to the User Agreement, and click the **Next** button.
5. On the New Account form, create a user ID using all lowercase letters (firstname.lastname is recommended, such as mary.smith). Choose a password consisting of at least 8 characters, including at least 1 number, at least 1 lowercase letter, at least 1 uppercase letter, and at least 1 non-alphanumeric character (such as !, #, \$, or -).
6. Complete the other fields on the form, check the **I Am Not a Robot** box near the bottom, follow the reCAPTCHA image prompts, and click the **Create My New Account** button at the bottom.
7. Click the **Continue** button on the next screen that appears, which will take you back to the ctYOU.org home page.
8. Access the email account you listed when you filled out the New Account form, locate the auto-generated email from ctYOU.org, open the email message, and click the **confirmation link** in the message. If you do not see the email, check your Spam, Deleted, Junk, and/or Clutter boxes. If the confirmation email was blocked by your email provider or school, email the ctYOU.org administrator at **ctyou@careertech.ok.gov** and provide the user ID you create; the staff will manually confirm your user ID.

Completing the Application

1. Contact the Financial Aid Administrator at your school to get your enrollment key.
2. Log in to ctYOU.org using the ID and password you created.

(Note: If you applied for an Otha Grimes scholarship in the last year, at this point you may be able to access the current application through the My Courses link, located in the top navigation bar toward the left. If the Otha Grimes application for your school appears under My Courses, click to go to the site and skip to #5 below.)

3. On the ctYOU.org home page, scroll down and locate the Enrollment Code box below the rotating image banner.
4. In the Enrollment Code box, enter the six-digit code provided by the Financial Aid Administrator, and then click the blue Enroll button. This will automatically take you to your technology center's scholarship application site.

NOTE: To find this site in the future, log in to ctYOU.org, and then click the My Courses dropdown arrow located in the top navigation bar toward the left. A link to your technology center's scholarship site will appear in the My Courses dropdown menu.

5. Once in the scholarship site, you will see some instructions, followed by a Worksheet section, and the Online Scholarship Application section. After reading the instructions, download the **printable, form-fillable worksheet** and fill it out by hand, or save it to your computer device and fill it out in Microsoft Word. Contact your school's Financial Aid Administrator if you have questions about the form.
6. After filling out the worksheet, ask your school's Financial Aid Administrator to check it for errors.
7. Access the online application and complete the online form based on the information you compiled in the worksheet. If you are interrupted while filling out the online application, you can click the **Save** button at the bottom of the screen so you do not lose your work. You can log in later and continue filling out the form.
8. After completing the online application, click the **Submit Questionnaire** button at the bottom of the form. *The financial aid administrator will not receive the application until you click the **Submit Questionnaire** button.*
9. Once you submit the questionnaire, it cannot be edited. If you realize you made a mistake after submitting, contact your school's Financial Aid Administrator, who can delete your application and allow you to fill out a new one.
10. Log out of ctYOU.org when you are finished.