

SDCF Scholarship Reviewer Portal User Guide

To create a new account and start the review process, please visit our website at <https://www.SDCommunityFoundation.org/Scholarships>. From there, click on the "Scholarships" tab and select "SDCF Scholarships." You can then follow the prompts to complete your registration.

For Selection Committee Reviewers

- [Begin your review here.](#)
- [GOapply Reviewer Guide](#)
- [Scholarship Reviewer Webinar 2-27-25](#)

Step 1: Create a New Account

Begin by registering as an individual reviewer. Follow the on-screen prompts to complete the registration process accurately.



Sign in to your account

Or [create a new account](#)

Your Email

Your Password

Remember me

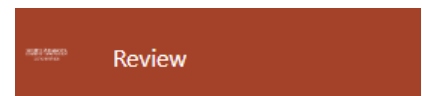
[Forgot password?](#)

Step 2: Reviewer Setup

After registration, your account must be approved and set up as a reviewer before you can log in. Please allow some time for processing; you will receive an email once access is granted.

Step 3: Access the Review Section

After your account is approved, navigate to the top toolbar and click on "**Review.**" This will take you to the section where you can access and manage your assigned reviews.



Step 4: View Your Assigned Review Groups

In the **Review** section, you will see the "**Review Groups**" to which you have been assigned. These groups contain the materials and tasks relevant to your role as a reviewer.

Review Groups

	Name
View	Darrell D. Simmons Scholarship

Step 5: Access Applications for Review

In the **Review Groups** section, locate the group you wish to review. Click on "**View**" to open the list of applications that require your attention. From there, you can begin the review process. The student's PDF is a compiled packet of essential information and requested documents, which may include letters of recommendation, transcripts, a resume, and essays.

Applications to Review

[Back to Review Groups](#)

GOapply Review

	Review Group Application No	Applicant	Primary Contact	Title	Requested Amount
View	000001011		Aida Mikkonen		In Progress

Step 6: Start Reviewing Applications

To begin reviewing each student application, click on "**View.**" You will have the following options:

- Review the application online
- Download and save the application for offline access
- Print the application for reference
- Add reviewer comments to provide feedback and evaluations

Step 7: Repeat the Process for Each Application and Review Group

Follow these steps for every application assigned to you. If you are a member of multiple review groups, repeat the process for each group to ensure all applications are thoroughly reviewed.

Step 8: Make Scholarship Selections and Assign Awards

For each application, you will determine whether the student will receive a scholarship by selecting **"YES"** or **"NO."** Additionally, you will enter the scholarship award amount and specify the institution the student will be attending. Ensure that all selections are accurate and complete before finalizing your review.

For selecting the student and determining the award amount, the final decision should be made by one designated contact, not the entire selection committee.

1. Will this student be awarded the scholarship?
<input type="radio"/> Yes
<input type="radio"/> No
2. Scholarship Amount (indicate 0 if not awarded)
<input type="text"/>
3. Scholarship Disbursement
<input type="radio"/> Fall Semester Only
<input type="radio"/> Spring Semester Only
<input type="radio"/> Split Equally Fall/Spring Semester
4. Name of Institution
<input type="text"/>