

GOAPPLY STUDENT APPLICATION GUIDE

A guide for Scholarship Applicants utilizing GOapply.

Introduction

South Dakota Community Foundation (SDCF) is using a system called GOapply to accept scholarship applications. The following guide will take you through the process of creating an account and submitting your application.

When you log in to GOapply, you will find SDCF's main scholarship application, which consists of two phases: the **Common Application Phase** and the **Opt-In Phase**.

After completing Phase 1 the Common Application Phase, please wait approximately five minutes. You will receive an email listing the scholarships you are matched with, including any statewide scholarships you may be eligible for. At the same time, the Opt-In Phase will become available under the **In Progress** section in GOapply.

(Please note - The screenshots in this guide serve as general reference. The appearance of GOapply or any related emails may be different in your experience due to formatting and branding, however the functionality remains the same.)

Getting started

If this is your first time using GOapply, you'll need to register your account as an **individual** at <https://goapply2.akoyago.com/SDCFscholarships>.

**SOUTH DAKOTA
COMMUNITY FOUNDATION**

Register as:

Individual Organization

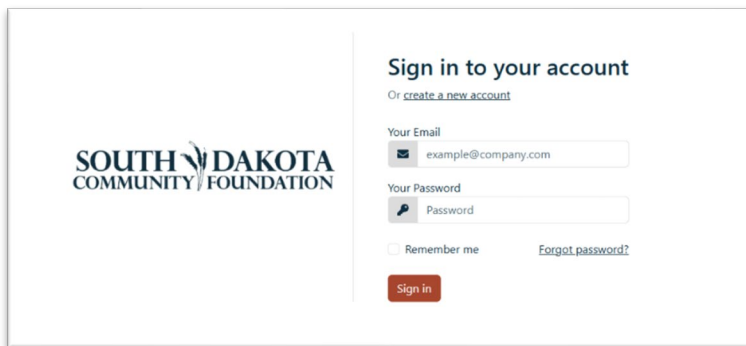
GOapply allows for two different types of accounts – individuals and organizations. If you are applying for a scholarship or award (something that is for you or your work as an individual), select Individual applicant. If you are applying on behalf of an organization, nonprofit, or other group, select Organization applicant.

[← Return to login](#)

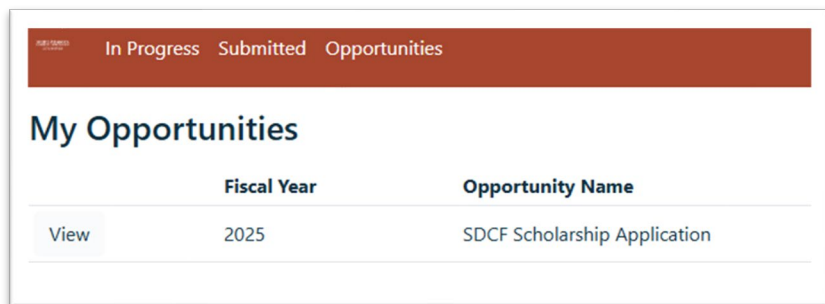
Fill in the form with your information. **You may NOT use a K-12 email address (e.g., student@k12.sd.us) when you log in.**

This is because, after you graduate, your K-12 email address will stop working, which could cause issues if you're applying for a scholarship later. Click 'Register.'

If your registration is successful, a confirmation message will appear on the screen. From there, click 'View' to start your process.



The screenshot shows the login interface for the South Dakota Community Foundation. On the left is the organization's logo. On the right, under the heading "Sign in to your account", there is a link to "create a new account". Below this are two input fields: "Your Email" with the placeholder "example@company.com" and "Your Password". There are checkboxes for "Remember me" and a link for "Forgot password?". A red "Sign in" button is at the bottom.



The screenshot shows a navigation bar with "In Progress", "Submitted", and "Opportunities". Below the bar is the heading "My Opportunities". A table lists one opportunity:

	Fiscal Year	Opportunity Name
View	2025	SDCF Scholarship Application

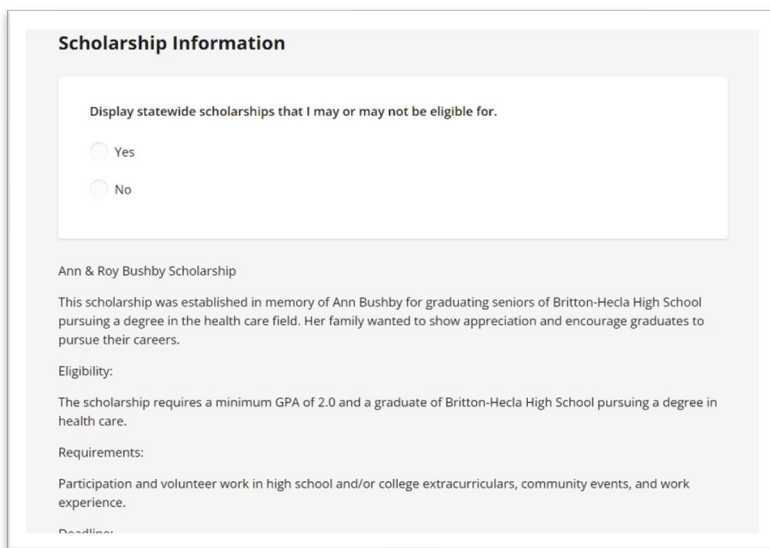
Password assistance

If you forgot your password, click 'Forgot Password' from the log in screen and follow the steps to reset. You can also reset your password at any time by clicking on the dropdown next to your name on the top right and going to 'User Settings.'

Phase 1 instructions

In Phase 1, it is essential you provide complete and truthful answers, especially regarding the high school you are attending. This information is crucial to accurately match you with the appropriate scholarships during Phase 2.

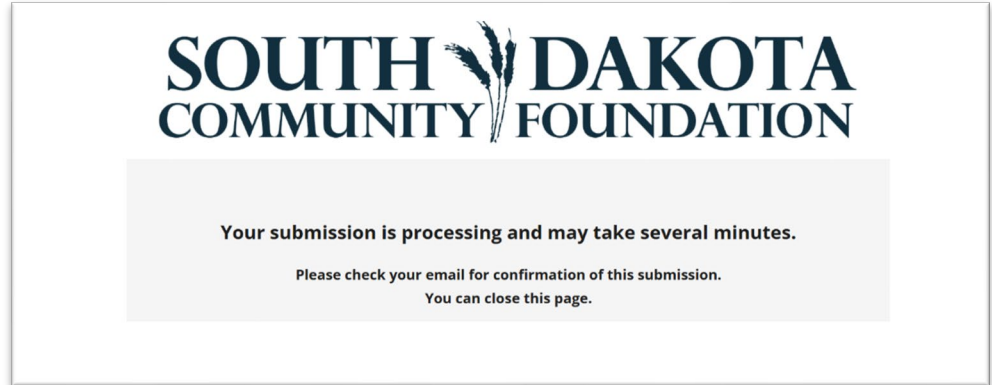
On the final page of the Phase 1 application, titled '**Scholarship Information**', you will see a list of scholarships based **solely** on your selected high school. Statewide specific scholarships may also be included for your reference. **Please note**, your eligibility for these scholarships may vary depending on the



The screenshot shows the "Scholarship Information" section of the application. It features a heading "Scholarship Information" and a sub-heading "Display statewide scholarships that I may or may not be eligible for." Below this are two radio button options: "Yes" and "No". The "No" option is selected. Below the options is a list of scholarships, with the first one being the "Ann & Roy Bushby Scholarship". The description for this scholarship states it was established in memory of Ann Bushby for graduating seniors of Britton-Hecla High School pursuing a degree in the health care field. It includes sections for "Eligibility" (minimum GPA of 2.0 and a graduate of Britton-Hecla High School) and "Requirements" (participation and volunteer work in high school and/or college extracurriculars, community events, and work experience). A "Deadline:" label is partially visible at the bottom.

specific requirements outlined in their descriptions. **The list is provided solely for your reference and review.**

After you click 'Submit,' you will enter Phase 2. Please note that processing may take several minutes.



You will receive an email thanking you for your submission of the 'Common Scholarship Application' for the SDCF Application.

You will then receive a second email, which could take up to five minutes to arrive. This email will inform you about your scholarship eligibility. Below is the content of that email.

Thank you for submitting Phase 1 of The Online Scholarship Application. Based on your answers, you are eligible to apply for any of the scholarships listed below. To apply for any of these scholarships, log into GOapply (<https://goapply2.akoyago.com/SDCFscholarships>) and select the in progress scholarship application. If you are still logged into the GOapply portal, refresh your screen to prompt the 'Scholarship Opt-in' phase to appear as in progress.

Phase 2 instructions

During Phase 2 in GOapply, you will see an empty checklist of scholarships you have been automatically matched with. This list includes scholarships specific to your high school as well as statewide opportunities.

Below the scholarship opt in section, will be a list of all eligible scholarships, including a description outlining eligibility requirements. If you wish to see eligibility requirements for STATEWIDE scholarships, you will need to check 'Yes' to show statewide scholarship description. Take your time to review these descriptions carefully to ensure you fully understand what is needed for each scholarship. Requirements may include participation in specific activities, recognition through honors and awards, leadership experience, letters of recommendation, transcripts, and essays.

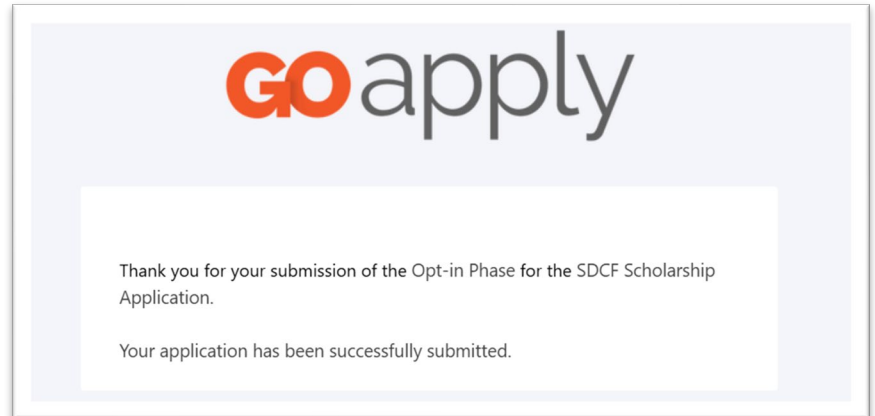
A screenshot of a web form titled "when you opt in for scholarships, eligibility information will be displayed below. if you determine that you do not qualify, choose not to provide additional information, or wish to opt out, please uncheck the opt-in selection for that scholarship above." The form has two main sections. The first section is "Show me Statewide scholarship information" with a sub-note: "Be advised: Statewide scholarships have criteria that you may or may not qualify for". It contains two radio buttons: "Yes" and "No". The second section is "Scholarships Opted in" and contains a list of ten scholarships, each with an unchecked radio button: "AIA South Dakota Scholarship - STATEWIDE", "CRST Wicozani Wivokiaye Oyate Scholarship for Nursing - STATEWIDE", "Curtis Marvin Hohn Endowment - STATEWIDE", "Darren R. Mallow Scholarship - STATEWIDE", "David Kranz - Argus Leader Media Journalism Scholarship - STATEWIDE", "Dr. Dale A. Gibson Oral Health Scholarship - STATEWIDE", "Dr. James C. Schmulbach Memorial Scholarship - STATEWIDE", "Dr. Michael & Cynthia Schlosser Scholarship - STATEWIDE", "Elaine Lonneman Scholarship - STATEWIDE", and "Esther Edie Environmental Scholarship - STATEWIDE".

After reviewing the requirements, evaluate which scholarships align with your achievements, goals, and ability to complete the application process. Opt out of any scholarships that do not seem like the right fit by unchecking the corresponding box. By focusing on opportunities that match your qualifications, you will save time and increase your chances of success.

Once you have finalized your selections, click 'Next' to begin the application process. The system will guide you through providing necessary information for each scholarship, such as supporting documents and essays. Be sure to review your responses carefully before submitting.

Once you 'Submit,' you will receive a thank-you email confirming everything is complete. No further action is required!

The GOapply system will package your application materials for each selected scholarship, ensuring they are ready for review by the Scholarship Selection Committee.



Need assistance

If you encounter issues along the way, please do not hesitate to reach out. I understand there may be bumps in the road, and I am here to help.

Kelly Nelson, Scholarship Coordinator
knelson@sdcommunityfoundation.org
605-224-1025

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