

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 <https://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. Log in to ctYOU.org using the ID and password you created.

2. On the ctYOU.org home page, access the scholarship site by clicking **ADMINISTRATION > Otha Grimes/Francis Tuttle Memorial Scholarship Application**, and then clicking the link with **name of your school**.
3. In the enrollment key box, type the word **Scholarship**, and then click the **Enroll Me** button.
4. 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.
5. After filling out the worksheet, ask your school's financial aid administrator to check it for errors.
6. 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.
7. 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.*
8. 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.
9. Log out of ctYOU.org when you are finished.