STOP! PLEASE READ THESE IMPORTANT INSTRUCTIONS.

CTA is introducing a new ONLINE GRANT/SCHOLARSHIP APPLICATION that is connected with Falcon, the CTA membership database.

ALL applicants MUST follow these simple steps to the online application.

CTA/SCTA MEMBERS

As first time users of the online grant/scholarship application process you must create a new password. Passwords used for previous CTA grant applications or CTA online conference registrations will not work on the new system. To begin:

- Go to the CTA website at www.cta.org/scholarships.
- Click on the "Application" link at the bottom of the scholarship program box of your choice:
 - o Members
 - L. Gordon Bittle (SCTA)
- Click on "My Grants/Scholarships" on the left side of the screen.
- Click on the red text that reads "click here to enter your email address to complete the registration process."
- Enter your email address and click "Go".
- If your email address matches a record in the CTA membership database your name and email address will appear. If not, you can try again providing an alternate email address (if you have one), your CTA member ID number or Create a Guest Account.
- If your email address matches click on the link "Forgot Password or Create New Password."
- Enter your email address in box and click "Go". An email will be sent to you with instructions to change your password.
- Follow the instructions in your email for changing your password and you will be directed to the application LOGIN page.
- Enter your email address and new password and click "Go".
- Click on My Grant/Scholarships on the left side of the screen.
- Click on Apply for a Grant/Scholarship.
- Click on the Scholarship of your choice to begin the application.

You can now proceed through the application. If you have any questions please call Janeya Dawson at 650-552-5446 or email scholarships@cta.org.

DEPENDENT CHILDREN WITH A CTA MEMBER PARENT

As first time users of the online grant/scholarship application process you must create a guest account with CTA. To begin:

- Go to the CTA website at www.cta.org/scholarships.
- Click on the "Apply Here" link at the bottom of the scholarship program box of your choice:
 - o Dependent Children
 - o Del A. Weber
- Click on "My Grants/Scholarships" on the left side of the screen.
- Click on the "click here" link following the sentence "if you are not a CTA member and would like to create a guest account with CTA, click here."
- Complete the New Visitor Registration form.
 Field names that are bold are required fields.
 Click "Continue" when completed.
- Enter new password and confirm password and click "Continue".
- Click on "Apply for a Grant/Scholarship.
- Click on the Scholarship of your choice to begin the application.

You can now proceed through the application. If you have any questions please call Janeya Dawson at 650-552-5446 or email scholarships@cta.org.