## 2024 MAS County Employee Scholarship Online Application Process

## Step 1: Creating a Student Account

- 1. Visit the MAS Portal at <a href="https://mas.users.membersuite.com/home">https://mas.users.membersuite.com/home</a>.
- 2. In the top right corner, click "Sign up/Join."
- 3. Fill in information.
- 4. Click "Sign Up" at bottom.
- 5. For the next page, click "Student" as the individual type.
- 6. Provide information for all fields.
- 7. Once done, click "Next" in the bottom right corner.
- 8. Choose the affiliated organization based on the county where Student resides.
- 9. For organization role, select "Student."
- 10. Once done, click "Next."
- 11. No action needed for General Communication Settings, so select "Next" and return to home.

Congratulations! You now have a MAS Student account!

## Step 2: Apply for the County Employee Scholarship

- 1. After MAS Student account is created, make sure to login.
- 2. Click "Community" from the menu at the top.
- From the dropdown menu, choose "Competitions," then click "View Open Competitions."
- 4. Locate and click on "2024 MAS County Employee Scholarship."
- 5. Read the scholarship description very carefully.
- 6. Click "Enter Now."
- 7. The entry name should be the student's full name.
- 8. Upload all required documents which include:
  - Letter on school letterhead or unofficial transcript proving GPA.
  - Letter on county letterhead verifying sponsor's employment (or retirement) from the county. Letter should be signed by Sponsor's supervisor, human resources clerk or other person of authority.
  - Your typed essay.
  - Additional pages listing community/civic involvement (if needed).
- 9. Provide information for all text fields marked with a red star.
- 10. Click "Next."
- 11. Review all the provided information carefully.
- 12. Finally, click "Submit."

You've completed the online scholarship application process. Good luck!