Students: Applying for the NCWIT Award for Aspirations in Computing

Step One: Click on “Apply”

Step two: Fill out the registration form
In order to apply for the Aspirations in Computing Award, you must select High School Student as your account type. After creating the new account, you will see a confirmation message.

Step three: Set your password

You will receive an email with a link to set your password. Click on the link and you will see a page with a one-time login. Click the login button to access your account and change your password.
Type and confirm your password.

**Step four: Fill in the remaining fields in the form**
You will not be able to apply for the Aspirations in Computing Award without completing your profile.
School Information
Search for your school name in the provided field. Your school name is used to place you into an Aspirations Community. A list of potential schools will drop down as you type.
Select your high school from the list.

Take care adding your high school as many schools have the same or similar names. Each school will have a state and county associated with it. Click on the school name to fill in the field.
If you cannot find your school or if you are home schooled, check the box saying, “I cannot find my school by searching in the above box”. You will have to enter your school name and location manually.

Select a state and county from the drop down lists in the Location field. Click the Add button to add your location.
Once you have added your school name and location, the form should look like this:
Parent/ Guardian Information
Your parent or guardian’s approval is required to be considered for the Aspirations in Computing Award. Fill in your parent or guardian’s name and email address. If your parent or guardian does not have an email address, check the box on the form. You will be required to fax your parent or guardian’s approval. Use the fax instructions provided.

Affirmation and Electronic Signature
Review the information in the Award Information, Consent and Release Form, Terms of Use, and Privacy Policy. After reviewing and agreeing to those conditions, check the box saying, “This click serves as my confirmation of the above affirmation” and type your name in the Electronic Signature field.

**AFFIRMATION**

I do hereby affirm under penalty of complete forfeiture of any and all winnings the following:

1. I have read and understand the rules for participation as set forth in the Award Information.
2. I have read and agree to the Consent and Release Form.
3. I have read and agree to the Terms of Use and Privacy Policy.
4. All of the facts stated by me herein are true, correct, and complete to the best of my knowledge and understanding.
5. I meet all of the criteria as specified in the Info Sheet.

☐ This click serves as my confirmation of the above affirmation.

**Electronic Signature**

By typing your name, you affirm that to the best of your knowledge the above information is true and correct.

Step five: Apply for the Aspirations in Computing Award
Click the Apply for Aspirations Award button on your Dashboard.

You will be asked to confirm your school before creating the application.
Step six: Completing your application

After creating your application, you will be taken to your application edit screen. Here is where you will fill out and complete all required fields for your application. Review your applicant information before completing your application.
Enter your GPA scale and GPA.

Click the “Save and Add Computing Activities/ Concepts Checklist” button to continue with your application, or click the Add button in the list below.

Select your answers for the multiple-choice, and click “Save and add… ” or “Save for later”
Fill in the short answer questions.

If you try to go on without entering in anything for the short answer you will get an error message:
Fill in the three short answer questions, and complete the remaining multiple choice sections of the application. In the following section when entering your intended major, you may only select two options.

**Educator Email Address**
The Aspirations in Computing Award requires that an educator write an endorsement for your application. The educator may be a teacher, counselor, mentor, coach, etc. Use the box provided to search for your educator’s email address, as they may already be in the Aspirations system.

The field will populate with potential matches. If you find your educator, select their name from the list.

If you cannot find your educator’s email address, check the box saying “Cannot find educator”. Type in your educator’s email address. Once you have submitted your application, that educator will be notified of your application and asked to write an endorsement.
Check the boxes confirming your understanding and agreement of the Privacy Policy, Terms of Use, and Consent and Release. Type your name in the space provided to include an electronic signature.
Saving and Reviewing Your Application
When completing the multiple choice and short answer sections of the application, you may click Save for Later to save your progress and come back at a later time. You may click the Edit button at the bottom of each section to update or change your answers.

If you leave the Aspirations portal, you can return to your Application by clicking the Edit Application button on your Dashboard.
**Step seven: Submitting your application**

Once you are satisfied with your answers in your application, click the Final Submit button at the top of the form. You will be asked to confirm your submission.

If you have not completed all of the required fields in the application, you will see an error message on the screen.
After submitting your application, you will see a confirmation message thanking you for your submission and informing you that the email message has been sent to your educator.

Thank you for applying for the NCWIT Award for Aspirations in Computing!

If you have any questions please contact aspirations@ncwit.org. Winners will be announced mid-December.