USDA 1890 National Scholars Application

Applicant Guide

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Background Principles and Basic Concepts

The 1890 National Scholars Program is a partnership program between the U.S. Department of Agriculture and 1890 Land-Grant Universities which provides full tuition, employment, employee benefits, fees, books, and room and board each year for up to 4 years to selected students.

Vocabulary

| Term	Definition
Service Portal	Front-end portal that enables end-users to submit incidents, requests, and search the knowledge base.

Purpose

The purpose of this guide is to walk applicants through the submission of an 1890 National Scholars High School or College Application.

eAuthentication and Starting an Application

Creating a USDA eAuth account is required prior to submitting an 1890 application. The USDA eAuthentication is a system used by USDA agencies to enable individuals to obtain accounts that will allow them to access USDA Web applications and services via the internet. To obtain an eAuth account follow these steps:

1. Navigate to https://www.eauth.usda.gov/eauth/b/usda/home.

2. Select **Create Account** in the banner.
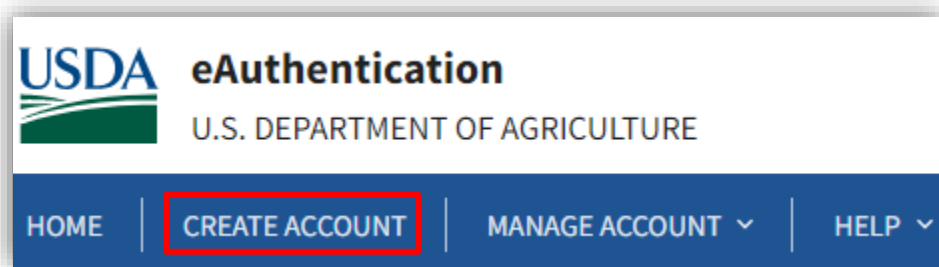
3. Select **Customer** on the Account Registration page, then click **Continue**.

4. Press **Continue to Login.gov.**

Customers - Use Login.gov ❓

eAuth is now using Login.gov for our Public Citizens who want to conduct business online with USDA. Please click the Continue to Login.gov button to create your account.

Continue to Login.gov   **Cancel**

5. Go to **Create an Account.**

USDA eAuthentication is using Login.gov to allow you to sign in to your account safely and securely.

Sign in   **Create an account**

6. Fill out the appropriate fields, then press **Submit.**

Create an account for new users

Enter your email address

Select your email language preference
Login.gov allows you to receive your email communication in English, Spanish or French.

O English (default)

O Español

O Français

☐ I read and accept the Login.gov Rules of Use ☐

Submit

You should see this confirmation page:

Check your email

We sent an email to EMAIL HERE with a link to confirm your email address. Follow the link to continue creating your account.

Didn't receive an email? Resend

Or, use a different email address

You can close this window if you're done.

7. Navigate to your email account and click the confirmation link in the email.

8. Enter your new login credentials and set up multi-factor authentication.

9. Once your account has been created, navigate to https://services.usda.gov/sp, where you will see this screen:

10. Select **Change User Type.**

11. Select **Customer**.

12. Select **Login.gov.**

Important: Do not login on the above page. You must click **Login.gov** to enter your login credentials.

13. Enter the login credentials you created previously, then click **Sign in**.

14. On the next page, select **Continue without linking to an existing eAuth account** option, then click continue.

Link with Login.gov ❓

Login.gov must be linked to an eAuth account to use it with USDA applications.

⚪ Use an existing eAuth account to link to my Login.gov account.

⚪ Continue without linking to an existing eAuth account.

Continue

15. Fill in your First and Last Name, then click **Submit**.

User Information Required ❓

In order to complete setting up your Login.gov account with USDA eAuth, please provide the following information:

First name

[   ]
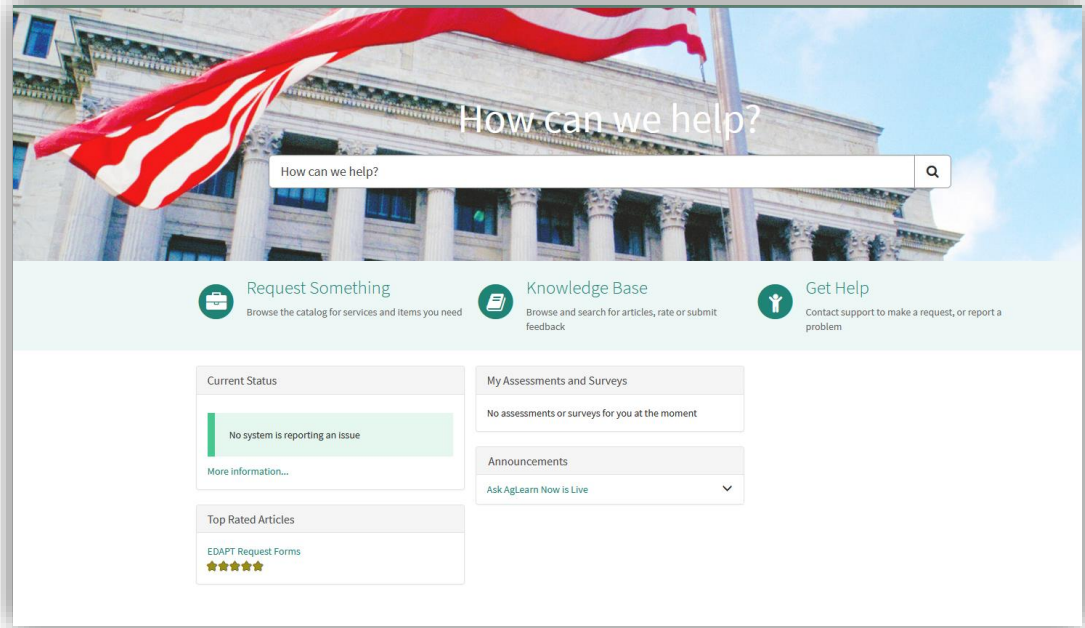
Last name

[   ]

Submit

Note: At this point you will be directed to an account information page.

16. After you are logged in, in a separate tab paste the link again:
https://services.usda.gov/sp

17. You should be brought to a screen that looks like this:

Note: If you are experiencing issues logging in, retry the login process in a separate incognito/private window. After logging in and being rerouted to your account information page, open a new tab and continue to https://services.usda.gov.

18. From here, navigate to the **DASO NOW Platform** via the link in the banner at the top of the page.
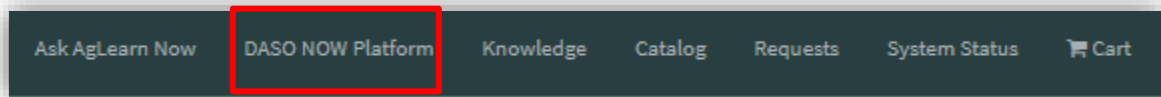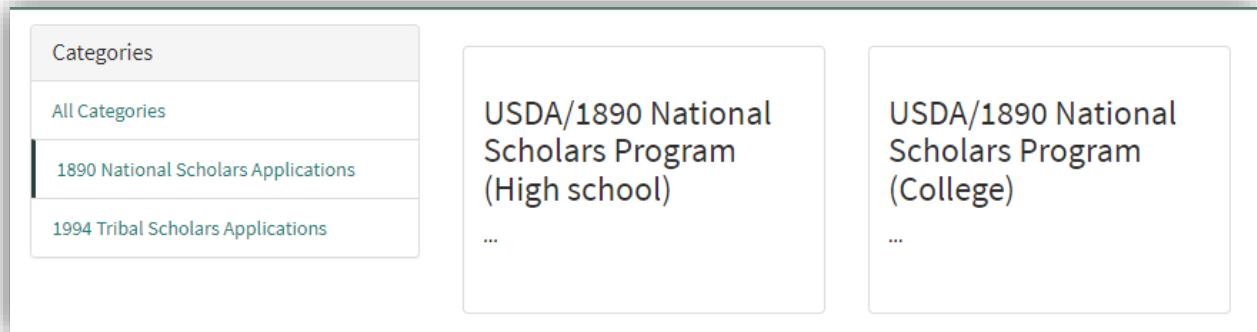
19. Once in the **DASO NOW Platform**, you can navigate to the application via **Request Something**.
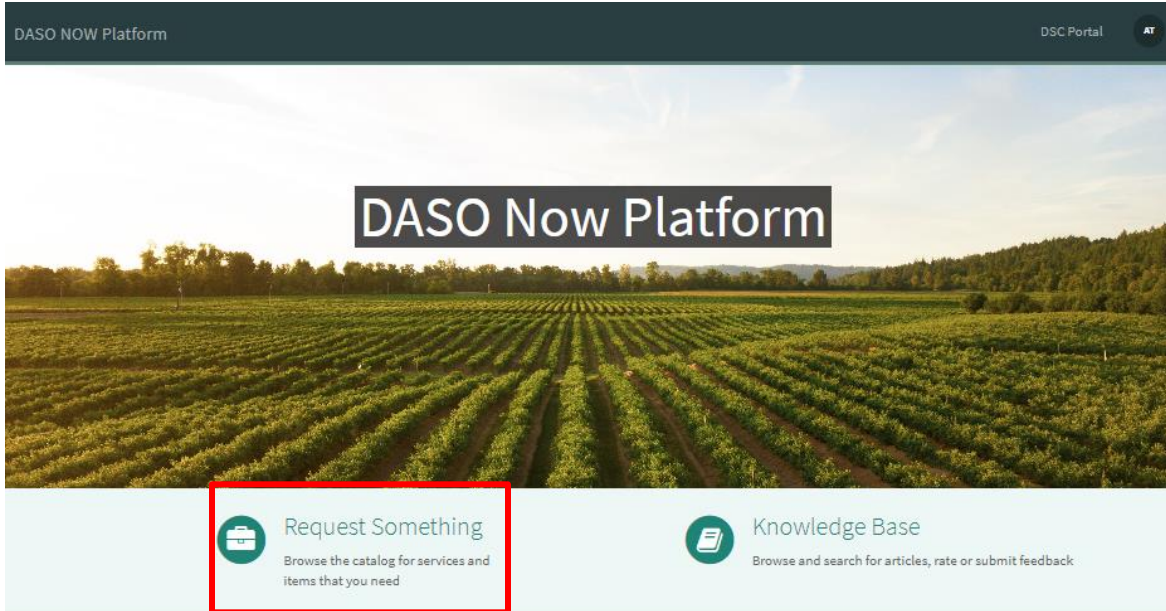
20. Once in the catalog, select **1890 Applications** and choose the **High school** or **College** application depending on if you are a high school or college student.

21. Once you are ready to begin your application, select **Start Application**.

Before working through the application, ensure you meet the following requirements for the application(s):

1890 High School	1890 College
1. Be a U.S. citizen.	1. Be a U.S. citizen.
2. Intend to study agriculture, food sciences, natural resource sciences, or other related academic disciplines.	2. Intend to study agriculture, food sciences, natural resource sciences, or other related academic disciplines.
3. Have a high school cumulative GPA of 3.0 or better unweighted, on a 4.0 scale.	3. Have cumulative GPA of 3.0 or better unweighted, on a 4.0 scale.
4. Have applied for admission to the respective 1890 Land-Grant University(ies).	4. Have been admitted and enrolled as a full-time student at the respective 1890 Land-Grant University(ies).
5. Have a combined verbal/math score of 1,080 or more on the SAT or a composite score of 21 or more on the ACT (no ACT super scores accepted).	5. Demonstrate leadership and community service.
6. Demonstrate leadership and community service.	6. Submit the most recent official transcript with the school verification (seal, stamp, etc.) and/or the signature of an authorized school official.
7. Submit the most recent official transcript with the school verification (seal, stamp, etc.) and/or the signature of an authorized school official.	7. Submit a 500 – 800 word essay on the listed topics.
8. Submit a 500 – 800 word essay on the listed topics.	

| The 1890 Land-Grant Universities are as follows: |
|---|
| Alabama A&M University |
| Alcorn State University (Mississippi) |
| Central State University (Ohio) |
| Delaware State University |
| Florida A&M University |
| Fort Valley State University (Georgia) |
| Kentucky State University |
| Langston University (Oklahoma) |
| Lincoln University (Missouri) |
| North Carolina A&T State University |
| Prairie View A&M University (Texas) |

South Carolina State University

Southern A&M University (Louisiana)

Tennessee State University

Tuskegee University (Alabama)

University of Arkansas Pine Bluff

University of Maryland Eastern Shore

Virginia State University

West Virginia State University

Navigating Through an Application

After starting an 1890 application, you will notice various buttons and clickable items throughout the application. The section below will cover all the actions that occur in the event of clicking said items.

1. The first buttons to be identified are the three buttons that exist at the bottom of each page: **Next, Back,** and **Save**.

2. The **Next** button will navigate you to the next page of the application.
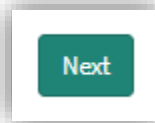
Note: The **Next** button will not allow an applicant to navigate to the next page unless all required information has been completed on the current page, and it will also not be present on the last page as there is no page on the application existing after the last page to navigate to.

3. The **Back** button will navigate you to the previous page of the application.
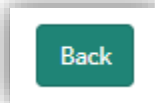
Note: The **Back** button will not be present on the first page as there is no previous page on the application to navigate back to.

4. The **Save** button will save all progress an applicant has made on the application.

Saving...   ×

All valid answers have been saved. It is now safe to leave the page.   ×
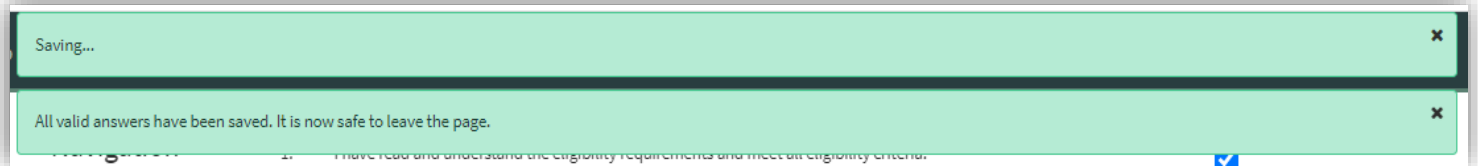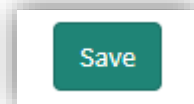
Note: After clicking the **Save** button, the above messages will display at the top of the page to indicate that the save is complete. An applicant will then be allowed to leave the application to return and finish later.

5. An applicant can also navigate through various pages of the application via the **Navigation Bar** that is located on the left side of the screen. As an applicant advances through the application, the percentage and progress bar displayed will increase accordingly.
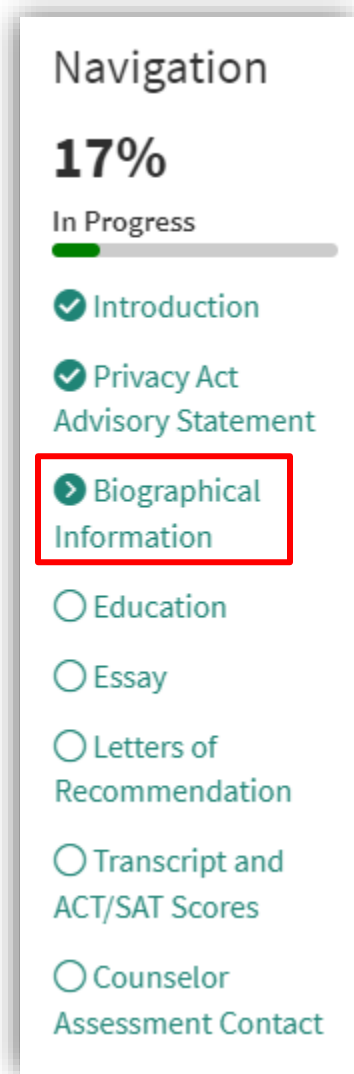
Note: While in the process of applying, a user cannot navigate ahead of the current page without completing the required fields but can navigate to any previous page.

6. After navigating past the **Letters of Recommendation** page, an applicant can return to the page at any time before submission to resend the email to the current recommender by clicking the **Resend Email** button. A message confirming the notification was sent will display.

One recommendation from a school administrator, counselor, or teacher who has instructed the applicant.

First Name *

Recommender 1

Last Name *

Rec 1

Email address *

recommender1@gmail.com

Phone Number *

(333) 333-3333

Resend Email   Edit

Notification Sent.   ✖

7. An applicant may edit the contact information of either recommender by clicking the **Edit** button, then clicking **Update**. A message confirming the notification was sent will display.

One recommendation from a community organization (i.e., faith-based; civic; Boy/Girl Scouts; Boys & Girls Club; Jack-N-Jill; pageants/cotillions; etc.).

First Name *

Recommender 2 Edit

Last Name *

Rec 2

Email address *

recommender2edit@gmail.com

Phone Number *

(333) 333-3333

Update

Record updated and notification sent.   ✖

Important: After confirming the update, an email will automatically be sent to the new address with a new link. Any previous link will no longer be accessible. If a mistake is made, an applicant may edit the fields as many times as needed before submission or the end of the application period.

8. Once an applicant reaches the **Application Checklist** page, checklist items that require external input will be disabled and will auto populate based on the receival of each external document when applicable.

Note: If the self-option is selected for the upload of an applicant's transcript and/or SAT/ACT, the appropriate checklist items will be auto checked.

Application Checklist

1. I have read and understand the eligibility requirements and meet all eligibility criteria. ☑

2. I have applied for admission to each 1890 Historically Black Land-Grant University of interest. ☑

3. I have read and completed the Candidate's Biographical Information section. ☑

4. I have submitted a 500-800 word essay that include all three topics: 1. My interest in working for USDA, 2. How I envision the scholarship will impact me and my future as a public servant; and 3. My experiences and perceptions about agriculture, food sciences, and natural resource sciences. ☑

5. One letter of reference from school (teacher or administrator) has been submitted. ☑

6. One letter of reference from a community organization (i.e., faith based, community-based organizations, boys & girls club, civic, etc.) has been submitted. ☑

7. My official transcripts have been submitted. ☑

8. My SAT or ACT score has been submitted. ☑

9. My counselor's assessment has been completed. ☑

10. I understand that the complete application must be completed on the online application system by 2023-11-22 12:07:39 for consideration for the USDA/1890 National Scholars Program. ☑

11. I have signed and dated the application. If under the age of 18 years old, parents and guardians have signed my application. ☑

Note: Receival of the counselor's assessment and letters of recommendation will depend on the compliance of the counselor and recommenders selected on the **Counselor's Assessment** page and **Letters of Recommendation** page. Counselors and Recommenders are contacted via the emails provided on each page.

9. Once an applicant reaches the **Applicant Checklist** page, the applicant should click the **Save** button. The applicant will return to the application following the receipt of all external documentation uploads to finalize and submit their application.
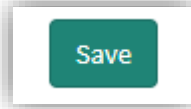

10. The **Submit** button will exist on the last page of the application, and it will submit an applicant's application.
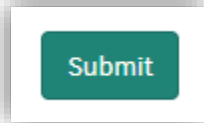
Note: The application reviewal process will begin after clicking this button.

11. After submission of an application, an applicant will be brought to the page below. On this page exists three buttons: the **Homepage**, **Submit Another Application,** and **My Applications** buttons. The **Homepage** button will return an applicant back to the **DASO NOW Platform** Homepage. The **Submit Another Application** button will take an applicant to the Applications page where a user can start a different application. The **My Applications** button will take you to the My Applications page where a user can view all incomplete or submitted applications they have done.
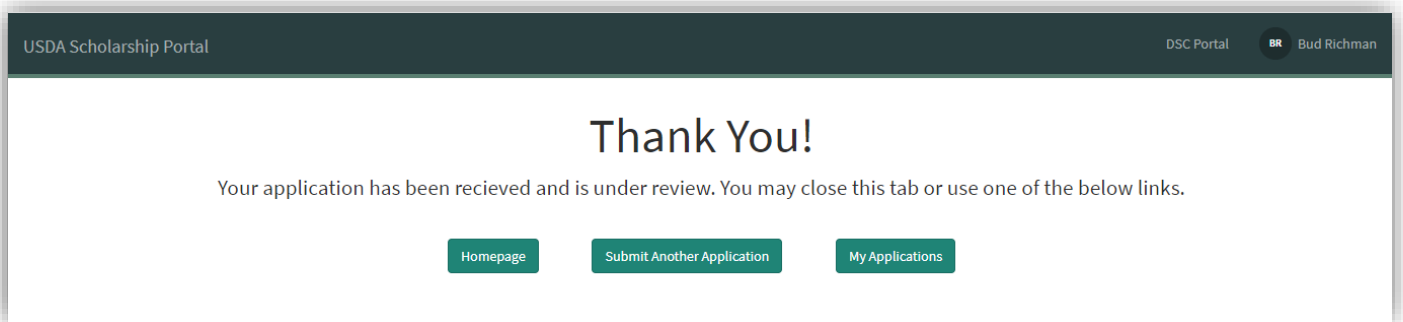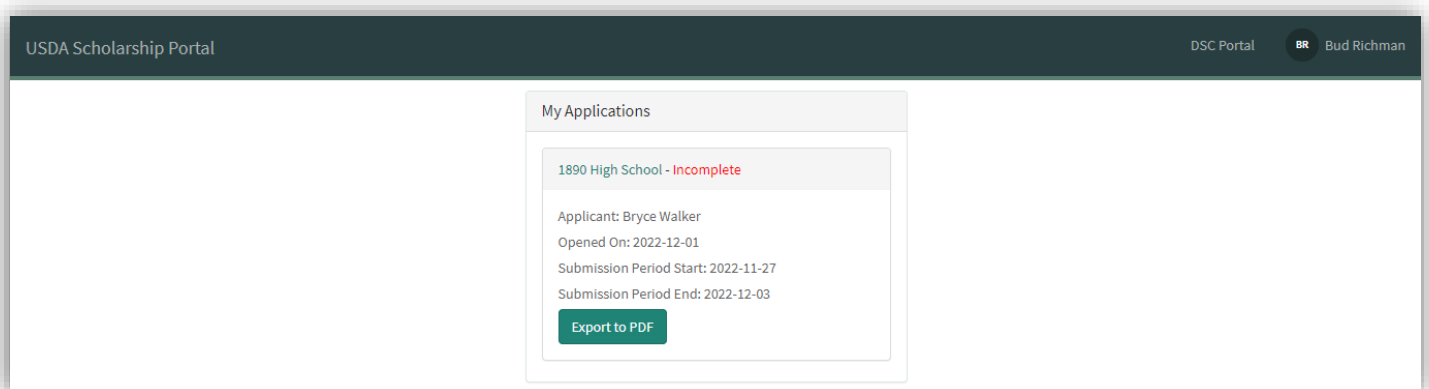
Reviewing Incomplete/Complete Applications

1. To review applications, an applicant can return to the **DASO NOW Platform** and navigate to their profile menu in the top right corner. Within the profile menu the user can select the "My Applications" tab.
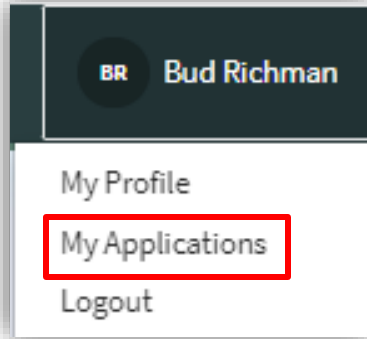

2. This will then take a user to the **My Applications** page, which contains any incomplete or submitted applications the applicant has worked on.

Note: Incomplete applications will have a status of "Incomplete" marked in red.

3. Once on the **My Applications** page, an applicant can view applications via clicking on the application name hyperlink in the header of each application listed.
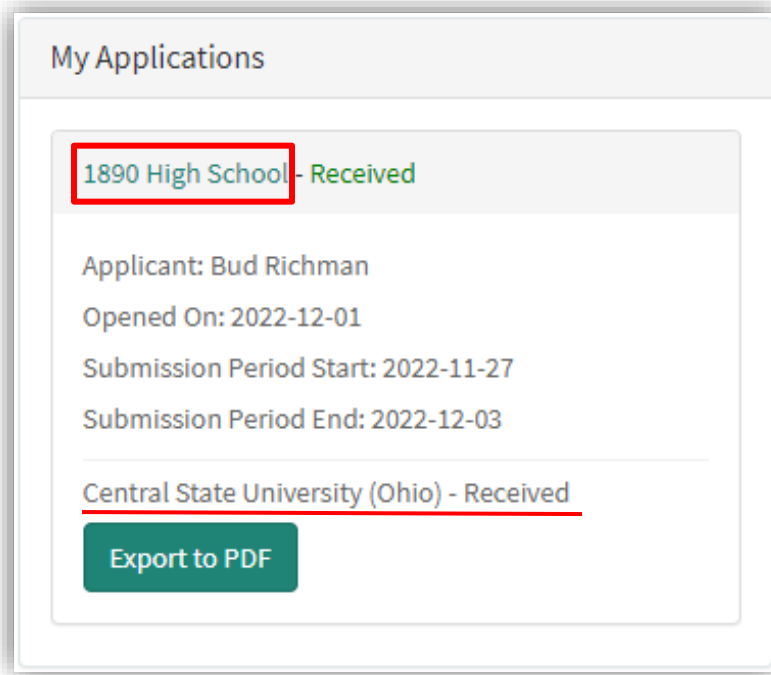
Note: The universities selected within the application will be listed at the bottom of each application, along with an **Export to PDF** button which allows you to view/download the application as a PDF.

4. If an application has made it through the reviewal process and has been selected, the status of "Selected" will be reflected next to the university at which the applicant has been selected.
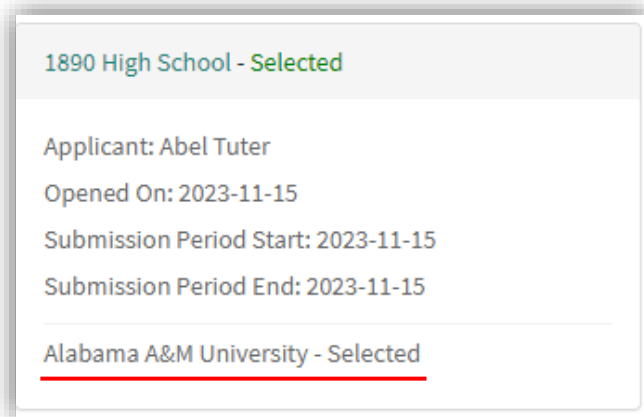
Notifications

Applicants of 1890 National Scholars Applications will receive notifications at the following instances:

- On the successful submission of both recommendation letters by the two recommenders.

- On the successful submission of the counselor assessment by the counselor.

- Reminders to complete the application 14 days, 7 days, and 3 days prior to the application deadline.

- On the successful submission of an 1890 application by the applicant.

- After the review process has been completed, if an applicant is **not selected** by specific Land-Grant institutions that were identified within their application.