USDA 1890 National Scholars Application

Applicant Guide
# Table of Contents

Background Principles and Basic Concepts ................................................................. 3  
Vocabulary ...................................................................................................................... 3  
Purpose ............................................................................................................................ 3  
eAuthentication and Starting an Application .............................................................. 4  
Navigating Through an Application ............................................................................. 12  
Reviewing Incomplete/Complete Applications ............................................................. 17  
Notifications .................................................................................................................. 19  

<table>
<thead>
<tr>
<th>Table of Contents</th>
<th>Page</th>
</tr>
</thead>
<tbody>
<tr>
<td>Background Principles and Basic Concepts</td>
<td>3</td>
</tr>
<tr>
<td>Vocabulary</td>
<td>3</td>
</tr>
<tr>
<td>Purpose</td>
<td>3</td>
</tr>
<tr>
<td>eAuthentication and Starting an Application</td>
<td>4</td>
</tr>
<tr>
<td>Navigating Through an Application</td>
<td>12</td>
</tr>
<tr>
<td>Reviewing Incomplete/Complete Applications</td>
<td>17</td>
</tr>
<tr>
<td>Notifications</td>
<td>19</td>
</tr>
</tbody>
</table>
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

<table>
<thead>
<tr>
<th>Term</th>
<th>Definition</th>
</tr>
</thead>
<tbody>
<tr>
<td>Service Portal</td>
<td>Front-end portal that enables end-users to submit incidents, requests, and search the knowledge base.</td>
</tr>
</tbody>
</table>

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:

2. Select Create Account in the banner.

3. Select Customer on the Account Registration page, then click Continue.
4. Press *Continue to Login.gov*.

5. Go to *Create an Account*.
6. Fill out the appropriate fields, then press **Submit**.

You should see this confirmation page:

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:

![USDA Federal Login](image)

10. Select **Change User Type**.

11. Repeat steps 3 and 4 and navigate to **Sign in**.

12. Enter the login credentials you created previously.

13. After you are logged in, in a separate tab paste the link again: https://services.usda.gov/sp
14. You should be brought to a screen that looks like this:

15. From here, navigate to the **DASO NOW Platform** via the link in the banner at the top of the page.
16. Once in the **DASO NOW Platform**, you can navigate to the application via **Request Something**.

17. 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.
18. 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):

<table>
<thead>
<tr>
<th>1890 High School</th>
<th>1890 College</th>
</tr>
</thead>
<tbody>
<tr>
<td>2. Intend to study agriculture, food sciences, natural resource sciences, or other related academic disciplines.</td>
<td>2. Intend to study agriculture, food sciences, natural resource sciences, or other related academic disciplines.</td>
</tr>
<tr>
<td>3. Have a high school cumulative GPA of 3.0 or better unweighted, on a 4.0 scale.</td>
<td>3. Have cumulative GPA of 3.0 or better unweighted, on a 4.0 scale.</td>
</tr>
<tr>
<td>4. Have applied for admission to the respective 1890 Land-Grant University(ies).</td>
<td>4. Have been admitted and enrolled as a full-time student at the respective 1890 Land-Grant University(ies).</td>
</tr>
<tr>
<td>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).</td>
<td>5. Demonstrate leadership and community service.</td>
</tr>
<tr>
<td>6. Demonstrate leadership and community service.</td>
<td>6. Submit the most recent official transcript with the school verification (seal, stamp, etc.) and/or the signature of an authorized school official.</td>
</tr>
<tr>
<td>7. Submit the most recent official transcript with the school verification (seal, stamp, etc.) and/or the signature of an authorized school official.</td>
<td>7. Submit a 500 – 800 word essay on the listed topics.</td>
</tr>
<tr>
<td>8. Submit a 500 – 800 word essay on the listed topics.</td>
<td></td>
</tr>
</tbody>
</table>

The 1890 Land-Grant Universities are as follows:

**1890 High School**

- 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

**1890 College**

- 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.
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.

![Navigation Bar Example](image)

**Navigation**

17%

In Progress

- ✓ Introduction
- ✓ Privacy Act
- ✓ Advisory Statement
- 📈 Biographical Information
- ○ Education
- ○ Essay
- ○ Letters of Recommendation
- ○ Transcript and ACT/SAT Scores
- ○ Counselor Assessment Contact

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.

![Screenshot of the Letters of Recommendation page](image1)

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.

![Screenshot of the Edit Contact Information page](image2)

**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 receipt 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.

Note: Receipt 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.

![Save Button]

10. The **Submit** button will exist on the last page of the application, and it will submit an applicant’s application.

![Submit Button]

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.

![My Applications Screen](image)

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.

![Selected Application Screen](image)
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.