



USDA 1994 Tribal Scholars Application

Applicant Guide



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Background Principles and Basic Concepts

The 1994 Tribal Scholars Program is a partnership program between the U.S. Department of Agriculture and 1994 Land-Grant institutions, tribal colleges and universities which provides successful applicants with full tuition, books, fees, a housing allowance, and a temporary appointment to the USDA for up to 4 years.

Vocabulary

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

Purpose

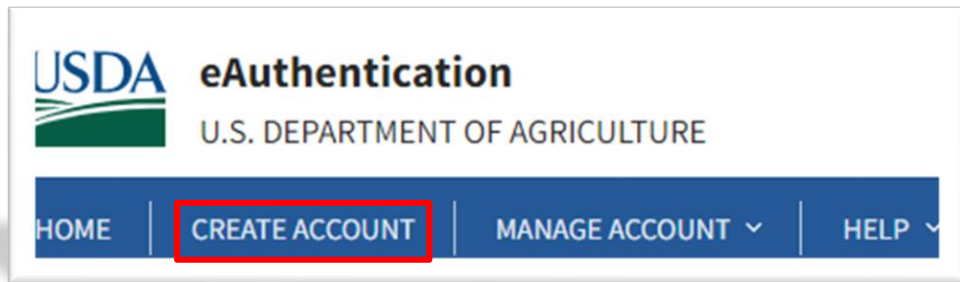
The purpose of this guide is to walk applicants through the submission of a 1994 Tribal Scholars application.



eAuthentication and Starting Application

Creating a USDA eAuth account is required prior to submitting a 1994 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 application 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.

A screenshot of the "Account Registration" page. The title "Account Registration" is in bold black text with a blue question mark icon to its right. Below the title is the question "What type of user are you?". There are three radio button options: "Customer" (which is selected, indicated by a blue dot in the center of the radio button), "USDA Employee / Contractor", and "Other Federal Employee / Contractor". At the bottom of the form is a blue button with the text "Continue" in white.



4. Enter your email address and hit **submit**.

Customer Account Registration ?

Please enter your email address


Email Address

5. Once you are on the **Registration Email Sent** page, navigate to your email, where you will find an email with a **Continue Registration** link to verify your account.

Registration Email Sent ?

We have sent an email to the address listed below. Follow the link in the email to complete the registration process.

test.email@gmail.com



Complete Account Registration

Thanks for requesting a USDA eAuthentication account. Please click the link below or right-click on 'Continue Registration', copy the hyperlink and paste it into your browser.



6. Once you select **Continue Registration** via the email, complete the **Customer Account Registration** page with your information.

Customer Account Registration
Form Approved - OMB No. 0503-0014

Please provide the information requested below to complete the registration of your account.

Please enter your complete name as provided on a government issued photo ID (no nicknames).

First name

Middle name (optional)

Last name

Suffix (optional)

i Your User ID Is Your Email Address
User ID : isabelronza@gmail.com

Please set your password ?

Password must be between 12 and 256 characters long and cannot be a commonly used password.

Password

Show Password

Very weak

Submit

7. Once you are on the **Customer Account Registration** page, select **Log in to your application**.

Customer Account Registration

Account Registration Complete

You have completed the account registration process and your account is ready for use.

We have sent a confirmation email for your records.

Your User ID is : isabelronza@gmail.com

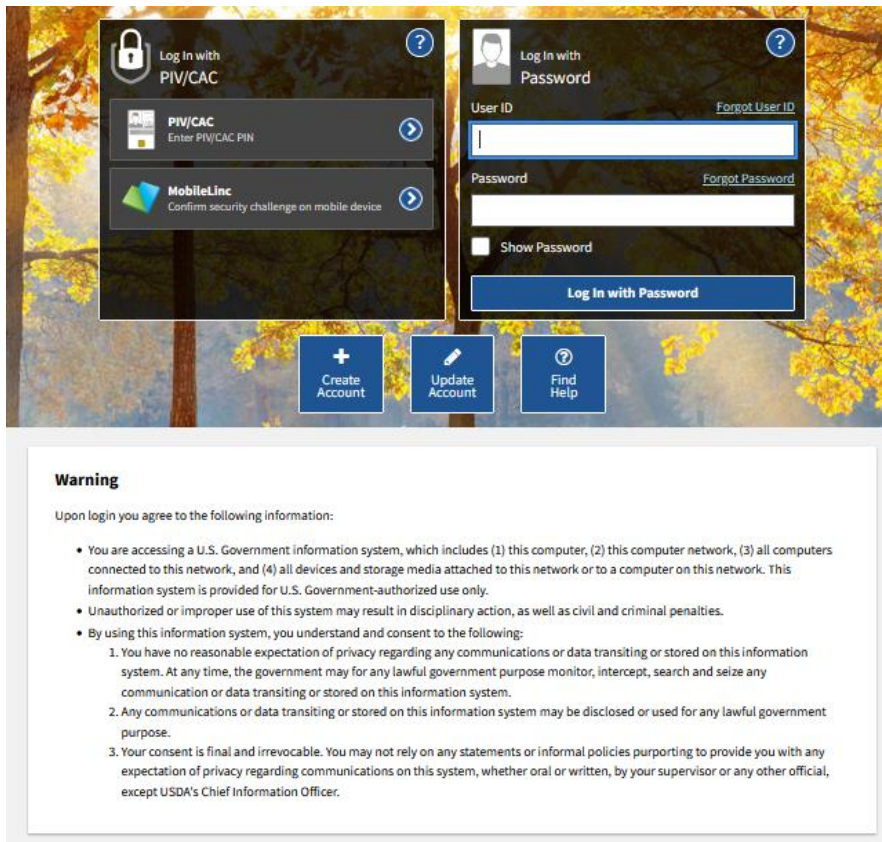
Log in to your application



8. In the same browser, navigate to <https://services.usda.gov/sp>, where you will first be directed to the following page:

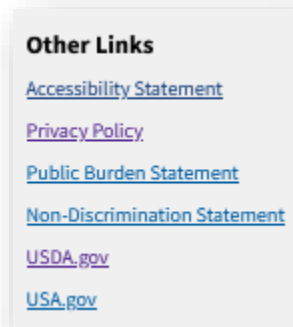


9. You will be prompted to select an agency, which will be the **U.S. Department of Agriculture**. After the selection, click **Submit**.
10. Next, you will be redirected to login via your eAuth credentials:

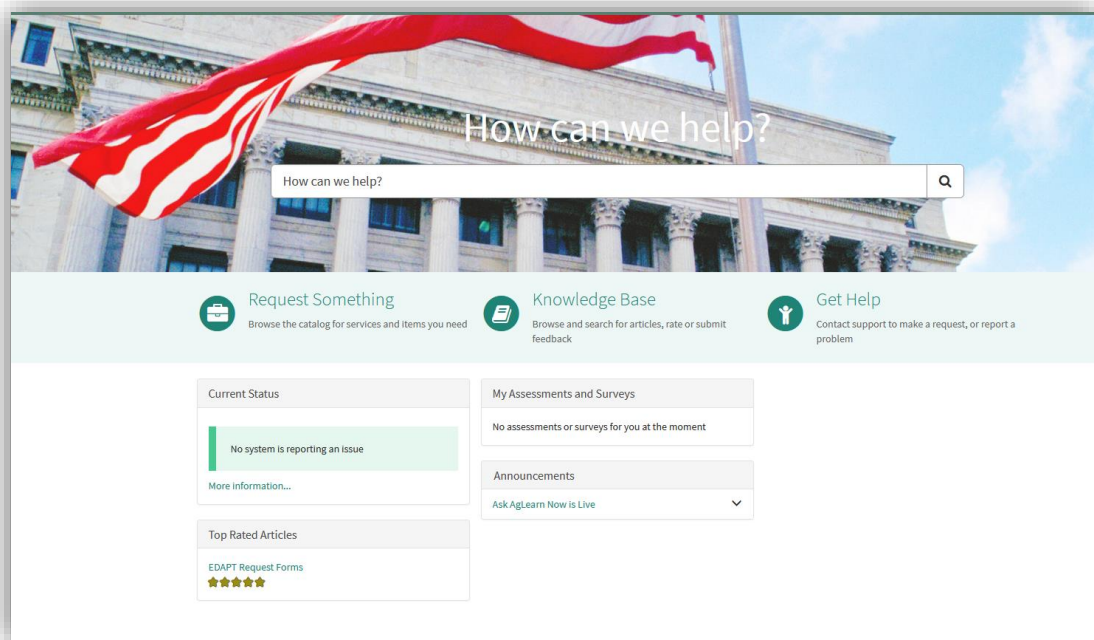




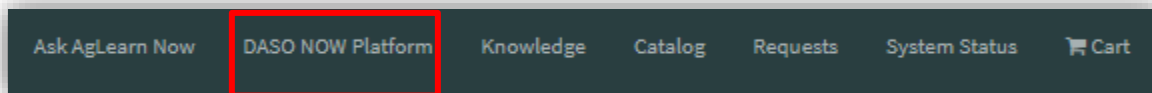
Note: Before login, please review the Warning section at the bottom of the screen and ensure you comply with the information listed. Furthermore, navigate to the Privacy Policy link located below the Warning Information (<https://www.usda.gov/privacy-policy>) for the USDA privacy policy.



11. After login via eAuth, you should then be brought to a page that looks like the following:

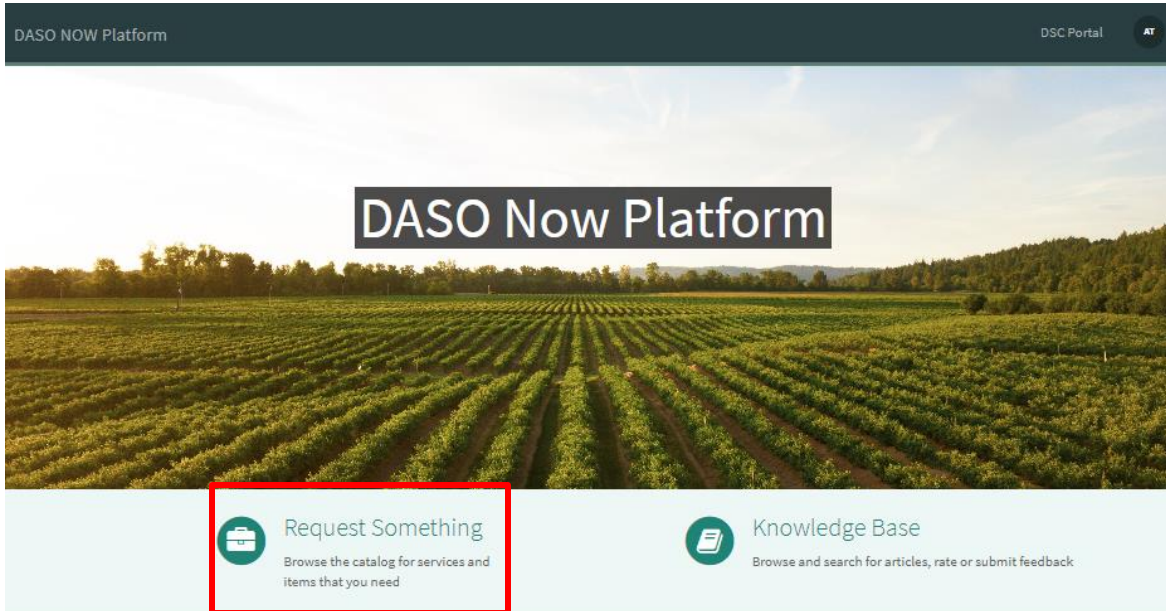


12. From here, navigate to the **DASO NOW Platform** via the link the banner at the top of the page.

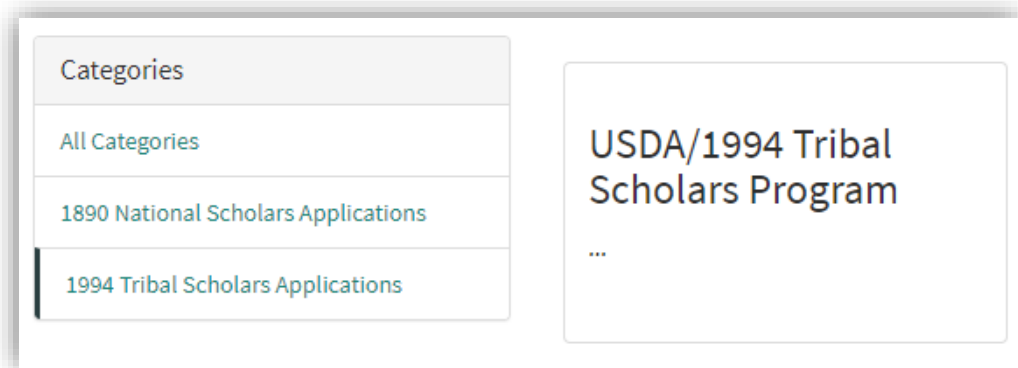




13. Once in the **DASO NOW Platform**, you can navigate to the application via **Request Something**.



14. Once in Application types, select the **1994 Tribal Scholars Applications** application type and then select the **USDA 1994 Tribal Scholars Program** card.





15. 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):

1994 Tribal

1. Be a U.S. citizen
2. Must enroll, be currently enrolled in a 1994 Tribal College degree program or have recently finished a 1994 Tribal College associates degree program.
3. Must also plan to enroll in a four-year degree granting institution the sponsoring Agency may require if the degree program does not exist at the 1994 Tribal College or University.
4. Maintain a 3.0 GPA once under scholarship.
5. Have demonstrated leadership and community service.
6. Submit an official transcript with a school seal and/or the signature of an authorized school official.
7. Submit an essay that is 500-800 words describing 1) What motivates you to consider a career in public service working for the U.S. Department of Agriculture. Include information about your educational and career goals and how this scholarship may assist you to achieve them; 2) How did you become interested in studying food, agriculture, and natural resource sciences or another related discipline in college.



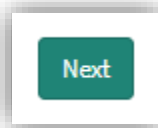
1994 Tribal Land Grant Colleges and Universities are:

<p>Aaniiih Nakoda College - MT Bay Mills Community College - MI Blackfeet Community College - MT Cankdeska Cikana Community College - ND Chief Dull Knife College – MT College of Menominee Nation - WI College of Muscogee Nation – OK Diné College - AZ Fond du Lac Tribal and Community College - MN Fort Peck Community College - MT Haskell Indian Nations University - KS Iilisagvik College - AK Institute of American Indian Arts – NM Keweenaw Bay Ojibwa Community College- MI Lac Courte Oreilles Ojibwa Community College - WI Leech Lake Tribal College – MN Little Big Horn College - MT Little Priest Tribal College - NE</p>	<p>Navajo Technical University – NM Nebraska Indian Community College - NE Northwest Indian College - WA Nueta Hidatsa Sahnish College - ND Oglala Lakota College - SD Red Lake Nation College - MN Saginaw Chippewa Tribal College - MI Salish Kootenai College - MT Sinte Gleska University - SD Sisseton Wahpeton College - SD Sitting Bull College - ND Southwestern Indian Polytechnic Institute - NM Stone Child College - MT Tohono O’odham Community College - AZ Turtle Mountain Community College - ND United Tribes Technical College - ND White Earth Tribal and Community College – MN</p>
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Navigation Through an Application

After starting a 1994 application, you will notice various buttons and clickable items throughout the application. The section below will cover all the actions that occur on the event of clicking said items.

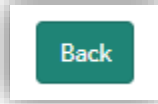
1. The first buttons to be identified are the three buttons that exist at the bottom of each page: **Next**, **Back**, and **Save & Finish Later**.
2. The **Next** button will navigate you to the next page of the application.



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 page to navigate to.

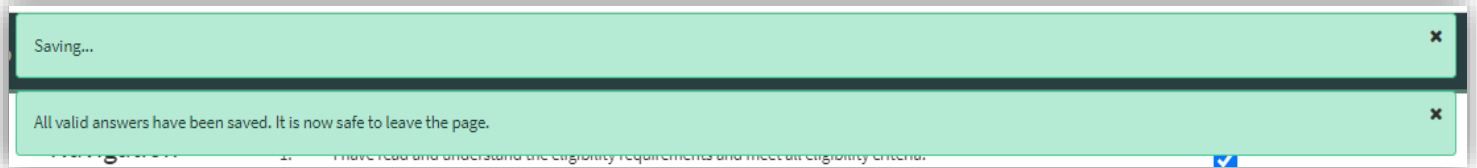
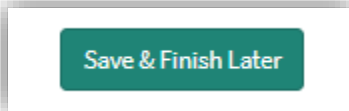


- The **Back** button will navigate you to the previous page of the application.



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.

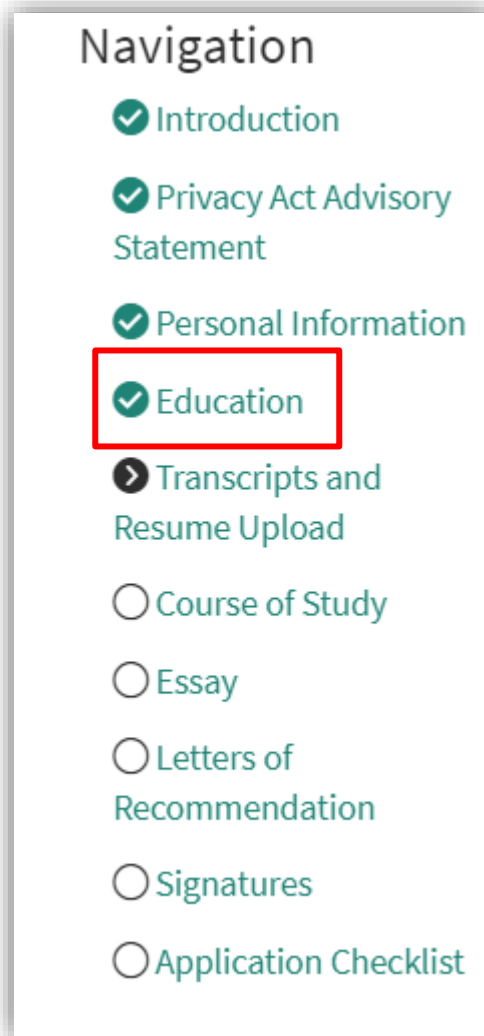
- The **Save & Finish Later** button will save all progress an applicant has made on the application.



Note: After clicking the **Save & Finish Later** button, the following 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.



Note: While in the process of applying, a user cannot navigate ahead of the current page that must be completed in the application but can navigate to any page prior.



6. Once an applicant reaches the **Application Checklist** page, checklist item #9 will be disabled and auto populated based on the receipt of an applicant's letters of recommendation.

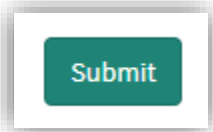
Application Checklist: 1994 Tribal Application

1.	I have read and understand the eligibility requirements and meet all eligibility criteria.	<input checked="" type="checkbox"/>
2.	I have applied for admission to each 1994 Land-Grant University of interest.	<input checked="" type="checkbox"/>
3.	I have read and completed the Personal Information section.	<input checked="" type="checkbox"/>
4.	I have submitted a 500-800 word essay that includes: 1) What motivates you to consider a career in public service working for the U.S. Department of Agriculture. Include information about your educational and career goals and how this scholarship may assist you to achieve them; 2) How did you become interested in studying food, agriculture, and natural resource sciences or another related discipline in college.	<input checked="" type="checkbox"/>
5.	I understand that the complete application must be completed on the online application system by 12-14-2022 12:00:00 for consideration of the 1994 Tribal Scholars Program.	<input checked="" type="checkbox"/>
6.	My transcript has been submitted. If only an unofficial transcript has been submitted at this point, I will submit an official transcript upon retrieval.	<input checked="" type="checkbox"/>
7.	I have uploaded my resume.	<input checked="" type="checkbox"/>
8.	If under the age of 18 years old, parents and guardians have signed my application.	<input checked="" type="checkbox"/>
9.	My letters of recommendation have been submitted.	<input type="checkbox"/>

Note: Receipt of letters of recommendation will depend on the compliance of the recommenders selected on the **Letters of Recommendation** page. Recommenders are contacted via the email provided on the page.

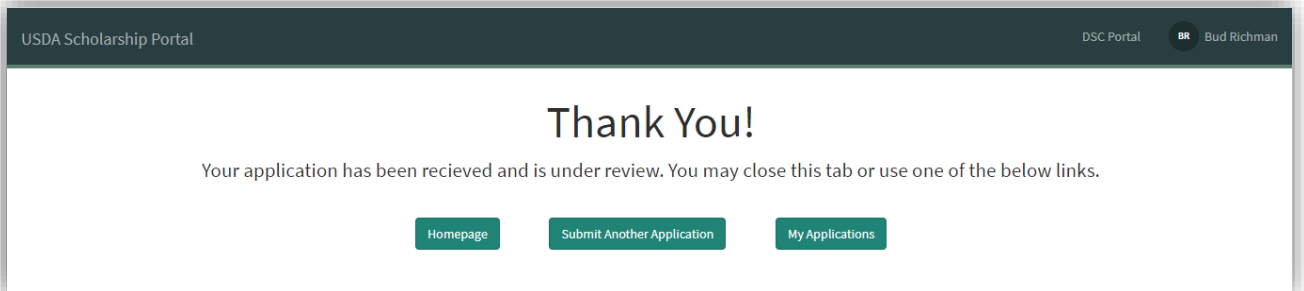


7. The **Submit** button will exist on the last page of the application, and it will submit an applicant's application.



Note: The application reviewal process will begin in clicking this button.

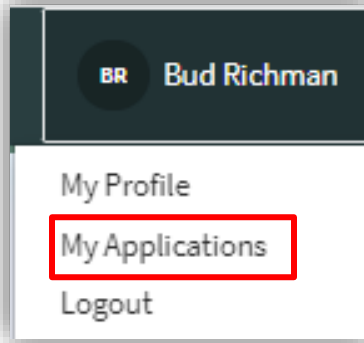
8. After submission of an application, an applicant will be brought to the page below. On this page exists three buttons: the **Homepage**, **Submit Another Application**, and **My Applications** buttons. The **Homepage** button will return an applicant back to the **DASO NOW Platform** Homepage. The **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.



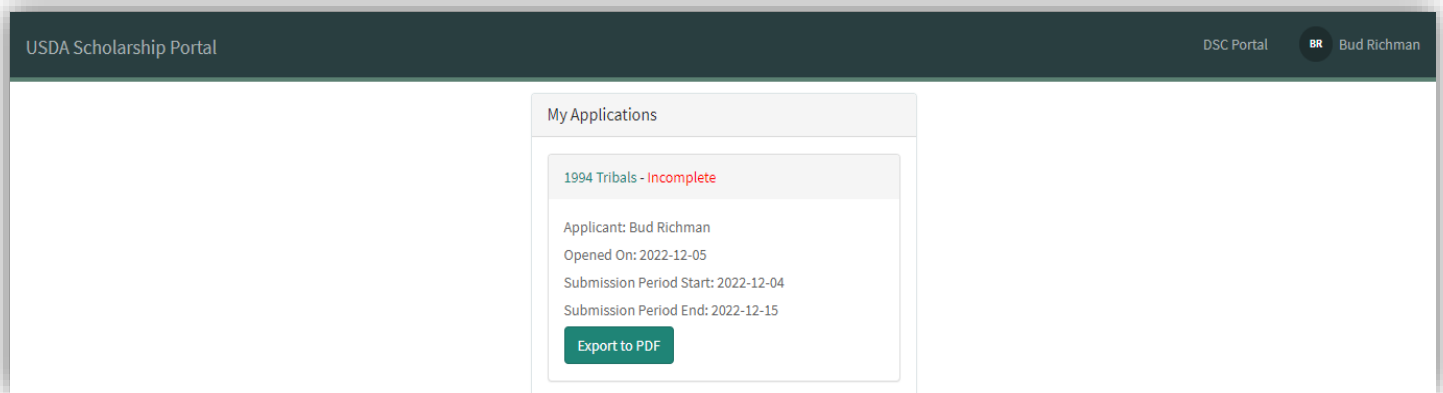


Reviewing Incomplete/Complete Applications

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.



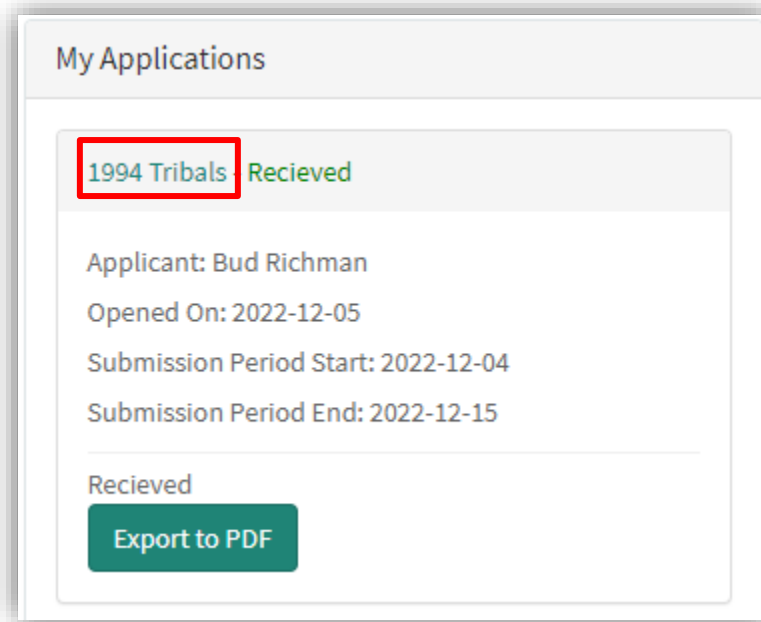
2. This will then take a user to the **My Applications** page, which contains any incomplete or submitted applications the applicant has worked on.



Note: Incomplete applications will have a status of “Incomplete” marked in red, while submitted applications will have a status of “Received” marked in green.



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: An **Export to PDF** button is located at the bottom of each application listed, which allows an applicant to view/download specific applications as a pdf.

4. If your application has made it through the reviewal process and been selected, the status of "Selected" will be reflected in the status above the **Export to PDF** button.

Notifications

Applicants of the 1994 Tribal Scholars Applications will receive notifications at the following instances:

- On the successful submission of a 1994 application.
- If the applicant selected and attached a non-official transcript, the applicant will receive a notice to submit an official transcript.
- Whether an applicant is Selected or Not Selected through the completion of the 1994 application reviewal process.