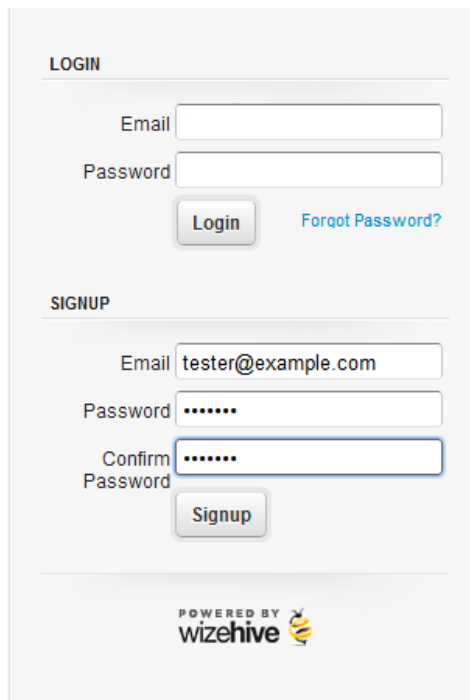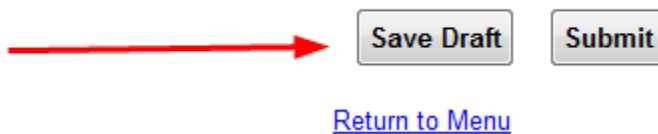# Accessing the Application Form

Creating a Login

The very first time you visit the form, you'll need to create a username and password. You can do that by entering them on the right side of the signup box, as shown below:
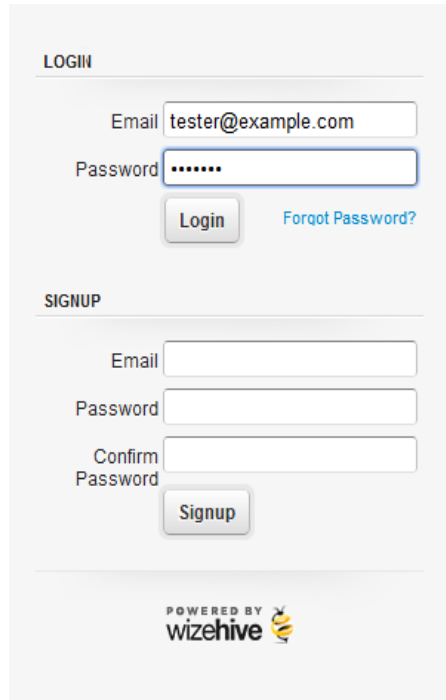

Make sure you use a real email address that you can easily access. Once you've done this, click Signup, and you'll be taken to the scholarship form. Most people will not have all the information necessary to complete the application on the first visit. To save an application as a draft so that you may return to it later, scroll to the bottom and click the Save Draft option.

If you ever access the application from a shared computer, you might find that someone else was on the site before you. If you load the application form and don't see the Login/Signup box displayed above, immediately scroll down, click Return to Menu, and then click Logout. After that, you can log in with your own credentials.

Returning to Complete an Application in Progress

Most people will need to come back to the application at some point. If you have started an application and saved it as a draft, it's now associated with the email address and password you entered the very first time.
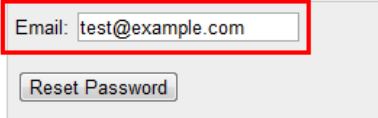

Enter your email address and password in the left hand side of the gray box and click the Login option. This will take you right back to the application you had saved as a draft.
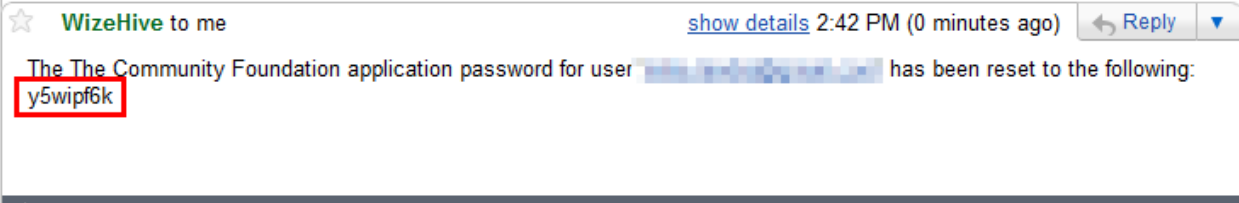
Recovering a Forgotten Password

If you've forgotten your password, you'll need to click the 'Forgot Password' link to recover it. That will take you to a screen where we'll ask you for the email address you used when you first created an account. Enter that as shown below and click Reset Password:

The system will send you an email which has a new, temporary password. An example of one of those emails is shown below:

The item circled in red is your new password.

Back on the Wizehive window, click the "Back to Login" link, shown below:

This will return you to the main login screen. At this screen, type in your email address and the temporary password from your email:

On your screen, the password will only show up as black dots. We're showing it here just so it's clear that you should use the one from the email you received.

This will take you to a screen where you'll be asked to supply a new, personalized password to replace the temporary one. Enter a password that you can easily remember in the boxes shown below, then click "Change Password and Login"

Your password was reset, please choose a new password for your account:

| Password: | |
| Confirm: | |

Change Password and Login

This will take you right back to the application you had in progress. The next time you return to the login screen, you'll use your email address and the password that you typed into the boxes shown right above.

Trouble Shooting

Compatible Browsers

We recommend using the newest version of any browser for optimal performance of our software. More specifically, here are the following browsers and versions our software supports:
Internet Explorer 8.0 and above
Safari 4.0 and above
Firefox 3.6 and above
Chrome (current stable version)

Browser Settings

Make sure that JavaScript and Flash are both enabled on your browser and that you do not have a Firewall or pop-up blocker that is interfering with the software.

To enable JavaScript, see, the appropriate help file for your browser:

- Chrome
- Mozilla Firefox
- Internet Explorer
- Safari

To install flash, go to: http://get.adobe.com/flashplayer/