



2027 Counselor Instructions for SmarterSelect

If you are the primary scholarship counselor at a school with CFWNC scholarship applications that require a school selection, you will receive an email from the Scholarship Officer with instructions on accessing applications for your school (most likely in late January). CFWNC partners with Smarter Select for managing online scholarships.

To log in to the SmarterSelect software, you will either 1) receive an email from SmarterSelect with login information and a prompt to create your password (most likely in late January) or 2) you already have a SmarterSelect account set up because you have previously accessed CFWNC scholarship applications.

Please visit <https://app.smarterselect.com/login> to sign in to SmarterSelect. When signing in, please do not choose the "Continue with Google" option and instead sign in with your Email and Password:

A screenshot of the SmarterSelect login interface. At the top, the "SmarterSelect" logo is displayed in blue. Below it, the "Sign In" heading is centered. The form contains two input fields: "Email" and "Password". The "Password" field has a small eye icon on the right to toggle visibility. A blue "Continue" button is positioned below the password field. To the right of the password field is a blue link that says "Forgot your Password?". Below the "Continue" button is a horizontal line with the word "OR" in the center. At the bottom, there is a button with the Google logo and the text "Continue with Google".

If you have already set up your account but forgot your password, please use the "Forgot your Password?" link and a password reset email will be sent to you. If you didn't receive the login email or have questions about your account, please email the Scholarship Officer at scholarships@cfwnc.org.

After logging into the system, you will be directed to your **My Evaluations** page, which displays the list of applications assigned to you. If you have been assigned applications from multiple scholarship programs, you can choose to view only one program at a time by selecting the program in the Program drop down list. You may log in and out as many times as needed to submit your school's selections before the due date.

Click the "Read" link to begin reading each application. Click the "Print" link if you want to create a PDF of the application (please note this will not include files uploaded by the student, such as essays and transcripts). Click the "Info" link if you want to view the scholarship program description.

A school committee of at least three people is required to make school selections. Please meet with your school committees and then submit your school committee's selections via the questions that appear in blue at the end of each student application, beginning with the Conflict of Interest statement:

Counselor Evaluation

CONFLICT OF INTEREST STATEMENT

It is the policy of The Community Foundation of Western North Carolina that no organization, business or individual shall receive special consideration due to a relationship with a Foundation Representative or Related Person and that no Foundation Representative or Related Person shall benefit financially or otherwise gain a Financial or other interest in any organization or business as a result of his or her position as a Foundation Representative or Related Person.

Members of school based committees should follow all conflict of interest procedures that their profession upholds and as such members of school based committees are not required to sign an additional conflict of interest form.

By clicking "I Agree" below, you certify that you have read and agree to adhere to the conflict of interest policy above. *

☐ I Agree

☐ I Do Not Agree

Next, select Yes or No on the Student Selection dropdown to indicate if the student is selected or is not selected:

Student Selection *

▼



No, this student is not selected.

Yes, this student is selected.

If you select "Yes, this student is selected" you will be prompted to state in a few sentences why the student was selected in the Comment box.

Next, you will need to provide the names and positions of the school committee participants in the Scholarship Committee box (please note that a school committee of at least three people is required to make selections).

Then, scroll to the bottom of the page and click the green **Submit** button.

Continue answering the questions in blue at the end of each student application that has been assigned to you until all applications appear as Evaluated on your dashboard. To sign out, hover over your name in the upper right corner and click Sign Out.