

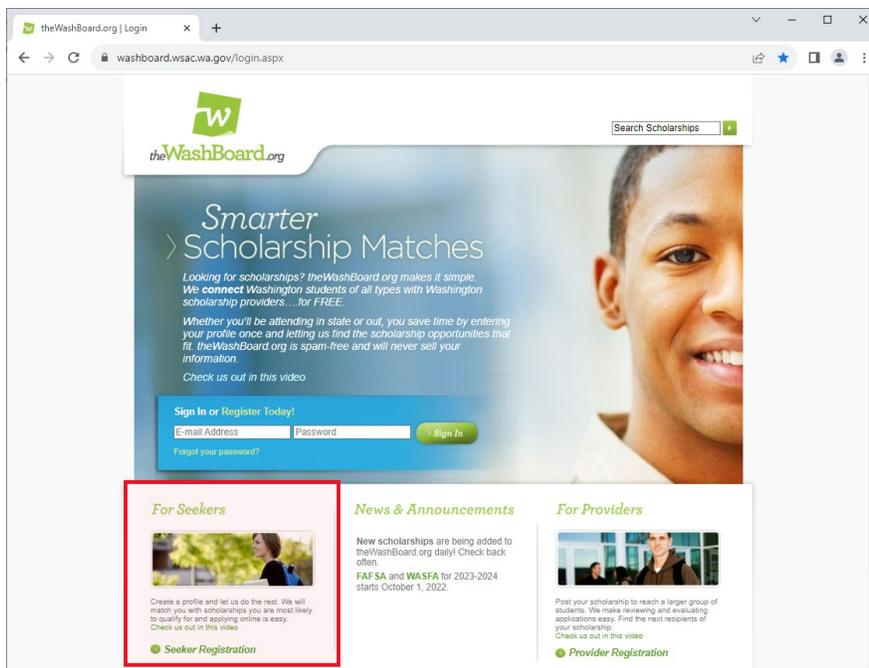
Creating a WashBoard Seeker Account (Step by Step)

- **The First Step – Create A WashBoard Seeker Account:** A WashBoard Seeker Account must first be created by applicants on the WashBoard Portal to gain access to the WAVE application. A Seeker account and profile can be started now (instructions below).
- **The Second Step – Download WAVE Forms:** Download two forms from <https://wtb.wa.gov/wave/>.
 - The **CTE Certification/ Recommendation Form** is for your CTE instructor to complete.
 - The **Letter of Recommendation Form** is for a reference to complete who knows of your volunteer community service and/or paid and unpaid work activities.
- **Third Step - Complete the WAVE application:** The WAVE application opens on the WashBoard scholarship portal by February 1, 2024 and closes on March 10, 2024. The WAVE application has additional requirements to complete beyond the questions and uploads included in the WashBoard Seeker Account.

WAVE is a two-year scholarship that recognizes Washington’s high school and college level career and technical education (CTE) students who demonstrate excellence in their career-connected studies and activities. Graduating Washington high school seniors, and college students currently attending a Washington public community and technical college are eligible to apply. WAVE can help pay for the costs of undergraduate level coursework at eligible in-state public or private colleges and universities, and at in-state private career colleges and schools licensed by the Workforce Training and Education Coordinating Board. [Statutory Authority: RCW 28B.76.670. WSR 10-15-072, § 250-85-010].

The Washington Student Achievement Council hosts the WashBoard scholarship portal. It is a one-stop website for Washington applicants to access many scholarships at no cost. Based on applicant entries on the *My Profile* tab, *Seekers* are alerted to scholarships, such as WAVE, for which they may be eligible. WashBoard is spam-free and does not sell applicant information.

1. To begin your WashBoard Seeker Registration, select <https://washboard.wsac.wa.gov/login.aspx>. Access to the *Seeker Registration* is found on the opening webpage.



2. Select *For Seekers* – *Seeker Registration* in the bottom left of the webpage.



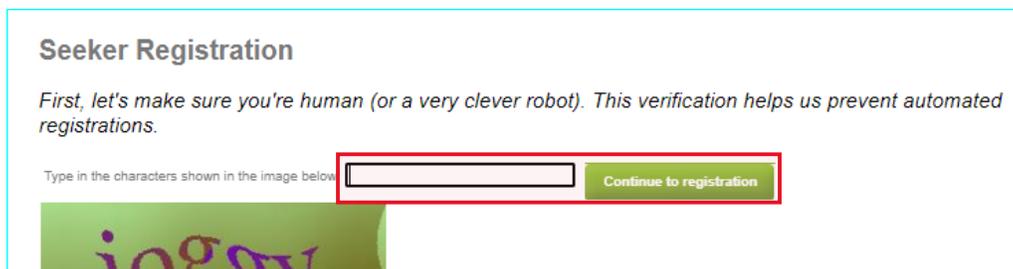
3. The webpage will refresh. Select *StepOne Register* in the bottom left of the webpage.



4. A pop-up box will appear. Select *Looking for a Scholarship? – Seeker Registration* in the pop-up box.



5. In the text box, **type** in the characters visible in the image that pops up and select *Continue to registration*.



6. Fill in the required sections on the *Seeker Registration* pop-up form. Use a personal email address. School email addresses expire upon graduation and when transferring between colleges. Safely store your password.

Seeker Registration

Please fill out this form to complete your registration. You can also ensure our e-mails don't end up in your spam folder by adding noreply@theWashBoard.org to your safe senders list.

What will you be using theWashBoard.org as (only "Student" can apply for scholarships)? ?

Student (create profile, review matches and apply for scholarships)
 Parent (create profile and review matches ONLY)
 Counselor/Teacher (create demo profile and review matches ONLY)
 Financial Aid Professional (create demo profile and review matches ONLY)

First Name:

Last Name:

E-mail Address:

Confirm E-mail Address:

Password:

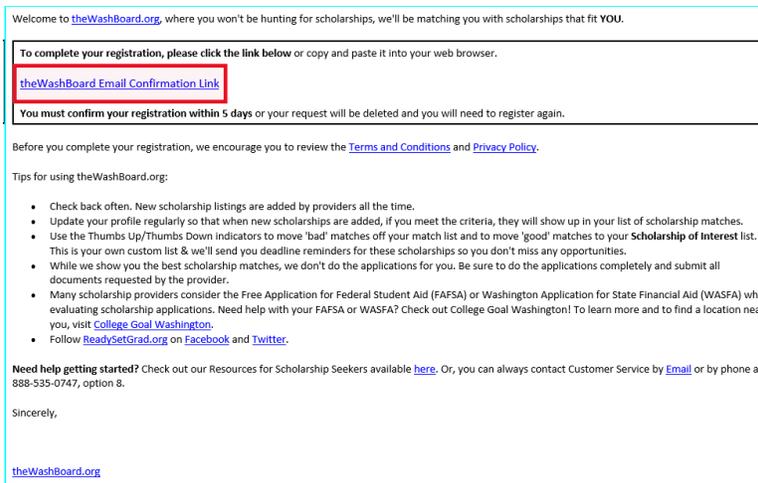
Confirm Password:

[Complete registration](#)

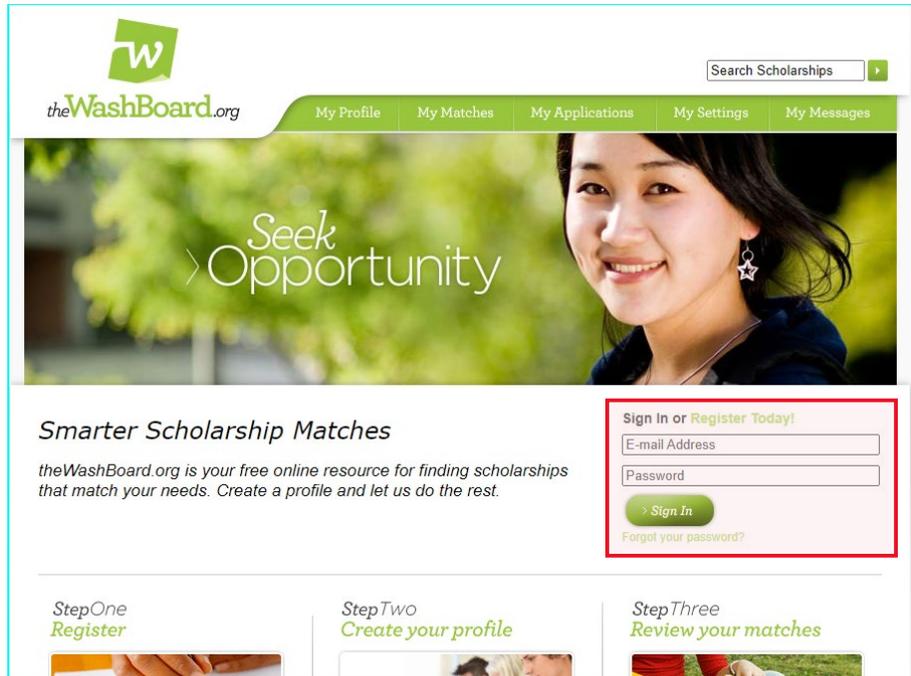
7. The website will refresh to a new page. Select *Continue to sign in page* in the lower left corner of the *Seeker Registration* section.



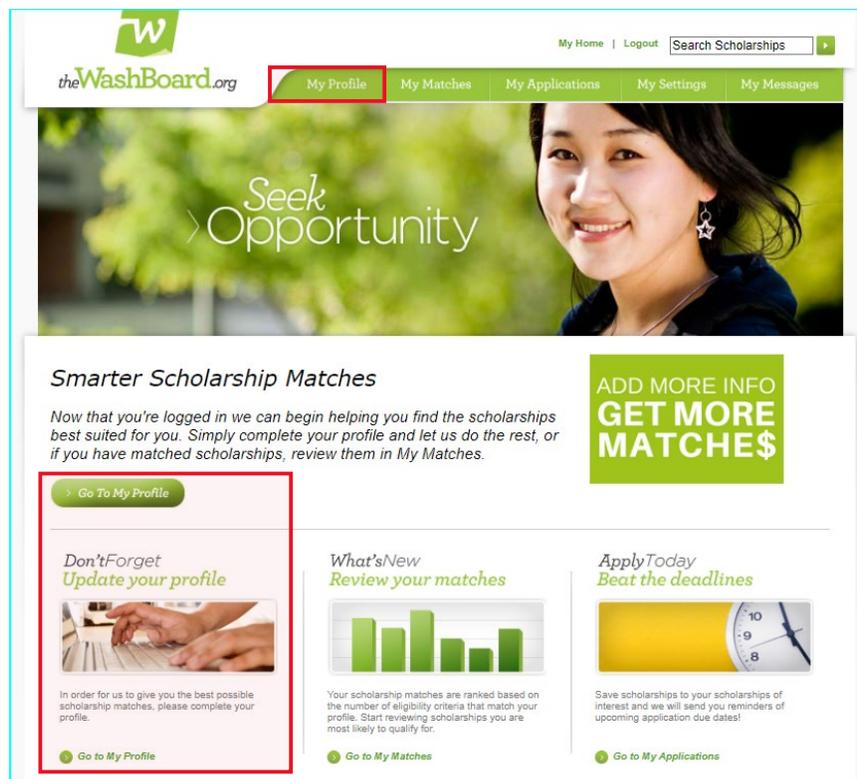
8. WashBoard will refresh to the initial sign-in page. You will also receive a *Registration Confirmation* message from theWashBoard.org email at the email address you entered in Step 6 above. Open your email account, read through the message. Select *theWashboard.org Email Confirmation Link* to complete your registration.



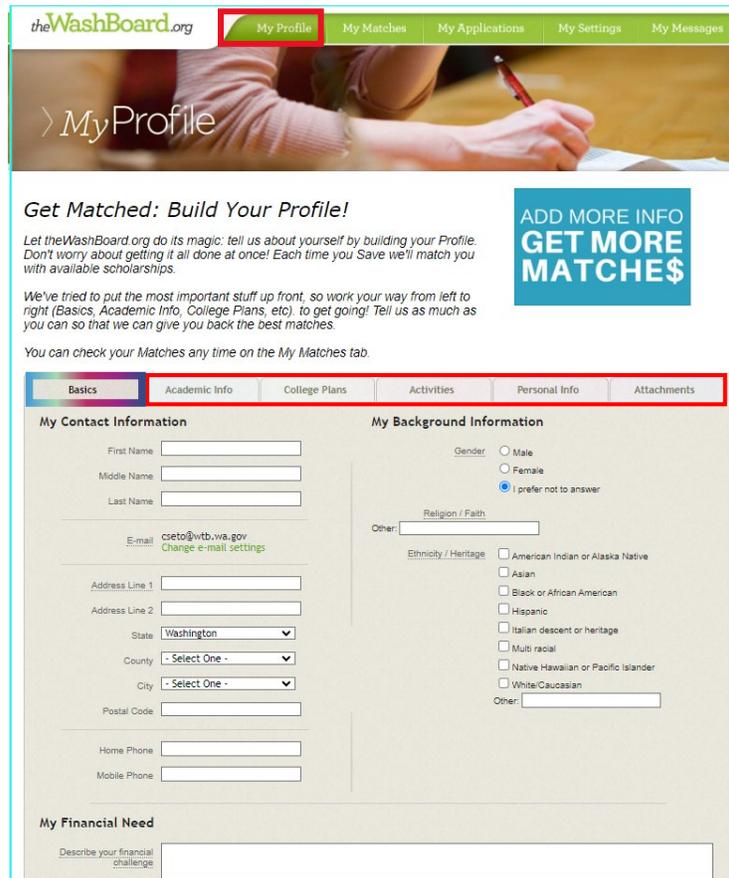
9. The WashBoard sign-in page will automatically display. **Sign-in** with the email address and password you provided in Step 6. You will use the email address and password each time to sign-in.



10. Select Go To My Profile on the lower left of the webpage or click on the *My Profile* tab.



11. Within the green *My Profile* tab are six beige tabs. The beige *Basics* tab is automatically displayed.



WAVE Scholarship TIPS:

- The WAVE scholarship is open from February 1st to March 10th. Submit your application early.
- You may qualify for multiple scholarship opportunities by completing all sections on each of the WashBoard seeker tabs, with and without asterisks (*).
- The WAVE application has additional requirements and uploads. The WAVE CTE Certification/Recommendation and Letter of Recommendation forms can be found at <https://wtb.wa.gov/WAVE/>.
- Before scholarship deadlines arrive, open your WashBoard Seeker account and return to *My Profile* to ensure all tab sections and required uploads are complete, specific to each scholarship with which you are matched.
- WashBoard can timeout without warning. When completing *My Profile* tab sections, select *Next* regularly to ensure your entries are saved. Selecting *Next* will also advance you to the next beige tab.
- Selecting the *Save Profile* will save your entries, but the webpage will automatically refresh to the green *My Matches* tab before all of the *My Profile* tabs are complete.
- Select the *My Profile* tab to access and complete the *Basics*, *Academic Info*, *College Plans*, *Activities*, *Personal Info*, and *Attachments* tabs.
- If awarded a WAVE scholarship, the WAVE award requires that you attend an eligible Washington college. A list of eligible colleges can be found at <https://wsac.wa.gov/sfa-institutions>.

12. On the *Basics* tab, your First Name, Last Name and Email Address are automatically populated. Check that all entries are correct.

- You may qualify for multiple scholarship opportunities by completing all sections on every tab.
- An asterisk (*) indicates required information that must be provided based on specific scholarships.
- WAVE requires a primary street address (not just a post office box) and a phone number.
- Hovering over underlined areas will reveal pop-up messages to guide your selection decisions.
- Select Next to save entries and to advance to the *Academic Info* tab.

Basics
Academic Info
College Plans
Activities
Personal Info
Attachments

My Contact Information

First Name:

Middle Name:

Last Name:

E-mail: [Change e-mail settings](#)

Address Line 1: *

Address Line 2:

State: *

County:

City: *

Postal Code: *

Home Phone:

Mobile Phone:

My Background Information

Gender: Male Female I prefer not to answer

Religion / Faith:

Ethnicity / Heritage: American Indian or Alaska Native Asian Black or African American Hispanic Italian descent or heritage Multi racial Native Hawaiian or Pacific Islander White/Caucasian

Other:

My Financial Need

Describe your financial challenge:

0 Characters | 1500 Characters Left

Have you completed the FAFSA or WASFA? Yes No

What is your FAFSA defined EFC (Expected Family Contribution)?

How many in your Household (yourself included)?

How many family dependents are attending College (yourself included)?

What is your Household Adjusted Gross Income (AGI)?

Types of Support

One-time Emergency Support

Support for Books and Supplies

Support for Child Care

Support for Mandatory Fees

Support for Room and Board

Support for Transportation

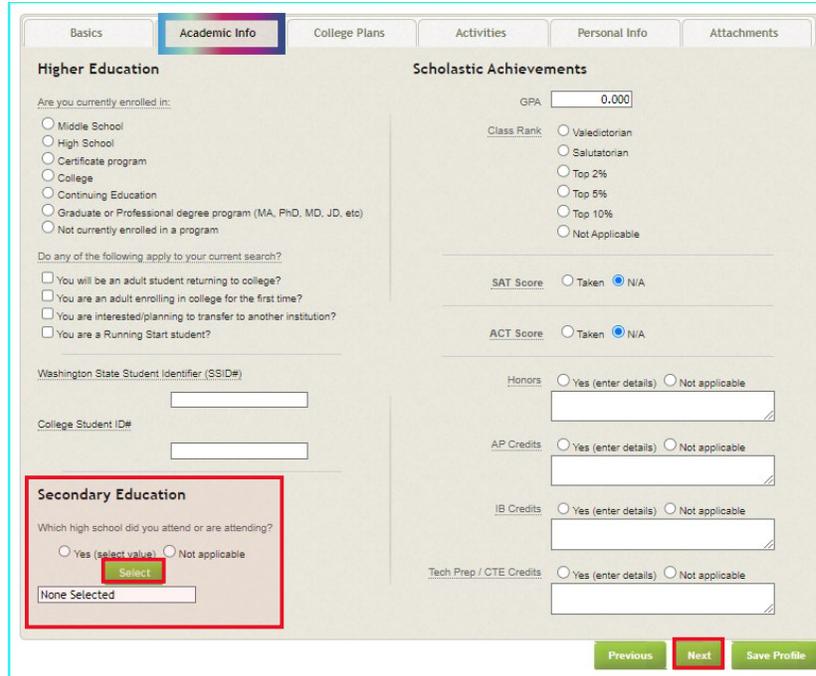
Support for Tuition

Support to Study Abroad

Are you or a member of your household eligible for free/reduced lunch program? Yes Not Applicable

Next
Save Profile

13. Complete required *Academic Info* tab sections. WAVE requires the name of the high school you attend or attended. Under **Secondary Education**, choose the Select button to enter your high school information.

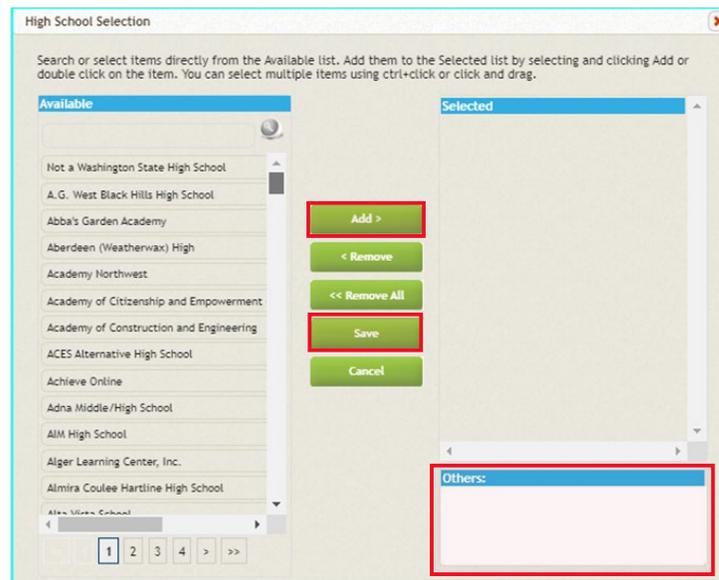


The screenshot shows the 'Academic Info' tab in the WAVE system. The 'Secondary Education' section is highlighted with a red box. It contains the following fields and options:

- Higher Education:** Radio buttons for Middle School, High School, Certificate program, College, Continuing Education, Graduate or Professional degree program (MA, PhD, MD, JD, etc), and Not currently enrolled in a program.
- Scholastic Achievements:** GPA (0.000), Class Rank (Valedictorian, Salutatorian, Top 2%, Top 5%, Top 10%, Not Applicable), SAT Score (Taken, N/A), ACT Score (Taken, N/A), Honors (Yes/Not applicable), AP Credits (Yes/Not applicable), IB Credits (Yes/Not applicable), and Tech Prep / CTE Credits (Yes/Not applicable).
- Secondary Education:** Radio buttons for 'Yes (select value)' and 'Not applicable'. A 'Select' button is highlighted with a green box. Below it is a text box labeled 'None Selected'.

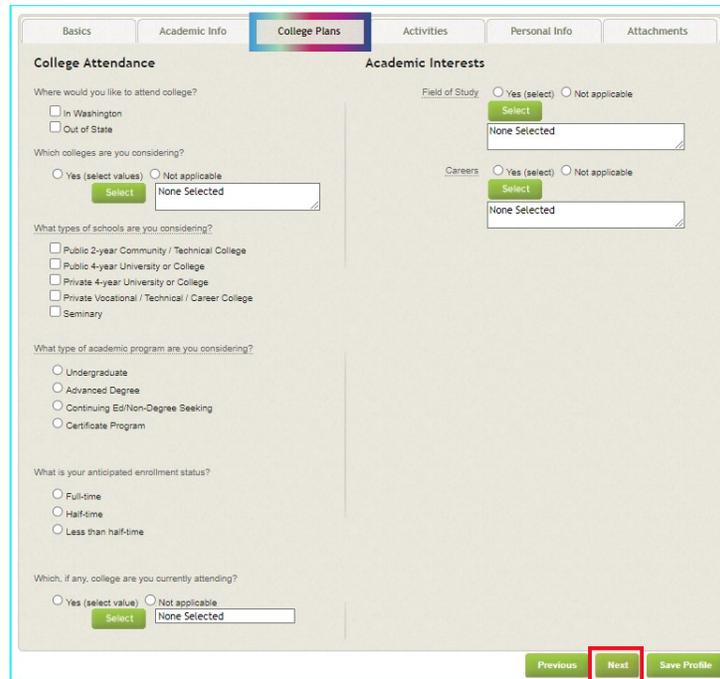
14. A pop-up window provides a scroll list of Washington high schools in alphabetical order.
- Scroll to and select your school name.
 - Select Add to move the school to the Selected column.
 - Select Save in the center column.

If your high school is not listed, or if you attended high school out of state, enter your school name, city, and state in the text box labeled *Others*. Select the Save button in the center column to save your entries and exit the pop-up window. On the *Academic Info* tab, select Next to save all entries.



The screenshot shows the 'High School Selection' pop-up window. It features two columns: 'Available' and 'Selected'. The 'Available' column contains a scrollable list of high schools, including 'Not a Washington State High School', 'A.G. West Black Hills High School', 'Abba's Garden Academy', 'Aberdeen (Weatherwax) High', 'Academy Northwest', 'Academy of Citizenship and Empowerment', 'Academy of Construction and Engineering', 'ACES Alternative High School', 'Achieve Online', 'Adna Middle/High School', 'AIM High School', 'Alger Learning Center, Inc.', and 'Almira Coulee Hartline High School'. The 'Selected' column is currently empty. In the center, there are buttons for 'Add >', '< Remove', '<< Remove All', 'Save', and 'Cancel'. The 'Save' button is highlighted with a red box. At the bottom, there is a text box labeled 'Others:' which is also highlighted with a red box.

15. Complete required *College Plans* sections. Select Next to save entries. If awarded a WAVE scholarship, the WAVE award can only be activated at eligible colleges or universities located in Washington state. Eligible Washington colleges can be found at <https://wsac.wa.gov/sfa-institutions>.



Basics Academic Info **College Plans** Activities Personal Info Attachments

College Attendance

Where would you like to attend college?
 In Washington
 Out of State

Which colleges are you considering?
 Yes (select values) Not applicable
 Select None Selected

What types of schools are you considering?
 Public 2-year Community / Technical College
 Public 4-year University or College
 Private 4-year University or College
 Private Vocational / Technical / Career College
 Seminary

What type of academic program are you considering?
 Undergraduate
 Advanced Degree
 Continuing Ed/Non-Degree Seeking
 Certificate Program

What is your anticipated enrollment status?
 Full-time
 Half-time
 Less than half-time

Which, if any, college are you currently attending?
 Yes (select value) Not applicable
 Select None Selected

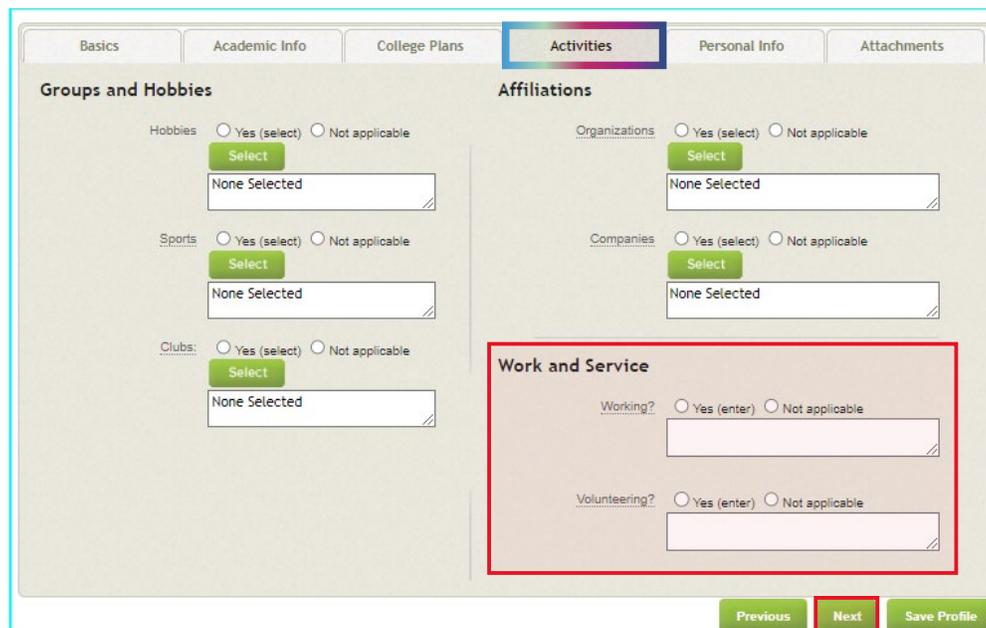
Academic Interests

Field of Study Yes (select) Not applicable
 Select None Selected

Careers Yes (select) Not applicable
 Select None Selected

Previous **Next** Save Profile

16. Complete required *Activities* tab sections. WAVE requires information about your volunteer service and/or paid and unpaid work experience. Select Next to save entries.



Basics Academic Info College Plans **Activities** Personal Info Attachments

Groups and Hobbies

Hobbies Yes (select) Not applicable
 Select None Selected

Sports Yes (select) Not applicable
 Select None Selected

Clubs: Yes (select) Not applicable
 Select None Selected

Affiliations

Organizations Yes (select) Not applicable
 Select None Selected

Companies Yes (select) Not applicable
 Select None Selected

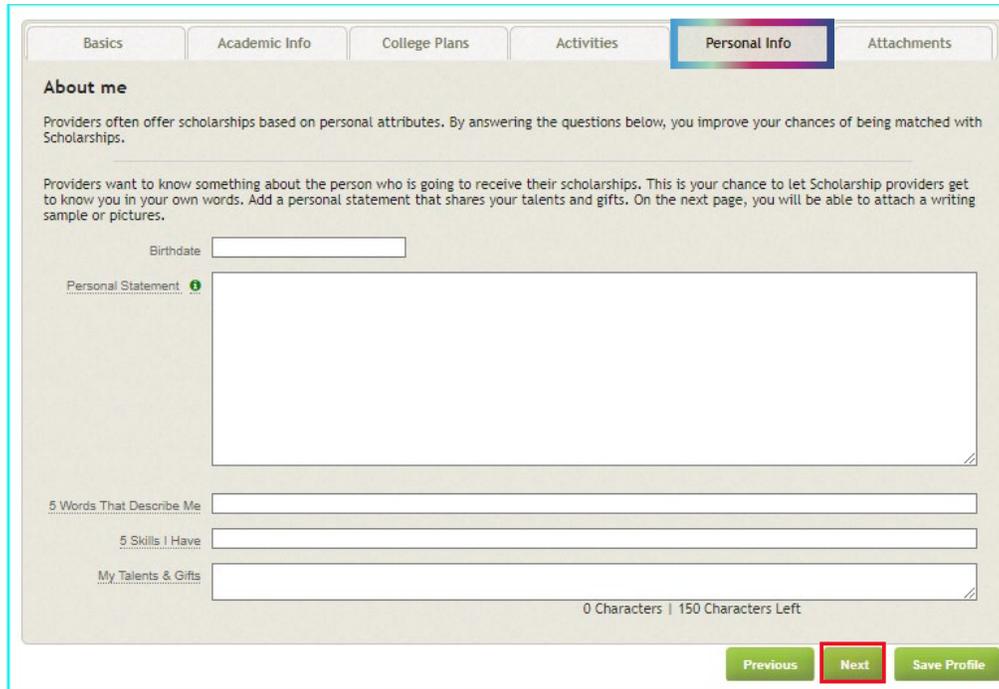
Work and Service

Working? Yes (enter) Not applicable
 [Text Field]

Volunteering? Yes (enter) Not applicable
 [Text Field]

Previous **Next** Save Profile

17. Complete required *Personal Info* sections if interested in other scholarships. WAVE does not require entries for this tab, but other scholarships might. Select Next to save entries.



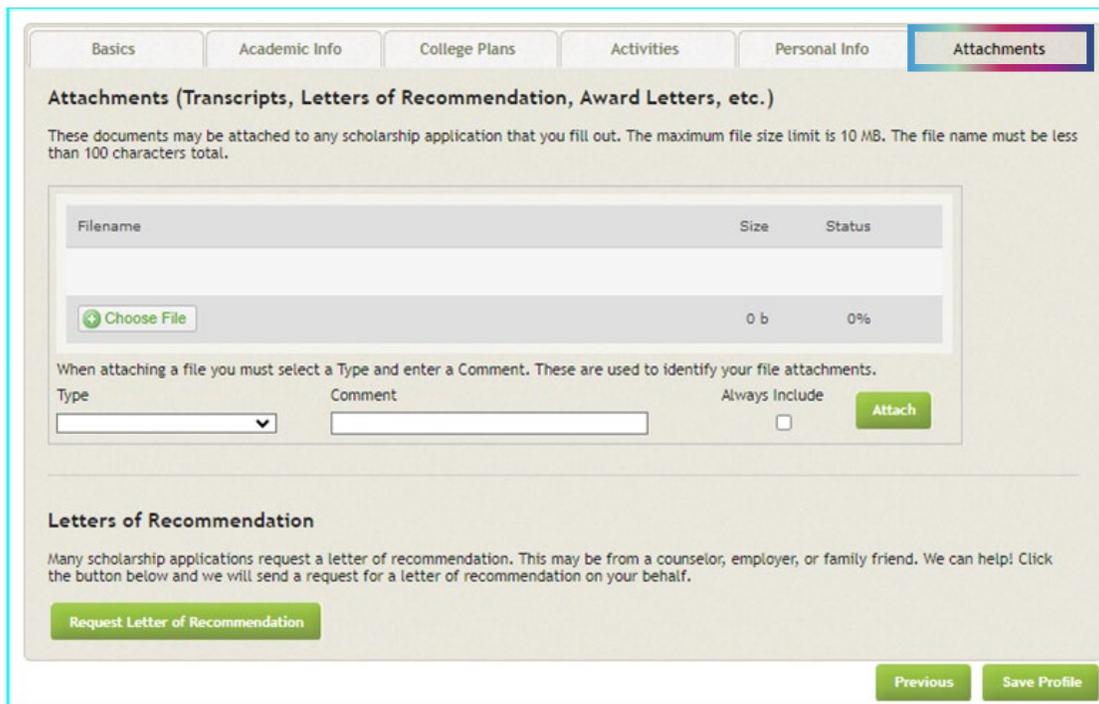
The screenshot shows the 'Personal Info' tab selected. The page title is 'About me'. Below the title, there is explanatory text: 'Providers often offer scholarships based on personal attributes. By answering the questions below, you improve your chances of being matched with Scholarships.' and 'Providers want to know something about the person who is going to receive their scholarships. This is your chance to let Scholarship providers get to know you in your own words. Add a personal statement that shares your talents and gifts. On the next page, you will be able to attach a writing sample or pictures.'

Form fields include:

- Birthdate:
- Personal Statement:
- 5 Words That Describe Me:
- 5 Skills I Have:
- My Talents & Gifts:

At the bottom right, there are three buttons: 'Previous', 'Next' (highlighted in red), and 'Save Profile'. A character count at the bottom of the text area reads '0 Characters | 150 Characters Left'.

18. Complete required *Attachments* tab sections or pause until most scholarships are activated. Required attachments depend on the scholarships matched with you based on your WashBoard entries.



The screenshot shows the 'Attachments' tab selected. The page title is 'Attachments (Transcripts, Letters of Recommendation, Award Letters, etc.)'. Below the title, there is explanatory text: 'These documents may be attached to any scholarship application that you fill out. The maximum file size limit is 10 MB. The file name must be less than 100 characters total.'

A table for file uploads is shown:

Filename	Size	Status
<input type="button" value="Choose File"/>	0 b	0%

Below the table, there is a section for file details:

When attaching a file you must select a Type and enter a Comment. These are used to identify your file attachments.

Type:
 Comment:
 Always Include:

Below this is a section for 'Letters of Recommendation':

Many scholarship applications request a letter of recommendation. This may be from a counselor, employer, or family friend. We can help! Click the button below and we will send a request for a letter of recommendation on your behalf.

At the bottom right, there are two buttons: 'Previous' and 'Save Profile'.

19. WAVE documents that are **required as attachments include:**

- (a) A completed WAVE 2024 CTE Certification/ Recommendation form from your CTE instructor.
- (b) A completed WAVE 2024 Letter of Recommendation form from a reference.
- (c) A copy/copies of your Washington high school and/or public community and technical college transcript(s).

Required WAVE forms can be downloaded from <https://wtb.wa.gov/WAVE/>. Electronic transcripts are obtained from your school and school website. WAVE accepts either official or unofficial transcripts.

20. To prepare your completed WAVE document uploads, first make electronic copies and rename them.

- (a) Make a copy of your WAVE CTE Certification/Recommendation form and name it as LastNameFirstName_CTE.

Example: JonesAdam_CTE.

- (b) Make a copy of your completed WAVE Letter of Recommendation form and save it as LastNameFirstName_Recommendation.

Example: JonesAdam_WAVE_Recommendation.

- (c) Make a copy of your high school transcript and save it as LastNameFirstName_HS.

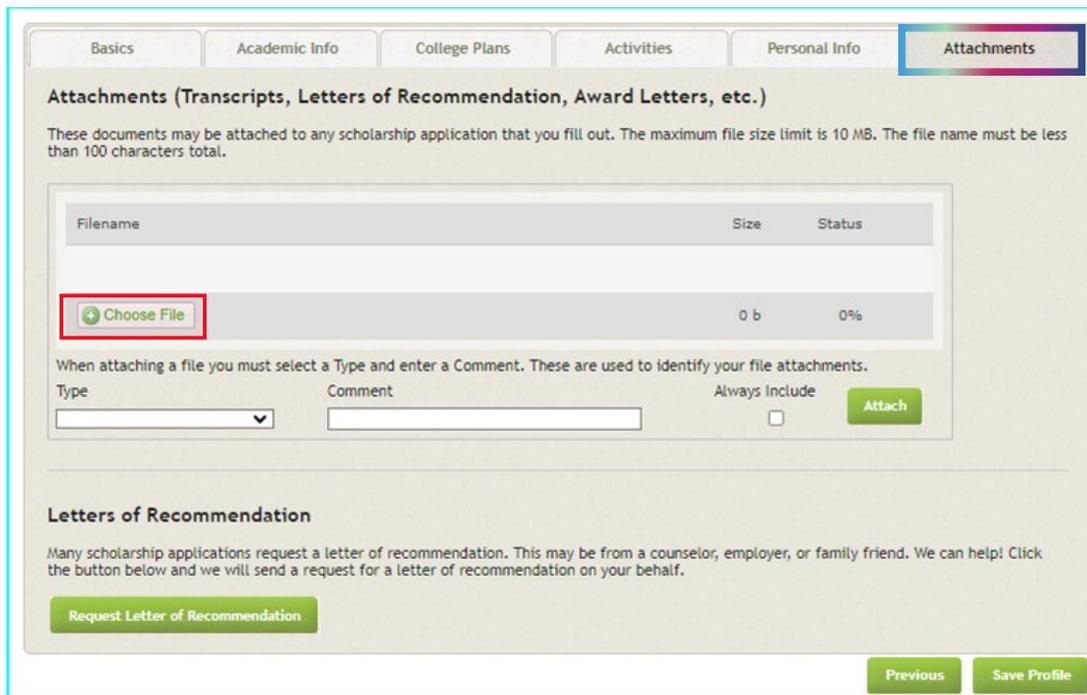
Example: JonesAdam_HS_Transcript.

- (d) If applicable, make a copy of your Washington public community and technical college transcript and save it as LastNameFirstName_College. If you have more than one college transcript, add a number to each one.

Examples: JonesAdam_College1. JonesAdam_College2.

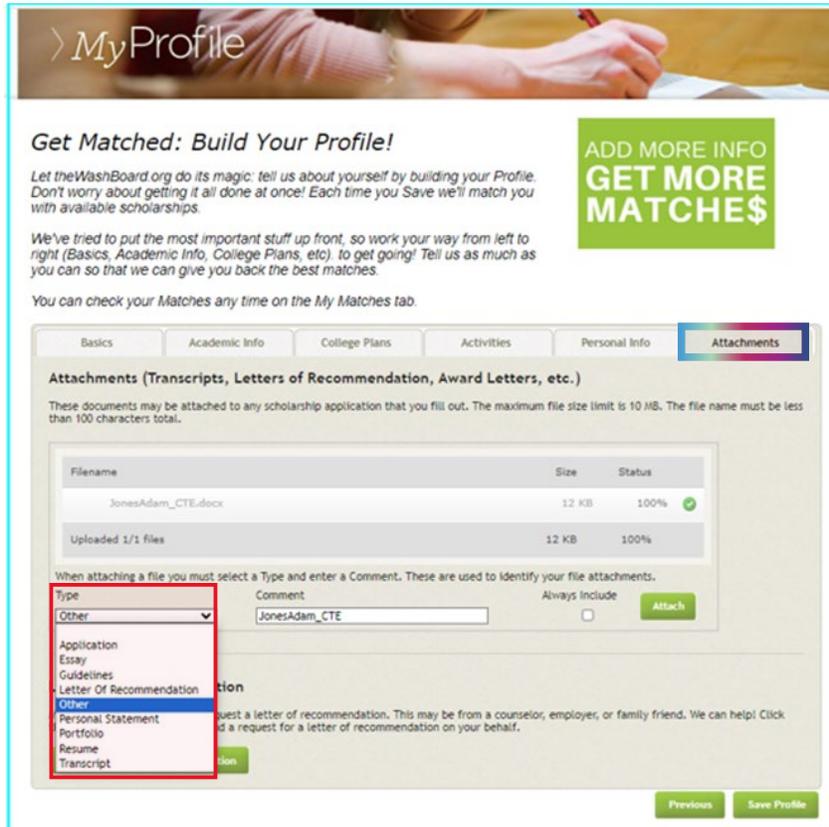
21. At <https://wtb.wa.gov/WAVE/> you can find a step-by-step guide titled, “How to Submit Required WAVE Documents.**” You can also follow the basic instructions below.**

22. On the *Attachments* tab, select Choose File to navigate to your completed and saved WAVE forms.

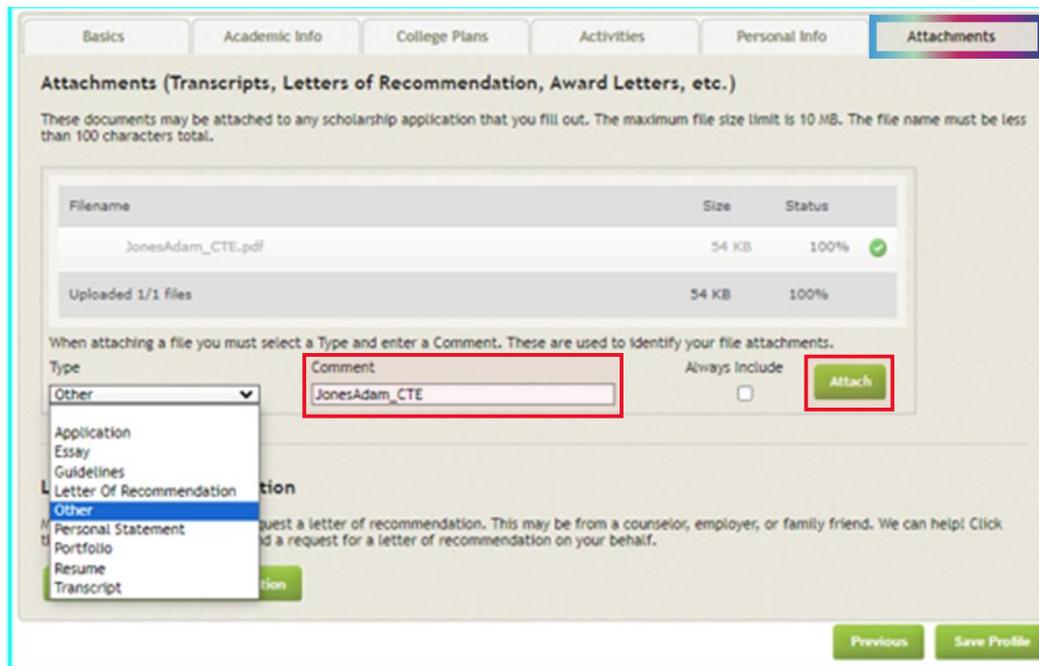


The screenshot shows the 'Attachments' tab in the WAVE application. The tab is highlighted with a purple border. Below the tab, there is a section titled 'Attachments (Transcripts, Letters of Recommendation, Award Letters, etc.)'. A message states: 'These documents may be attached to any scholarship application that you fill out. The maximum file size limit is 10 MB. The file name must be less than 100 characters total.' Below this message is a table with columns for 'Filename', 'Size', and 'Status'. The table contains one row with a 'Choose File' button, '0 b', and '0%'. Below the table, there is a section for adding attachments with a 'Type' dropdown, a 'Comment' text box, an 'Always Include' checkbox, and an 'Attach' button. At the bottom of the form, there is a 'Request Letter of Recommendation' button and 'Previous' and 'Save Profile' buttons.

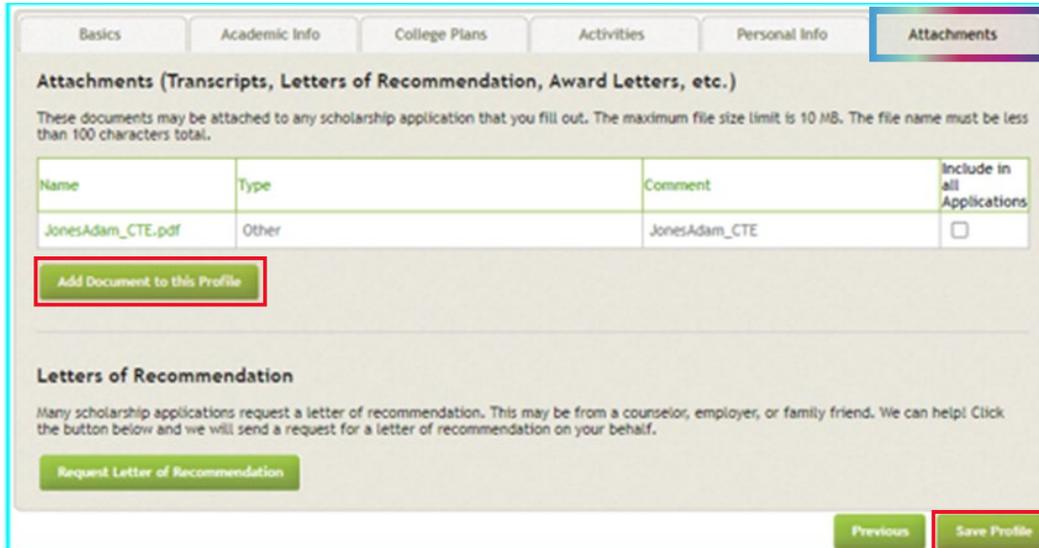
23. From the Type drop down menu, select Other, and select the completed CTE form from your computer files.



24. On the Attachments tab in the Comment section, **type** in the name of your CTE document that is saved as LastNameFirstName_CTE. Then select Attach:



25. The *Attachments* tab will refresh. **Select Add Document to this Profile** to add your Letter of Recommendation and your Transcript(s). Once all required WAVE attachments are uploaded, **Select Save Profile** in the bottom right corner of the *Attachments* tab **or select Previous** to revisit a different tab.

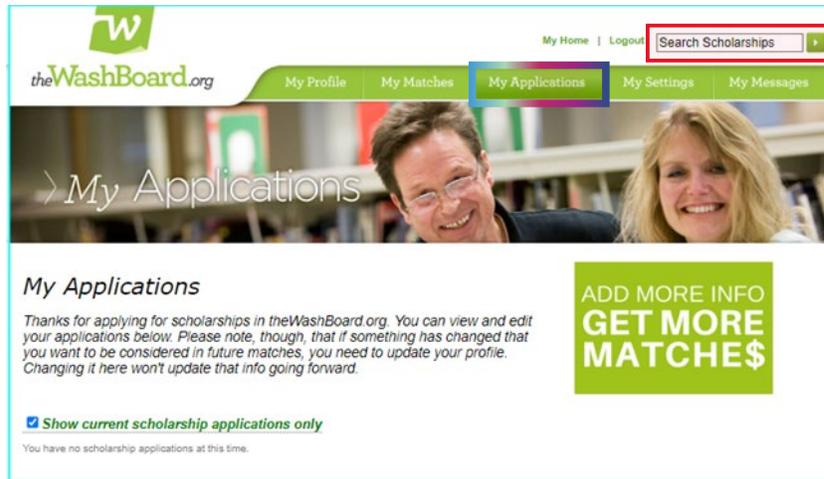


26. Selecting Save Profile will automatically display the green tab *My Matches*. The green tabs also include: *My Profile*, *My Matches*, *My Applications*, *My Settings*, and *My Messages*.

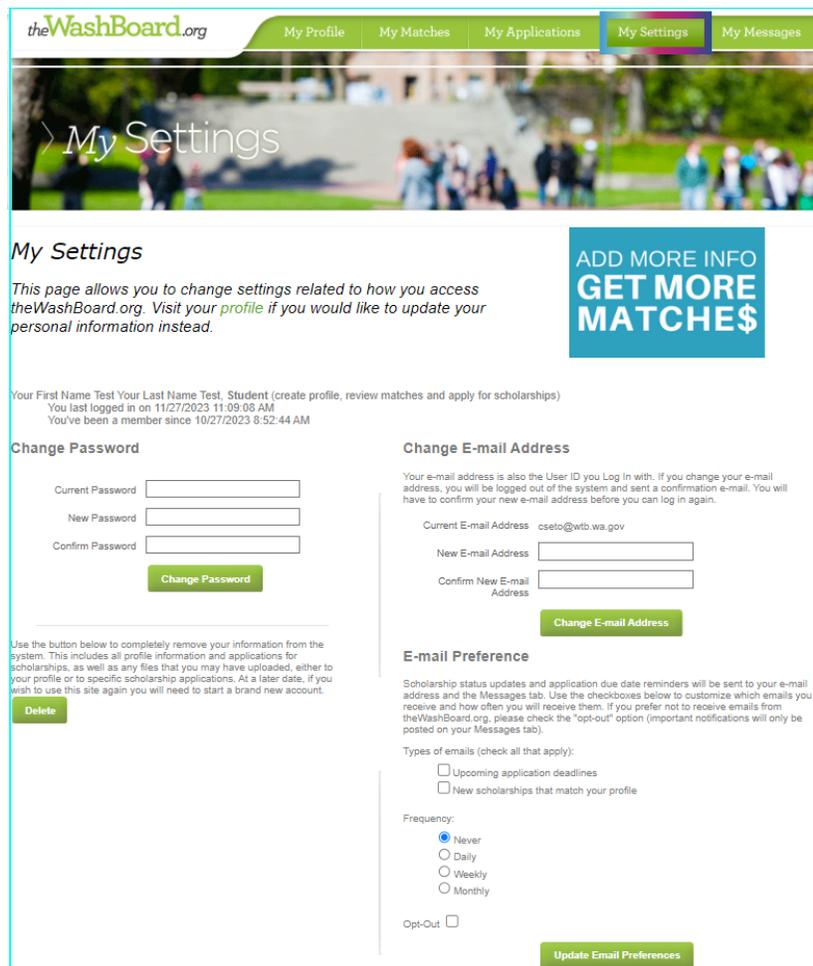
The *My Matches* tab may not show any matches until January, when many scholarships are reactivated. The WAVE application will activate in late January. Check *My Matches* in January 2024 for the WAVE scholarship application or **enter WAVE** into the Search Scholarships box.



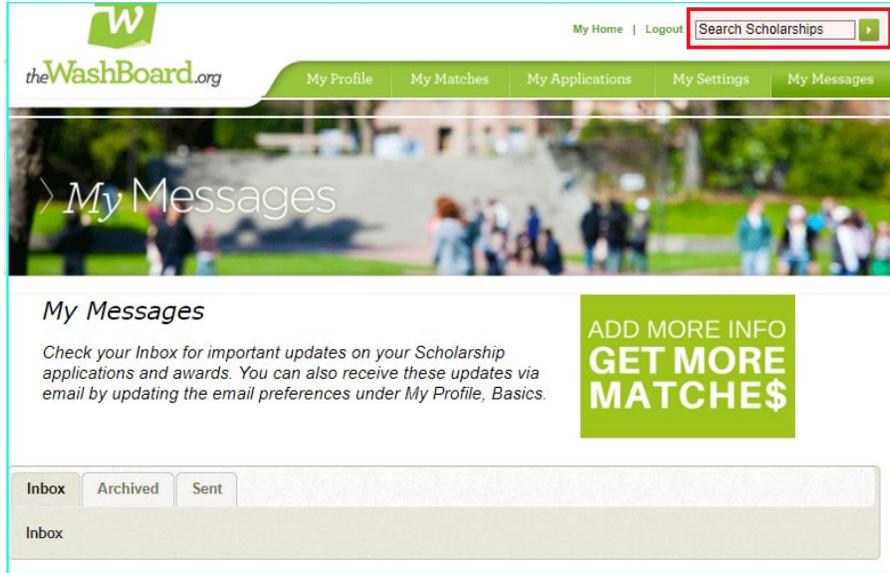
27. The *My Applications* tab alerts you to your applications that have additional requirements to complete. This tab also has a [Search Scholarship](#) box for finding specific scholarships, such as WAVE.



28. *My Settings* tab is where you can update your password and email address information before submitting your application.



29. *My Messages* tab is where the status of your scholarship applications can be found. This tab also has a *Search Scholarship* box for finding specific scholarships, such as WAVE:



30. Instructions for completing the WAVE application can be found at <https://wtb.wa.gov/WAVE/>. Download the document called, “*How to complete the WAVE Application on WashBoard.*”

It is also strongly recommended that students complete the *Free Application for Federal Student Aid (FAFSA)* for need-based financial aid. *FAFSA* activated in December 2023. Information on *FAFSA/WASFA* can be found here: <https://wsac.wa.gov/apply>.