

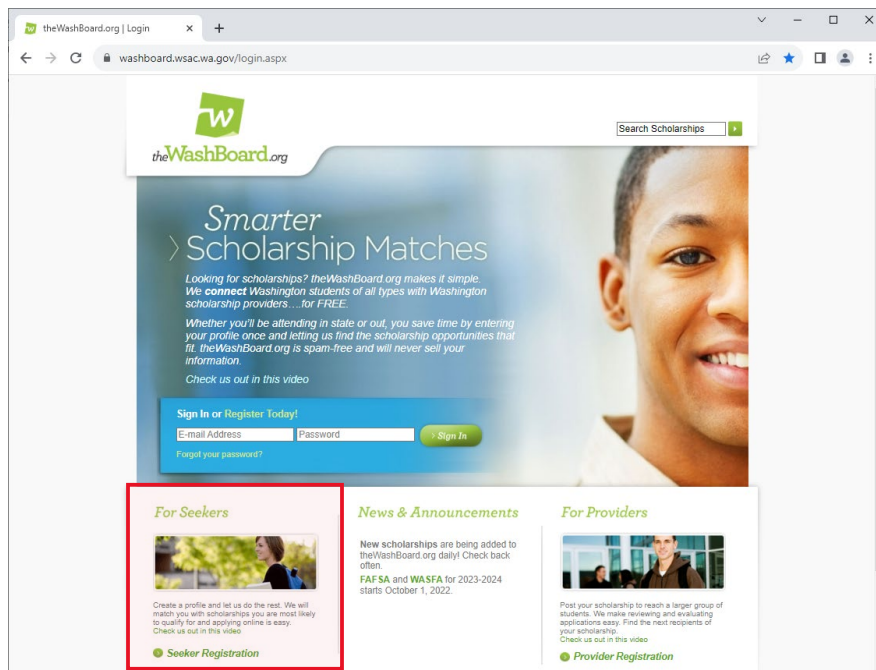
Creating a WashBoard Seeker Account (Step by Step)

- **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.



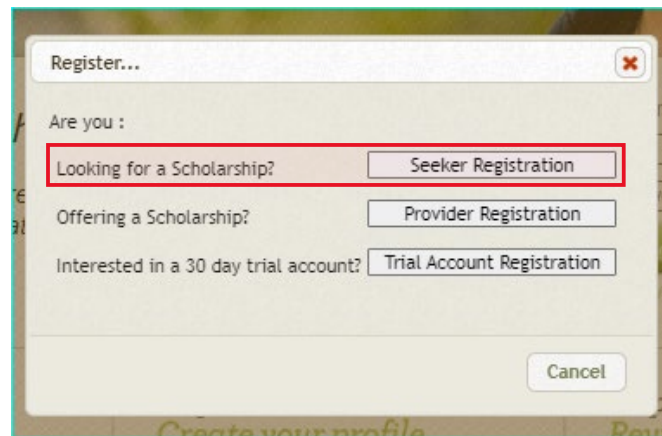
2. Select *For Seekers* – *Seeker Registration* in the bottom left of the webpage.



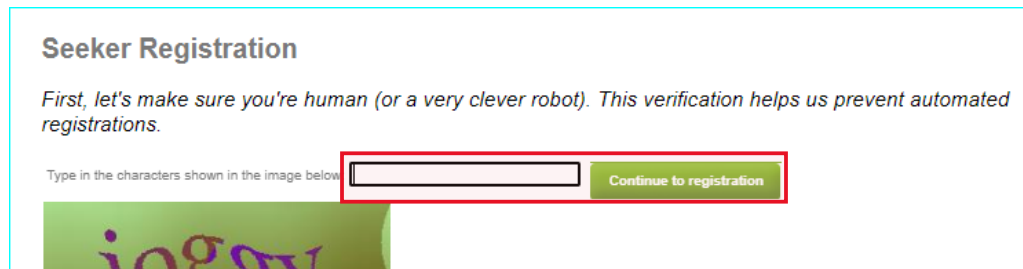
3. The webpage will refresh. Select StepOne Register in the bottom left of the webpage.



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.



[My Profile](#)
[My Matches](#)
[My Applications](#)
[My Settings](#)
[My Messages](#)



Seeker Registration

Thank you for registering! An e-mail has been sent to the e-mail address you provided with instructions to complete the registration process. Please follow the instructions in the e-mail to validate your account. You'll need to validate your email address in order to submit applications. In the meantime, you can begin work on your Profile by signing in here:

[Continue to sign in page](#)

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.

Welcome to theWashBoard.org, where you won't be hunting for scholarships, we'll be matching you with scholarships that fit YOU.

To complete your registration, please click the link below or copy and paste it into your web browser.

[theWashBoard Email Confirmation Link](#)

You must confirm your registration within 5 days or your request will be deleted and you will need to register again.

Before you complete your registration, we encourage you to review the [Terms and Conditions](#) and [Privacy Policy](#).

Tips for using theWashBoard.org:

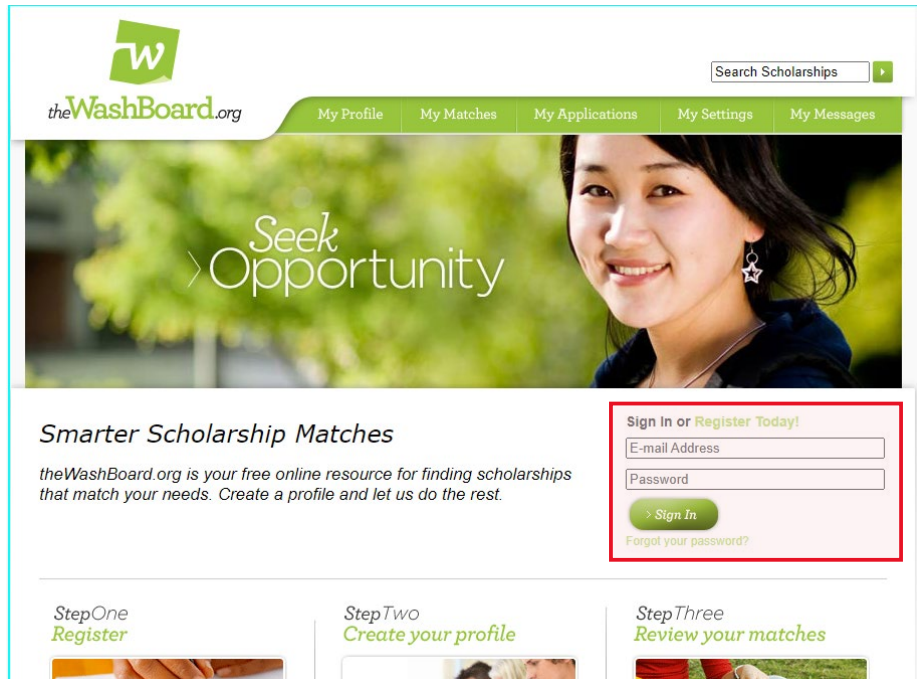
- Check back often. New scholarship listings are added by providers all the time.
- Update your profile regularly so that when new scholarships are added, if you meet the criteria, they will show up in your list of scholarship matches.
- Use the Thumbs Up/Thumbs Down indicators to move "bad" matches off your match list and to move "good" matches to your **Scholarship of Interest** list. This is your own custom list & we'll send you deadline reminders for these scholarships so you don't miss any opportunities.
- While we show you the best scholarship matches, we don't do the applications for you. Be sure to do the applications completely and submit all documents requested by the provider.
- Many scholarship providers consider the Free Application for Federal Student Aid (FAFSA) or Washington Application for State Financial Aid (WASFA) when evaluating scholarship applications. Need help with your FAFSA or WASFA? Check out College Goal Washington! To learn more and to find a location near you, visit [College Goal Washington](http://CollegeGoalWashington.org).
- Follow ReadySetGrad.org on Facebook and Twitter.

Need help getting started? Check out our Resources for Scholarship Seekers available [here](#). Or, you can always contact Customer Service by [Email](#) or by phone at 888-535-0747, option 8.

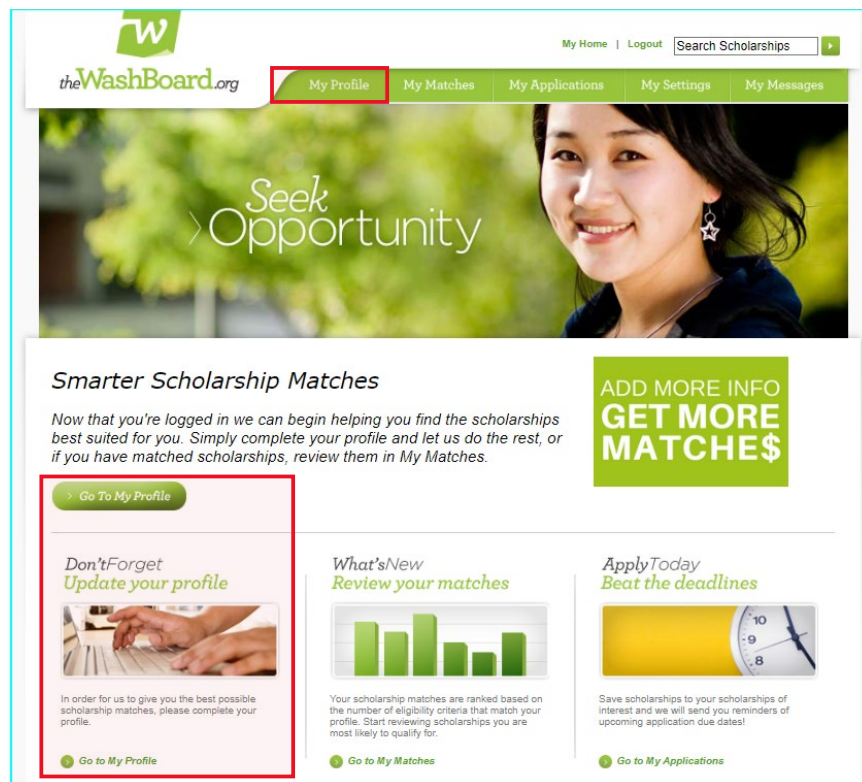
Sincerely,

theWashBoard.org

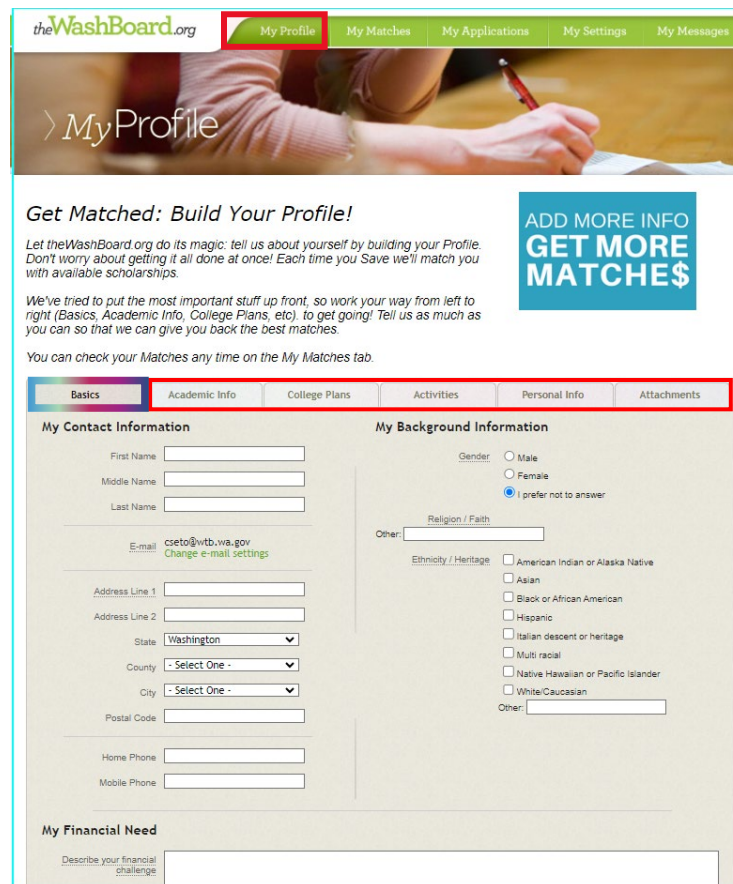
9. The WashBoard sign-in page will automatically display. **Sign-in** with the email address and password you provided in Step 6. You will use the email address and password each time to sign-in.



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
Your Name
Middle Name
Last Name
Your Last Name
E-mail
cseto@wtb.wa.gov
Change e-mail settings

Address Line 1
Address Line 2
State
- Select One -
County
City
Postal Code
Home Phone
Mobile Phone

My Background Information

Gender
Male
Female
I prefer not to answer
Religion / Faith
Other:
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

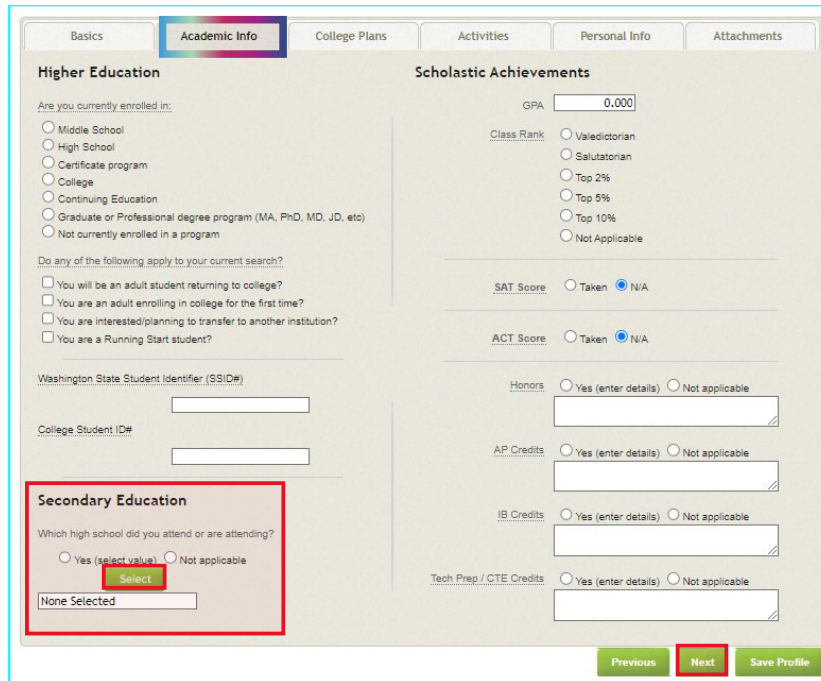
Describe your financial challenge
0 Characters | 1500 Characters Left

Have you completed the FAFSA or WASFA?
Yes
No
What is your FAFSA defined EFC (Expected Family Contribution)?
0
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

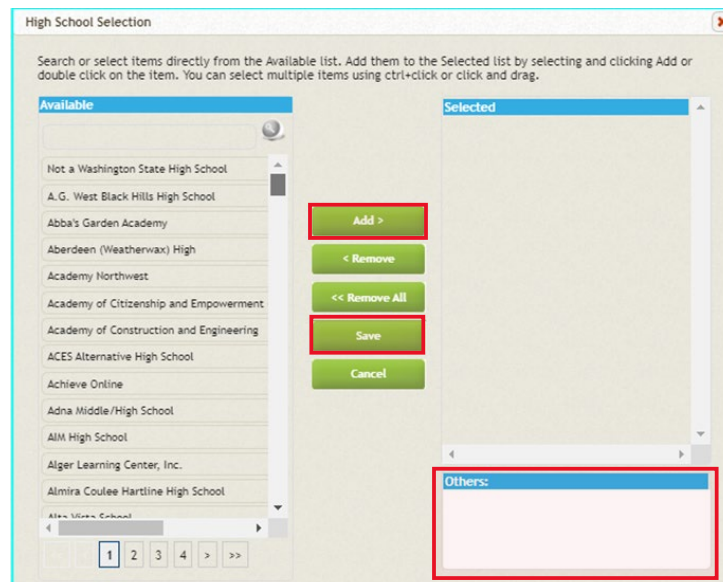
13. Complete required *Academic Info* tab sections. WAVE requires the name of the high school you attend or attended. Under **Secondary Education**, choose the Select button to enter your high school information.



The screenshot shows the 'Academic Info' tab in the WAVE system. The 'Secondary Education' section is highlighted with a red box. It contains a 'Which high school did you attend or are attending?' question with a 'Select' button and a 'None Selected' dropdown. The 'Scholastic Achievements' section includes fields for GPA, Class Rank, SAT Score, ACT Score, Honors, AP Credits, IB Credits, and Tech Prep / CTE Credits.

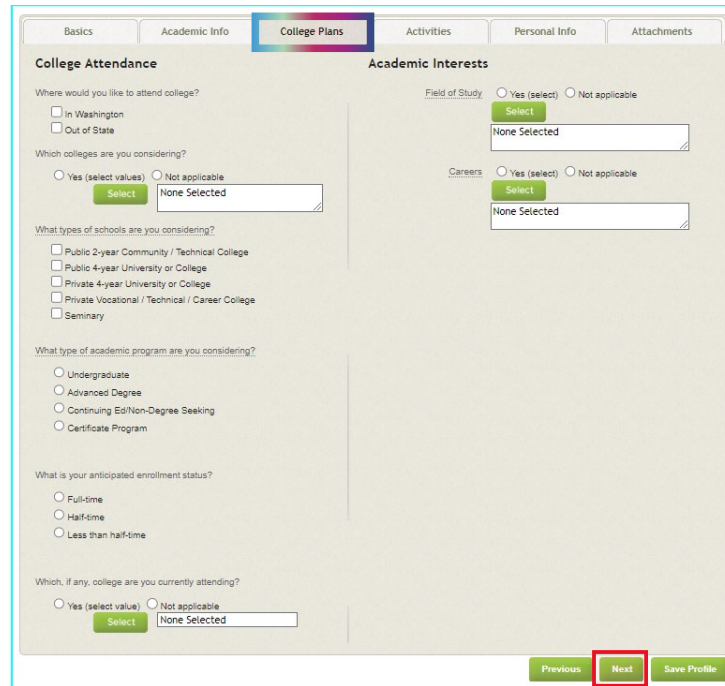
14. A pop-up window provides a scroll list of Washington high schools in alphabetical order.
- Scroll to and **select** your school name.
 - Select Add to move the school to the Selected column.
 - Select Save in the center column.

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.



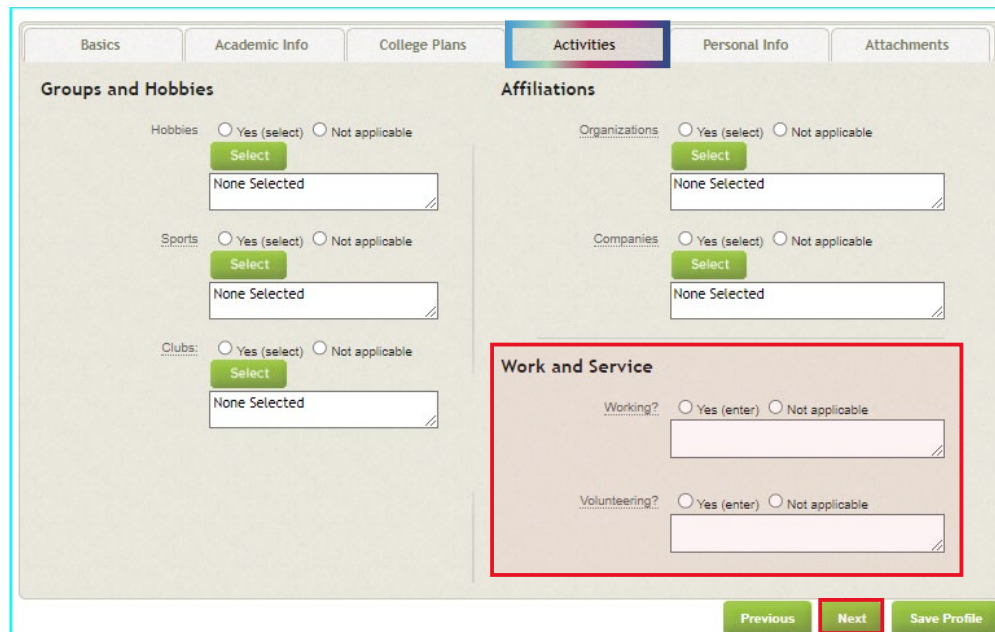
The screenshot shows the 'High School Selection' pop-up window. It has two columns: 'Available' and 'Selected'. The 'Available' column lists various high schools. The 'Selected' column is empty. In the center, there are buttons: 'Add >', '< Remove', '<< Remove All', 'Save', and 'Cancel'. At the bottom, there is a text box labeled 'Others:' for entering a school not in the list.

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>.



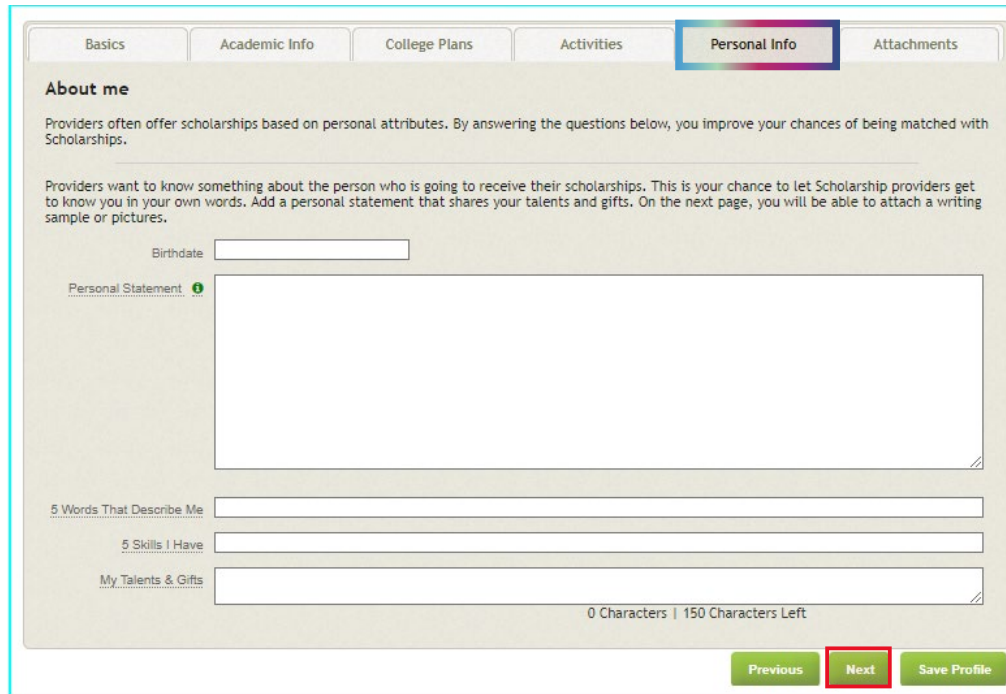
The screenshot shows the 'College Plans' section of the WAVE Scholarship application. The 'College Attendance' section includes questions about where to attend college (In Washington or Out of State), which colleges are being considered (Yes or Not applicable), and what types of schools are being considered (Public 2-year, Public 4-year, Private 4-year, Private Vocational, or Seminary). The 'Academic Interests' section includes questions about the field of study (Yes or Not applicable) and careers (Yes or Not applicable). The 'What type of academic program are you considering?' section includes options for Undergraduate, Advanced Degree, Continuing Ed/Non-Degree Seeking, and Certificate Program. The 'What is your anticipated enrollment status?' section includes options for Full-time, Half-time, and Less than half-time. The 'Which, if any, college are you currently attending?' section includes options for Yes or Not applicable. The 'Next' button is highlighted with a red box.

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.

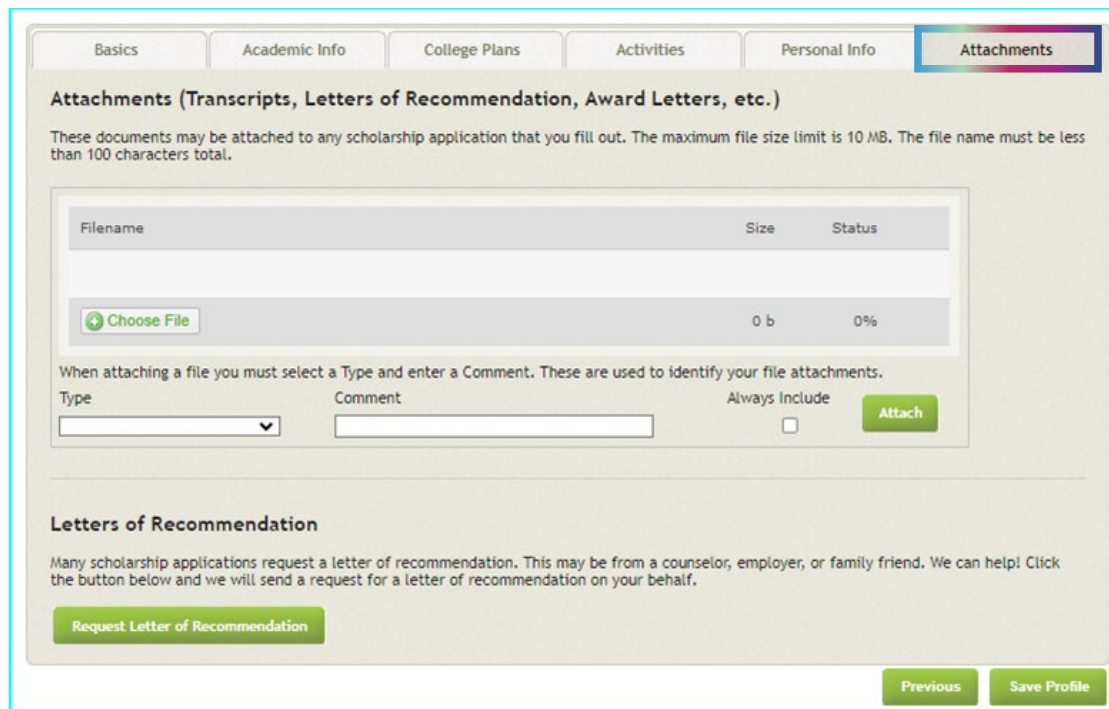


The screenshot shows the 'Activities' section of the WAVE Scholarship application. The 'Groups and Hobbies' section includes questions about hobbies, sports, and clubs (Yes or Not applicable). The 'Affiliations' section includes questions about organizations and companies (Yes or Not applicable). The 'Work and Service' section includes questions about working and volunteering (Yes or Not applicable). The 'Next' button is highlighted with a red box.

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.



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.



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.

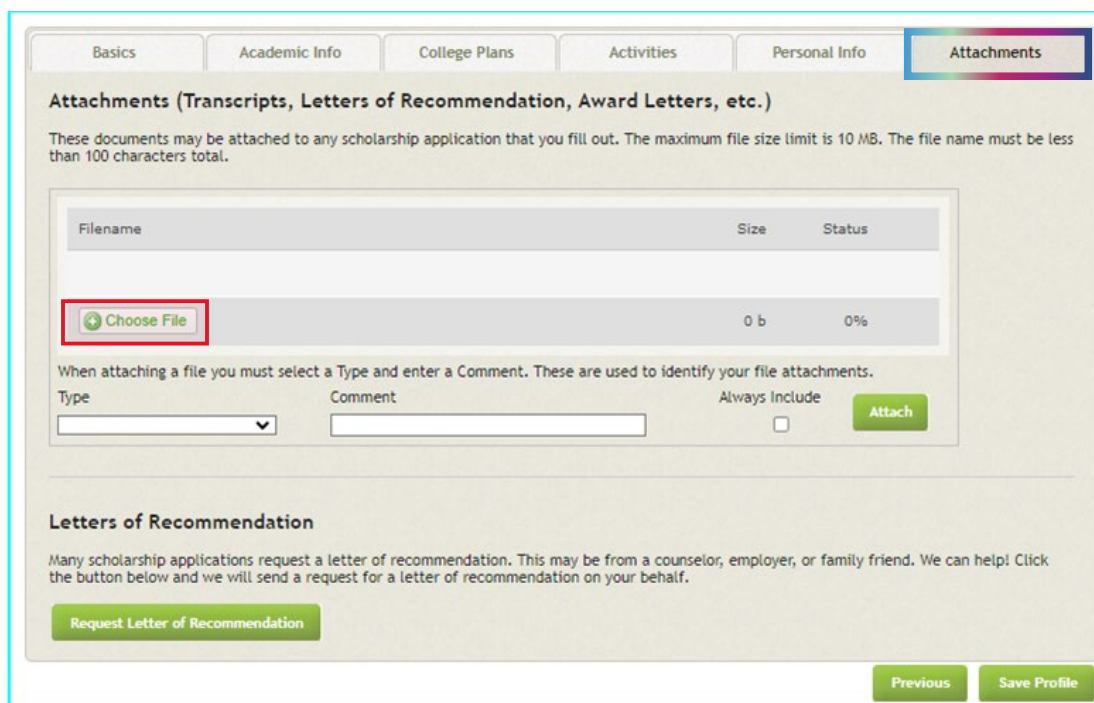
Example: JonesAdam_HS_Transcript.

- (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.

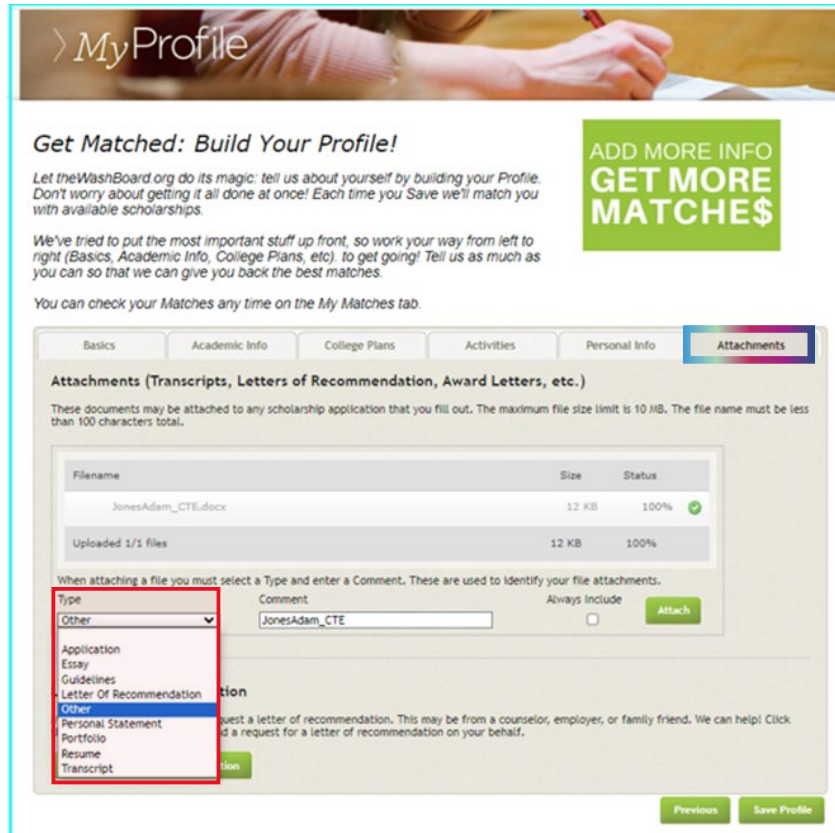
21. At <https://wtb.wa.gov/WAVE/> you can find a step-by-step guide titled, “How to Submit Required WAVE Documents.**” You can also follow the basic instructions below.**

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

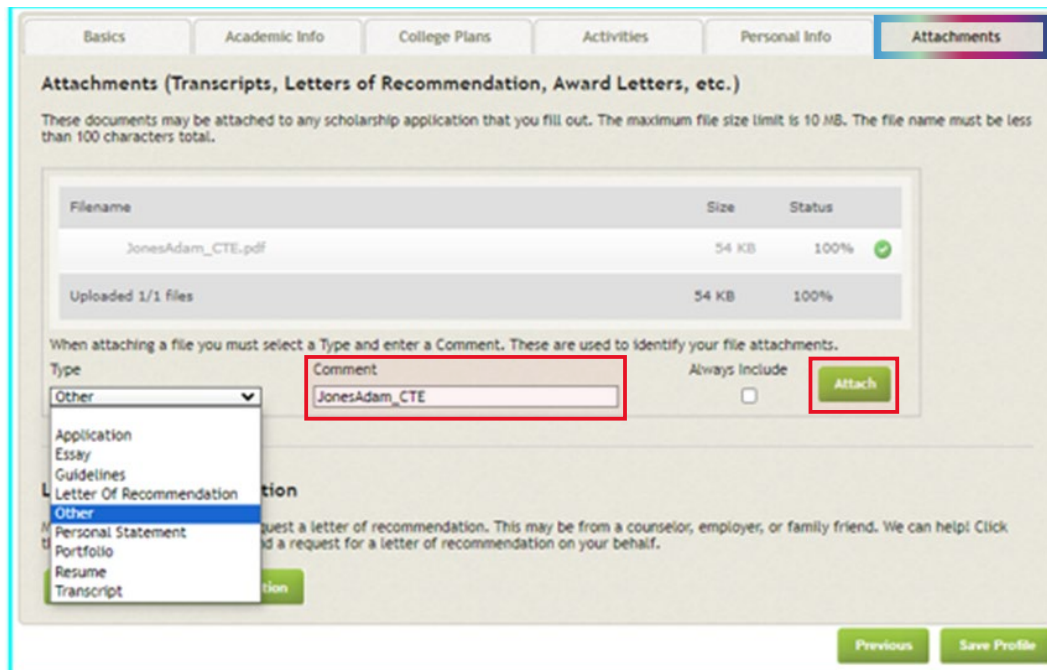


The screenshot shows the 'Attachments' tab selected in the top navigation bar. Below the tab, the section is titled 'Attachments (Transcripts, Letters of Recommendation, Award Letters, etc.)'. A note states: 'These documents may be attached to any scholarship application that you fill out. The maximum file size limit is 10 MB. The file name must be less than 100 characters total.' Below this is a table with columns 'Filename', 'Size', and 'Status'. The first row shows a green '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. The bottom of the page has 'Previous' and 'Save Profile' buttons.

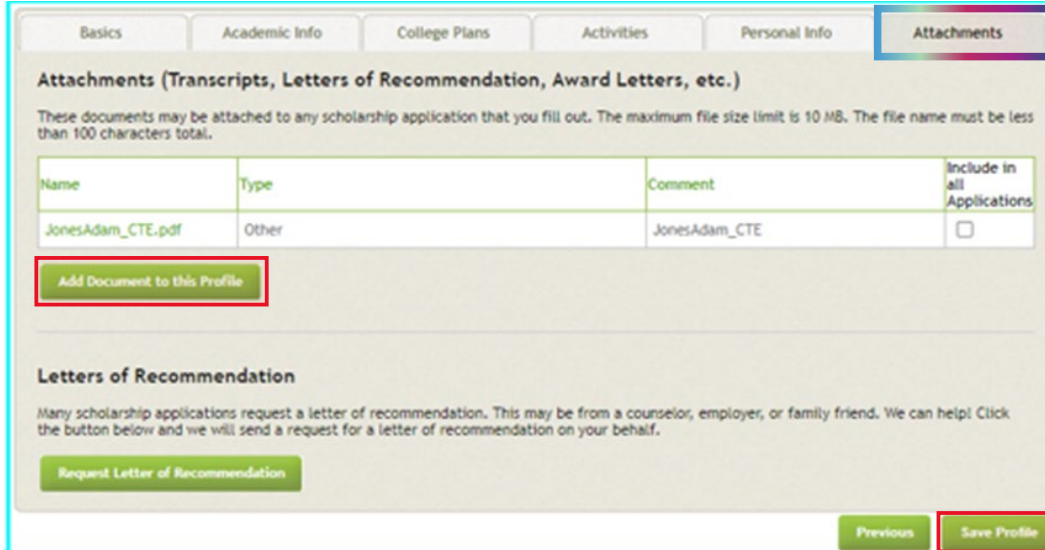
23. From the Type drop down menu, **select Other**, and **select** the completed CTE form from your computer files.



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**:



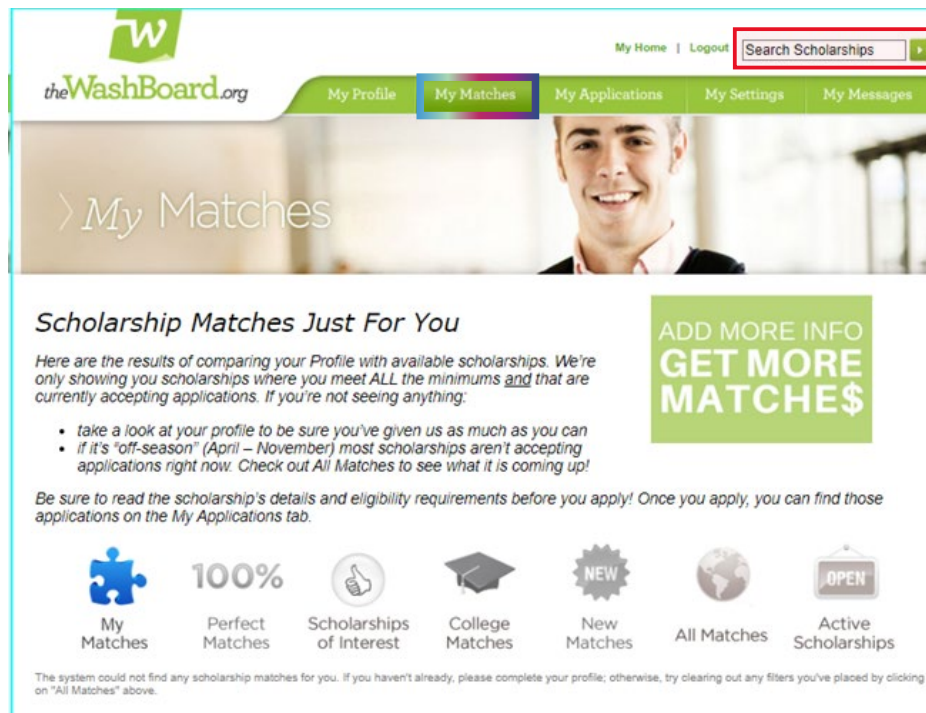
25. The **Attachments** tab will refresh. **Select** [Add Document to this Profile](#) to add your Letter of Recommendation and your Transcript(s). Once all required WAVE attachments are uploaded, **Select** [Save Profile](#) in the bottom right corner of the **Attachments** tab or select [Previous](#)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



The screenshot shows the 'Attachments' tab in the WAVE system. It has a header with tabs: Basics, Academic Info, College Plans, Activities, Personal Info, and Attachments. Below the header is a section titled 'Attachments (Transcripts, Letters of Recommendation, Award Letters, etc.)' with a note: '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 is a table with columns: Name, Type, Comment, and Include in all Applications. The table contains one row: 'JonesAdam_CTE.pdf', 'Other', 'JonesAdam_CTE', and an unchecked checkbox. Below the table is a green button labeled 'Add Document to this Profile'. Below that is a section titled 'Letters of Recommendation' with a note: '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.' Below this is a green button labeled 'Request Letter of Recommendation'. At the bottom right are two buttons: 'Previous' and 'Save Profile'.

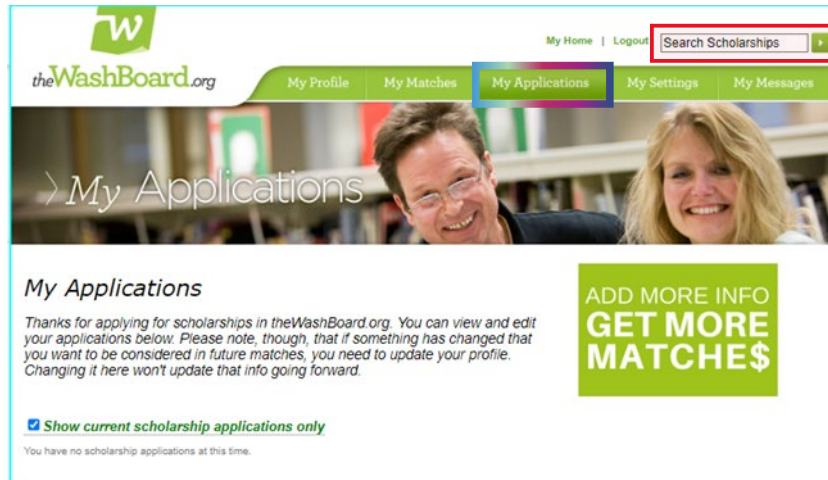
26. Selecting [Save Profile](#) will automatically display the green tab **My Matches**. The green tabs also include: **My Profile**, **My Matches**, **My Applications**, **My Settings**, and **My Messages**.

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.

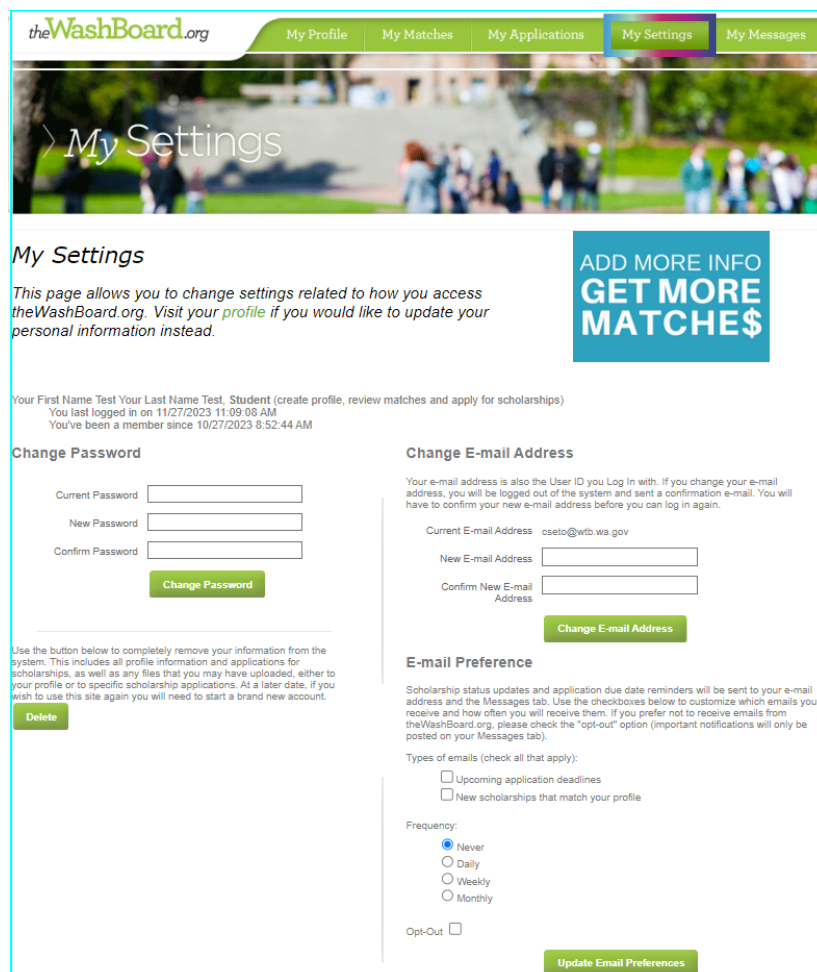


The screenshot shows the 'My Matches' page in the WAVE system. At the top is a navigation bar with 'My Home | Logout' and a 'Search Scholarships' button. Below the navigation bar are tabs: 'My Profile', 'My Matches', 'My Applications', 'My Settings', and 'My Messages'. The 'My Matches' tab is selected. Below the tabs is a large banner with a photo of a smiling man and the text '> My Matches'. Below the banner is a section titled 'Scholarship Matches Just For You' with a note: 'Here are the results of comparing your Profile with available scholarships. We're only showing you scholarships where you meet ALL the minimums and that are currently accepting applications. If you're not seeing anything:' Below this are two bullet points: 'take a look at your profile to be sure you've given us as much as you can' and 'if it's "off-season" (April – November) most scholarships aren't accepting applications right now. Check out All Matches to see what it is coming up!'. Below the bullet points is a note: 'Be sure to read the scholarship's details and eligibility requirements before you apply! Once you apply, you can find those applications on the My Applications tab.' To the right of the text is a green box with the text 'ADD MORE INFO GET MORE MATCHES\$'. Below the text and box are seven icons with labels: 'My Matches', '100% Perfect Matches', 'Scholarships of Interest', 'College Matches', 'NEW New Matches', 'All Matches', and 'Active Scholarships'. At the bottom is a note: 'The system could not find any scholarship matches for you. If you haven't already, please complete your profile; otherwise, try clearing out any filters you've placed by clicking on "All Matches" above.'

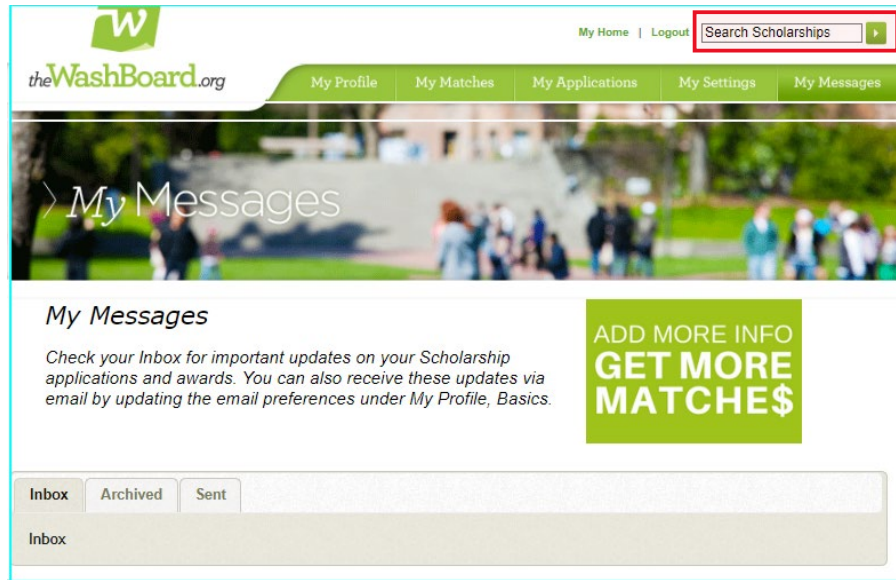
27. The **My Applications** tab alerts you to your applications that have additional requirements to complete. This tab also has a **Search Scholarship** box for finding specific scholarships, such as WAVE.



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>.