1. Register

1. Go to: Sign In (spectrumportal.net)
2. Click Register
3. **Create an Account**
4. **Input your Account Information.** Note that anything with an asterisk is a mandatory field
5. **Select Scholarship Applicant**
6. **Input Contact Information**

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![Image of the registration form](https://s3foundation.spectrumportal.net/accounts/register)

**Create an Account**

To register for your MyTSF account, please fill out the form below and click submit. If you already have a User ID and Password, please return to the previous screen to login.

**Fund Advisors:** New User Registrations may take up to two business days to process.

**Grant Applicants:** You may begin applying for grants after you receive a new User Registration confirmation email.

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**Account Information**

- **First Name:**
- **Last Name:**
- **Nickname:**
- **Email Address:**
- **Password:**
- **Confirm Password:**
- **Password Hint:**
- **Associated Fund:**

**Portal Access**

- **Scholarship Applicant:** For students to apply for scholarships.
- **Grant Applicant:** For nonprofit organizations to apply for grants.
- **Fund Advisor:** For donors to access and manage funds, gifts and grants.
- **Reviewer:** Review grants and/or scholarships applications.

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**Contact Information**

- **Address Block (line 1):**
- **Address Block (line 2):**
• Click **Register**

![Image of registration form](https://sdfoundation.spectrumportal.net/accounts/register)

**Account Information**
- First Name
- Last Name
- Nickname
- Email Address
- Password
- Confirm Password
- Password Hint
- Associated Fund
- Portal Access
  - Scholarship Applicant: For students to apply for scholarships.
  - Grant Applicant: For nonprofit organizations to apply for grants.
  - Fund Advisor: For donors to access and manage funds, gifts, and grants.
  - Reviewer: Review grant and scholarship applications.

**Contact Information**
- Address Block (line 1)
- Address Block (line 2)
- City
- State
- Zip
- Primary Phone #
- Secondary Phone #

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• Once you click **Register**, you can login to the portal and fill out the application
2. Login to MyTSDF and Submit the Common Scholarship Application

1. Go to: Sign In (spectrumportal.net)
2. Input User ID (email address you used during registration)
3. Input Password
4. Click Sign In
5. **Welcome to MyTSDF**
6. **Click Find Scholarships**
Scholarships page

Click 2022 Common Scholarship Application
9. Fill out the application
10. Fields with an asterisk or outlined in red are required
11. Click **Save** to save the information
12. Click **Match to Funds** to see which Funds match to your responses (only do this when the application is complete)
13. Click **Print** to print the entire application (determine if you want to print the conditional fields by clicking **Yes** or **No**)
14. Click **Exit** to leave the application.
15. To come back at a later time, go to **My Saved Applications** on the **Scholarship Applicant** Menu on the left side of the screen
16. Click **Next**, at the bottom of the page, to be taken to the next page of the application.
17. Once you have completed all fields, click **Match to Funds** at the top or bottom of the screen.
18. **Match Scholarship Funds** page will appear
19. Click on the check box to select one fund at a time or
20. Click **Select All** to choose all the scholarships funds available
21. Click **Submit**
22. Saved Scholarship Applications page will appear
23. Click on the scholarship name to fully open the field
24. Click **Open** to view your scholarship application or if you see **This application has an addendum that needs to be completed**
25. If you see a status of **Created**, you will have further information to fill out and submit for each fund. Please open the application, fill it out and do this until all applications have a status of **Submitted**
26. The Common Application opens up
27. The fields you already filled out appears
28. Click on the Addendum page and fill out the requested information
29. Click Submit, once complete
30. You may encounter an addendum that requires a reference.
31. Fill in the fields
32. Click Save
33. Click Send Request
34. A pop up will appear. Click **Yes** to send the email to your reference.
35. Click **Submit**, to complete that application.
36. Applications with reference checks will appear on the My Saved Applications page.
37. Click References page to amend the email address for your reference.

If you have questions or encounter issues, please send an email to scholarships@sdfoundation.org or call (619) 814-1343.