

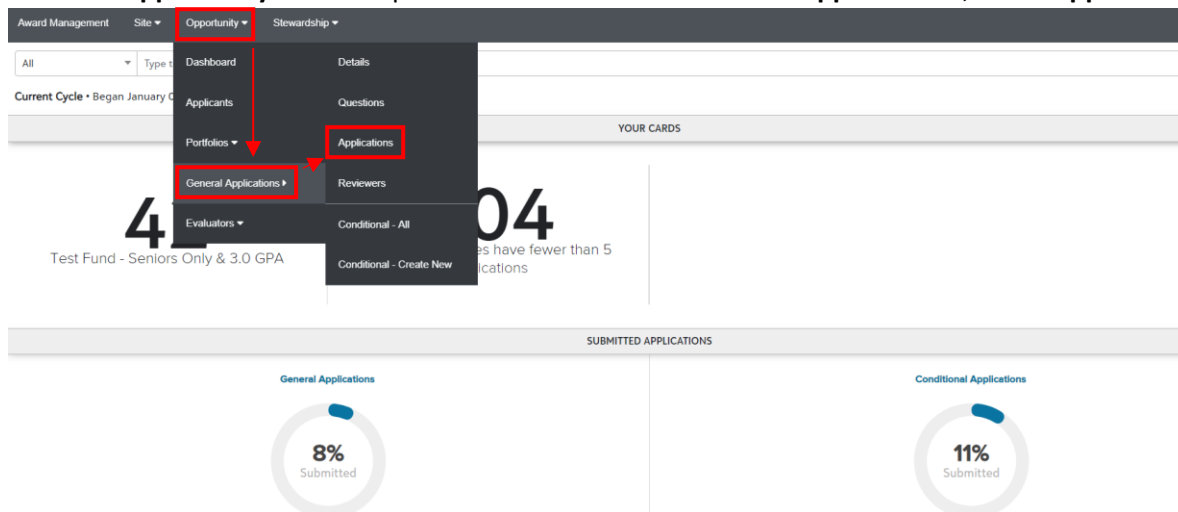
FS4U – Finding Scholarships for You

Florida State University's Portal to Foundation Scholarships

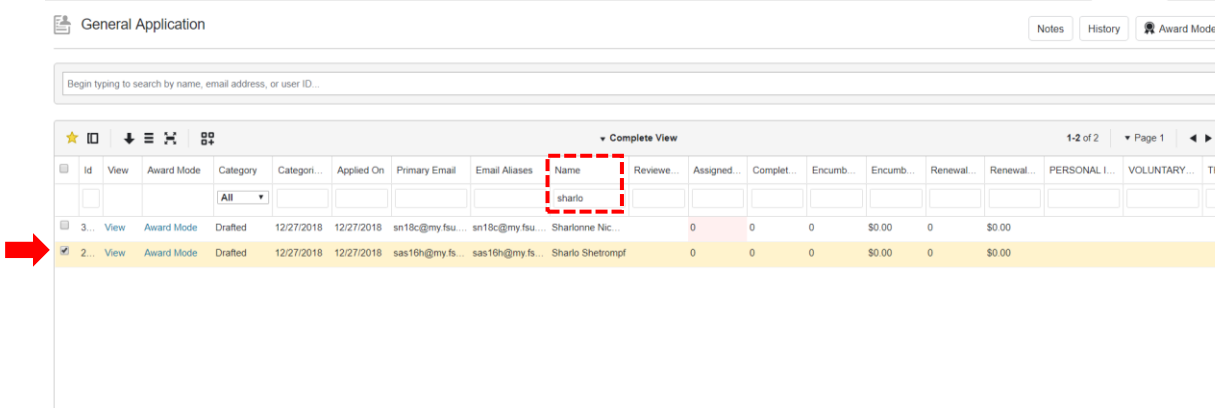
How to Force-Apply an Applicant

If you are unable to locate your applicant from the opportunity-level applicant grid, you will need to add the student to it through a process called force-applying. An Opportunity Administrator can force-apply an applicant to any unarchived opportunity as long as the applicant has a drafted or submitted general application, or conditional application if the opportunity is associated with a conditional application. This action is typically required if a student failed to apply on time, did not apply at all, or the opportunity qualifications are not set up correctly. Please email the FS4U@foundation.fsu.edu for assistance with any opportunity changes. Departments should minimize the number of applicants that are force-applied and work with Foundation staff to ensure each opportunity is set up correctly for identifying potential applicants.

Click on **“Opportunity”** at the top of the screen. Click on **“General Applications”**, then **“Applications”**.



Check the box of the applicant that you would like to force-apply to an opportunity.

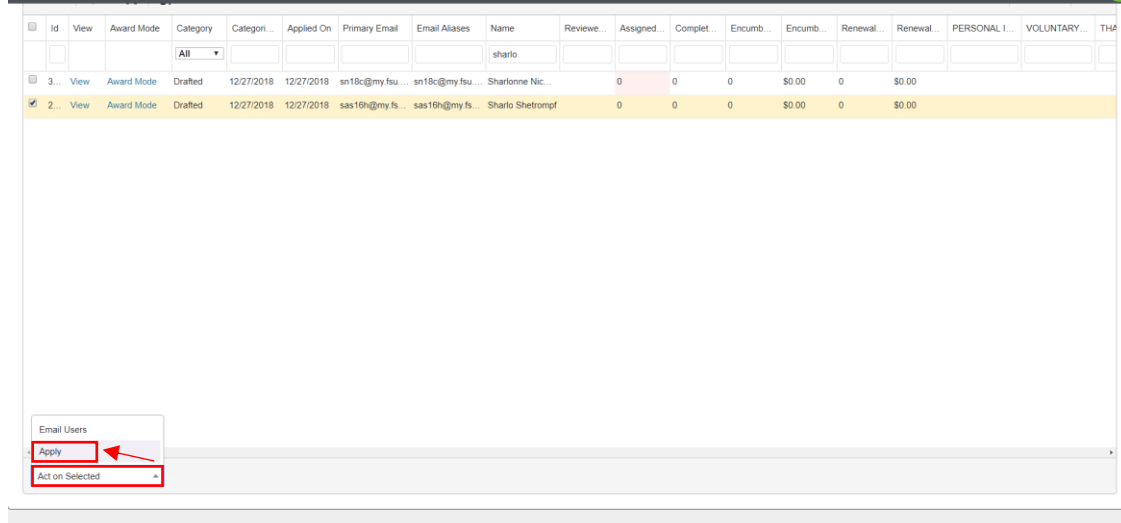


You can search for the applicant through any one of the search boxes just below the column headings.

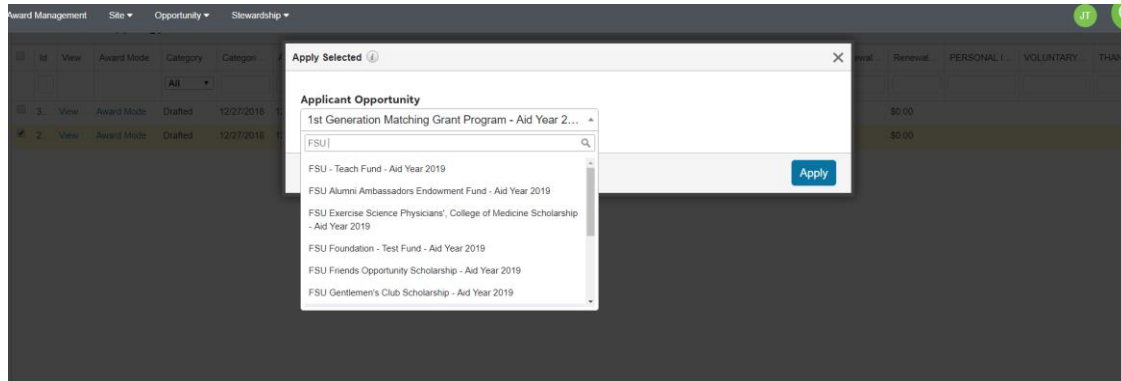
FS4U – Finding Scholarships for You

Florida State University's Portal to Foundation Scholarships

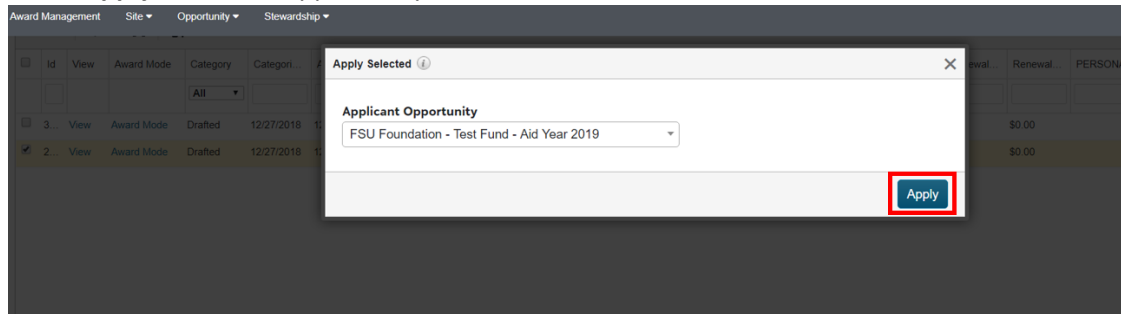
At the bottom left of the applicant grid, click **“Act on Selected”** and then **“Apply”** from the drop-down.



Select the opportunity you would like to place the applicant into from the drop-down list. Use the search box to quickly find the opportunity.



Click **“Apply”** once the opportunity has been selected.



This will create an application to the opportunity on behalf of the applicant, using whatever responses have been provided on the general application so far. If the opportunity contains qualifications that require a response on the general application, or if the application is an apply-to application, that student will show up with 0 qualification points. To avoid these situations, it is preferred that you direct students to complete the general application when possible.

FS4U – Finding Scholarships for You

Florida State University's Portal to Foundation Scholarships

Opportunities associated with conditional applications will not be available in this list. You must force-apply applicants into these opportunities from the conditional application's applicant grid. Navigate there first and follow the same steps above. If you are assigned access that is based on the 6-digit OMNI department ID, you may experience issues with this process. Please email the FS4U@foundation.fsu.edu help desk for assistance.

Depending on how complete the general application is and the type of opportunity, the application for that opportunity may be in a submitted or drafted category. In either case, you may move forward in the process.

While administrators may select applicants in the drafted category or with 0 qualification points, it may be necessary to make adjustments to your reviewer group to enable reviewers to view these applications, as some groups filter applicants by whether or not they are qualified. In this case an applicant with 0 qualifications points would be excluded from the group.