HOW TO CREATE A NEW ACCOUNT

2. Select “Create New Account.”
3. Enter Student Name (last name first).
   a. If you have already requested a student account through the new scholarship application portal, do not create another. Call Doyon Foundation at 907.459.2048 or email foundation@doyon.com for further assistance.
4. Enter Social Security Number.
5. Select “Next.”
6. Enter:
   a. First Name, Middle Name – First Initial, Last Name
   b. Suffix (optional)
   c. Email to receive information from this system (note: this will also be your username)
   d. Primary Telephone Number
   e. Street Address or PO Box (make sure this is your permanent home address, not your address while in school), City, State (two-letter capital abbreviation) and Postal Code

7. Select “Next.”

Enter a Password (must be at least six characters and may contain capital or lowercase letters, numbers or any of the following special characters: !@#$%&*())_.

8. Select “Create Account.”
9. **View the email confirmation screen.**

10. **Check your email for a verification email.**
11. If you successfully received the verification email, select “I have received the email” and then click “Continue.”
   a. If you did not receive the verification email, check your junk or spam folder. For assistance, view the link “Click here for a tutorial about removing email addresses from spam filters.”
   b. If the verification email is not in your junk or spam folder, select “I have not received the email” and then click “Send Email Again.”
   c. If you still do not receive the verification email, contact Doyon Foundation at 907.459.2048 or foundation@doyon.com.

12. On the next page, select “Apply” to fill out your shareholder verification information. At this point, you may disregard the “Enter Access Code” and “Quick Search” fields.

13. Enter Student ID as instructed on the screen.
14. Enter Date of Birth (MM/DD/YYYY).
15. Select Types of Shares (this refers to the type of Doyon, Limited enrollment class shares you or your parent hold).
   a. If unsure of your class, click the link provided to see class enrollment descriptions.
   b. If you are still unsure, contact Doyon, Limited Shareholder Relations at 907.459.2040.
16. Select Enrollment Type.
   a. If you are not an original shareholder but are the child of an original shareholder, you will need to enter the name of the parent who is an original shareholder. You will also need to
mail your original birth certificate to Doyon Foundation to complete the verification process.

17. If you are the child of original shareholder, enter the name of the parent who is an “original” shareholder. Inherited or gifted shares do not qualify.

18. Indicate if birth certificate was mailed.

19. Select “Submit LOI” to continue (note: LOI is the shareholder verification form). Note that you will no longer be able to edit your form after submitting. If you are unsure of information on the form, click “Save LOI” so you can return to edit and complete the form at a later time.
20. After submitting your LOI, the below email will be sent to you. Once your shareholder status is verified by Doyon Foundation staff, you will receive another email directing you to the scholarship application site. Please note that shareholder verification can take up to two business days.
21. Once your shareholder status is verified and your scholarship eligibility is confirmed, the below email will be sent. Take note of the provided “access code,” which you will need to enter when applying for your scholarship.

Dear [Username],

Your request for a student account has been verified and approved. You can now log back into your student account with the username and password you created at [www.doyonfoundation.com](http://www.doyonfoundation.com). Once logged in, select “Apply” at the very top of the page. Then you may enter the access code [Redacted] to the “Access Code” box at the top right of the Apply page. Scholarship applications will appear on the page. **Be sure you are selecting the correct scholarship when applying.** If you have any questions contact Doyon Foundation at the number or email listed below.

Thank you.

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(P) 907.459.2048 | Toll free: 1.888.478.4755, ext. 2048
Website: [www.doyonfoundation.com](http://www.doyonfoundation.com)
Blog: [www.doyonfoundationblog.com](http://www.doyonfoundationblog.com)
Facebook: [www.facebook.com/doyonfoundation](http://www.facebook.com/doyonfoundation)

Doyon Foundation’s mission is to provide educational, career and cultural opportunities to enhance the identity and quality of life for Doyon shareholders.

22. Log in with your username and password at [www.doyonfoundation.com/scholarships](http://www.doyonfoundation.com/scholarships).
23. Select “Apply” on top menu.
24. Enter the Access Code sent in your shareholder verification email, and click “Enter Code.” You should disregard the “Quick Search” bar.

25. You will now see the scholarships currently available to apply for.

26. To apply, click the “Apply” button next to the scholarship you wish to apply for. Then follow the “Scholarship Application Instructions.”

If you have any questions about creating a new account or the scholarship application process, please contact Doyon Foundation at 907.459.2048 or foundation@doyon.com.