

Granite United Way Qualification Process 2016



Online System Instructions

1. Logging On

Navigate to <https://ctk.apricot.info/>. Please note that the program works best in the browser Chrome and when pop-up blockers are disabled.

Use your username and password to log in. Your username is the email address associated with your account from our previous site. Your password remains the same. If you do not have an account, please contact Jennifer Sabin at Jennifer.Sabin@graniteuw.org.

2. Accessing Application Forms

Once you have logged on, you will see a prompt for Qualification in the 2016 Grant Cycle on your dashboard. Simply click on the word "here" to open the application page.

The screenshot shows the 'my.apricot' dashboard. On the left is a navigation menu with items like 'Organization Home', 'Program Funding Request Summary', 'Qualification', and 'My Shared Files'. The main content area is titled 'Apricot Bulletins' and contains a 'Request for Qualifications' section. A red arrow points to the 'Apply' link in the instructions: '1. Click the "Apply" link to create your application.' Below the instructions is the Apricot logo and a 'Request for Qualifications' table.

A new tab will open with available Request for Qualification. Click "Apply" to begin your application.

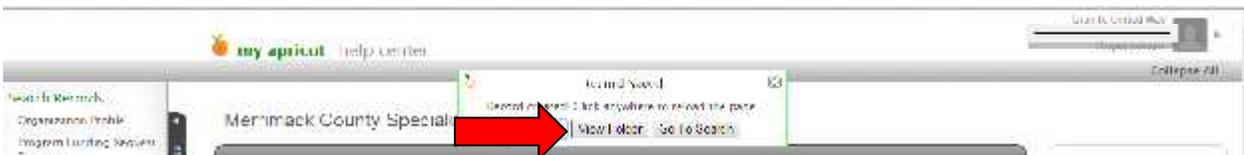
The screenshot shows the 'Application Overview' page. It features a table with columns for 'Name' and 'Description'. A red arrow points to the 'Apply' button in the 'Apply' column of the first row.

| Name | Description | Apply |
|----------------------------------|----------------------------------|-------|
| Request for Qualification - 2016 | Request for Qualification - 2016 | Apply |

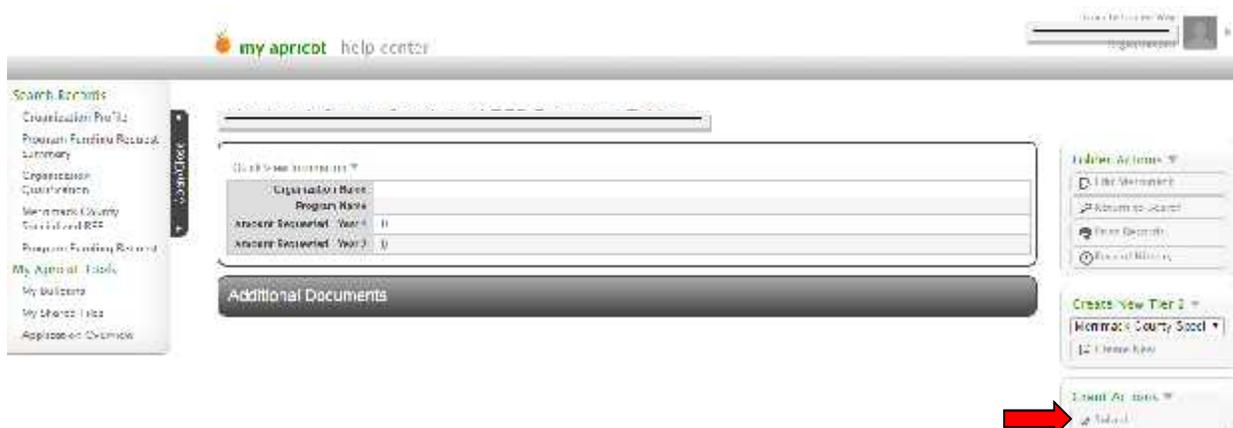
3. Complete Organization Qualification Form with your organizational details. Click “Save Record.” The form does not need to be completed in a single session. You can return to this form at any time. Please remember to save early and save often! The progress of your form can be seen under “Record Save Checklist.”



4. After saving, click “View Folder” in the prompt box.



5. When required grant documents are completed, click “Submit” under Grant Actions.



If you have any questions or concerns about the application process, please do not hesitate to contact Jennifer Sabin at Jennifer.Sabin@graniteuw.org.