

How to Find your Student's Award ID in the EMA System

If you would like to use the private school scholarship option for your student who has been awarded a 2023-2024 FTC/FES-EO Scholarship, a two-step process must be completed in order for scholarship funds to be issued to a private school. The first step in the process is for you to provide your student's Award ID Number to the school office. Please review the directions below on how to locate your student's Award ID Number.

First Step

Step 1: Login to your EMA Account at <https://apply.stepupforstudents.org>

Step 2: Click on (My Students)

Step 3: You will see a list of your active students. Click on (View) next to your student's name

Step 4: Scroll down to view your student's Award ID Number

Step 5: Provide the school office with your student's Award ID Number by email it to office@csjax.org

Step 6: If you have more than one student, please complete these steps for each student.

Other Information

* To View a Video on how to complete this process, please go to this website: <https://youtu.be/K3jTib5FDUs>

* Your Student's ID Number is different from their **Award ID Number**. Our school needs their Award ID Number in order to enroll them in the EMA System.

Scholarship Portal

My Students

⚠️ If you have a RENEWAL student (child currently receiving scholarship funding), please use the 'FIND STUDENTS' button to connect your renewal student to your EMA account. Renewal students should not be added as a new student. Adding currently funded students as new students will delay your funding.
If you have a NEW student, please click the 'ADD A STUDENT' button.

Below, you will find a list of your active students. Please make sure that the information for each student is accurate and up-to-date. Keeping this information current will help streamline the process when applying for scholarships. Only active students can be added to an application and considered for funding.

Active Students			
STUDENT ID	STUDENT NAME	DATE OF BIRTH	
#####	Student Name	xx/xx/xxxx	View
#####	Student Name	xx/xx/xxxx	View

Scholarship Portal

First Name* Middle Name Last Name* Suffix

OPTIONAL: Student FLEID number* Date of Birth* Gender* Ethnicity*

Student's Relationship to You

Scholarship Status

PROGRAM	SCHOOL YEAR	TRANSPORTATION	AWARD ID	AWARD AMOUNT	STATUS
Program Name will appear here	2023-2024	No	#####	\$	Awarded

How to Approve Your Student's Enrollment Request in the EMA System

Second Step

Once you have provided the school with your student's Award ID Number, we must submit a School Enrollment Form for the student within the school's EMA account.

Once we have submitted the School Enrollment Form, the parent/guardian must log into their EMA account and approve the enrollment. The approval request will appear on your EMA dashboard once the School Enrollment Form has been submitted by the school.

Step 1: Login to your EMA Account at <https://apply.stepupforstudents.org>

Step 2: Scroll down on the dashboard page and click (Approve) next to the approval request.

Other Information:

* If you have multiple students, you will have to approve each of the Approval Requests separately on the dashboard screen.

* If you have any issues completing this process, please contact the school office at (904) 730-5500 or contact Step-Up for Students at 1-877-735-7837.