

# 2025 MAS County Employee Scholarship Online Application Process

## Step 1: Creating a Student Account

If you have applied for the scholarship prior to this year and you have not received an award, you already have an account set up. Please contact Savanna McCafferty for your login information.

1. Visit the MAS Portal at <https://mas.users.membersuite.com/home>.
2. In the top right corner, click "Sign up/Join."
3. Fill in information.
4. Click "Sign Up" at bottom.
5. For the next page, click "Student" as the individual type.
6. Provide information for all fields.
7. Once done, click "Next" in the bottom right corner.
8. Choose the affiliated organization based on the county where Student resides.
9. For organization role, select "Student."
10. Once done, click "Next."
11. No action needed for General Communication Settings, so select "Next" and return to home.

Congratulations! You now have a MAS Student account!

## Step 2: Apply for the County Employee Scholarship

1. After MAS Student account is created, make sure to login.
2. Click "Community" from the menu at the top.
3. From the dropdown menu, choose "Competitions," then click "View Open Competitions."
4. Locate and click on "2025 MAS County Employee Scholarship."
5. Read the scholarship description very carefully.
6. Click "Enter Now."
7. The entry type will be "2025 Student/Dependent" then select next.
8. The entry name should be the student's full name.
9. Upload all required documents which include:
  - MAS Scholarship Application
  - Letter on school letterhead or unofficial transcript proving GPA.
  - Letter on county letterhead verifying sponsor's employment (or retirement) from the county. Letter should be signed by Sponsor's supervisor, human resources clerk or other person of authority.
  - Your typed essay.
  - Additional pages listing community/civic involvement (if needed).
10. Provide information for all text fields marked with a red star.
11. Click "Next."
12. Review all the provided information carefully.
13. Finally, click "Submit."

You've completed the online scholarship application process. Good luck!