



Community Leadership Scholarship Application

Part one: Register a new account on our Portal

1. Once you're ready to apply, click on this link to register a new account:
<https://csucp2.talismaonline.com/Login.aspx>

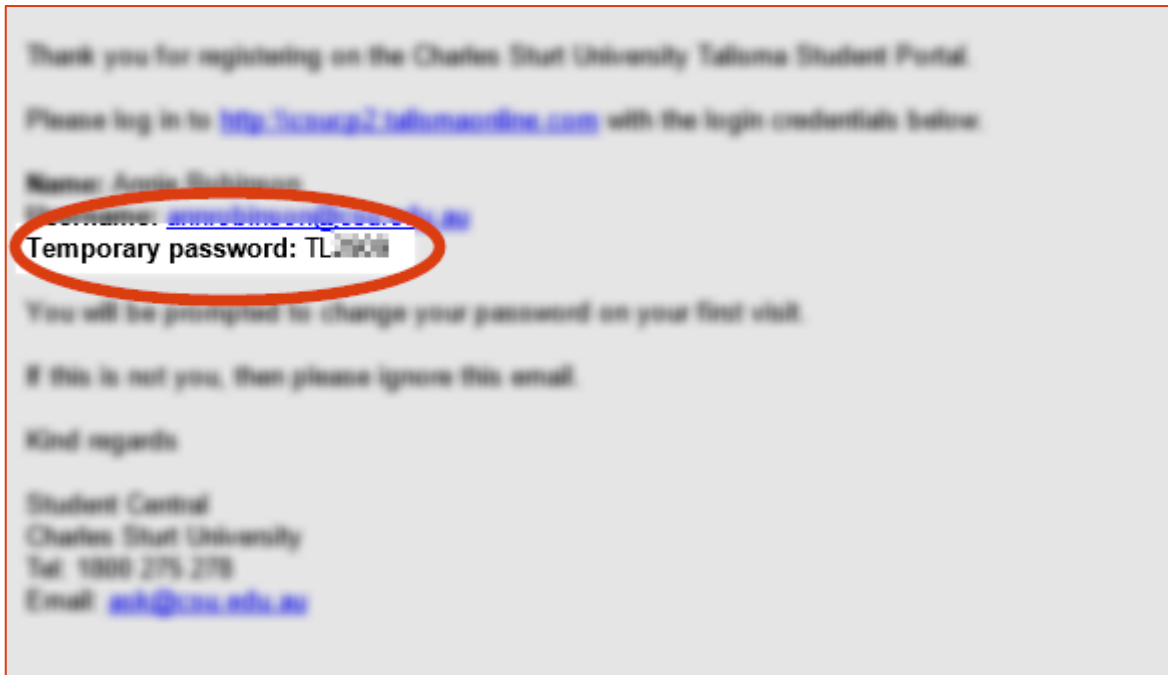
Click the "Register Now" link, towards the bottom of the screen.

The screenshot shows a login form titled "Log In". It includes an "E-mail address" input field, a "Password" input field, and a "Remember me" checkbox. Below the input fields are "Login" and "Clear" buttons. At the bottom, there are two links: "Forgot Password" and "Register Now". The "Register Now" link is circled in red, with a mouse cursor pointing to it.

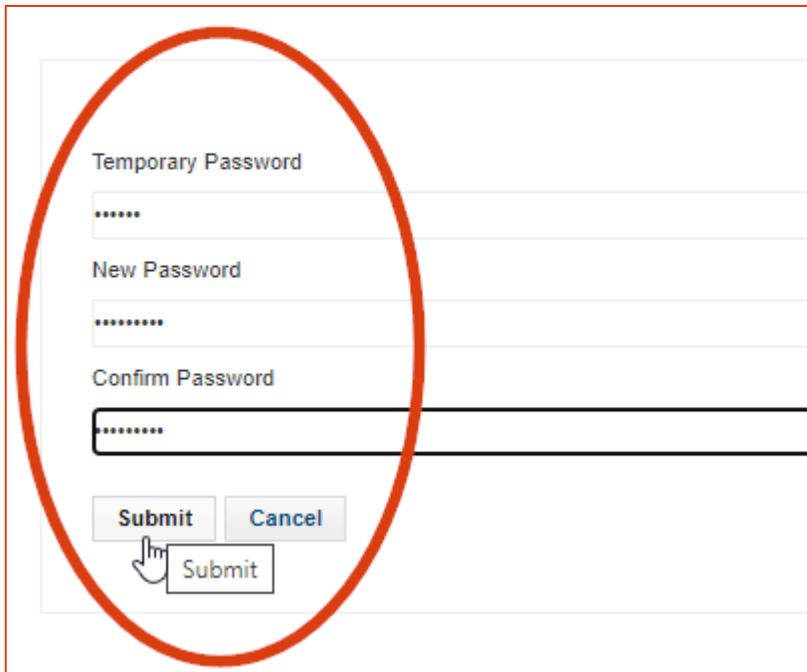
2. Enter your name and email address, then click "Submit".

The screenshot shows a registration form with two input fields: "Name * John Smith" and "Email * jsmith@email.com". Both fields are circled in red. At the bottom right, there is a "Submit" button, also circled in red, with a mouse cursor pointing to it. The footer of the page reads "© 2013 Talisma Corporation Pvt. Ltd."

3. You'll receive an email with a temporary password. The temporary password begins with the letters "TL".



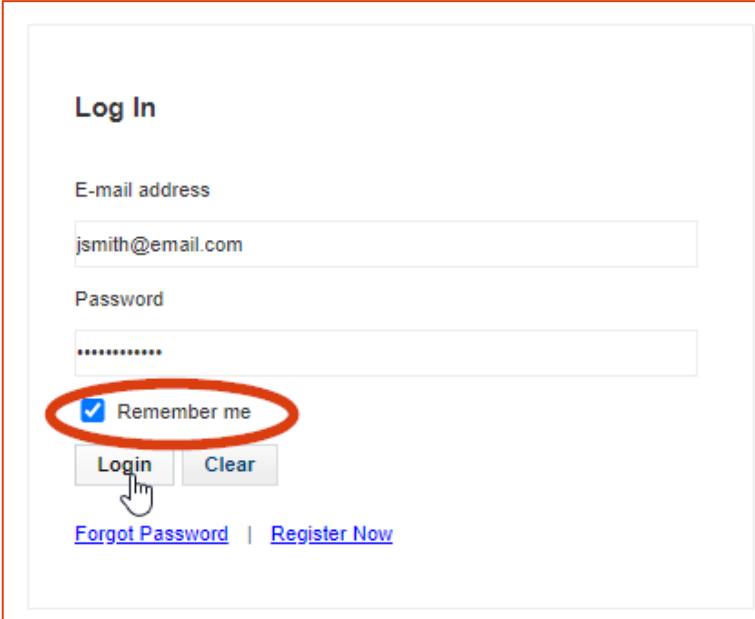
4. Go to <https://csucp2.talismaonline.com/Login.aspx>, enter your temporary password and then create a new password, and click "Submit".



Part two: Begin your application

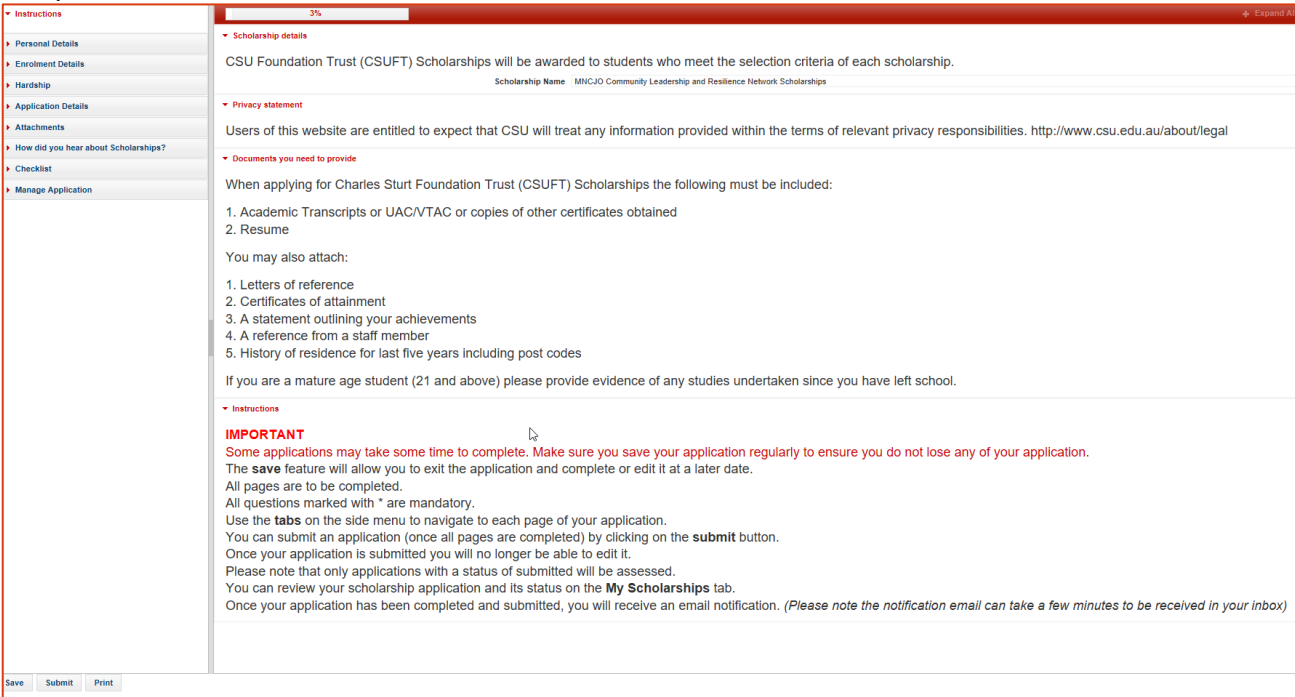
5. Click on this link to start a new application for the Mid North Coast Joint Organisation Community Leadership Network Scholarship.
<https://csucp2.talismaonline.com/login.aspx?applicationname=Foundation-STA&scholarshipname=MNCJO%20Community%20Leadership%20and%20Resilience%20Network%20Scholarships&tabid=33>

6. You will need to login again. This time, click the “Remember me” checkbox to reduce having to login again in future.



The screenshot shows a login form titled "Log In". It contains two input fields: "E-mail address" with the value "jsmith@email.com" and "Password" with masked characters. Below the password field is a checkbox labeled "Remember me" which is checked and circled in red. There are "Login" and "Clear" buttons, and links for "Forgot Password" and "Register Now".

7. You should now see a screen that looks like this. Don't worry – you won't need to complete every single section! In this document, we'll step you through the sections you will need to complete.



The screenshot shows a web application interface with a sidebar menu on the left and a main content area on the right. The sidebar menu includes sections like "Instructions", "Personal Details", "Enrolment Details", "Hardship", "Application Details", "Attachments", "How did you hear about Scholarships?", "Checklist", and "Manage Application". The main content area displays "Scholarship details" for the "CSU Foundation Trust (CSUFT) Scholarships". It includes a "Privacy statement" and a "Documents you need to provide" section. The "Documents you need to provide" section lists required documents: Academic Transcripts or UAC/VTAC or copies of other certificates obtained, Resume, Letters of reference, Certificates of attainment, A statement outlining your achievements, A reference from a staff member, and History of residence for last five years including post codes. It also mentions that mature age students (21 and above) should provide evidence of studies undertaken since leaving school. An "IMPORTANT" section follows, advising users to save their applications regularly and to use the "submit" button. At the bottom, there are "Save", "Submit", and "Print" buttons.

8. Here is an overview of the sections you will need to complete:

Instructions	✗ Skip this section
Personal Details	✓ Complete this section
Enrolment Details	✓ Complete this section (see Step 9 for extra guidance)
Hardship	✗ Skip this section
Application Details	✓ Complete this section (see Step 10 for guidance)
Attachments	✓ Complete this section
How did you hear about Schlarships?	✓ Complete this section
Checklist	✓ Complete this section (you must agree to all of the terms)
Manage Application	✗ Skip this section

See **Step 11** for how to submit your application, once you have completed the above sections.

9. **Enrolment Details**

See screenshot below for guidance on how to complete this section:

The screenshot shows the 'Enrolment Details' section of a CSU application form. It is divided into several sub-sections, each with a red arrow pointing to a specific field:

- Education details:** Fields for 'Year 12 Completed in', 'Name of High School/College', and 'High school/college postcode/zipcode'.
- Academic details - commencing students only:** Field for 'What is your Australian Tertiary Admission Rank (ATAR), or equivalent (please include state/country)?' with a 'Please specify' sub-field.
- Academic details - Grade Point Average (GPA) - continuing students only:** Field for 'What is your current Grade Point Average (GPA)?' with a 'Please specify' sub-field.
- Enrolment details - currently enrolled:** A statement 'I am currently at CSU.' followed by radio buttons for 'Yes' and 'No'. The 'No' option is selected.
- Enrolment details - commencing student:** A statement 'I will be commencing my study with CSU in Session 1.' followed by radio buttons for 'Yes' and 'No'. The 'No' option is selected. Below this is a text field: 'If No, please list which year you commenced study or will commence study at CSU' with '2020' entered.
- Enrolment:** Radio buttons for 'Study mode' (Internal Mode, Online, Mixed Mode, Distance Education Mode). 'Online' is selected. Below is a dropdown for 'Enrolled campus' with 'Online' selected. Radio buttons for 'Enrolled faculty' (Faculty of Arts & Education, Fac Bus Justice & Behav Sci, Faculty of Science, Division of Student Services). 'Fac Bus Justice & Behav Sci' is selected. Radio buttons for 'Year of study' (First year, Second year, Third year, Fourth year, Fifth year, Post graduate, Research student). 'Post graduate' is selected.
- Enrolled courses:** A text field for 'Please provide details of the course/s you are currently enrolled in or will be enrolled in at CSU.' Below are three text fields for 'Course 1', 'Course 2', and 'Course 3'. 'Community Leadership' is entered in the 'Course 1' field.

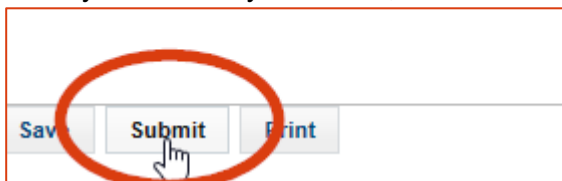
10. Application Details

See screenshot below for guidance on how to complete this section:

The screenshot shows a form with several sections, each with a red arrow pointing to a specific input field:

- Use for promotional purposes:** A radio button selection for "Do you agree?". The "Yes, I agree" option is selected.
- Tell us about yourself:** A text input field for "Tell us about yourself".
- How will you use the funds:** A text input field for "Please specify".
- Contributing to a world worth living in:** A text input field for "World worth living in".
- Contribution you have made to your community:** A text input field for "Community involvement".
- Awards, accolades and prizes:** A list of three numbered text input fields for achievements.
- Additional scholarship question (if required):** A text input field for "Please address eligibility requirements here".

11. Once you are ready to submit, click the "Submit" button in the lower left-hand corner of your screen



12. Congratulations! You have successfully submitted your application to the Mid North Coast Joint Organisation Community Leadership Network Scholarship. You will now see your application listed under the "My Scholarships" tab, with Submission Status as "Submitted"

The screenshot shows the Charles Sturt University website with the "My Scholarships" tab selected. A table lists the application details:

Application ID	Scholarship Name	Application Status	Reason for Application Status	Submission Status
10000	MNCJO Community Leadership and Resilienc	Under Review		Submitted