Guidance for Campus Based Army ROTC Scholarships

==Step 1==-You will need to have provided all of the administrative forms and documents listed in steps 1-3 found under Applicant Resources on our website and have conducted your Human Resources Enrollment Eligibility Interview and have been entered in our online system the Cadet Command Information Management Module (CCIMM).

==Step 2==-I need to have your most current version of the following documents in your scholarship board file:
1-Current Transcripts (high school or just college)
2-USACC 104-R
3-SAT or ACT Information (if taken)
4-Applicant Statement (around a 1page statement about why you want to be in the Army, be an officer, be a leader, and have a scholarship)
5-Scholarship Counseling Form (see Annex 1 below)
Optional Documents for the Folder:
6-Letters of Recommendation

If you are in or are going to join the Army National Guard (ARNG) or Army Reserve (USAR) and are pursuing a Guaranteed Reserve Forces Duty (GRFD) scholarship then you will also need to include the appropriate Documents from the following list:

7-CC Form 203-R (USAR and ARNG)

8-NGB Form 594-1 (ARNG)

9-Letter of Acceptance (USAR)

10-DA Form 4824 (USAR)

==Step 3==- Complete the Campus Based Cadet Background Experience Survey (CB-CBEF) See Annex 2 below for instructions.

Annex 1

USC Army ROTC Program Counseling for Prospects and Cadets Interested in a ROTC Scholarship

Intent: For any Prospect or Cadet who expresses interest in a ROTC scholarship, Cadre should start the following counseling process in order to avoid misunderstandings about the process and to make clear the current progress of the candidate within the scholarship process.

Initial Counseling [Date:]

I, _____, as an applicant for a ROTC scholarship, understand the
      (Prospect or Cadet Name)
following aspects of the scholarship process:

1- Under **NO** circumstances can a Cadre member in word or deed promise or offer me a scholarship until the command has posted the offer and sent me a notification letter.___ (Prospect/Cadet Initials)
2- Even if I provide all required items for applying for a scholarship to include being evaluated on a scholarship board, no Cadre can promise or offer me a scholarship until the command approves it.___ (Prospect/Cadet Initials)
3- Even if I change my academic plan or take any other recommended action that **might** improve my chances to get a scholarship, these actions will **NOT** guarantee a scholarship offer. ____ (Prospect/Cadet Initials)

Counselor Name and Signature:_____

Prospect/Cadet Name and Signature:_____

Interim Counseling [Date:]

I, _____, as an applicant for a ROTC scholarship, understand my current status in the scholarship process as noted below:

_____
_____
_____
_____

Counselor Name and Signature:_____

Prospect/Cadet Name and Signature:_____

Interim Counseling [Date:_____]

I, _____, as an applicant for a ROTC scholarship, understand my current status in the scholarship process as noted below:

_____
_____
_____
_____

Counselor Name and Signature:_____

Prospect/Cadet Name and Signature:_____

Interim Counseling Scholarship Board Results[Date:_____]

I, _____, as an applicant for a ROTC scholarship, understand my current status in the scholarship process as noted below:

1. My Scholarship Board Score was _____ (Prospect/Cadet Initials)
2. My Order of Merit List (OML) Score was _____ (Prospect/Cadet Initials)
3. My Rank on the current OML list is _____ of _____ Cadets.
4. Other Notes: _____
   _____
   _____
   _____

Counselor Name and Signature:_____

Prospect/Cadet Name and Signature:_____

Final Counseling Scholarship Awarded[Date:_____]

I, _____, as an applicant for a ROTC scholarship, understand my current status in the scholarship process as noted below:

1. I have received and understand my scholarship offer letter _____(Cadet Initials)
2. I **ACCEPT / DECLINE** (Circle one) my scholarship offer _____ (Cadet Initials)
3. Other Notes: _____
   _____
   _____
   _____

Counselor Name and Signature:_____

Prospect/Cadet Name and Signature:_____

Annex 2
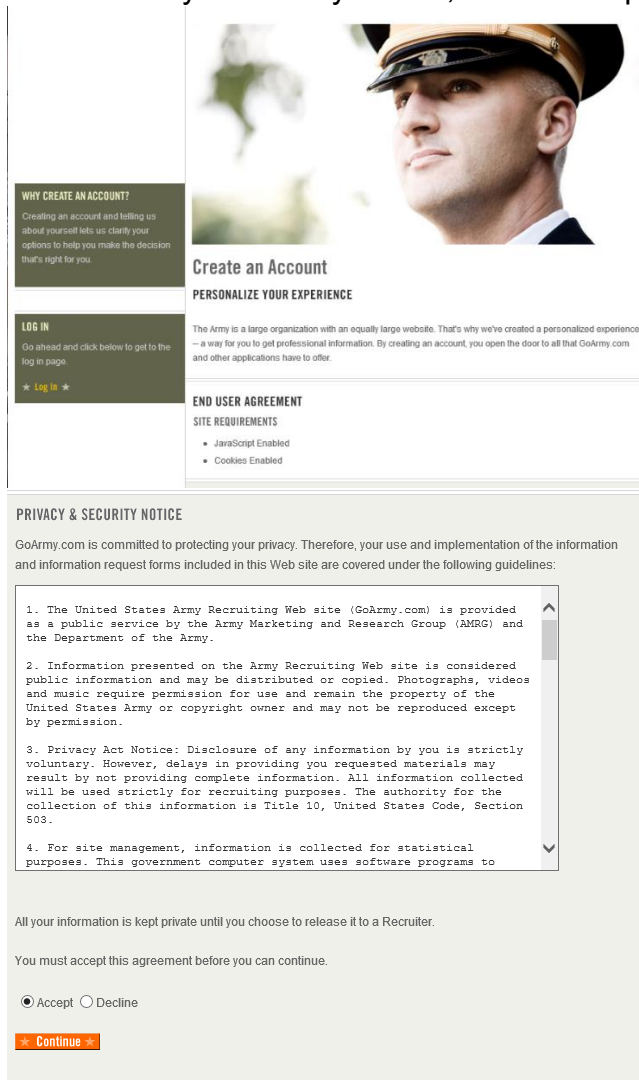
Campus Based CBEF Login Instructions

Step 1: Confirm whether or not Cadet has a Go Army Account

    A. If Cadet DOES NOT have a User ID and Password for GoArmy.com, go to Step 2

    B. If Cadet DOES have a User ID but FORGOT Password for GoArmy.com, go to Step 3

    C. If Cadet DOES have a User ID and Password for GoArmy.com, go to step 4

Step 2: Create GoArmy.com Account

    A. Go to https://my.goarmy.com/accounts/register/user_agreement.jsp

    B. Read Privacy & security Notice, Click "Accept" then "Continue"

C. Create an Account and Register your information: Enter all required information and click "Continue".

D. Notification that you will receive an email verification.
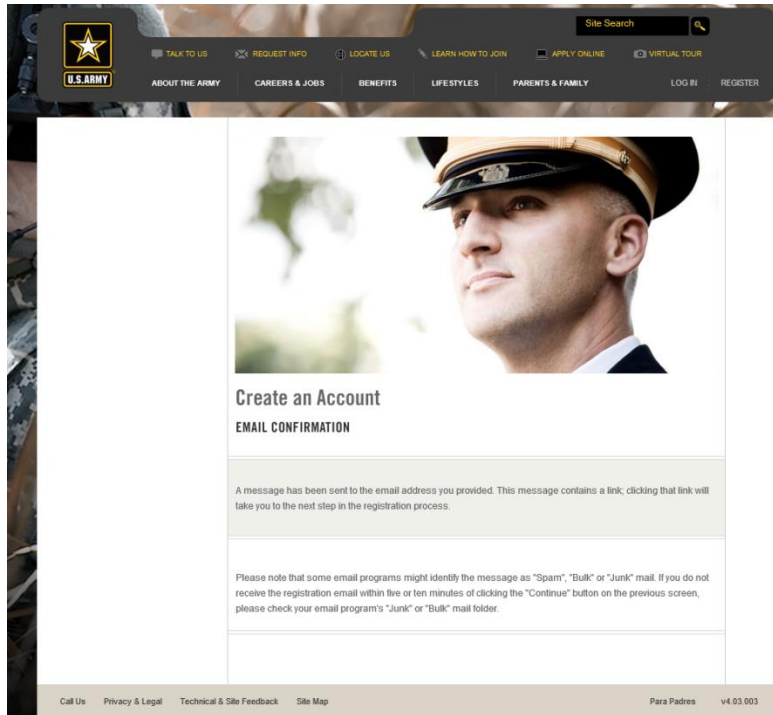
E. An email confirmation will arrive to your email inbox.   Click on the link contained in your email.

Self Register <noreply@goarmy.com>
to me ▾

Dear GoArmy.com Member,

You have received this message because either you or someone else using this email address has registered to become a member or forgot their password at our website.

You must verify your email address by visiting the link below.

https://my.goarmy.com/accounts/register/VerifyUser.action?email=funkykoldmedana%40gmail.com&confirmationCode=fESW8RjZZrbGaqfbxsXE

•••

↩ Reply   ➡ Forward
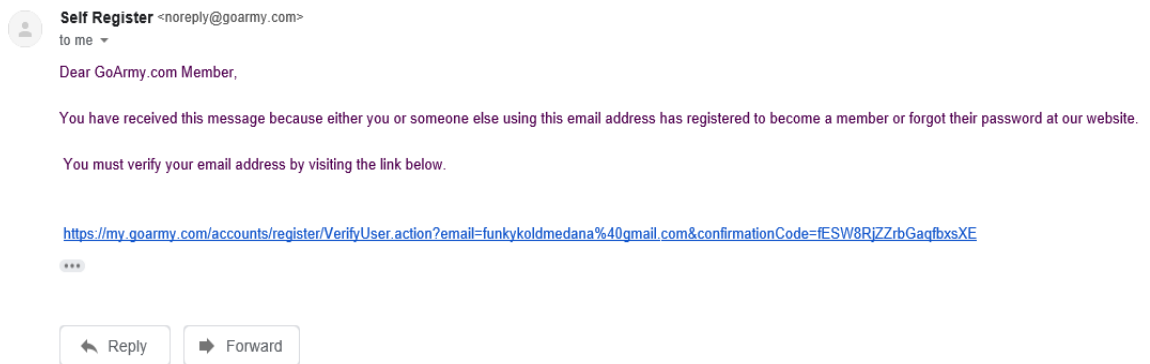
F. Continue to step 4B.

Step 3: Retrieve Password
    A. Go to URL https://my.goarmy.com/accounts/register/login.jsp and click on **Forgot Your Password?**

Log in

ACCESS YOUR FUTURE HERE

Enter your e-mail address and password in the spaces provided.

DON'T HAVE AN ACCOUNT?

Create an account to explore Army benefits and opportunities, and to find out which jobs are best for you based on your skill and availability.

★ Create an Account ★

E-mail Address:

Password:

★ Log In ★

Forgot your password?

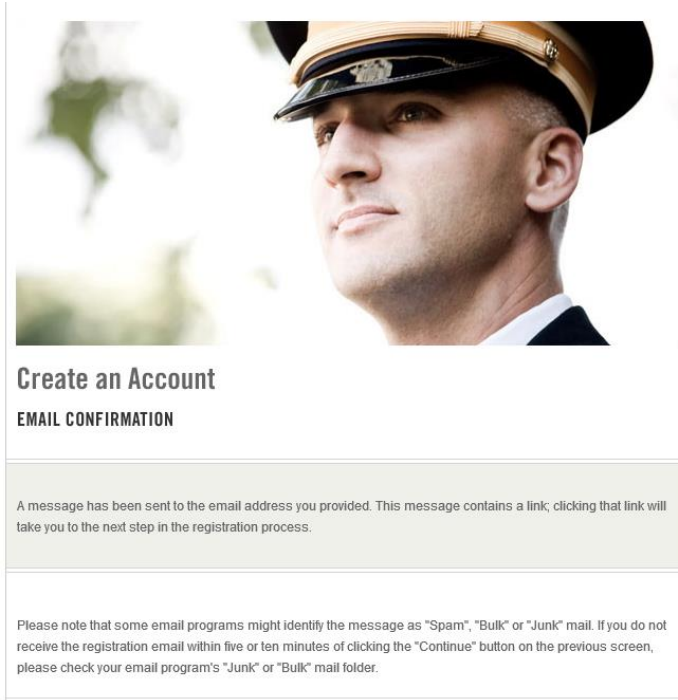B. Enter email address you originally registered with and click "Continue".

Forgot Password

If you have forgotten your password, simply enter your e-mail address in the space provided. Remember to enter the same e-mail address that you supplied during registration. An e-mail containing your password will be sent to this address.

E-mail Address:

★ Continue ★

Note: This email is sent to the account provided during initial Go Army.com account set-up.

Create an Account

EMAIL CONFIRMATION

A message has been sent to the email address you provided. This message contains a link; clicking that link will take you to the next step in the registration process.

Please note that some email programs might identify the message as "Spam", "Bulk" or "Junk" mail. If you do not receive the registration email within five or ten minutes of clicking the "Continue" button on the previous screen, please check your email program's "Junk" or "Bulk" mail folder.

C. An email confirmation will arrive to your email inbox.   Click on the link contained in your email.

Self Registration Confirmation [Inbox ×]

Self Register <noreply@goarmy.com>
to me

Dear GoArmy.com Member,

You have received this message because either you or someone else using this email address has registered to become a member or forgot their password at our website.

You must verify your email address by visiting the link below.

https://my.goarmy.com/accounts/register/ResetPassword.action?email=funkykoldmedana%40gmail.com&confirmationCode=qbjQekhNPFcwZyZQTkGb

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Please keep the following things in mind:
** You need to enter the ENTIRE URL into your web browser (try to copy & paste).
** Upon verifying your email address, you will be asked to log in.

Thank you for visiting GoArmy.com.

D. Create new Password as required and click "Finish".

Step 4: Log into CBEF

A. Go to CBEF URL https://cbef.usarmyrotc.com/dana-na/auth/url_54/welcome.cgi

B. Enter GoArmy.com username and Password (email and GoArmy password) and click "Sign In".

Welcome to

Campus Based Cadet Background Experience Form (CB-CBEF) Production

Username [ ]   Please sign in to begin your secure session.
Password [ ]

[Sign In]

C. Click "Accept" for DOD Warning Message

Step 5: Identity Verification Step 1 - Follow instructions on screen and click "Next".

Step 6: Identity Verification Step 2- Follow instructions on screen and click "Next".

Step 7: Identity Verification Step 3 - Identity Verified

A: You have been verified! Click "Continue" to be sent to your dashboard where you can begin the CBEF survey. Continue until complete.