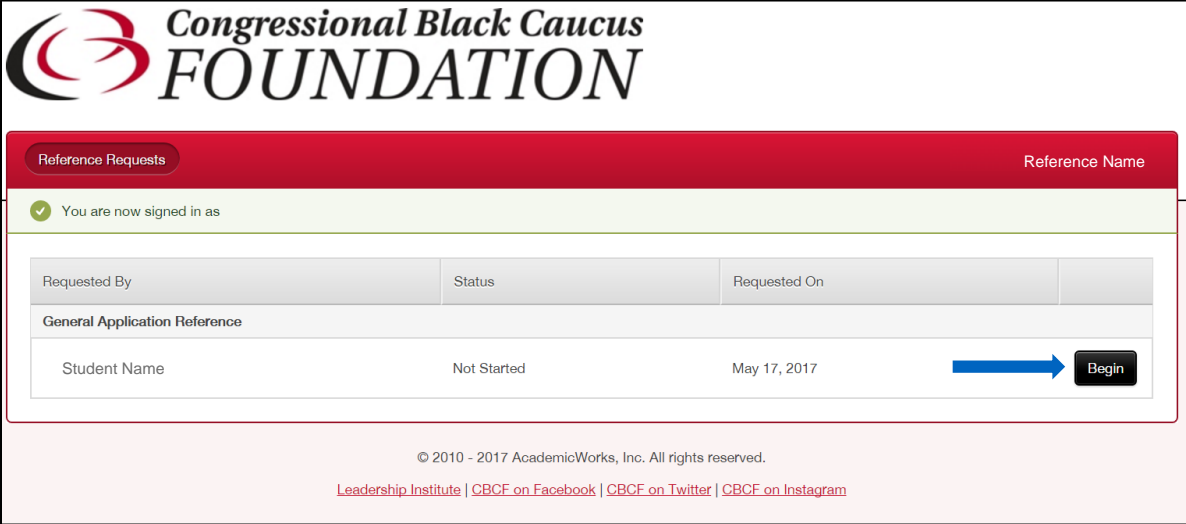


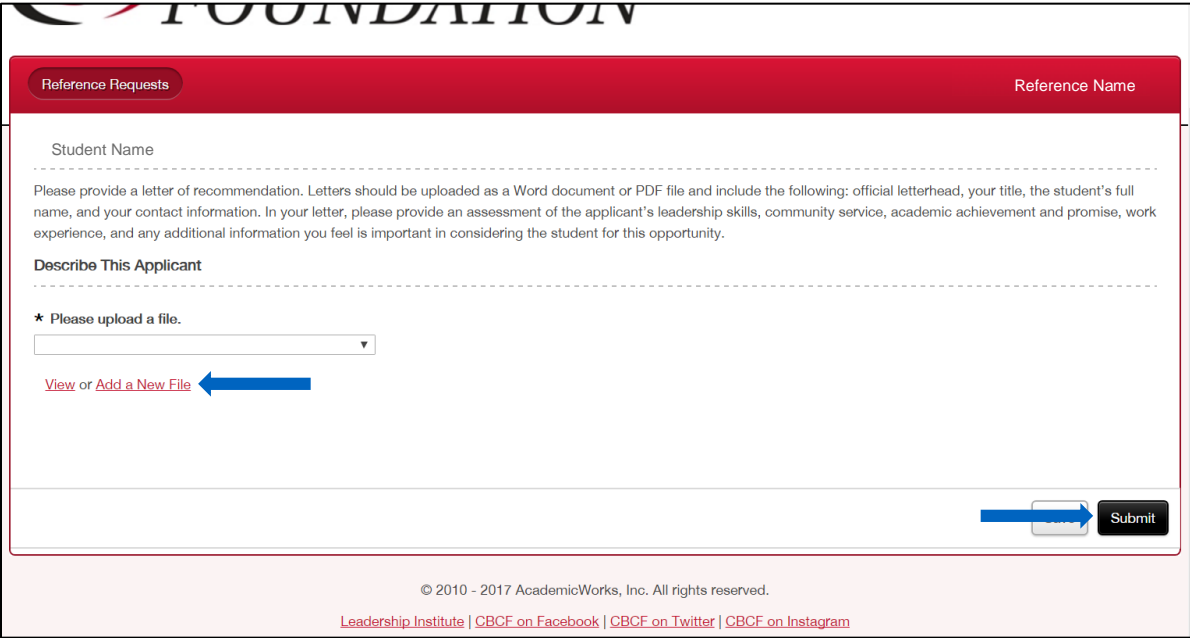
CBCF Application Reference/Recommender Portal

- 1. AcademicWorks (via scholarships@cbcfinc.org email) will send your reference an email with a link for them to set up an account and password. (Setting up an account allows them to save and come back to the portal before submitting their letter).
- 2. This is the page your recommender/reference will see after they create their account and password. To submit their letter, they will click “Begin” next to your name.



The screenshot shows the top of the portal with the logo for the Congressional Black Caucus Foundation. Below the logo is a red header bar with "Reference Requests" on the left and "Reference Name" on the right. A green notification bar says "You are now signed in as". Below this is a table with columns for "Requested By", "Status", and "Requested On". The table contains one row for a "General Application Reference" with the student name "Student Name", status "Not Started", and date "May 17, 2017". A blue arrow points to a "Begin" button next to the date. At the bottom of the page, there is a copyright notice and social media links.

- 3. Click “Add a New File” and locate the recommendation on your computer. Once the file is selected, click “Submit.”



The screenshot shows the form for writing a letter of recommendation. It includes a "Student Name" field, a text area for the letter, and a "Describe This Applicant" section. Below the text area is a file upload field with a dropdown menu and a "View or Add a New File" link. A blue arrow points to the "Add a New File" link. At the bottom right, there is a "Submit" button. The footer contains the same copyright notice and social media links as the previous screenshot.

CBCF Application Reference/Recommender Portal

4. A confirmation page will show up once submitted, and the “Begin” button will now read as “View” and the “Status” will be “Submitted.”

The screenshot displays the user interface of the Congressional Black Caucus Foundation's application reference portal. At the top left is the organization's logo, which consists of a stylized 'C' and 'B' intertwined, followed by the text 'Congressional Black Caucus FOUNDATION'. Below the logo is a red navigation bar with a 'Reference Requests' button and a 'Reference Name' label. A green notification bar indicates the user is signed in. The main content area features a table with columns for 'Requested By', 'Status', and 'Requested On'. Under the 'General Application Reference' section, a row shows a 'Student Name' with a status of 'Submitted' (indicated by a blue arrow pointing left) and a date of 'May 09, 2017' (indicated by a blue arrow pointing right). A 'View' button is located to the right of the date. At the bottom, there is a copyright notice for AcademicWorks, Inc. and several social media links.

Requested By	Status	Requested On
General Application Reference		
Student Name	Submitted ←	May 09, 2017 → <input type="button" value="View"/>

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