



## Texas FFA Scholarship Application Instructions

### For Teachers

1. Student access must first be setup through the Advisor's Texas FFA Roster Management system so that a student can sign-in and access the scholarship application.
2. Once the advisor is logged into their Texas FFA Roster account, choose the 'Application Center' link in the left-hand dashboard. In the list of Currently Available Applications, select the Texas FFA Scholarship Application.
4. Your full list of verified active membership students will show in the list. Choose the 'Login Info' link next to each student that you would like to give access to. **NOTE: A unique email address is required for each student. Please do not use your teacher email address for a student and please do not use the student's school email address, as many of these are deactivated after graduation and notification letters are emailed during the summer.** You will need to enter the student's personal email address, and set a password (**HINT: Use things like your school zip code, chapter number, etc.**)
5. To view a student's application, choose their name in the list of students for the application.

### For Students

1. Visit with your AFNR instructor and let them know that you would like to apply for the Texas FFA Scholarship.
2. If not previously setup, your teacher will need to update your Texas FFA Roster account to include your email address and a password. Once your teacher has updated your roster account with this information, you will be able to sign into the Texas FFA Roster website to start your application.
3. Sign in by visiting [www.TexasFFA.org](http://www.TexasFFA.org) and choosing the Roster menu item. You will then choose "I am a Student" and enter the email address and password that your teacher assigned to your account.
4. Once signed in, you will see a link on the home page under Applications that is called 'Texas FFA Scholarship Application'.
5. If you have any questions throughout your application process, please contact your advisor or Tricia Sullivan at [tricia@texasffa.org](mailto:tricia@texasffa.org).