



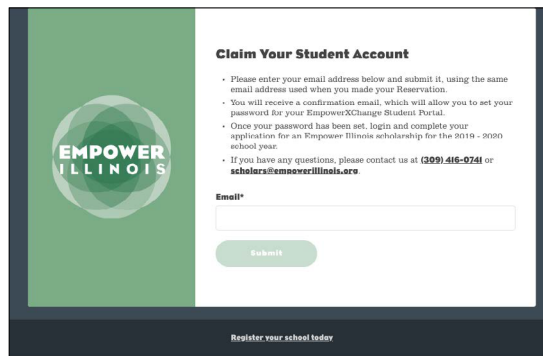
# LOGIN INSTRUCTIONS

## CLAIM YOUR STUDENT ACCOUNT AND RESET YOUR PASSWORD

Parents/guardians will receive an email from Empower Illinois with steps to claim their account and reset their password in order to access the application in the new EmpowerXChange student portal.

### STEP 1: CLAIM YOUR ACCOUNT FOR STUDENTS

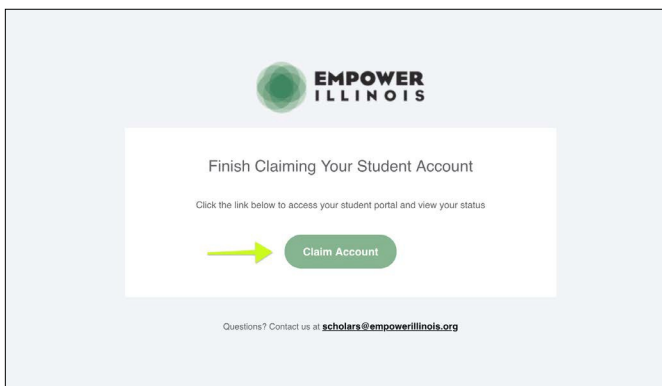
Click on the link provided in this email, and you will be directed to Claim Your Account for the new Student Portal. Enter your email address.



Once you enter your email address, you will receive an additional email from [noreply@empowerillinois.org](mailto:noreply@empowerillinois.org) to finish claiming your account, setting your password, and logging in.

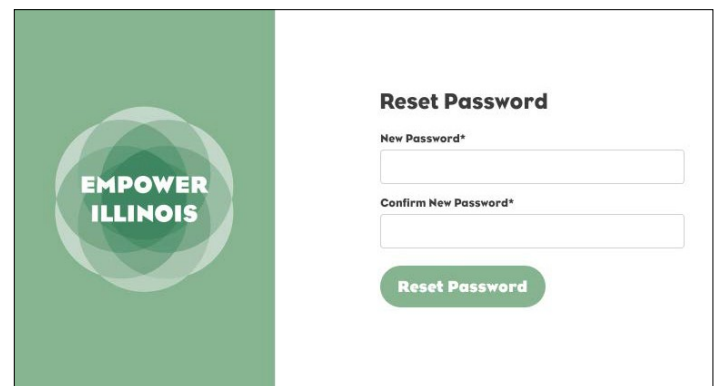
### STEP 2: FINISH CLAIMING YOUR ACCOUNT TO LOGIN

A. Go to your inbox and open the second email, and click on "Claim Account".



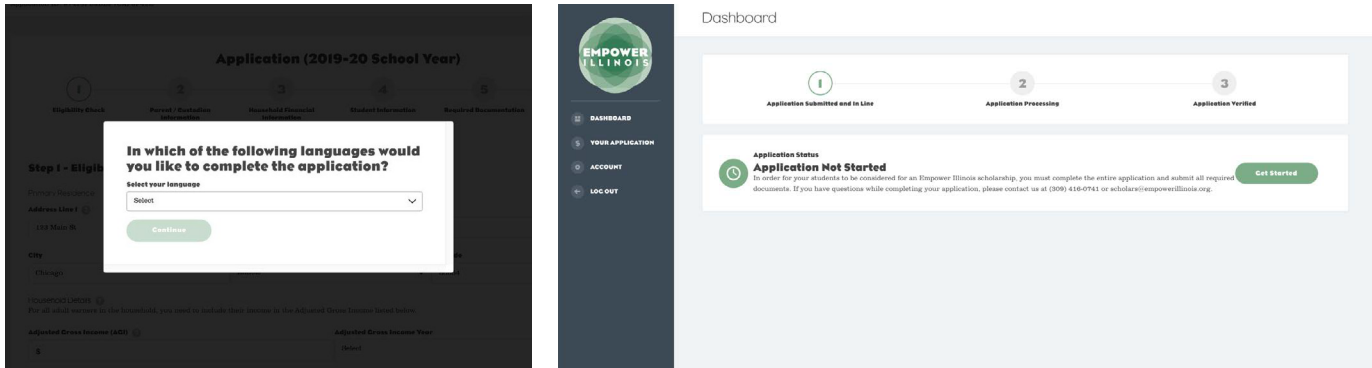
When you click on Claim Account, you will be directed to Reset Your Password on the portal page.

B. Type in a new password and confirm.



When you enter your password, you will be directed to the Student Portal dashboard. Congrats—you have successfully logged in!

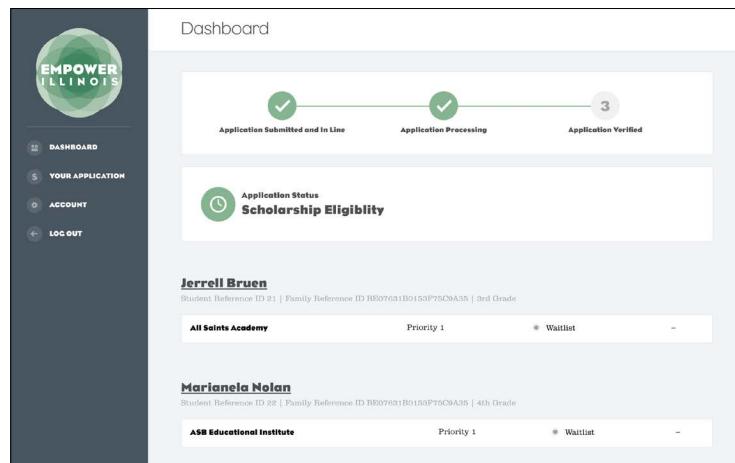
## STEP 3: COMPLETE THE FULL APPLICATION



## STEP 4: CHECK YOUR STATUS

In your portal, you can track your application progress, eligibility status and your award status.

Your application will move from “Application Submitted” to “Application Processing” once funds become available at one of the schools listed on your application. Your application will move from “Application Processing” to “Application Verified” once we have received all information required to verify the information listed on your application.



## TROUBLE LOGGING IN

If you receive an error after entering in your email address, that means it is not currently registered. If you have another email address, try entering that first. If you receive the same error, contact [scholars@empowerillinois.org](mailto:scholars@empowerillinois.org) or 800-616-7606.

If you never received a second email to finish claiming your account, contact an Empower Illinois Admin and let them know you need a unique URL token.