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 1 page 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 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:_______________________________________
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.

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=hunkydori@gmail.com&confirmationCode=R-SWIDQZs7Gagfvy0X

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

Note: This email is sent to the account provided during initial Go Army.com account set-up.
C. An email confirmation will arrive to your email inbox. Click on the link contained in your email.

Self Registration Confirmation

Self Register

Dear GoAemy.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.goaemy.com/accounts/register/ResetPassword.action?email=fuzzyk9oldmelana@44gmail.com&confirmationCode=968D6e9ifNFPswZyQ7Tk3b

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 GoAemy.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](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”.

![Create an Account Form](image.png)
C. Click “Accept” for DOD Warning Message

STANDARD MANDATORY DOD NOTICE AND CONSENT BANNER

You are accessing a U.S. Government (USG) Information System (IS) that is provided for USG authorized use only. By using this IS (which includes any device attached to this IS), you consent to the following conditions:
- The USG routinely intercepts and monitors communications on this IS for purposes including, but not limited to, penetration testing, COMSEC monitoring, network operations and defense, personnel misconduct (PM), law enforcement (LE), and counterintelligence (CI) investigations.
- At any time, the USG may inspect and seize any data stored on this IS.
- Communications using, or data stored on, this IS are not private, are subject to routine monitoring, interception, and search, and may be disclosed or used for any USG authorized purpose.
- This IS includes security measures (e.g., authentication and access control) to protect USG interests not for your personal benefit or privacy.
- Notwithstanding the above, using this IS does not constitute consent to PM, LE or CI investigative searching or monitoring of the content of privileged communications, or work product, related to personal representation or services by attorneys, psychotherapists, or clergy, and their assistants. Such communications and work product are private and confidential. See User Agreement for details.

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.