

Army ROTC National High School Application Step-by-Step Guide

Thank you for your interest in Army ROTC. The scholarship application is newly deployed software. Please review this step-by-step guide to navigate the application and successfully complete the application. Any known software issues are noted.

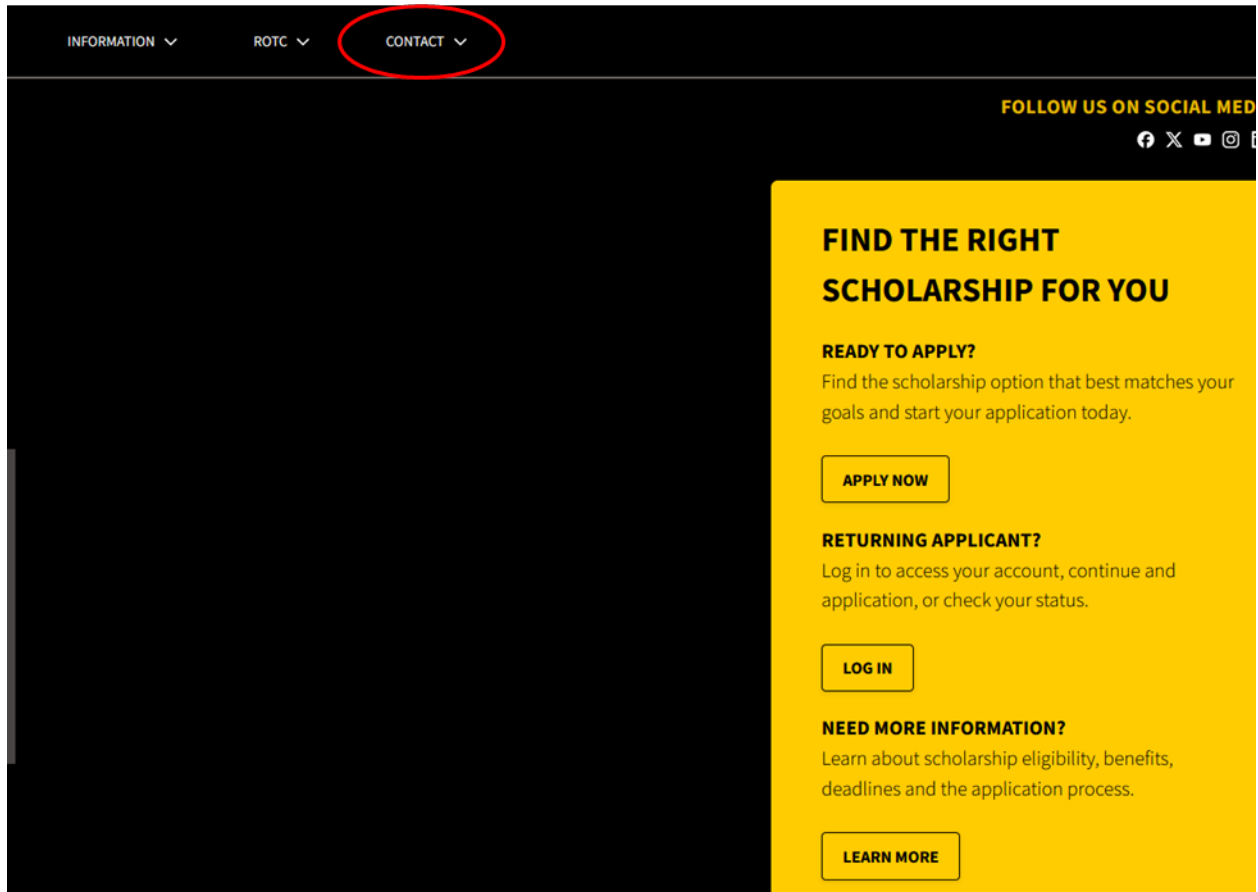
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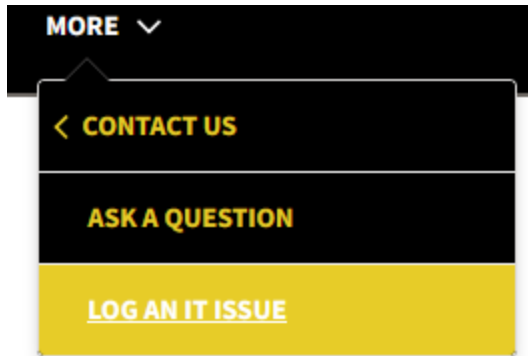
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LANDING PAGE – APPLYING AND LOGGING IN

You may return to this landing page to begin your application and to log in to continue your application is already started.



- If you have a question for a scholarship expert or need IT help:
 - Select **Contact** link at top.
 - If you have a question about scholarships or filling out the application, click Ask a Question.
 - If you experience problems with your account, click Log and IT Issue.
 - This same capability will be available in your application at the MORE tab.



- If you have not applied for a scholarship and are ready to make an account, click **APPLY NOW**.
- If you previously applied and registered as a scholarship applicant, click **LOG IN**.

Register as a new user to start an application - APPLY NOW

Complete each question to determine eligibility to register and apply for a scholarship.

Select citizenship status.

- NO is ineligible for ROTC.
- Pending – you may apply but, if selected, would have to complete naturalization to contract and receive benefits.

Are you currently a US Citizen?

*

Yes

No

Pending Citizenship

Next

Enter date of birth

- You must be 17 years old during the first term of college to contract.
- You may not be older than 31 in the year of graduation.

What is your Date of Birth?

*

Jun 1, 2008 

Format: Dec 31, 2024

Previous Next

Select current military status

- Active Duty may apply for Green2Gold program – not eligible for a high school scholarship.
- Army NG or USAR may continue and apply for a high school scholarship, however, you would have to be released to accept a high school. (See information / scholarships for other scholarship opportunities.)

Are you currently on Active Duty, serving full time, as an Enlisted Soldier in the U.S. Army (Regular Army) or a member of a Reserve or National Guard unit?

*

Active Duty

AR/NG

No

Previous Next

College Status – enrolled at university / college

- If you are in high school taking dual credit classes, select NO.
- If you have more than 31 credit hours, you may apply, however, to contract and receive benefits you would need to provide a university letter of acceptance demonstrating freshman status (4 years remaining) when you arrive on campus.

Are you currently enrolled and taking classes at a University or College?

*

Yes

No

Have you earned college or university credit hours?

* Credit Hours

0

Previous Next

Junior / Senior High School Status

- If you have graduated high school but have not enrolled in college or serving on active duty, you are considered eligible – select YES.

Are you currently a junior or senior in high school?

*

Yes

No

[Previous](#) [Next](#)

Apply Now

Congratulation – you are eligible to apply and taken to registration page. Click Apply Now

recommended scholarship

Thank you for your interest in serving this country by applying for an Army ROTC Scholarship.

Based on your response, you are eligible to apply for the National scholarship. Ready to start your application? Click the Apply Now button below!

[Previous](#) [Apply Now](#)

Complete personal information (Apply Now)

- Registration link will be sent to email provided. It is recommended to not use a .mil email address.

* First Name

Joe

* Last Name

Test

* Email

stingerhome2011+JTest@gmail.com

* Phone

2705012306

* DOB

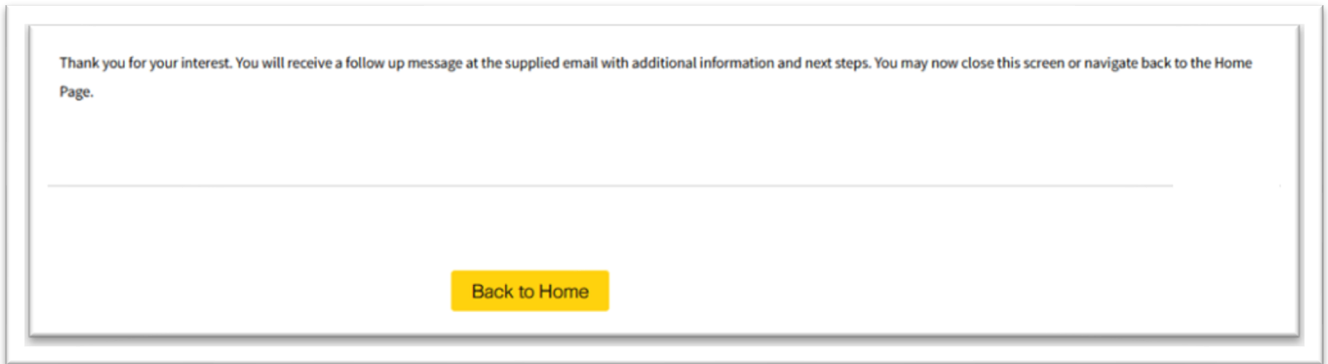
Jun 1, 2008 

I accept the Privacy Act Notice above.

[Apply Now](#)

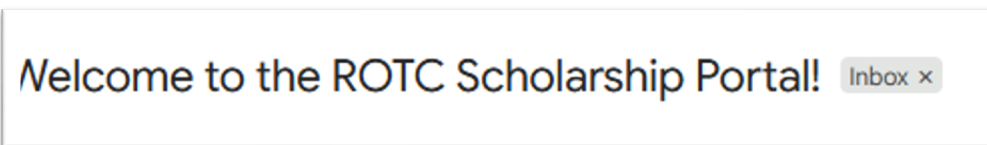
Completed registration – link sent via email.

You may close browser or click Back to Home



Check email to complete registration and start application.

- Record your username in the email.
- Click the link to complete registration and start application.



Hi *Applicant*,

Thank you for applying for a ROTC Scholarship! To get started, go to ***Your personal registration link***

Username: *your_email.123456789@usacc.scholarship*

- Create password.



Change Your Password

Enter a new password for
`doa_test@yahoo.com.1781257253520@usacc.scholarship`
Make sure to include at least:

- ✓ 15 characters
- ✓ 1 letter
- ✓ 1 number

* New Password

 Good

* Confirm New Password

 Match

*=required

Password was last changed on 6/12/2026, 5:40 AM.

- You will return to Landing page
- Click LOG IN as a Returning Applicant

RETURNING APPLICANT?

Log in to access your account, continue and application, or check your status.

LOG IN

DASHBOARD AND APPLICATION TABS

At initial log-in, only Dashboard and Personal Information tabs will be visible. When all information is completed on the Personal tab, the remaining tabs will be enabled.

Tab Status will be displayed when Personal Information tab is complete and saved.

PERSONAL INFO TAB

Select Personal Information Tab – complete required fields

Complete all info (required fields indicated by *)

Personal Info

SSN / DOB / First - Middle – Last Names / Suffix

Address Lookup

- Address – State field – If, when you select STATE, the field reverts to NONE or is blank, please click SAVE at bottom of the page then re-select STATE and SAVE. Refresh page if necessary.

*City
Fort Knox

State
--None--

- Home of Record State – this is the state of your permanent residence where you are eligible for in-state tuition rates at universities.

*Home of Record State
Kentucky

Contact Info

Mobile / Home Phone / Email

Additional Info

- Marital Status / Dependency status – there are eligibility rules associated with number of legal dependents a Cadet may have. If your selection triggers a disqualification warning, you may continue your application. This disqualification may be considered for a waiver if selected for a scholarship.

*Race: Hispanic / Latino
Yes No

*Current Marital Status
Never Married

*Dependency Status
No Children

*Military Dependent
Yes No

- Height / Weight – input height in inches (e.g. 6 foot tall = 72).
- Criminal Background – if YES is selected, Description and Event dates will display. Enter a brief description and change date to approximate date of the incident. If you enter an incident, you will see a disqualification message. You may continue your application and receive a scholarship offer. If selected, the ROTC program will determine if you need a waiver to contract and receive benefits.

Saving and finishing personal info tab

- When all information is entered on the personal tab, click SAVE. You will see a “Saved Successfully” message and possibly a message indicating an error or missing required fields. On all tabs, after saving you may navigate to other tabs to complete your application.
- When all required field on the Personal tab are complete and saved, all remaining tabs will appear at the top of your screen. Notice that the MORE tab contains the CONTACT US link to ask a question or submit an IT issue. Application tabs may be in the MORE tab menu if not appearing on your screen.

Select any tab at the top of the page to continue your application

PARENTAL INFORMATION TAB

- Complete information for one parent / guardian. Provide **Mother’s Maiden Name**, even if Mother is not the named parent provided.
- **Primary email** should be the email address for the named parent.
- **Parental Military Service** - If a Parent has served in the military, select YES.
 - If YES, complete fields that will be enabled if YES is selected.
- Address Lookup –
 - If parents’ address is same as yours, select YES for Parental Same as Applicant Address.
 - **If parent’s address is not the same, input the address. If Address Lookup fields are not present, toggle Parental Same as Applicant Address to YES, then return to NO. Fields should be visible.**

Parental Information

* Parental Relationship Type <input type="text" value="Select an Option"/>	Rank or Title <input type="text"/>	* First Name <input type="text"/>
Middle Name <input type="text"/>	* Last Name <input type="text"/>	Suffix <input type="text"/>

Information

* Mother's Maiden Name <input type="text"/>	* Primary Email <input type="text"/>	Parental Military Service <input type="button" value="Yes"/> <input type="button" value="No"/>
Parental Type of Service <input type="text" value="Select an Option"/>	* Parental Service Branch <input type="text" value="Select an Option"/>	* Parental Service Component <input type="text" value="Select an Option"/>
* Parental Home of Record State <input type="text" value="Select an Option"/>	Parental Same As Applicant Address <input type="button" value="Yes"/> <input type="button" value="No"/>	

*** Address Lookup**

* Country

* Street

* City

State

* PostalCode

When complete, click Save. After successful save (and any error message for missing required fields) you may navigate to other tabs. If required fields are missing, the remaining information will be saved, and you can return to the tab to complete missing fields when able.

MILITARY INFORMATION TAB

- Military Service – If you are currently serving on active duty or reserve component, or if you are a veteran, select YES. Military Service Status will display – select appropriate status.
 - If you are on active duty, you are not eligible for a high school school scholarship – explore Army ROTC Green2Gold programs.
 - If currently serving in the National Guard or Reserves, you may apply but would require release from your unit to contract for a high school scholarship.

The screenshot shows a web form titled "Military Information". It contains the following fields and controls:

- *Military Service?**: A radio button group with "Yes" (selected) and "No" options.
- *Military Service Status**: A dropdown menu with "Select an Option" and a downward arrow. A red border highlights this field, and a red error message "Field is required" is displayed below it.
- *Military Influence**: A dropdown menu with "Parents or Family" selected.
- *Complete For Admission To USMA?**: A radio button group with "Yes" (selected) and "No" options.
- Save**: A yellow button at the bottom center.

When complete, click Save. After successful save (and any error message for missing required fields) you may navigate to other tabs. If required fields are missing, the remaining information will be saved, and you can return to the tab to complete missing fields when able.

ACADEMIC INFORMATION TAB

High School Information

- Select Home Schooled or use the High School lookup to locate your High School.
- If high school is missing from the list, please use the MORE TAB / Contact Us / Ask a Question link to initiate a case and send your high school information to a processor to be added. (There is no penalty or detriment to your application if high school is not available.)
- Select graduation year.

High School Information

***High School Home Schooled**

High School

***High School Graduation Year**

GPA Information

Complete unweighted GPA (you will load a final 11th grade transcript later so a processor can verify.)

GPA Information

***Cumulative Unweighted GPA**

Field is required

College Information

- Earned College Credit? – If YES selected, College Status and Credit Hours are displayed
- College Status – if your selection indicates you are enrolled in college, you are disqualified and not eligible for a high school scholarship. There are scholarship opportunities on-campus, contact an ROTC program.
- College Credit Hours – If you have more than 31 credit hours, you may apply, however, to contract and receive benefits you would need to provide a university letter of acceptance demonstrating freshman status (4 years remaining) when you arrive on-campus.

College Information

Earned College Credit?

***College Status**

***College Credit Hours**

Field is required

When complete with High School / GPA / College Info, click Save. After successful save, continue on this page.

Counselor / Physical Fitness Administrator / Current Recommenders

- Provide your high school counselor’s contact information so they may submit academic information.
- Provide contact for a physical fitness administrator (e.g. coach, gym teacher) to administer a fitness assessment consisting of one minute of push-ups and sit-ups, and a one-mile run.
- You may provide contact information for people who may complete recommendation questionnaires. Recommenders are not required.
- These people will be sent an email to submit required information when your application status advances to Interviewee (transcript and test scores verified).
- To add these people, select **Add New Record**. Choice of Type You Want to Add will be displayed.

The screenshot shows a web form with three main sections for managing contact information:

- Current Counselors:** 1 of 1 item. Fields: First Name, Last Name, Primary Email.
- Physical Fitness Administrators:** 2 of 2 items. Fields: First Name, Last Name, Email.
- Current Recommenders:** 1 of 1 item. Fields: First Name, Last Name, Email.

Below these sections is a question: *** Do you want to edit an existing record or add a new person?** with two radio button options:

- Edit Existing Record
- Add New Record

Under the "Add New Record" option, there is a question: **What type do you want to add?** with three radio button options:

- Physical Fitness Administrator
- School Counselor
- Recommender

A red circle highlights the "Add New Record" option and the "What type do you want to add?" section. A yellow "Continue" button is located at the bottom right of the form.

- Select Edit Existing Record to correct a name or email, or delete an entry – see below.

- When adding / editing a Recommender check the box to agree to waive rights to review recommendations.
- Complete info for your selection then click Submit Point of Contact.

- If your submission populates multiple sections (for example, submitted counselor and info is reflected in counselor and recommender sections), use the MORE / Contact Us / Ask a Question to have a processor correct the erroneous entry.
- **Editing a counselor, PFA Administrator, Recommender**
 - Select **Edit Existing Record**, then click Continue. Choice of Type You Want to Edit will be displayed.
 - To change a name or email, hover over the box on the right side of the field, click on the pencil to edit the field.
 - Make changes to any field.
 - When change is complete, Cancel / Confirm buttons are displayed.
 - Click Confirm to save changes. If you wish to delete an entry entirely, remove information from First, Last Name, and Email fields.
 - To Delete an entry, use Edit steps to delete info in First, Last Name, and email fields.

	First Name	Last Name	Email
1	C	D	example@nomain.com

- When all have been input correctly, continue to SAT / ACT / CLT section.

SAT / ACT / CLT

- You must submit at least one standardized test. You will upload the score report so a processor can verify your scores. The Composite score will be populated when scores are verified.

- If you have taken the same test multiple times, all section scores will be considered to apply a super score.
- To input scores, click Add New Score.

SAT / ACT / CLT

If you have taken the SAT, ACT or newly designed CLT exam, please enter your scores below. If Army Cadet Command was listed when registering to receive your scores, they will appear below. You can enter new scores manually if you do not see your scores below. You will also see the calculated "Super Score" for each category determined as the total score from the highest of all categories.

✓ ACT Super Score

* ACT Math	ACT English	ACT Reading	ACT Composite
<input type="text"/>	<input type="text"/>	<input type="text"/>	

✓ SAT Super Score

SAT Reading Writing	SAT Math	SAT Composite
0	0	

✓ CLT Super Score

Verbal Reasoning	Grammar/Writing	Quantitative Reasoning	CLT Composite
0	0	0	

Add New Score

- Select Test Type and Date Taken, then click Submit New Score.
- Section scores and test taker ID fields will be displayed.
- Input section scores and ID. When section scores are input, you will see the calculated composite score for this test – composite will not display in the table until verified by a processor.
- Click Submit New Score

SAT / ACT / CLI

If you have taken the SAT, ACT or newly designed CLT exam, please enter your scores below. If Army Cadet Command was listed when registering to receive your scores, they will appear below. You can enter new scores manually if you do not see your scores below. You will also see the calculated "Super Score" for each category determined as the total score from the highest of all categories.

Test Type	* Test Taken Date	SAT Composite Score
SAT	Jun 1, 2025	1,400
<small>Please select a choice.</small>		
SAT Reading & Writing	* SAT Math	SAT Test Taker ID
700	700	123456789
		Submit New Score

When scores are saved and all sections of the Academic Info tab are complete, navigate to a new tab at the top of the page to continue your application. There is no SAVE button for the page, each section saves when completing the steps above.

ACTIVITIES TAB

Student Athletics

- Select the Athletic Sport and Level from menus
- Check all grades during which you participated in that sport / level combination.
- Click Add Activity
- Continue this sequence until all sports are input.

* Athletic Sport	* Athletic Sport Level	<input checked="" type="checkbox"/> 9th	<input checked="" type="checkbox"/> 10th	<input type="checkbox"/> 11th	<input type="checkbox"/> 12th
Basketball	City or County Organized League				
4 of 4 items					
Academic Year	Athletic Sport	Athletic Sport Level			
10	Baseball	Captain / Co-Captain			
11	Baseball	Captain / Co-Captain			
9	Crew	Varsity			
12	Crew	Varsity			
					Add Activity

Student Activities

- Select Leadership Activity, grade levels will be displayed.
- Check all grades during which you participated in the activity.
- Click Add Activity.
- Continue this sequence until all activities are input.

Academic Year	Leadership Activity Name
<input type="checkbox"/> 10	Beta Club - Member / Delegate
<input type="checkbox"/> 11	Beta Club - Member / Delegate

When all activities are submitted are complete, navigate to a new tab at the top of the page to continue your application. There is no SAVE button for the page, each section saves when completing the steps above.

SURVEY

- Select your response to the question, then click Next to go to the next question. You will not be able to return to a question once submitted.
- When all questions are complete, click EXIT SURVEY.

Thank you for completing the CBEF Survey! Your responses have been recorded.

EXIT SURVEY

When ready to exit survey, navigate to a new tab at the top of the page to continue your application.

SCHOOLS OF INTENT TAB

HBCU – ECP

- Check appropriate box(es) if you wish to compete for a scholarship to an HBCU or a Military Junior College (Early Commissioning Program).

- Click Change Response to record your selections. (If you record check boxes for HBCU or ECP and wish to un-select, remove check and click Change Response.)

Do you want to compete for a scholarship to a HBCU?

Do you want to be considered for the Early Commissioning Program (ECP)?

Change Response

Academic Discipline & Schools of Intent

Read instruction on accreditation.

When selecting, 1 of every 3 selections must be an in-state, public school (in-state determined by the Home of Record State on Personal tab). The ratio will be enforce when selecting schools. The list will be in priority order based on sequence of inputs (first school selected will be #1) – this can be edited after schools are selected.

- Select Discipline – Majors will be displayed
- Select State
- Select Major
- Click Search for Schools

Discipline

State

Social Science, Humanities, Education & Language Majors

0 of 0 items

Rank	School	Discipline	Major	HBCU	Private	Location
No items to display.						

Search for Schools

- Select a school from picklist
- Click Add to Schools List

* Social Science, Humanities, Education & Language Schools

Auburn University

0 of 0 items


Rank of Imp...	School Nam...	Discipline	Major	Private	HBCU	Location
No items to display.						


Previous


Add to Schools LIst


- You may now add additional, change priority, replace, remove, or change discipline.
- Select the button you wish to execute, then click Next.
- For example, select Remove School, Click Next


What would you like to do?


Add New


Change Priority


Replace School
on List


Remove School


Change Discipline

5 of 5 items

Priority	School	Discipline	Major	HBCU	Private	Location
1st	Auburn University	Social Science, Humanities, Education, Language	Agriculture, General			AL
2nd	University Of Mobile	Math, Science, Technology, Computers	None Selected		✓	AL
3rd	Troy University	Math, Science, Technology, Computers	None Selected			AL

[Next](#)

- Check school to be removed from list.
- Click Remove Selected School

5 of 5 items • 1 item selected

<input checked="" type="checkbox"/> Rank	School	Discipline	Major	HBCU	Private	Location
<input type="checkbox"/>	Mobile	Computers				
<input type="checkbox"/> 3rd	Troy University	Math, Science, Technology, Computers	None Selected			AL
<input checked="" type="checkbox"/> 4th	Loyola University New Orleans	Math, Science, Technology, Computers	None Selected		<input checked="" type="checkbox"/>	LA
<input type="checkbox"/> 5th	Benedictine College	Math, Science, Technology, Computers	None Selected		<input checked="" type="checkbox"/>	KS

- Click Confirm Remove School

⊗
 Confirm Delete School - Loyola University New Orleans

When all schools are selected and prioritized properly, navigate to other tab to continue application. There is no SAVE button for the page, each section saves when completing the steps above.

ESSAYS TAB

Complete essays, click Save.

When complete, navigate to other tab to continue application.

FILE UPLOAD TAB

- Required documents are listed. PFA scores are not a required upload – those scores will be submitted by the person identified on the Academic tab.
- Click Add File

✓ Required Documents

High School Transcript SAT/ACT Score Resume PFA Scores

1 of 1 item

Name	Status	Date Submitted
High School Transcript - [TRANSCRIPT UPLOAD.pdf]	Pending	6/11/2026, 08:37 AM

[Add File](#)

- Select Document Type
- Click Upload Files

* Add File

[Upload Files](#) Or drop files

Complete this field.

* Document Type

ACT Scores

[Previous](#) [Next](#)

- Click Done to close pop-up.

Example: Electronic SAT Scores forwarded by College Board will satisfy the requirement for the SAT score

PDF 15 KB

[Done](#)

- Click Next

* Add File

Or drop files

Complete this field.

* Document Type

ACT Scores

- Uploaded documents listed as Pending. A processor will review and accept or reject documents upon review.

2 of 2 items

Name	Status	Date Submitted
High School Transcript - [TRANSCRIPT UPLOAD.pdf]	Pending	6/11/2026, 08:37 AM
ACT Scores - [ACT UPLOAD.pdf]	Pending	6/11/2026, 09:22 PM

- Upload remaining required documents such as Resume.
- When complete, navigate to another tab to continue application. There is no SAVE button for the page, each section saves when completing the steps above.