

Iowa State Association of Counties (ISAC) Portal

Account Creation and ISAC Scholarship Application Instructions

Assistance or Questions: kcook@iowacounties.org

Login or Create an Account: <https://members.iowacounties.org/>

Scholarship applicants will need to create their own account and cannot use their parent's/guardian's account.

Account Setup

- Use the link above and Select the *Set up an Account* tab
- Enter your email (this will be used as your username), password, first and last name.
- Once submitted, you will receive a verification email. If not received, please check your spam folder and if not there, email support@iowacounties.org for manual verification.
- Once verified, you may log in and will be prompted to finish setting up your account. **Please be sure to select *ISAC Scholarship* as the organization type.** Complete the required fields to finish setting up your profile.
- Once account creation is completed and you are logged in, navigate to the *Scholarships* tab, click *2027 ISAC Scholarship*, and select *Submit Application*.
- **Application Submission/Return Later**
 - Please note that you must submit your high school transcript and three letters of recommendation for your application to be considered. These documents can be submitted via the online application (preferred) or emailed to: kcook@iowacounties.org.
 - You may use the *Save & Return Later* button to add required documents as you receive them or make edits to your application. When logging back in, navigate to the scholarships tab and click *Submit Application* again. It will take you back to your saved application.
 - Once application is complete and you fully process/submit your application, you will be unable to return and edit.

Notes

- If you are currently undecided on a proposed college or field of study, please type in 'Undecided' in the text bar, and click 'Add the value: "Undecided".'
- When submitting the county your parent/guardian is employed at, please type in the county name and it should automatically search and populate. If you do not see it listed, please reach out to kcook@iowacounties.org.
- You must have the three checkboxes at the end of the application checked before it will allow for submission.