



Keys to Success App Manual Community Organization

1. Create your organization account using this link:

<https://admin.ktsutah.com/#/signup>

- a. Add Logo
- b. Organization Name
- c. Organization Type
- d. Contact Name
- e. Contact Email
- f. Password
- g. Organization Career Field (These are the career fields that your organization is interested in providing opportunities for)
- h. Intended Keys to Success Participation

Create Account

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2. **Resources:** You can start importing scholarships, internships, and other career opportunities.

- a. Bulk Upload Any type of opportunity
 - i. Download CSV Template
 - ii. Fill in the required fields labeled on each column
 - iii. Upload CSV file
 - iv. Review information
 - v. Select Career Fields
 - vi. Select High Schools
 - vii. Select Date Range
 - viii. Click "Upload"
- b. **New Scholarship/Tuition Waiver:**
 - i. Name of Scholarship or Tuition waiver
 - ii. Description (140 characters long)
 - iii. Organization (Your organization is already selected)
 - iv. Application Link
 - v. Amount

- vi. Number Available
- vii. Select the **Career(s)** that apply to this scholarship or tuition waiver
- viii. Select the **High School(s)** that will receive this scholarship or tuition waiver notification
- ix. Select a date range
- x. Click “Active” (*In-App scholarships are for Keys to Success Scholarships only*)
- xi. Click “Save”

c. New Internship:

- i. Name of Internship
- ii. Organization (Your organization is already selected)
- iii. Description (140 characters long)
- iv. Application Link
- v. Select the **Career(s)** that apply to this internship
- vi. Select the **High School(s)** that will receive this internship notification
- vii. Select a date range
- viii. Click “Active”
- ix. Click “Save”

d. New Opportunity: (*These can be career fairs, webinars, open houses, campus tours, etc.*)

- i. Name of Opportunity
- ii. Organization (Your organization is already selected)
- iii. Description (140 characters long)
- iv. Application Link
- v. Select the **Career(s)** that apply to this career opportunity
- vi. Select the **High School(s)** that will receive this career opportunity notification
- vii. Select a date range
- viii. Click “Active”
- ix. Click “Save”

Log In Link: <https://admin.ktsutah.com/#/login>

Keys to Success
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