



# ACE SCHOLARSHIP APPLICATION CHECKLIST

2020-21

## 1. Students Register for Dual Enrollment

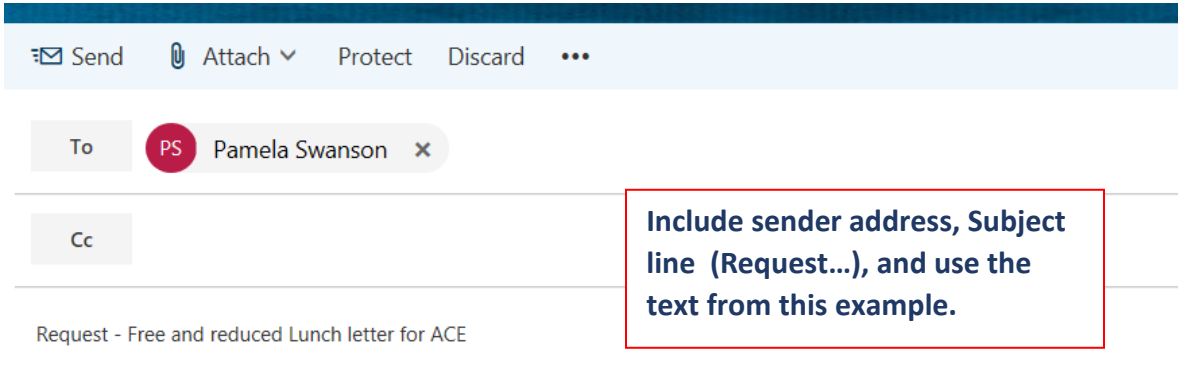
- a. Student pays full price for lunch -> no further work required, student is responsible for payment of tuition
- b. Student is on Free and Reduced Lunch program\* -> Complete the below grid.

**ATTENTION: DACA students or students who are NOT U.S. Citizens, please email [Hope.Smejkal@ops.org](mailto:Hope.Smejkal@ops.org) to complete the OPS DE Form for OPS grant funds to cover tuition for your dual enrollment.**

\*USCIS documentation. Obtain a PDF of your green card if you are not a U.S. citizen.

Required information	RECORD Your ACE information
Student Email address	_____@ops.org
Free and Reduced Lunch Letter from OPS Nutrition Services	Email Pam Swanson ( <a href="mailto:pamela.swanson@ops.org">pamela.swanson@ops.org</a> ) at Nutrition Services to request a copy of the letter. <b>See Step 2</b> on second page. *Allow a minimum of 2 weeks for processing.
ACE Application History	Have you applied for the ACE scholarship in previous years? Yes <input type="checkbox"/> No <input type="checkbox"/> If so, do you remember your ACE login information (user name/pswd)? Yes <input type="checkbox"/> No <input type="checkbox"/> **If no – see #3. Instructions on the next page.
User Name (ACE System)	<a href="https://ecmp.nebraska.gov/CCPE-ACE/Account/Login">https://ecmp.nebraska.gov/CCPE-ACE/Account/Login</a> USER NAME: _____ See #3 instructions on next page (use your school computer login as user name)
Password (ACE System)	<a href="https://ecmp.nebraska.gov/CCPE-ACE/Account/Login">https://ecmp.nebraska.gov/CCPE-ACE/Account/Login</a> PASSWORD: _____ (choose password according to ACE Rules)
GPA	GPA: _____ (Use Student portal)
Course(s) and College(s) you are dual enrolling.  <b>*ONLY 2 courses are covered by ACE Scholarship in 20-21</b>  <b>*Term is Fall (August-December) or Spring (January-May)</b>  <b>Additional courses beyond 2 may be covered through OPS grant. Email Mrs. Smejkal at <a href="mailto:Hope.Smejkal@ops.org">Hope.Smejkal@ops.org</a> to confirm your course coverage</b>	1. _____ / _____ / _____ Course College Term 2. _____ / _____ / _____ Course College Term 3. _____ / _____ / _____ Course College Term 4. _____ / _____ / _____ Course College Term 5. _____ / _____ / _____ Course College Term

2. **Draft Email to request Free and reduced Lunch verification letter.** Email Pam Swanson ([pamela.swanson@ops.org](mailto:pamela.swanson@ops.org)) at Nutrition Services to request a copy of the letter. Requests can take 2 weeks to process. **You must have your letter to complete the ACE application.** Use the email sample below in drafting your email.



Send Attach Protect Discard ...

To **PS** Pamela Swanson x

Cc

Request - Free and reduced Lunch letter for ACE

**Include sender address, Subject line (Request...), and use the text from this example.**

Dear Mrs. Swanson,

Please provide me with a **.pdf** copy of my free and reduced lunch letter for the ACE application.

Thank you for your assistance on this matter.

<Your Name Here>

<Your Student ID Here>

<Your School Here>

### 3. ACE Log-In Information.

- A. If you have applied before but do not remember your login, you will have to go through the ACE retrieval process to obtain your login credentials. Click the [Reset Password \(Non-State Employees\)](#) link and then choose Account Management link.**
- B. If you have not applied before, select New user.**



NEBRASKA ENTERPRISE CONTENT MANAGEMENT PORTAL  
Nebraska's Coordinating Commission for Postsecondary Education (CCPE)

**B**

**NEW USERS**  
If you are a first time user and have not yet registered for an account, click the link below and follow the instructions.  
[Register Here \(Non-State Employees\)](#)

**A**

LOGIN  
User Name  
Password  
Login  
[Reset Password \(Non-State Employees\)](#)  
[Register Here \(Non-State Employees\)](#)

THIS IS A GOVERNMENT COMPUTER SYSTEM. UNAUTHORIZED ACCESS IS PROHIBITED. ANYONE USING THIS SYSTEM IS SUBJECT TO MONITORING. UNAUTHORIZED ACCESS OR ATTEMPTS TO USE, ALTER, DESTROY OR DAMAGE DATA, PROGRAMS OR EQUIPMENT COULD RESULT IN CRIMINAL PROSECUTION. ...

### 4. Complete the application and upload your documentation.

- Check back often to see the status of your application
- Your application cannot be in DRAFT and considered completed
- Please note, it is your responsibility to complete the application and see "AWARDED" to confirm that the ACE Scholarship will cover your two dual enrolled courses for the 20-21 school year.