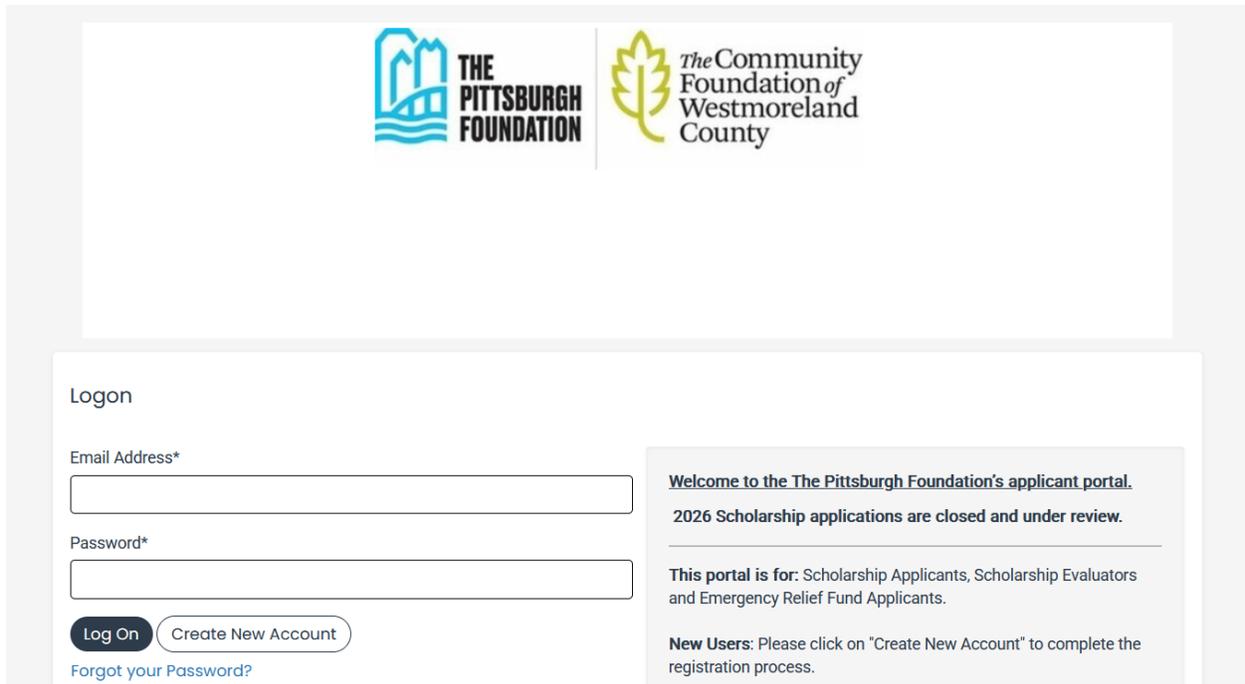


## How to use the Foundant System as an “Evaluator”

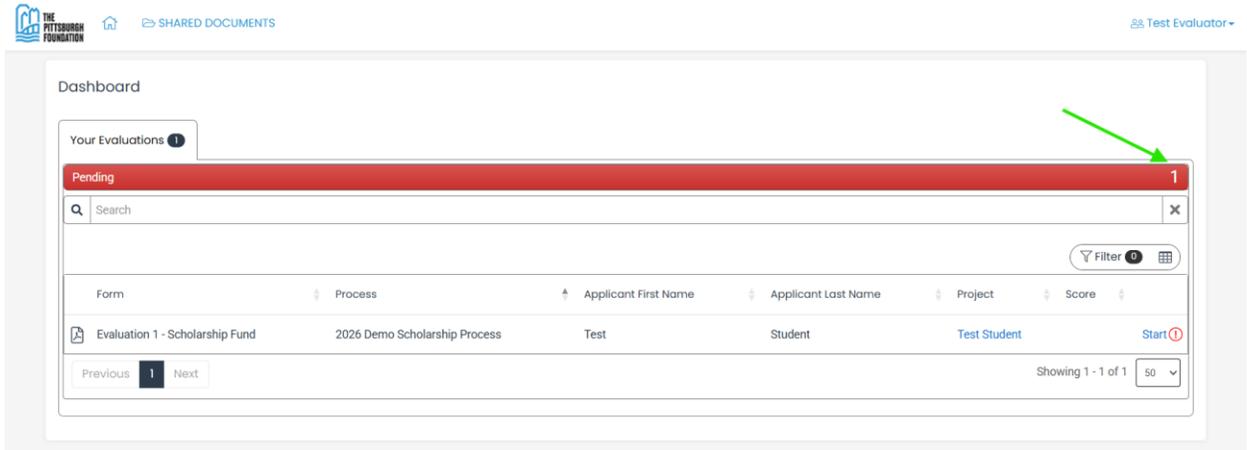
Thank you for reviewing applications and making comments about scholarship applications. [Please visit the Scholarship Application site to log in.](#) Your login is the email address where you’ve received the committee email.



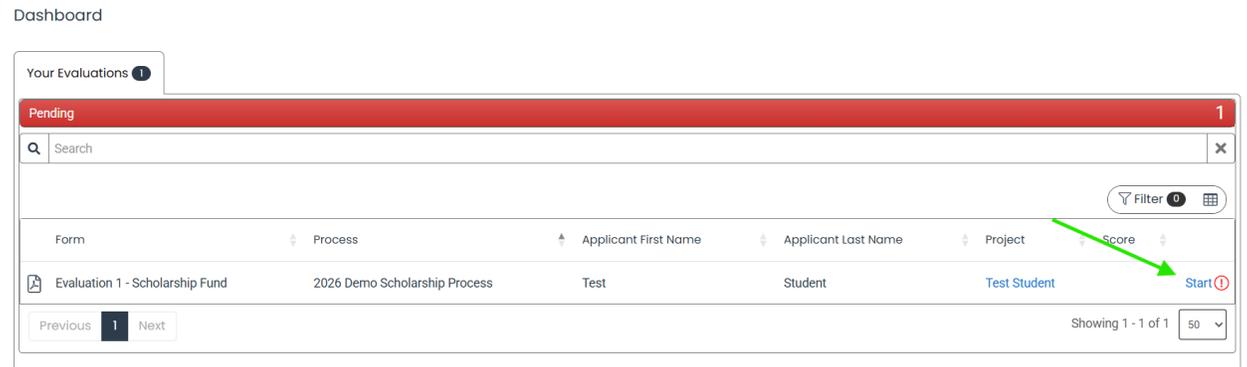
The screenshot shows the login interface for the Foundant System. At the top, there are two logos: The Pittsburgh Foundation (a blue stylized building icon) and The Community Foundation of Westmoreland County (a yellow leaf icon). Below the logos is a "Logon" section with two input fields: "Email Address\*" and "Password\*". To the right of these fields is a grey box containing the following text: "Welcome to the The Pittsburgh Foundation's applicant portal. 2026 Scholarship applications are closed and under review." Below this is a horizontal line, followed by the text: "This portal is for: Scholarship Applicants, Scholarship Evaluators and Emergency Relief Fund Applicants." At the bottom of the grey box, it says: "New Users: Please click on 'Create New Account' to complete the registration process." Below the input fields, there are two buttons: "Log On" (a dark blue button) and "Create New Account" (a light blue button). Below the "Log On" button is a link: "Forgot your Password?"

Your role in the system is “evaluator.” You will be able to review applications and make comments in a designated area, but you will not be able to edit anything the applicant has entered.

1. After logging in, you will be directed to a dashboard, where you will see how many applications are assigned to you.



2. To review an application, click on the word start with the red exclamation point in the right column of your dashboard.

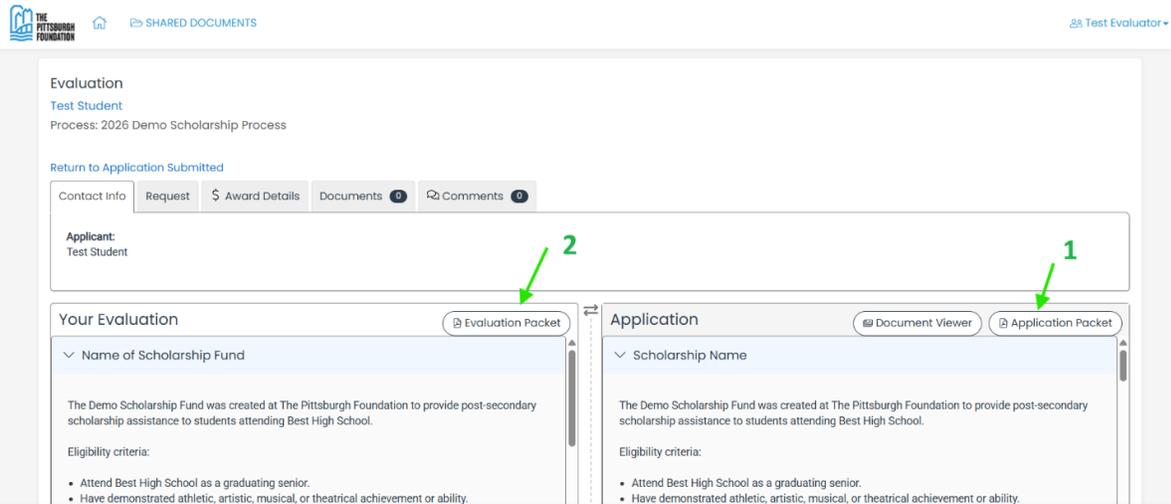


(Tip: If you are reviewing applications for multiple scholarship funds, you may sort them by clicking “process name.”)

3. The “evaluation” and “application” (shown below) will appear side by side. Please enter your rankings and comments in the fields provided electronically.

Other options for viewing applications are:

- Printing the application packet by clicking the “application packet” (1) button. A PDF of the entire application will download.  
OR
- Clicking the “evaluation packet” (2) button. A PDF of the entire application and evaluation will download.



When entering your ratings electronically, please use the scroll feature on the right side of the “evaluation” and “application” which will allow you to see each section accordingly. Once you have completed the evaluation, select “save” at the bottom of the “evaluation” section.

\*Please note: Your comments are only viewable by you and cannot be seen by other members of the committee.

## Your Evaluation

📄 Evaluation Packet

500 characters left of 500

**Additional Comments**

Please add any additional comments about this applicant that may help with the selection process. These comments are for your personal notes and are only viewable by you and Foundation staff.

500 characters left of 500

Save

- After you have reviewed the application and clicked on the appropriate response, you will see that the red exclamation point under “review” on your dashboard now appears as a green check mark. You will always be able to return to the application and continue to make comments or change your rankings. The green check mark is an easy way to track which items you have already reviewed and which items are still pending. Once complete, you can revisit all scores and comments for discussion in your committee meeting.

Dashboard

Your Evaluations 1

Complete
1

✕

Filter 0

Form	Process	Applicant First Name	Applicant Last Name	Project	Score	Update
Evaluation 1 - Scholarship Fund	2026 Demo Scholarship Process	Test	Student	Test Student	50%	Update <span style="color: green;">✔</span>

Previous 1 Next
Showing 1 - 1 of 1 50