

Create a YourCouncil Account and Access Your Profile Page

This document will guide you through creating an account on YourCouncil and saving a copy of your profile page, which you will need to apply to the DECAL Scholars CDA Scholarships program.

1 To begin, visit <u>yourcouncil.org</u> and select the link next to "Don't have an account?"



2 Complete all required fields to create your account and then return to the home page to log in.

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	CREATE AN ACCOUNT
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PUERTO RICO. SI usted tione una direcció	ión de Puerto Rico, no elija ningún estado, escoja directamente Puerto Rico de la lista de países
AMERICAN VIRGIN ISLAND: If you have an	in address in the US Virgin Islands. ONLY select Virgin Islands (US) under COUNTRY, do not select a state.
GUAM - MILITARY CANDIDATES: If you ha	have an address in Guarn. ONLY select GUAM under COUNTRY, do not select a state.
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Phone Type* Phone Number(XXXX-XXX	001-0000 ⁴
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Create a YourCouncil Account



 $\mathbf{3}$ Once logged in, select "Profile" from the left side menu bar.

Find a PDS	Welcome To Your	Personal Dasht	board			
Reset Password						
My Bio/Photo						
CDA Initial Application						
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PD Specialist Application	CDA Initial	view all				
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CDA Name Change	PDS Specialist	03/11/2024	CDA Initial Application Created	Q		
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My Saved Accounts	Effective May 15, 2024 14411, St. NWK Swite 6	the Council's new address is 00, Washington, DC 20005				
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4 Right click anywhere on the screen and select "Print" from the dropdown menu.

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Email: test@decalscholars.com	is correct by clicking the "Confirm" button below.			
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5 A pop-up window will appear. Ensure the destination is set to "Save as PDF" to save your profile information as a PDF document.

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	If you have received your Ready to Schedule Notice and need to update your Name, click on the CBN Name Change tab from your Dashboard Main Menu. If you need to update your email or phone number, access your initial application and click on the Update Contact Information tab	were seconds	
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	If you need to update your Name, click on CDA Name Change tab from your Dashboard Main Menu		
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6 Upload this document when applying to the CDA Scholarships program.