

## Guidance for Campus Based Army ROTC Scholarships

**Step 1**-You will need to have provided all of the administrative forms and documents listed in steps 1-3 found under Applicant Resources on our website and have conducted your Human Resources Enrollment Eligibility Interview and have been entered in our online system the Cadet Command Information Management Module (CCIMM).

**Step 2**-I need to have your most current version of the following documents in your scholarship board file:

- 1-Current Transcripts (high school or just college)
- 2-USACC 104-R
- 3-SAT or ACT Information (if taken)
- 4-Applicant Statement (around a 1page statement about why you want to be in the Army, be an officer, be a leader, and have a scholarship)

5-Scholarship Counseling Form (see Annex 1 below)

Optional Documents for the Folder:

6-Letters of Recommendation

If you are in or are going to join the Army National Guard (ARNG) or Army Reserve (USAR) and are pursuing a Guaranteed Reserve Forces Duty (GRFD) scholarship then you will also need to include the appropriate Documents from the following list:

7-CC Form 203-R (USAR and ARNG)

8-NGB Form 594-1 (ARNG)

9-Letter of Acceptance (USAR)

10-DA Form 4824 (USAR)

**Step 3**- Complete the Campus Based Cadet Background Experience Survey (CB-CBEF) See Annex 2 below for instructions.

# Annex 1

## USC Army ROTC Program Counseling for Prospects and Cadets Interested in a ROTC Scholarship

**Intent:** For any Prospect or Cadet who expresses interest in a ROTC scholarship, Cadre should start the following counseling process in order to avoid misunderstandings about the process and to make clear the current progress of the candidate within the scholarship process.

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### **Initial Counseling [Date: \_\_\_\_\_]**

I, \_\_\_\_\_, as an applicant for a ROTC scholarship, understand the  
(Prospect or Cadet Name)  
following aspects of the scholarship process:

- 1- Under **NO** circumstances can a Cadre member in word or deed promise or offer me a scholarship until the command has posted the offer and sent me a notification letter. \_\_\_\_ (Prospect/Cadet Initials)
- 2- Even if I provide all required items for applying for a scholarship to include being evaluated on a scholarship board, no Cadre can promise or offer me a scholarship until the command approves it. \_\_\_\_ (Prospect/Cadet Initials)
- 3- Even if I change my academic plan or take any other recommended action that **might** improve my chances to get a scholarship, these actions will **NOT** guarantee a scholarship offer. \_\_\_\_ (Prospect/Cadet Initials)

Counselor Name and Signature: \_\_\_\_\_

Prospect/Cadet Name and Signature: \_\_\_\_\_

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### **Interim Counseling [Date: \_\_\_\_\_]**

I, \_\_\_\_\_, as an applicant for a ROTC scholarship, understand my current status in the scholarship process as noted below:

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Counselor Name and Signature: \_\_\_\_\_

Prospect/Cadet Name and Signature: \_\_\_\_\_

**Interim Counseling [Date: \_\_\_\_\_]**

I, \_\_\_\_\_, as an applicant for a ROTC scholarship, understand my current status in the scholarship process as noted below:

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Counselor Name and Signature: \_\_\_\_\_

Prospect/Cadet Name and Signature: \_\_\_\_\_

**Interim Counseling Scholarship Board Results [Date: \_\_\_\_\_]**

I, \_\_\_\_\_, as an applicant for a ROTC scholarship, understand my current status in the scholarship process as noted below:

1. My Scholarship Board Score was \_\_\_\_\_ (Prospect/Cadet Initials)
2. My Order of Merit List (OML) Score was \_\_\_\_\_ (Prospect/Cadet Initials)
3. My Rank on the current OML list is \_\_\_\_\_ of \_\_\_\_\_ Cadets.
4. Other Notes: \_\_\_\_\_

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Counselor Name and Signature: \_\_\_\_\_

Prospect/Cadet Name and Signature: \_\_\_\_\_

**Final Counseling Scholarship Awarded [Date: \_\_\_\_\_]**

I, \_\_\_\_\_, as an applicant for a ROTC scholarship, understand my current status in the scholarship process as noted below:

1. I have received and understand my scholarship offer letter \_\_\_\_\_ (Cadet Initials)
2. I **ACCEPT / DECLINE** (Circle one) my scholarship offer \_\_\_\_\_ (Cadet Initials)
3. Other Notes: \_\_\_\_\_

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Counselor Name and Signature: \_\_\_\_\_

Prospect/Cadet Name and Signature: \_\_\_\_\_

# Annex 2

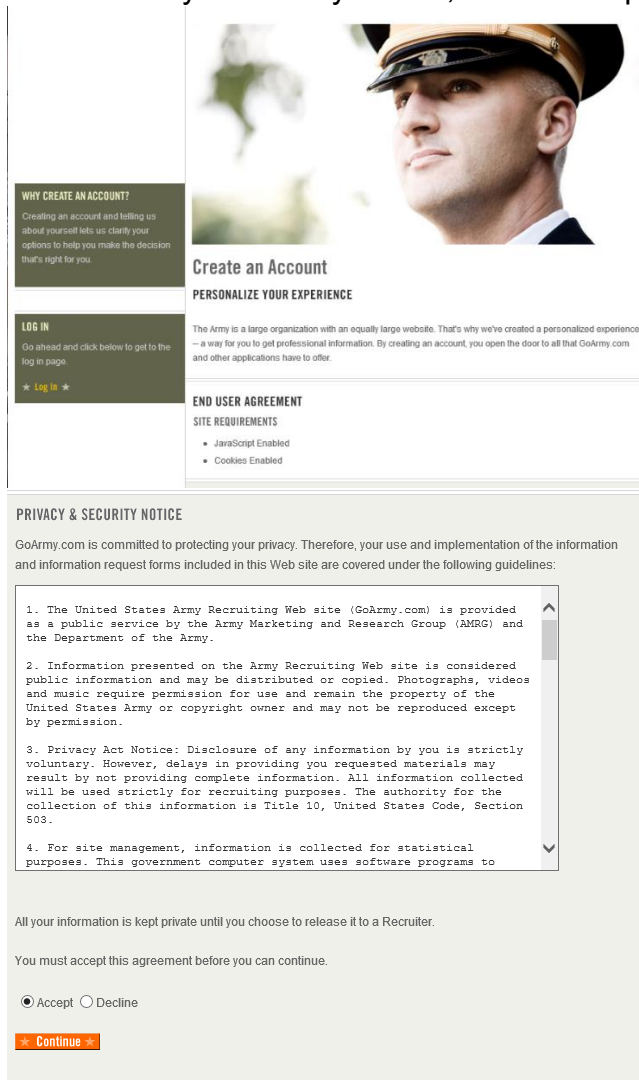
## Campus Based CBEF Login Instructions

### Step 1: Confirm whether or not Cadet has a Go Army Account

- A. If Cadet DOES NOT have a User ID and Password for GoArmy.com, go to Step 2
- B. If Cadet DOES have a User ID but FORGOT Password for GoArmy.com, go to Step 3
- C. If Cadet DOES have a User ID and Password for GoArmy.com, go to step 4


### Step 2: Create GoArmy.com Account

- A. Go to [https://my.goarmy.com/accounts/register/user\\_agreement.jsp](https://my.goarmy.com/accounts/register/user_agreement.jsp)
- B. Read Privacy & security Notice, Click “Accept” then “Continue”



The screenshot displays the GoArmy.com registration interface. On the left, there are three dark green boxes: 'WHY CREATE AN ACCOUNT?' with text about account benefits, 'LOGIN' with a 'Log In' link, and 'END USER AGREEMENT' with 'SITE REQUIREMENTS' (JavaScript and Cookies Enabled). The main area features a photo of a soldier in uniform, the heading 'Create an Account', and the sub-heading 'PERSONALIZE YOUR EXPERIENCE'. Below this is a paragraph explaining the personalized experience. At the bottom, a 'PRIVACY & SECURITY NOTICE' section contains a scrollable list of four numbered points regarding privacy, public information, and site management. Below the notice is a line stating 'All your information is kept private until you choose to release it to a Recruiter.' and a line stating 'You must accept this agreement before you can continue.' with radio buttons for 'Accept' (selected) and 'Decline', and an orange 'Continue' button.

C. Create an Account and Register your information: Enter all required information and click “Continue”.



**Create an Account**  
**YOUR REGISTRATION INFORMATION**

Please provide your contact information below. When you are finished, simply click the Continue button.

First Name:


Last Name:

Date of Birth:

Email Address:

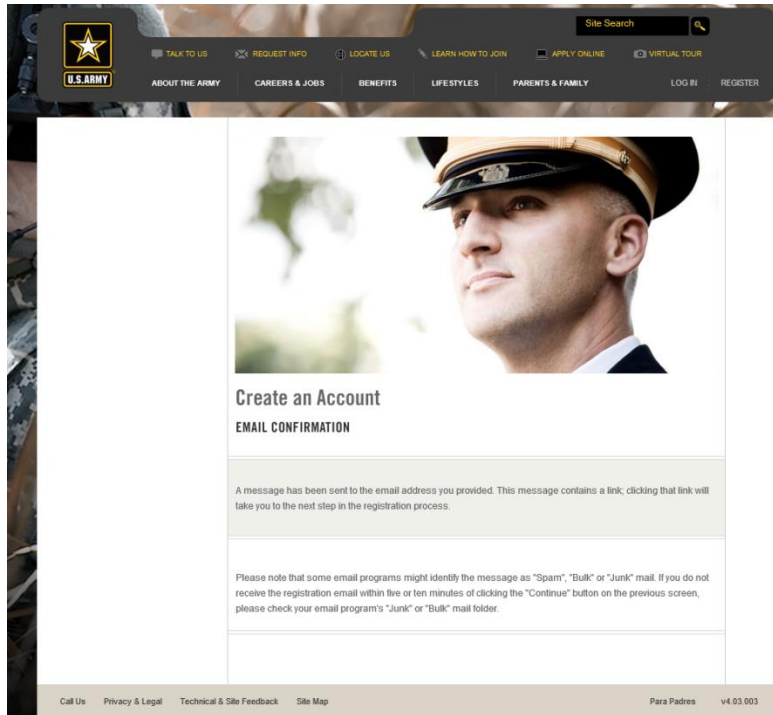
Please send me information by e-mail about future Army opportunities.

ZIP Code:

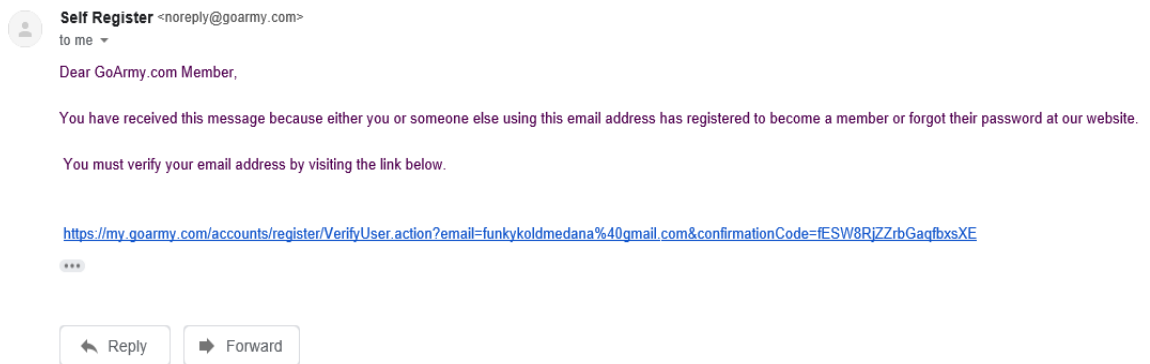


Please type the text as it appears in the above image.

D. Notification that you will receive an email verification.




- E. An email confirmation will arrive to your email inbox. Click on the link contained in your email.



- F. Continue to step 4B.

### Step 3: Retrieve Password

- A. Go to URL <https://my.goarmy.com/accounts/register/login.jsp> and click on **Forgot Your Password?**



**DON'T HAVE AN ACCOUNT?**  
Create an account to explore Army benefits and opportunities, and to find out which jobs are best for you based on your skill and availability.  
★ [Create an Account](#) ★

### Log in

**ACCESS YOUR FUTURE HERE**

Enter your e-mail address and password in the spaces provided.


E-mail Address:

Password:

[★ Log In ★](#)

[Forgot your password?](#)

B. Enter email address you originally registered with and click "Continue".



### Forgot Password

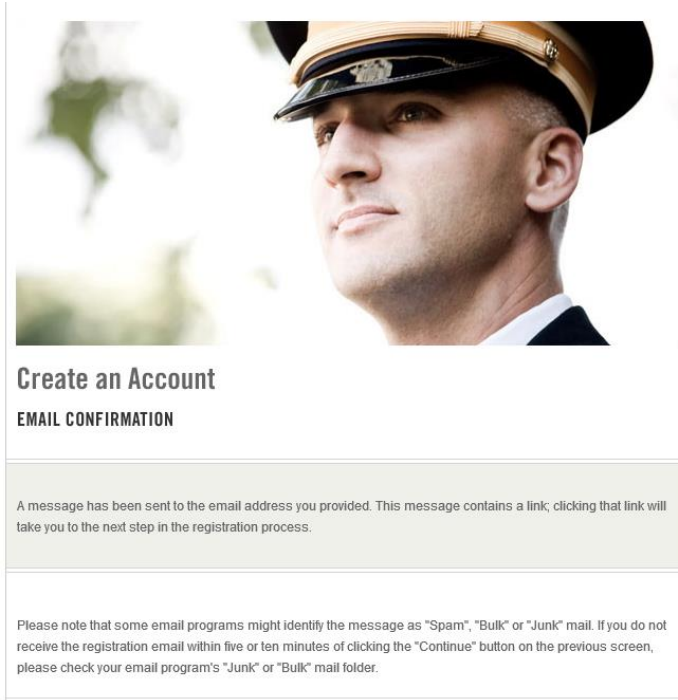
If you have forgotten your password, simply enter your e-mail address in the space provided. Remember to enter the same e-mail address that you supplied during registration. An e-mail containing your password will be sent to this address.

E-mail Address:

[★ Continue ★](#)

Note: This email is sent to the account provided during initial Go Army.com account set-up.





- C. An email confirmation will arrive to your email inbox. Click on the link contained in your email.

Self Registration Confirmation Inbox x

**Self Register** <noreply@goarmy.com>  
to me ▾

Dear GoArmy.com Member,

You have received this message because either you or someone else using this email address has registered to become a member or forgot their password at our website.

You must verify your email address by visiting the link below.

<https://my.goarmy.com/accounts/register/ResetPassword.action?email=funkykoldmedana%40gmail.com&confirmationCode=qbjQekhNPFcwZyZQTKGb>


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Please keep the following things in mind:

\*\* You need to enter the ENTIRE URL into your web browser (try to copy & paste).

\*\* Upon verifying your email address, you will be asked to log in.

Thank you for visiting GoArmy.com.

- D. Create new Password as required and click "Finish".



**Create an Account**

**SET PASSWORD**

Please take a moment to choose a password, and type it into the space provided. When you are done, simply click the Finish button.

Passwords must be between 8 and 15 characters and must contain at least one lowercase letter, one uppercase letter, and one non-alpha character.

Password:

Re-Type Password:

#### Step 4: Log into CBEF

- A. Go to CBEF URL [https://cbef.usarmyrotc.com/dana-na/auth/url\\_54/welcome.cgi](https://cbef.usarmyrotc.com/dana-na/auth/url_54/welcome.cgi)
- B. Enter GoArmy.com username and Password (email and GoArmy password) and click "Sign In".

Welcome to

**Campus Based Cadet Background Experience Form (CB-CBEF) Production**

Username

Password

Please sign in to begin your secure session.

### C. Click “Accept” for DOD Warning Message

**STANDARD MANDATORY DOD NOTICE AND CONSENT BANNER**

You are accessing a U.S. Government (USG) Information System (IS) that is provided for USG-authorized use only. By using this IS (which includes any device attached to this IS), you consent to the following conditions:

- The USG routinely intercepts and monitors communications on this IS for purposes including, but not limited to, penetration testing, COMSEC monitoring, network operations and defense, personnel misconduct (PM), law enforcement (LE), and counterintelligence (CI) investigations.
- At any time, the USG may inspect and seize data stored on this IS.
- Communications using, or data stored on, this IS are not private, are subject to routine monitoring, interception, and search, and may be disclosed or used for any USG authorized purpose.
- This IS includes security measures (e.g., authentication and access controls) to protect USG interests—not for your personal benefit or privacy.
- Notwithstanding the above, using this IS does not constitute consent to PM, LE or CI investigative searching or monitoring of the content of privileged communications, or work product, related to personal representation or services by attorneys, psychotherapists, or clergy, and their assistants. Such communications and work product are private and confidential. See User Agreement for details.

### Step 5: Identity Verification Step 1 - Follow instructions on screen and click “Next”.

The screenshot shows a dark grey background with the U.S. Army logo (a yellow star in a black square) and the text "U.S. ARMY" below it. The main heading is "Welcome to CBEF, First!". Below this is a paragraph of text: "As a first step we need to do a one time verification of some information to confirm who you are and if you're eligible to take the CBEF survey. Please follow the steps below and if you have any issues feel free to contact your HRA for details on the process." Below the text is a white form titled "Identity Verification" with a progress indicator at the top showing "1 Step 1", "2 Step 2", and "3 Done". The form contains the following fields: "Last Name" with the value "User" and a red error icon; "Last Four of SSN \*"; and "Zip Code \*". Below the form is a "Next" button.

### Step 6: Identity Verification Step 2- Follow instructions on screen and click “Next”.



## Welcome to CBEF, First!

As a first step we need to do a one time verification of some information to confirm who you are and if you're eligible to take the CBEF survey. Please follow the steps below and if you have any issues feel free to contact your HRA for details on the process.

● Step 1 — ② Step 2 — ● Done

**Address Verification**  
Please select the address that matches your Home of Record Address in CCIMM

- 3072 Columbia Boulevard
- 1424 Goldleaf Lane
- 244 Oakridge Lane
- 76 Rodney Street

Next

### Step 7: Identity Verification Step 3 - Identity Verified

A: You have been verified! Click "Continue" to be sent to your dashboard where you can begin the CBEF survey. Continue until complete.



## Welcome to CBEF, First!

As a first step we need to do a one time verification of some information to confirm who you are and if you're eligible to take the CBEF survey. Please follow the steps below and if you have any issues feel free to contact your HRA for details on the process.

● Step 1 — ● Step 2 — ● Done

You have been verified! Click 'Continue' to be sent to your dashboard where you can begin the CBEF survey.

Continue