

General Guidelines

1. **Save your work frequently.** This application will automatically log you out after **30 minutes** of no communication with the server. Note that “communication with the server” means clicking on “Save” or “Save-Proceed,” or moving between pages in the application. Simply typing text into a response field **IS NOT** communicating with the server. There is a “Save” button at the bottom of every page, to save your work while working on that page. Use the “Save and Proceed” button to save your work before moving to the next section of the application.
2. In order to display the most current information when you are working on or viewing a page, **be sure your browser’s “Check for newer versions of stored pages” setting is at “Automatically.”** If you don’t seem to be seeing current information on your screen and you cannot set this option for your browser, you will need to refresh the screen in order to see any updated information.
3. **Signatures on application** – You will need to use your User ID and password to sign your application in two places. You will also need a signature on the Privacy Act release of information on the Secondary School Report **before your principal can submit that form.** If you are 18 or older, you may sign that release yourself. If you are under 18, your parent will need to sign the release using the Parent User ID and password. Your parent’s User ID and password can be found in your letter of invitation. If you have misplaced that letter, you can contact PSP or call 319/341-2777 for assistance.
4. **Printing a copy of your completed application** – Students may print a copy of the completed application from the Submit Application page. Recommenders may print a copy of the completed Secondary School Report at the end of that form. *Recommenders note: if you wish to print the completed SSR, you must do so **BEFORE** you click on Finish Form. Once you have clicked Finish Form, you will no longer have access to the SSR.*
5. **Changes to the Receipt Deadline** – Extensions in the receipt deadline are **extremely rare** and have occurred in the past only in cases of natural disaster. If, however, the deadline should be extended, a notice will be posted on this website. If you think there might be cause for an extension, check back frequently.
6. **Don’t procrastinate!** There are over 2,700 students who have been invited to submit applications to become Presidential Scholars, along with their parents, recommenders and principals. While this system has been developed to accommodate a high volume of users, you could experience delays as the deadline approaches. Give yourself *and your recommender* plenty of time to complete your application, review it, and submit it by the deadline!
7. **Confirmation of receipt** – If you provided a valid e-mail address on your Candidate Control Form, after you submit your application online you will receive an e-mail confirming receipt of the materials you submitted. If you did not provide an e-mail address or if you submit your application on paper, you will receive a confirmation postcard via U.S. mail. **Please note that these confirmations are NOT an indication that we have received all of the materials required for a complete application, so track your submission carefully.**
8. **Corrections** – Take time to proof your work carefully before you submit it. We will accept revised application materials up to the deadline. Revised materials will **not** be accepted after the deadline.

9. ***Be sure to close your browser after you log out.*** Your browser could contain a memory of the information you entered and/or viewed during your session. In order to protect the privacy of your information, you should close the browser, which will clear its memory.
10. ***Help is always available!*** If you have questions or need help while you are working on your application, you can use the [contact PSP](#) link to send an e-mail any time, or call 319/341-2777 from 8:30 a.m. to 5:00 p.m., central time, Monday through Friday. You can also check the [FAQs](#) page for answers to frequently asked questions. **NOTE: Our offices will be closed on Monday, February 18, in honor of Presidents' Day.**

PSAonline Rules of Behavior

These rules of behavior are designed to protect your safety and that of all system users, and to ensure that PSAonline and all resources and data related to it are used only for their legal and intended purposes.

As an authorized user of PSAonline, I agree to:

1. Exercise due care in the protection of the operating software on computers that are used to connect to the PSAonline System, including installing virus-scanning software and frequently updating virus definitions;
2. Maintain the confidentiality of PSAonline system data at all times;
3. Never share my PSAonline system user ID and/or password with anyone else under any circumstance;
4. Never keep my user ID and password in a place where they may be found and used without my knowledge;
5. Either log off PSAonline or lock my workstation if I am logged into PSAonline and must leave my workstation;
6. Change my PSAonline system password every 90 days if I will be using the system for more than one application cycle*;
7. Contact the PSAonline System Administrator immediately to reset my password if I feel my password has been compromised, and then immediately login and follow the system prompts to change my password to one known only to myself;
8. Use a password that is at least eight characters in length, is difficult to guess, and is a mix of characters, numbers and/or symbols;
9. Understand that personal use of Government information resources and equipment is not authorized, and use the system only for authorized purposes; and
10. Maintain copyright licenses and comply with all copyright license requirements associated with the PSAonline PC-based and LAN-based software.

**In other words, if I am a Presidential Scholars Program staff member rather than a student, parent, recommender or principal.*

I understand that failure to abide by these rules of behavior may result in losing access to the PSAonline System.