

NAKDEF ONLINE SCHOLARSHIP APPLICATION REGISTRATION PROCESS

Link to application online: <https://scholarship.paceware.solutions/>

1. Click on the Signup button circled red as shown below to load the Scholarship application sub form

2. Input all the required fields shown on the form. Please note that when you click inside the control for the previous and current institution it allows you to type the name of the school. So type the name and it will pop up. Then use the mouse to click on the name to select the institution. If the institution is not registered click on the blue labeled button to capture the institution. Take note of the acceptable result score criteria.


Examination	Acceptable range
SSSCE/WASSCE	6 - 24
FWA/GPA	2.5 - 5.0
Mature	60 - 100

The Signup button will not be enabled if the result is not within the acceptable range for accessing the scholarship.

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The form below shows example of the form for capturing the Institution. **ONLY** use if the name is not in the List

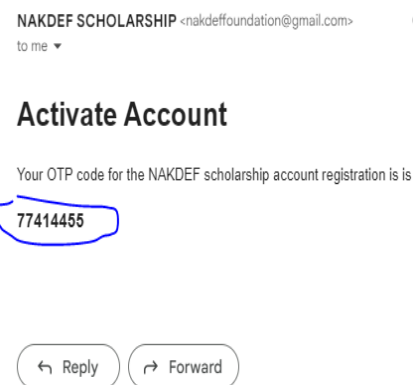
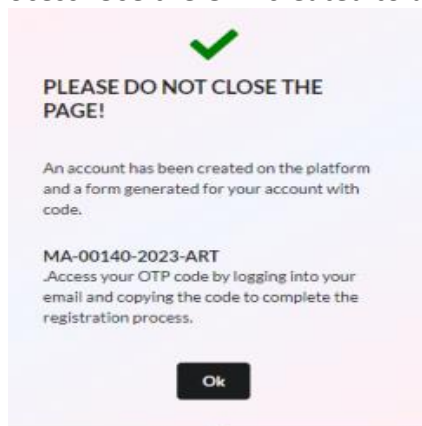
Add Institution



School Name	Education Category
<input type="text" value="School Name"/>	Category A
Educational Institution	Institution Type
SHS	Public

Save

3. When Signup is clicked, it will show a message. Please read through the message and access the OTP in the email you provided during the registration process. Use the OTP created to update the form that will show in the next process



Email with OTP sample showing above required to activate your account

4. Enter the OTP code and create your own password to activate the account created from the registration

Post Office Box 844 23
New Station,
Eastern Region, Ghana

nakdefgh
www.nakdefgh.com

Creating a Shared Future
Through Partnership

Activate Account

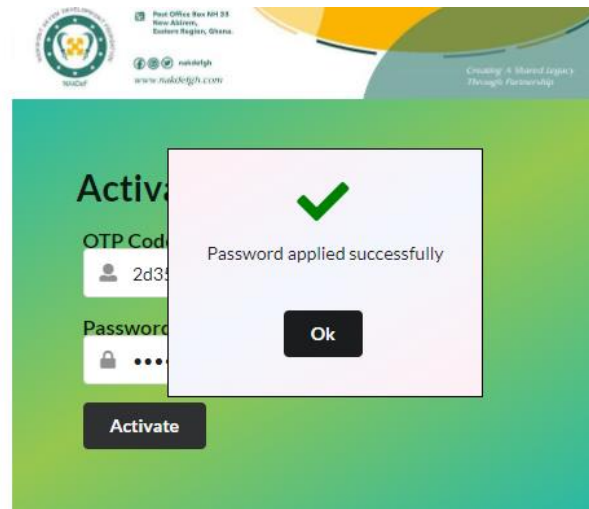
OTP Code

Password

Activate

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5. Password is finally created with a notice given. Click ok for the form to go back to the Login page.



6. Enter the **email** you used in creating the account and the **newly generated password** you created to login to the application to continue the registration process



6. Click **continue** as shown below to access the uncompleted registration form to provide more required details



DANIEL OTCHERE
Applicant
[Logout](#)

APPLICATION

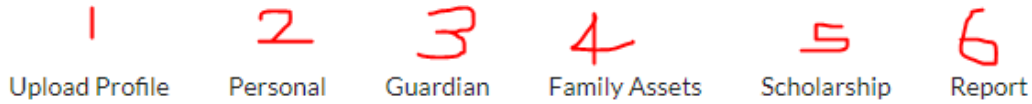
[New Application](#)

Application Code	Course Desc	Program	Amount	Completion Date	Status	
NE-00482-2023-SCI					Incomplete	Continue

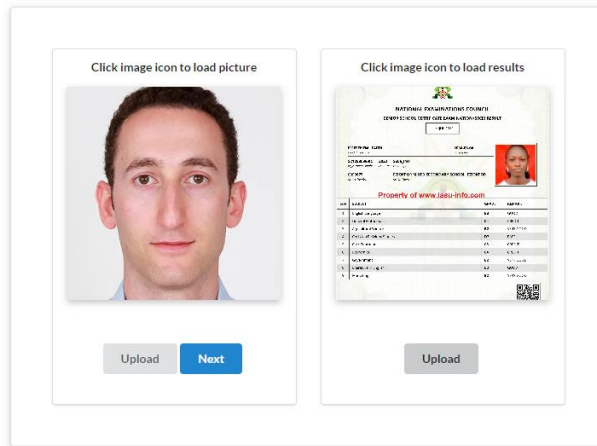
First Previous Next END

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Use the next buttons to navigate forward and backwards. As shown below you will step through 6 different tabs to provide information



7. Step 1: Have your result and passport image scanned and ready and stored on the computer. Click on the image icons to load the respective required photos and make sure you see the exact picture and results/admission letter in the image placeholder then click on upload for either so that it is sent to the processing record. Then click on the next button to move to Personal information page



8. Fill the form providing accurate data on your family then click **Next below move to the next form**

Family / Household

Mother's Name

Mother's primary or secondary occupation

Mother's hometown or community

Father's Name

Father's Primary Or Secondary Occupation

Father's hometown or community

Number of household members in primary

Number of household members in secondary

Number of household members in Tertiary

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9. Input data on knowledge of your family asset and click **Next** to move to next form

Family Assets

Family own farm(s) in the community
Yes

If Yes, how many acreage
12

Specify farm location within operational area
Ntronang

Family own house in operational area ?
Yes

Family currently constructing a house
No

If Yes,specify where the house is located
New Abirem

Years family live within operational area
20

[Back](#) [Next](#)

10. Input data on the scholarship being requested for click **Next** to move to next form

Scholarship

Mature students
No

Sponsoring Community
Afosu

Who paid for your previous schooling
Father

Previous institution attended
AKONTOMBRA SENIOR HIGH

Institution Admitted
KWAME NKRUMAH UNIVERSITY OF SCIENCE AND TECHNOLOGY

Date of application *
01/09/2023

Student ID
SID-14444

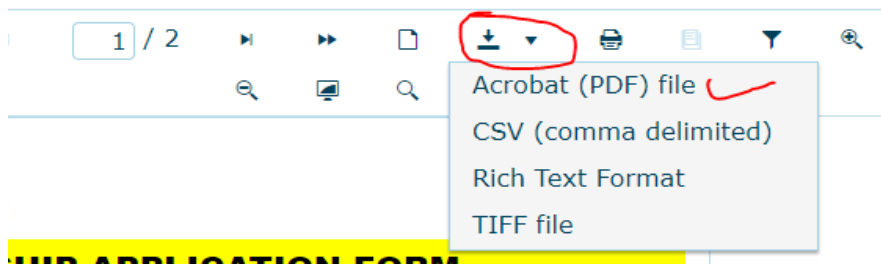
Admitted program
Science

Current Academic Year
2022/2023

Accomodation type
Resident-Hall

11. A final report of the data captured is generated with your picture and result which should be downloaded as pdf copy to the machine (**as shown on the next page**). Please note that it may take a while to generate the report. Be patient and wait.


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Sample report showing below. Please validate the content and if anything is missing click the back button to return to the form and update it with data.

Newmont Akyem Development Foundation
Post Office Box NH 33 New Abirem, Eastern Region, Ghana. info@nakdefgh.com

SCHOLARSHIP APPLICATION FORM

PERSONAL INFORMATION
Application code : **NE-00482-2023-SCI** Name : DANIEL OTCHERE
Gender : Male Date of Birth: 01-Sep-2000 Birth place : New Abirem
Sponsoring community: New Abirem Living with :


PARENT/GUARDIAN DETAILS

Mother's name :	Mother's primary /secondary occupation	Mother's occupation
Amibuga Sene	Farmer	Konongo
Father's name :	Father's primary /secondary occupation	Father's occupation
Godazim Sene	Teacher	Ntronang

HOUSEHOLD EDUCATIONAL STATISTICS

No. members in Tertiary	No. members in Secondary	No. Members in Primary

FAMILY PROPERTIES

Family own Farm(s) in the community	If YES, how many acreage :	Specify farm location within operational area
Yes	12	121
Family own house in the operational area	Family currently constructing a house	If YES, specify where the house is located

Back Click to submit application

12. Finally Click on the Submit button to submit your application to the secretariat. This final process is very important so that they will find your record and process it.If you fail to complete this process your record will not be sent to them for processing.