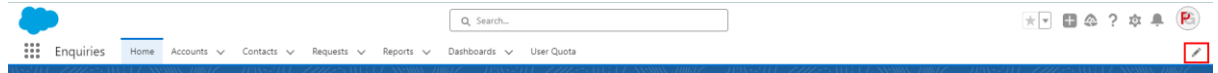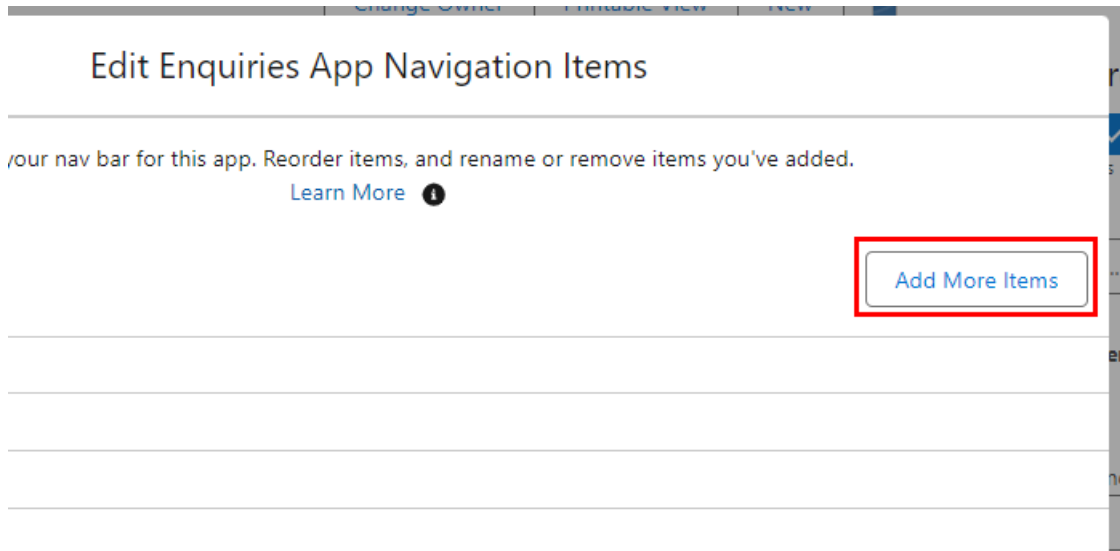# How to access the Scholarship Appointment Form in Salesforce
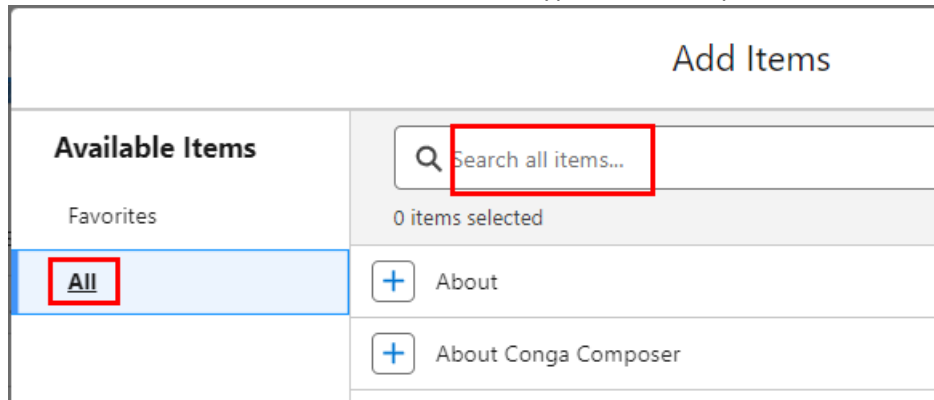
1. If you don't have a 'Scholarship Form' tab, click on the pencil in the far right. This will allow you to edit your tabs.
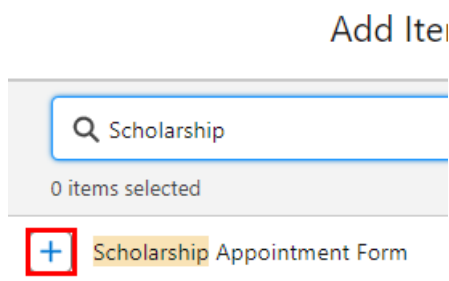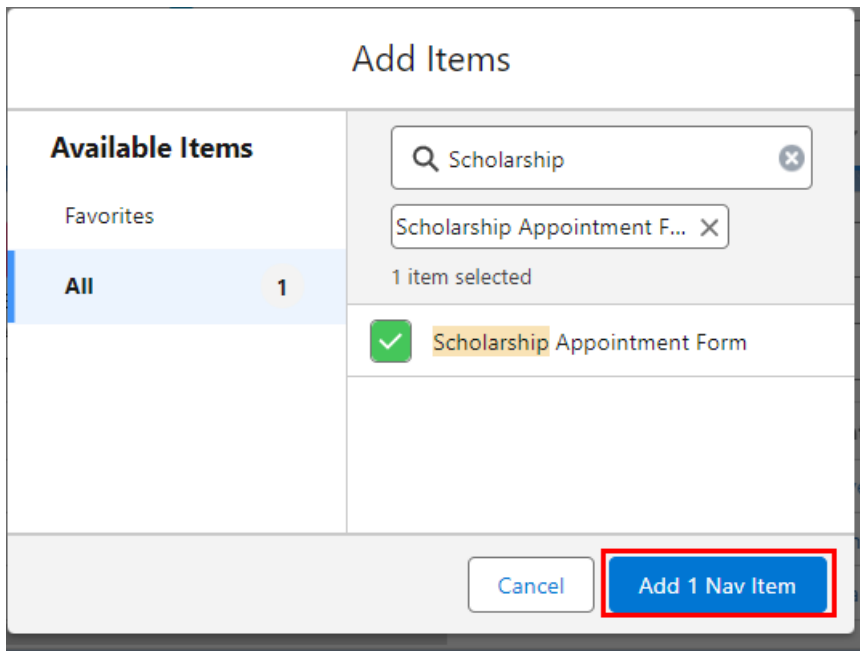

2. Click on 'Add More Items'

3. Select 'All' from the Available Items list and type 'Scholarship' in the search bar

4. Click on the **+** sign to add the SAF tab to your view

5. Confirm by clicking 'Add 1 Nav Item'

6. If you wish to re-arrange your tabs, you can select them with your mouse and drag them up or down. Click save once you are satisfied with the order