

A student wearing a blue and white welding mask is focused on a task. Bright sparks are flying from a point of contact on a metal workpiece. The background is slightly blurred, showing another person in a similar setting. The overall scene is a workshop or classroom environment.

Career Scholarship Account

STUDENT APPLICATION GUIDE

CSA Parent Application Guide & Access Indiana

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Applying for the Career Education Scholarship Account (CSA)

On behalf of us all at the Treasurer of State’s (TOS) Office welcome to the Career Scholarship Account (CSA) program. We are eager for you to join the program and experience a high-quality work-based learning experience that builds you up and drives your career goals. This step-by-step application guide will assist you fill out the brief CSA application.

In four easy steps, you may apply for the CSA program. We need basic information to ensure you are (or will be) in 10th-12th grade, a resident of Indiana, and enrolled in an approved CSA program for upcoming school year.

Student applications must be submitted via our website during the open enrollment period, typically March 1 – October 1. Applications are reviewed on a rolling basis. Once all necessary documents are submitted, allow five (5) to seven (7) business days for TOS staff to review your child’s application and ensure that all formal requirements are met. Once approved, you’ll receive an email and updated status on your Scholarship Portal. You may also login to the Scholarship Portal to check the status of your application at any time.

Please reach out to our office at the Treasurer of State if you have any questions at 317-232-0723 or csa@tos.in.gov. Again, thank you for taking this step in your high school career and applying for the CSA program.

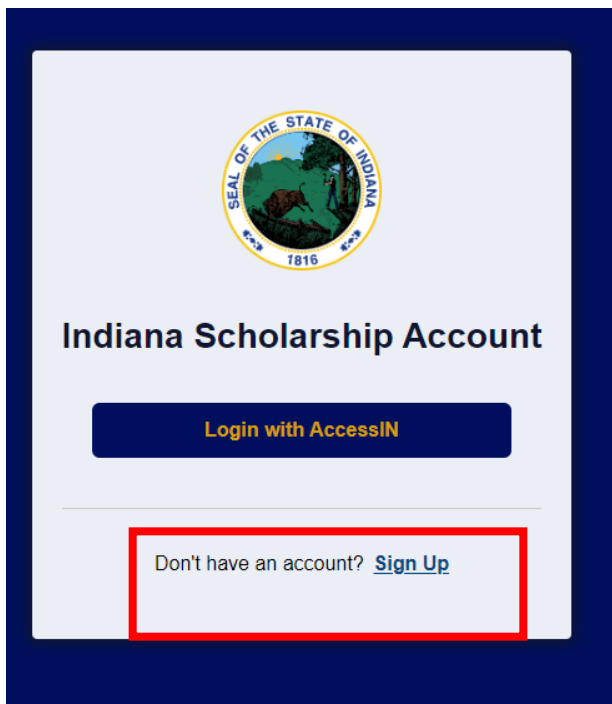
Information Needed to Apply

- Student's CSA provider name
- Student's CSA program name (participating in one listed)
- Student's grade, high school

First Time User with Access Indiana

Scholarship Portal <https://tos-insa-prod.azurewebsites.net/>

Returning User login with AccessIN username and password OR follow the steps below to create an AccessIN account.



First, create an AccessIN account:



Sign Up: Email

dsmith+provider2@resultant.com

We have sent a verification code to your email. Please check your email.

Email

dsmith+provider2@resultant.com

Verification Code

248891

Last confirmation sent on February 14th, 2024, 9:44 pm.

Continue

Resend Code

Back



Sign Up: Password

dsmith+provider2@resultant.com

Password

.....

Confirm Password

.....

ATTENTION: Your password is the key to your Access Indiana account and, like your offline life, you should be careful about who you give your keys to. If you share your Access Indiana password with anyone, even family members or coworkers, they may have access to all of your applications and information in Access Indiana.

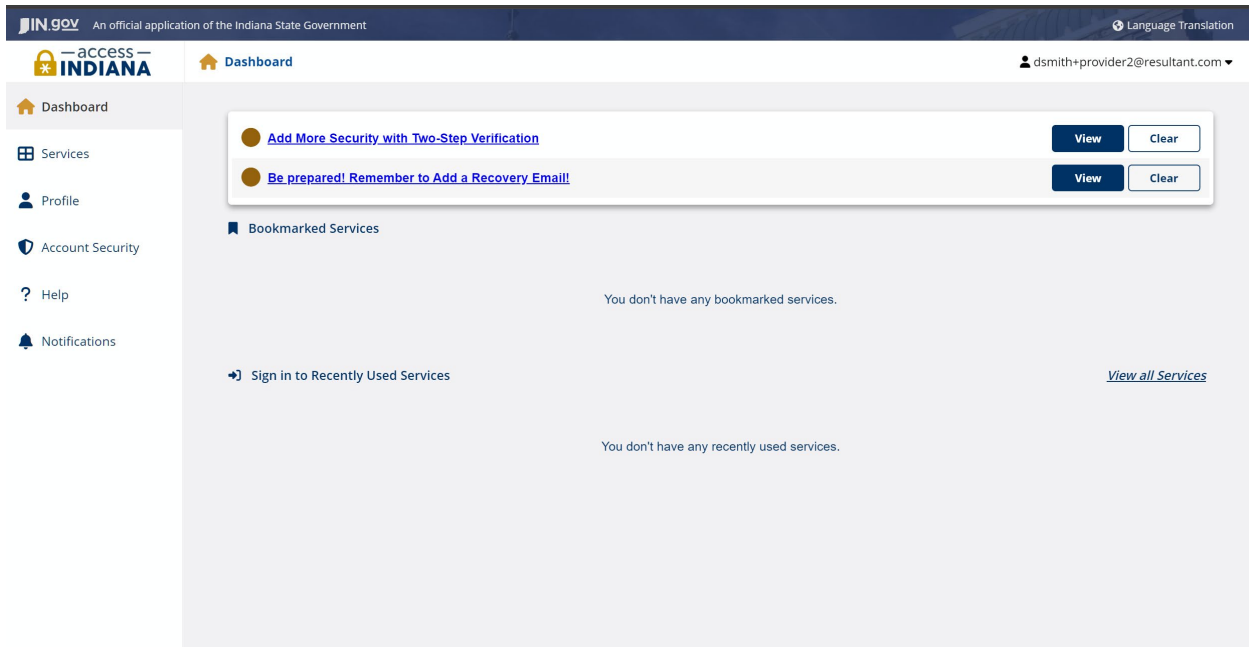
[Hide this message](#)

Continue

Cancel

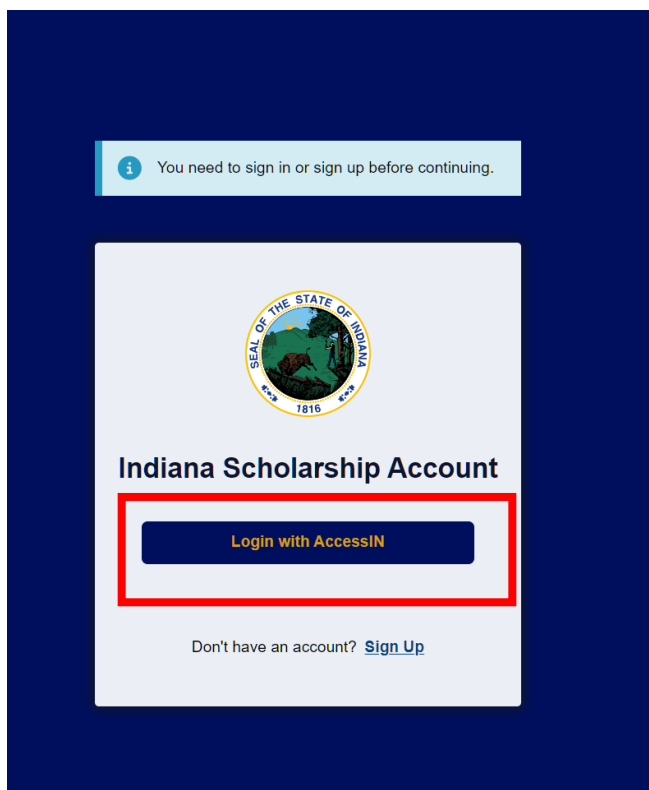
Entered name, phone number.

Once Access Indiana steps are completed you will see the screen below.



Go from the AccessIN window to the CSA Scholarship Portal window:

<https://tos-insa-prod.azurewebsites.net/>



Click the Login with AccessIN button

Parent Onboarding

After logging into the application from AccessIN, choose the type of user you are. This application is from the parent's perspective, so choose **Parent or Emancipated Student** (if the student is emancipated) and press or click **Next**.

Indiana Scholarship Account

Onboarding

New User Profile

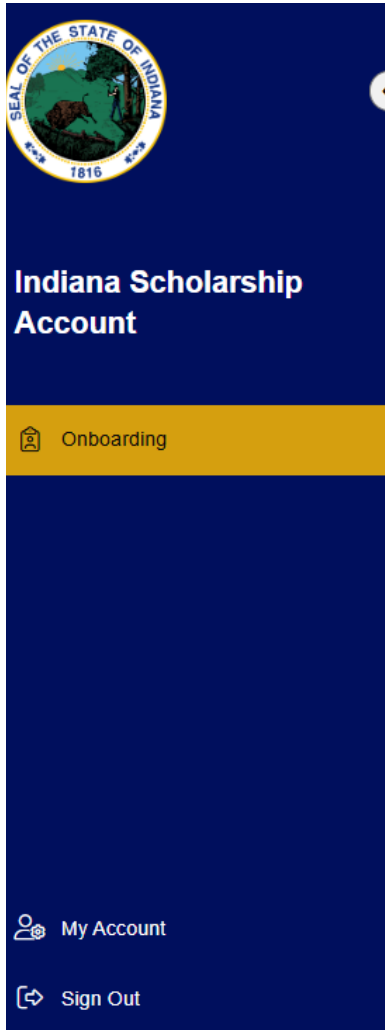
To get started, tell us who you are.

- Parent** (highlighted with a red border)
- Emancipated student
- Tutor
- Paraprofessional
- Business
- School
- CSA Provider

Next → (highlighted with a yellow border)

My Account | Sign Out | Copyright © 2025 State of Indiana. All rights reserved. | Contact Us | SEND FEEDBACK

Confirm the contact details and optionally choose to allow the Scholarships Account Division to contact you by text. Click or press **Next**.



The sidebar features the Seal of the State of Indiana at the top, with the text "Indiana Scholarship Account" below it. A yellow bar contains the "Onboarding" step indicator. At the bottom, there are links for "My Account" and "Sign Out".

New User Profile

Please verify the parent/guardian information below is correct.

First name	Mock Parent
Last name	Scholarship
Email	parent2025@gmail.com
Phone	+13172330585

I authorize Scholarship Accounts Division to deliver text messages to the mobile telephone number(s) I provide and certify that I am the legal owner of the mobile device I registered. I understand that I will incur any charges that may result from receiving text messages. My consent or lack of consent will have no effect on my child's scholarship.

[← Previous](#)

[Next →](#)

[SEND FEEDBACK](#)

New User Profile

Please provide your address.

Line1

101 West Ohio Street

Line2

Suite 1450

City

Indianapolis

IN

Zipcode

46204

[← Previous](#)

[Create User Profile →](#)

Creating a Student Profile

In this section, we collect information related to your child. Education Identification number (ED-ID) is formerly known as Student Test Number (STN) and date of birth. **Please see the “I don’t know my ED-ID link” below if the ED-ID is not known.**

Select + New Student to add your student.

The screenshot shows the 'Students' page of the Indiana Scholarship Account. On the left is a dark blue navigation sidebar with the 'Seal of the State of Indiana' at the top. The sidebar menu includes: Applications, Students (highlighted in yellow), Provider Search, Scholarship Opportunities, Application Handbook, Program Calendar, My Account, and Sign Out. The main content area has a white background with a blue header 'Students' and a back arrow. A red-bordered box highlights a blue button with a white plus sign and the text '+ New Student'. Below this is a large circular icon of a person with a plus sign. The text below the icon reads: 'Oh no! You do not currently have any students. To start an application, you must add a student first.' The footer contains the text 'Copyright © 2025 State of Indiana. All rights reserved.' and two links: 'Contact Us' and 'Web Policies'.

New Student

Ed-ID also known as the student test number (STN), the Ed-ID serves as a unique identifier for a child or student throughout their educational experience in Indiana.

Ed-ID or STN is a unique, nine-digit ID for a student. This ID differs from other IDs your student may have such as a lunch number. You may find this number on some documentation from your school, such as an IEP, SP, or Choice SP document.

Ed-ID
123

Date of birth
01/01/2015

[I don't know my Ed-ID](#)

Cancel

Continue

If a student already is in the CSA application system AND the student is not showing in your Scholarship Portal, you will see the message below. Contact TOS for assistance. CSA@tos.in.gov.

New Student

A student with this STN is already present in the system.

Stn
77

Date of birth
01/01/2015

Cancel

Continue

Click “I don’t know my ED-ID” to expand additional information for the Treasurer of State staff to look up your child’s ED-ID or create you child’s ED-ID with the Indiana Department of Education. If the Treasurer of State creates or looks up your ED-ID this will be listed in your Scholarship Portal under your application and your student profile.


CSA students DO NOT require a Birth Certificate to apply.

If you upload a birth certificate here, it will link to all scholarship applications (Education Scholarship Account).

New Student

If you don't know your student's Ed-ID please provide the following demographic information to aide our staff in locating your student's record. While your student's record is being located you will be able to begin the application process for some scholarships; however, final approval may be dependent on verification of the student record.

[I know my Ed-ID](#)

First name
Middle name
Last name
Date of birth mm/dd/yyyy
Language Select one
Race Select one
Sex Select one
Birth Certificate Proof of age must be a birth certificate. You do not have to provide the birth certificate unless the application requires it.  Drag & drop to upload or select file (Max file size: 40MB) No file chosen

<input type="button" value="Cancel"/>	<input type="button" value="Create Student"/>
---------------------------------------	---

If ED-ID is known, your screen should look like this. **Again, the birth certificate is not required.**

New Student

First name

Mock

Last name

Student 123

Ed-ID

123

Date of birth

2015-01-01

Birth Certificate

Proof of age must be a birth certificate. You do not have to provide the birth certificate unless the application requires it.



Drag & drop to upload or [select file](#)
(Max file size: 40MB)

No file chosen

⊗ Cancel

📁 Create Student

Applying for a Scholarship

Mock Student 123

Ed-ID: 123

Student Information		Edit
First Name:	Mock	
Last Name:	Student 123	
Ed-ID:	123	
DOB:	01/01/2015	
Birth Certificate:	Birth Certificate.docx	

Recent Applications
This student does not have any recent applications.
Start an Application →

 Delete Student

Select Scholarship Type

2024 Education Scholarship Application	2024 Career Scholarship Application	2024 Sibling Education Scholarship Application
2025 Education Scholarship Application	2025 Career Scholarship Application	2025 Sibling Education Scholarship Application

Cancel

Start Application

Section 1: Student Information

Select the **student** that is applying.

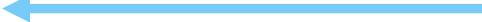
Select the **CSA provider** the student is applying with. This will expand all the programs this CSA provider has been approved for.

Select the **CSA Program** the student will be participating in (if unsure of specific program, pick the program most interested in).

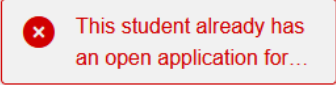
Student Information

Select the CSA provider (Intermediary, Business, or Organization) the student is working with:

CSA Provider
Provider Business 1 

Test Program 8 | x 

Select a student.

Mock Student 77 Ed-ID: 77 	Mock Student 76 Ed-ID: 76	Mock Student 87 Ed-ID: 87
Mock Student 82 Ed-ID: 82	Mock Student 102 Ed-ID: 102	Mock Student 302 Ed-ID: 302
+ Add New Student		

Previous

Next →

Section 2: Contact Information

Confirm **Parent/Guardian or Emancipated Student** contact information.

Section 2 of 4

Parent/Guardian Contact Information

Confirm the following parent/guardian contact information is correct. If the information needs to be updated, please edit the necessary fields in your [Account Settings](#) before continuing.

Name:	Mock Parent Scholarship
Email:	kaetzeltina+parent2025@gmail.com
Phone:	+13172330585
Address:	101 West Ohio Street Suite 1450 Indianapolis, IN 46204

[← Previous](#)

[Next →](#)

Section 3: School Information

School Information

What high school do you attend? *

Select one



2025-2026 school year grade level: *

10

11


12

12+

Transportation Expense Eligibility

Please select all justifications that apply to your transportation needs:

- My student will be traveling more than 15 miles from my residence of record to participate in the CSA program.
- I claim hardship related to finances, transportation, or other hardships which impact my ability to travel to and from the CSA experience.
- Student apprenticeship, internship, work-based learning experience have recently increased in frequency.

 [More Information](#)

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[Next →](#)

Section 4: Agreement

- ✓ Click the link to the **Parent /Emancipated Eligible Student Agreement** to open it for review.
- ✓ Check the boxes and type your name (**parent/guardian name required**) to sign the agreement
- ✓ Click or press **Submit** to complete the CSA application process.

Section 4 of 4

Agreement

In accordance with the statutory and regulatory guidance of Indiana Career Scholarship Account I affirm that:

- I have read, understand, and agree to the [Parent/Emancipated/Student Agreement](#) for the relevant scholarship program for which I am applying.
- I understand the Scholarship Account Division will create my ClassWallet account on my behalf.
- Depending on your program you may not receive CSA funds in your ClassWallet account, the CSA funds will be paid to your CSA provider on your behalf.

Application Submission and Certification

By signing and submitting this application, the undersigned hereby acknowledges the information provided on this application is true and accurate to the best of his/her knowledge. You should be aware that when you sign and submit this application, the information you share may be disclosed with the Indiana Department of Education, Commission for Higher Education, business partners of the Treasurer of State, and participating entities of the CSA program. The Treasurer of State may collect information about you from other sources to verify information submitted in the application.

By providing your name below, you understand that the signing and submitting of this application in this fashion is the legal equivalent of having placed your handwritten signature on the submitted application and this affirmation.

Acknowledgement

I acknowledge and agree to the above statement about my application.

Please type your name below to confirm your acknowledgment.

PARENT/GUARDIAN NAME REQUIRED BELOW. STUDENT NAME WILL NOT BE ACCEPTED AND APPLICATION WILL BE INVALID.

Parent/Guardian Full Name

← Previous

Submit

Submission Complete

2025 Career Scholarship Application


Submitted on: 02/21/2025
Student: Mock Student 302
Ed-ID: 302

Submitted

✔ Your application has been submitted.

[← Back to All Applications](#)

1 Student Information

Student Name	Ed-ID
Mock Student 302	302
Date of Birth	Birth Certificate
01/01/2015	- 

2 Program Information

CSA Provider	CSA Program
Provider Business 1	Test Program 8
School Year	
2025	

Application Status

Applications tab you will see your application status for all students and their program(s) (if parent is applying for multiple students with the CSA and ESA program).

Applications

[+ New Application](#)

Families are invited to apply for their student's scholarship for the 2025-2026 school year. This includes students interested in the Indiana [Education Scholarship Account](#) (ESA) and [Career Scholarship Account](#) (CSA).

Displaying 6 items

Application	Student	Date Submitted	Type	Year	Status
ESA2025-00001	Mock Student 101	02/13/2025	ESA	2025	Submitted
CSA2025-00004	Mock Student 101	02/13/2025	CSA	2025	Submitted
CSA2026-00002	Mock Student 63	02/04/2025	CSA	2025	Funded
ESA2024-00045	Mock Student 63	-	ESA	2024	Draft
CSA2024-00005	Mock Student 101	-	CSA	2024	Draft
CSA2024-00002	Mock Student 63	04/08/2024	CSA	2024	Approved

Scholarship Accounts Division

Office of the Indiana Treasurer of State

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