



Hello!

Welcome to [GoApply](#), the Asian Cultural Council's application and grants management portal. Below you will find instructions on how to:

亞洲文化協會獎助計畫 [GoApply](#) 申請系統操作指南：

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General Points 注意事項

- We recommend using the latest version of Google Chrome or Mozilla Firefox.
建議使用最新版本的 Google Chrome 或 Mozilla Firefox 填寫 GoApply 申請表以防網頁錯誤。
- Save the [GoApply login page](#) to the bookmarks bar for quick, easy access.
建議將 GoApply 登入頁面設為書籤。
- Use a desktop computer or laptop. If necessary, our portal is compatible with mobile devices. However, for the best user experience, we recommend a desktop or laptop.
請使用桌上型電腦填寫申請表。
- Be sure to click “Save” to save information on an application page or form.
請記得時常儲存您的申請表答覆。
- If you encounter technical issues or require support with GoApply, please email application@accny.org.
若您對 GoApply 線上申請系統有任何疑問，請聯繫 application@accny.org。



asian cultural council

Register to GoApply 註冊 GoApply 帳號

- Navigate to the GoApply login page here 請由此註冊及登入您的 GoApply 帳號:
<https://goapply2.akoyago.com/acc>
- If you already have a GoApply account, please use your email and password for that account to log in.
若您已經註冊過 GoApply 帳號，請使用您的帳號密碼登入系統。
- If you are new to GoApply, click the “Create a new account” link.
若您尚未註冊 GoApply 帳號，請點選「Create a new account (建立新帳號)」。

Sign in to your account

Or [create a new account](#)

Your Email

 example@company.com

Your Password

 Password

☐ Remember me [Forgot password?](#)

Sign in



- **Register as an (1) Individual or (2) Organization.**

請選擇「(1) Individual (個人註冊)」或「(2) Organization (團體註冊)」。

- Please select **one** of the following options: Individual or Organization.
請擇一「Individual (個人註冊)」或「Organization (團體註冊)」。
- If you are applying for a New York Fellowship, Individual Fellowship, or Graduate Fellowship, select Individual.
若您要申請紐約獎助計畫、個人獎助計畫、或研究所獎助計畫，請選擇「Individual (個人註冊)」。
- If you are applying for an Organization Grant, select Organization.
若您要申請團體獎助計畫，請選擇「Organization (團體註冊)」。



Register as:

☐ Individual

☐ Organization

- **For Individual applicants, complete the form that appears:** all fields with an asterisk (*) are required.

若您選擇「Individual (個人註冊)」，請填寫以下欄位。(*) 為必填問題。

Fill out this information to create your account

* First Name	* Last Name
* Email	* Confirm Email
* Password	* Confirm Password

Your password must be 10-100 characters long.

Register



- **For Organizations, complete this section only if applicable.**

若您選擇「Organization (團體註冊)」，請注意：

- If the applicant is not an organization based in the U.S. or Canada, please select the “Skip, manually enter” option to proceed to the next phase.

若您不是來自美國或加拿大的團體，請選擇「Skip, manually enter (跳過，手動輸入)」以前往下一階段。

A screenshot of a web form titled "Search for your Organization". It has two buttons for "United States" and "Canada" under the heading "Choose your region:". Below this is a section titled "Search by Organization Employer Identification Number (EIN)" with explanatory text and a link to the "US IRS Tax Exempt Organization Search Tool". There is a text input field labeled "Name / EIN / Tax ID". At the bottom, there are two buttons: "Skip, manually enter" (highlighted with a red box) and "Search".

- **For Organizations, please complete the organization-specific form:**

若您選擇「Organization (團體註冊)」，請填寫以下欄位：

- All fields marked with a red asterisk (*) are required. (*) 為必填問題。
- Include the Employer Identification Number (EIN) only if applicable.
無需填寫「雇主身份識別號碼 (Employer Identification Number EIN)」。
- Enter the organization’s primary contact when inputting the first name, last name, email address. 請填寫團體主要聯絡人的姓名與電子信箱。

A screenshot of a registration form titled "Fill out this information to create your account". It contains several fields with red asterisks indicating they are required: "Organization Name", "EIN / Tax ID", "Address line 1", "Address line 2", "City", "State", "Zip code", "First Name", "Last Name", "Email", "Confirm Email", "Password", and "Confirm Password". There are also location icons next to the address fields. At the bottom, there is a note "Your password must be 10-100 characters long." and a red "Register" button.



Reset a Forgotten Password 忘記密碼

- Click “Forgot Password” available on the GoApply login page.
請於 GoApply 登入頁面選擇「Forgot Password (忘記密碼)」。

A screenshot of the GoApply login page. It features a white background with a light gray border. At the top, it says "Sign in to your account" in bold black text, followed by "Or [create a new account](#)" in smaller blue text. Below this are two input fields: "Your Email" with a placeholder "example@company.com" and "Your Password" with a placeholder "Password". There is a "Remember me" checkbox and a "Forgot password?" link highlighted with a red box. A red "Sign in" button is at the bottom.

- Enter the user’s email address.
請輸入您的電子信箱。

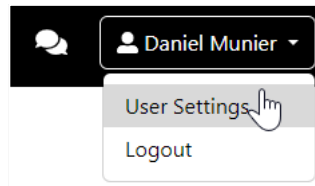
A screenshot of the GoApply forgot password page. It features a white background with a light gray border. At the top, it shows the Asian Cultural Council logo and name. Below this, it says "Enter your email" in bold black text. There is a red-bordered input field labeled "Email" with a placeholder "Email" and an email icon. A red "Reset Password" button is at the bottom right.

- An automated email notification with instructions will be sent to the user’s inbox.
Please follow the instructions in the email notification to reset the password.
系統將自動寄送驗證信至您的電子信箱，請依照信件中的步驟重新設定密碼。
- Reset a password while logged on to GoApply as a user:**
重新設定 GoApply 密碼：
 - Click on the downward arrow icon next to the user’s name in the top right-hand corner of GoApply.
點選用戶名右方的下拉選單按鈕。



- Click on “User Settings”

選擇「User Settings (用戶設定) 」。



- Complete the fields on the “Change Password” page to complete the password reset.

填寫「Change Password (更改密碼) 」欄位的資料以完成更改。

Change Password

* CurrentPassword



* Password

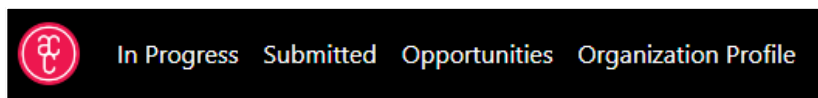
* Confirm Password

Change Password



Navigate the GoApply Dashboard 頁面操作

- Once successfully registered, all GoApply users will have access to the GoApply dashboard.
成功註冊帳號後，您將進入 GoApply 頁面。
- Users will be able to navigate to grant applications and access any in-progress grant administration forms.
您可以查看及修改尚未完成的申請表。
- The three main tabs applicants will use are (1) Submitted, (2) In Progress, and (3) Opportunities.
「(1) Submitted (已提交)」, 「(2) In Progress (進行中)」, 「(3) Opportunities (徵件)」為申請常用選項。



“Submitted” Tab 「已提交」選項

- The “submitted” tab displays and allows users to access submitted applications.
- Click “View” to view the submitted application.
於「Submitted (已提交)」頁面點選「View (查看)」即可查看已提交的申請表。
- To download a submitted application, click the download button on the last column on the right.
若須下載已提交的申請表，請點選位於頁面最後一欄右方的「Download (下載)」。

Submitted

Opportunity Name		Most Recent Submit Date (Dep.) Phase Name		Request Decision Date GOapply Phase Name	
View	2025 Organization Grant Application (New)	9/4/2024 12:37 PM	2025 ORG - Grant Application 008317	2025 ORG - Grant Application	Download
Transcript/Recommendation Requests					
Daniel	Munier	dmunier@accny.org	Former professor	Recommendation	Completed
				Edit	Resend Email



“In Progress” Tab 「進行中」選項

- The **In Progress** tab will show an application that has not been submitted and is in draft form. Click “View” to access the application.

選擇「**In Progress (進行中)**」，即可查看未完成的申請表。點選「**View (查看)**」以進入填寫頁面。

In Progress

	Phase Due Date	Opportunity Name	Phase Name	Progress (%)	Created On	GOapply Phase Name	
View	11/18/2024 11:59 AM	2025 Organization Grant Application (New)	2025 ORG - Grant Application	27	9/10/2024 1:20 PM	2025 ORG - Grant Application	Delete

“Opportunities” Tab 「徵件」選項

- The opportunities tab displays all open applications: New York Fellowship, Individual Fellowship (Single and Joint), Graduate Fellowship, and Organization Grant.

「**Opportunities (徵件)**」頁面將列出可申請的獎助計畫：紐約獎助計畫、個人獎助計畫（單人和聯合申請）、研究所獎助計畫、與團體獎助計畫。

- Click “View” next to each application type to access the application of your choice. 請點選申請表旁的「**View (查看)**」選擇您想要申請的獎助計畫。
- On the next screen, click on the “Apply” button located on the right-side of the screen to access the application.

進入下個頁面後，點選畫面右方的「**Apply (申請)**」以進入填寫頁面。

- When completing ACC applications through GoApply, please be sure to thoroughly review the guidelines available on the [ACC website](#).

請詳閱獎助計畫申請指南以判斷您的申請資格，選擇最合適您的獎助計畫進行申請。

- ACC will only accept **one** application submission **per applicant** during each grant cycle, regardless of whether the applications are for different grant opportunities. ACC will only consider the first application submitted.

每位申請者僅可申請**一項**獎助計畫並只能提交**一份**申請書。

My Opportunities

	Fiscal Year	Opportunity Name	Opportunity Guideline URL	Phase Contact	Email Address
View	2025	2025 New York Fellowship Application (New)	https://www.asianculturalcouncil.org/our-work/programs/fellowships-and-grants/new-york-fellowship	Asian Cultural Council	application@accny.org