

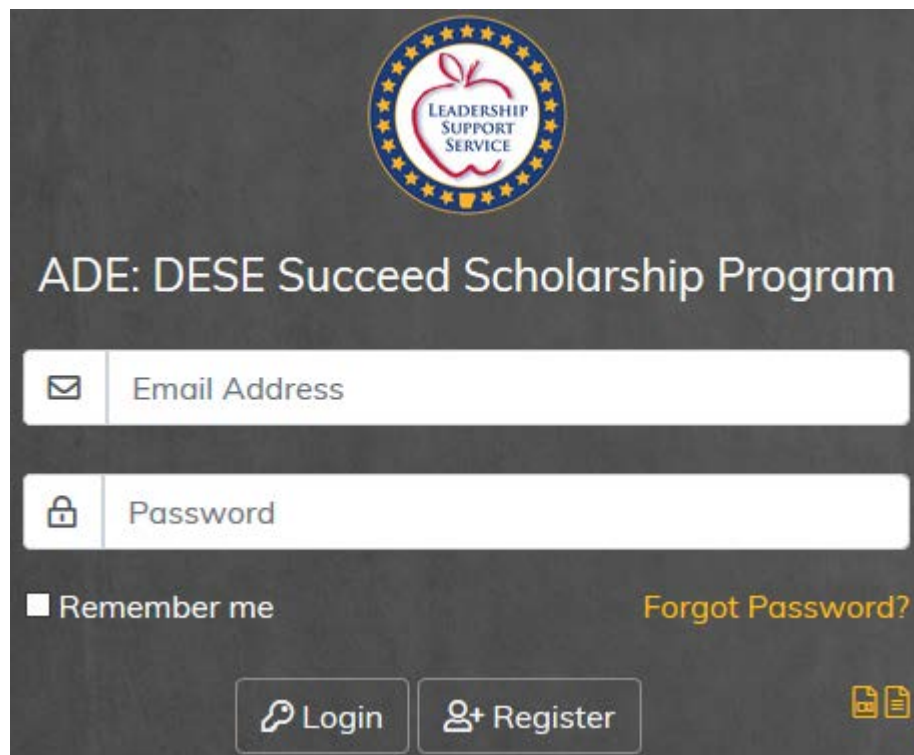
Arkansas Department of Education
Division of Elementary & Secondary Education
Succeed Scholarship Program (SSP)
User Guide – Registration
Launch Date: October 10th, 2019

Introduction

The Succeed Scholarship Program, Ark. Code Ann. § 6-41-801 et seq., provides a scholarship to an eligible private school for students with disabilities that have an individualized education program (IEP) and students in foster care living in a group home or facility that meet eligibility requirements.

How to access SSP

1. **Open** your Web Browser – Internet Explorer/ Mozilla Firefox/ Google Chrome/Safari
2. **Type** in the website address: <https://ssp.ade.arkansas.gov/>(**Please bookmark this link**)
3. **Enter** your email address and password in the dialog box



The screenshot shows a dark-themed registration form for the ADE: DESE Succeed Scholarship Program. At the top center is the Leadership Support Service logo, which features a red apple with a green leaf inside a circular border of yellow stars. Below the logo, the text "ADE: DESE Succeed Scholarship Program" is displayed in white. The form contains two input fields: "Email Address" with an envelope icon and "Password" with a lock icon. Below these fields is a "Remember me" checkbox and a "Forgot Password?" link in orange. At the bottom, there are "Login" and "Register" buttons, each with a corresponding icon, and a small document icon in the bottom right corner.

Registration

To register a new account, please click on the “Register” button on the SSP login page.

On the registration page, please fill up the form.

Registration

First Name

Last Name

Phone

Email

Password

Confirm Password

Security Question One

Answer

Security Question Two

Answer


Security Question Three

Answer

Password Requirements

The password must be at least 8 characters long and contains the following:

- 1 uppercase letter
- 1 lowercase letter
- 1 number
- 1 special character (.?[#!@\$%^&*~])

 I'm not a robot 
reCAPTCHA
Privacy - Terms

Once the form completed, click on “Register” to submit the request.

Once the request is submitted, you will be notified with an email to confirm your registration
Please check your email inbox.



Registration successful, we need to verify the email prior to logging in, please
check your inbox!

[Back to login page](#)

A sample of confirmation email:



DIVISION OF ELEMENTARY
& SECONDARY EDUCATION

Succeed Scholarship Program

Dear John Doe,

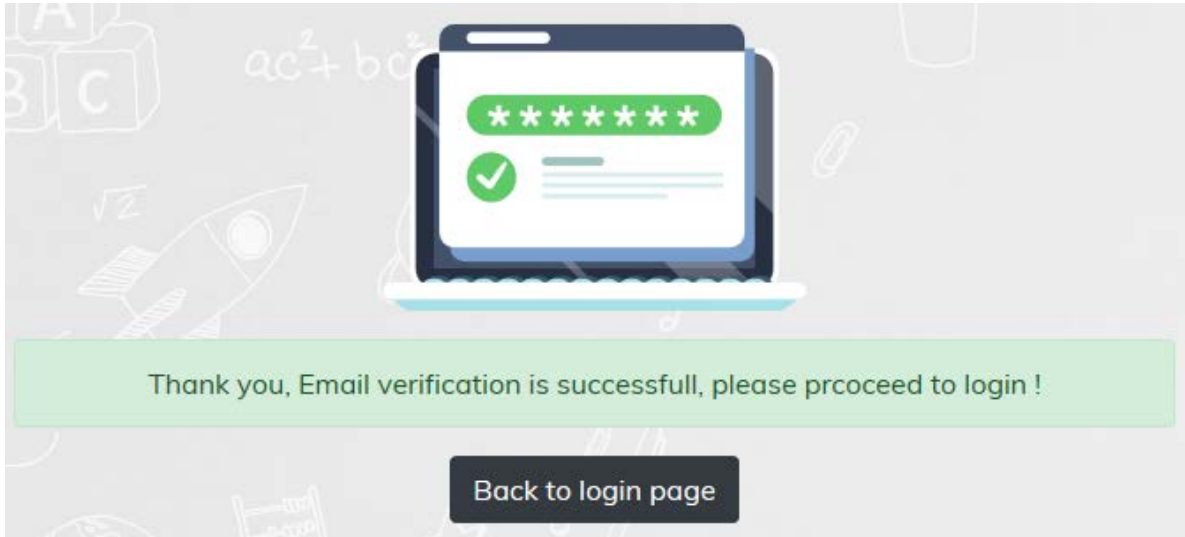
Please verify your email address to complete your registration

[Verify your email address](#)

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Click on “Verify your email address” link to complete the registration.




Forgot your password?

If you do not remember your password, click on “Forgot Password” on the login page. Then enter your email address and answer the security questions you have set earlier.

Forgot Password


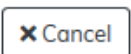
Please enter your Email

 Submit


What year was your father born?

In what city did you attend high school?

What was your first job?

 Request New Password  Cancel

Once you answered all the security questions correctly, you will be notified with an email to reset your password.

 Forgot Password



You will be soon receiving a link in your email to reset your password

[Back to login page](#)

Sample password reset email



DIVISION OF ELEMENTARY
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Succeed Scholarship Program

Dear John Doe,

You are receiving this email because we received a password reset request for your account. Please click on the link below to set the new password

[Reset Password](#)

For further questions, inquiries, please email
ade.succeedscholarship@arkansas.gov

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Click on “Reset Password” link in the email to reset your password.

Enter your new password, click on “Update Password” to complete.

Reset Password

Your Email Address

New Password

Confirm Password

Finally, use your new password to log in.