

Navigating AwardSpring: A Guide for SUNY Schenectady Foundation Scholarships Applicants

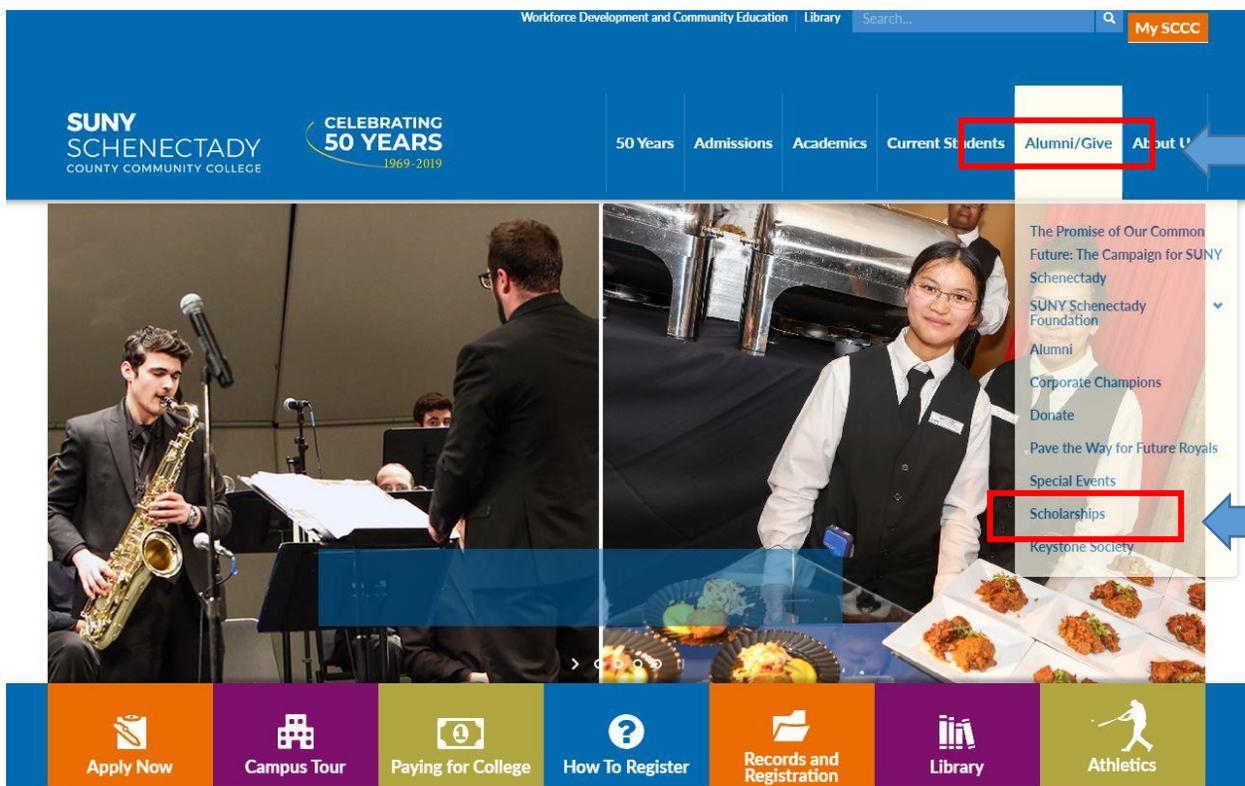
The purpose of this guide is to walk you through the process of applying for SUNY Schenectady Foundation scholarships using the AwardSpring platform.

Once you begin the application process, you should check your **Dashboard** on AwardSpring regularly for any important updates, including directions for you to complete follow-up actions for scholarship applications or to receive a scholarship(s). You may receive *Follow-Up* alerts both during the application process and after the scholarship selection process has been completed.

I. Accessing and Setting up your User Account in AwardSpring

Start by navigating to SUNY Schenectady's AwardSpring site.

- From the SUNY Schenectady home page, click on the "Alumni/Give" tab
- Select "Scholarships" from the dropdown menu.



- From the Scholarships page, click on the “[scholarship application](#)” link located in the middle of the page.



Alumni/Give / Scholarships

Scholarships

The SUNY Schenectady Foundation Scholarship Program

Important Information About 2020-2021 Scholarships

As part of our commitment to student access and success, the SUNY Schenectady Foundation offers scholarships to students currently or soon to be enrolled at SUNY Schenectady. Scholarships are available to prospective and current students, awarded based on an online application and essay.



The [scholarship application](#) is available online at AwardSpring.

Returning students: The application period for the 2020-2021 academic year will open from 07/01/2020 to 11/01/2020.

TESTIMONIALS

“Thank you for your generosity, which has allowed me to continue to pursue my education in the field of Human Services. Your scholarship will allow me to continue to help make a difference in the lives of others, especially in my community.”

DONATE

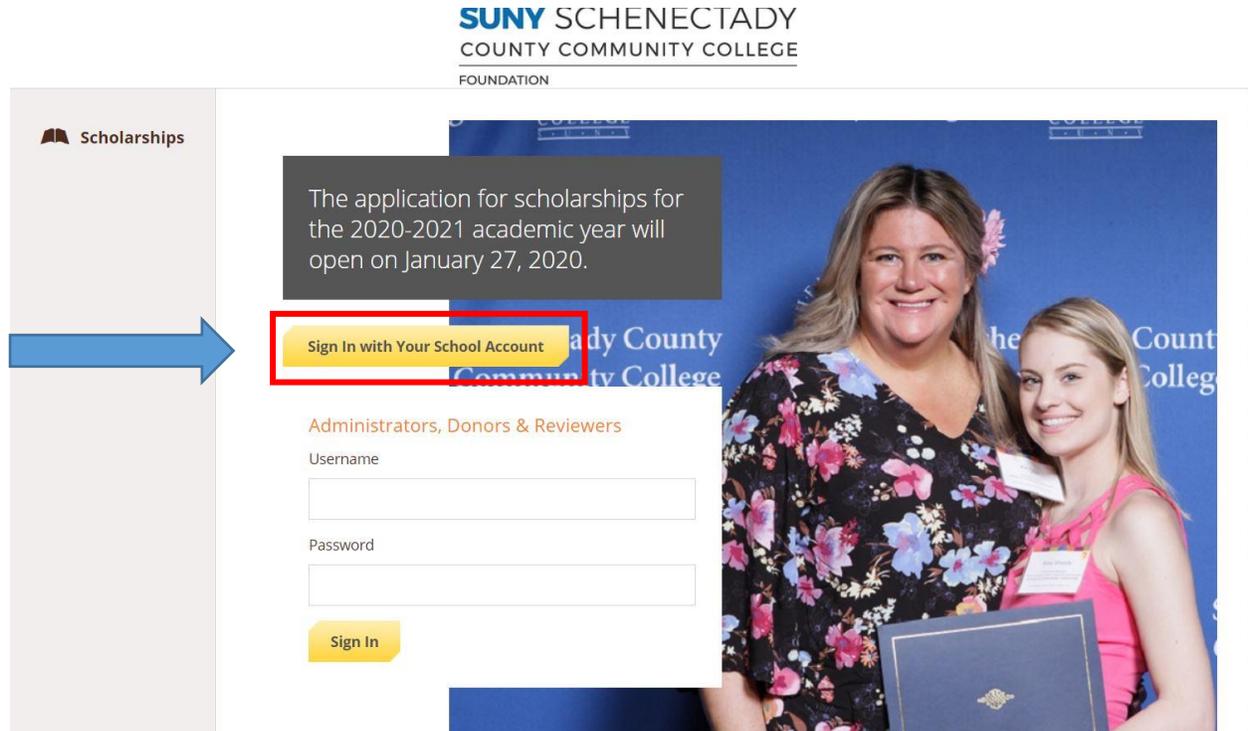
Contribute to [scholarships](#) for our students.



- When you land on the Foundation Scholarships page, you can bookmark this page. <https://sunysccc.awardspring.com/>

TO LOG IN:

- On the Foundation Scholarships page, click on the bar labeled “Sign in with Your School Account.”



- This will take you to the SUNY Schenectady Login page. Enter your SUNY Schenectady username and password and click the blue Log In button.
- After you sign in with your school account, you will be directed to the AwardSpring site.

AwardSpring Site Overview

In the left menu bar of the AwardSpring site, you will see three (3) tabs or buttons:

- Dashboard
- Scholarships
- Application

Dashboard is the page you land on when you first sign into AwardSpring.

Important information about your application status and additional instructions will be displayed for you here on your AwardSpring Dashboard.

Scholarships is a clickable button.

The third button for **Applications** will become clickable after you start the application process.

II. Foundation Scholarships

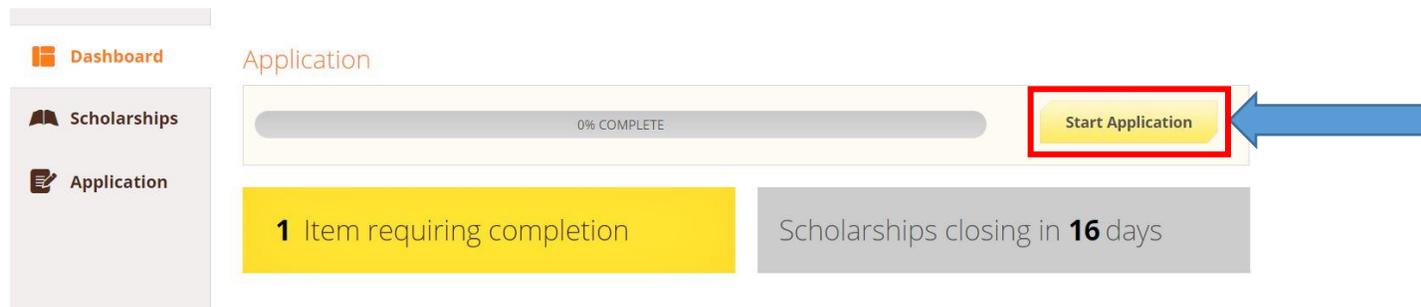
Scholarships will show you a list of all scholarships that are being offered by SUNY Schenectady Foundation along with their respective award amounts (if known) and deadlines.

- You can click into a scholarship to see additional information.
- Once you complete the online application, the list of scholarships will indicate which scholarships you've applied for and also highlight for which scholarships you have follow-up items to complete.

III. The Application Process

A. Starting the Application Process

- From your *Dashboard* page, click the *Start Application* button to begin filling out your application.



B. Completing the Application

- When you click the *Start Application* button, You will be directed to the Application pages
- There are five (5) tabs that make up the entire application:
 - FAFSA
 - Free Form Questions
 - Financial Need Information
 - Essay Supplement Questions
 - General Qualification Information
- Complete the items on each tab in order to submit your application.

- Click on “Next Step” at the bottom of the page as you complete each of the first four pages.

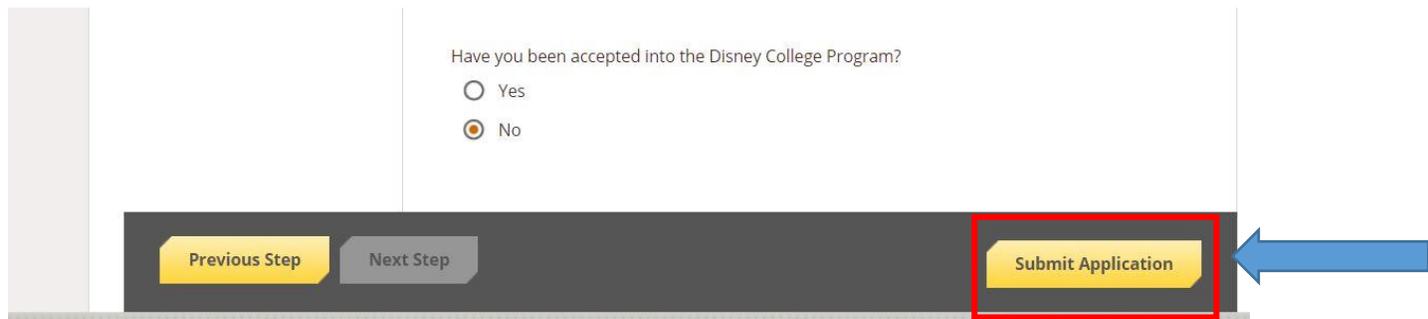
The screenshot shows the 'Application' page in the SUNY Schenectady portal. On the left is a navigation menu with 'Dashboard', 'Scholarships', and 'Application' (highlighted). The main content area is titled 'Application' and includes a 'FAFSA' section with contact information for Evelyn Maclutsky. Below this are four tabs: 'Free Form Questions', 'Financial Need Information', 'Essay Supplement Questions', and 'General Qualification Information'. The 'Free Form Questions' tab is active, displaying a question about FAFSA completion for the 2020-2021 academic year with four radio button options. At the bottom, a navigation bar contains 'Previous Step', 'Next Step' (highlighted with a red box and a blue arrow pointing to it), and 'Submit Application' buttons.

NOTE: You will submit your essay on the second tab, “Free Form Questions”. It is best to type the essay as a Word document and then copy and paste it into the window provided. Be sure to have someone else proof-read your essay before you submit it.

This screenshot shows the 'Free Form Questions' section. It begins with the instruction 'Please thoroughly address the points below.' followed by a bulleted list of five prompts: 'What has your journey to SCCC been like?', 'Have you faced/overcome any obstacles to pursue your education here?', 'Have you faced any financial obstacles?', 'Describe your goals as a student at SUNY Schenectady.', and 'How do you plan to use your degree?'. Below the list, it states 'A thorough essay response will typically be about 500 words. Depending on your answers, you may write more or less than that. If you need more space for your essay, please email maclutea@sunysccc.edu.' and shows '3000 word(s) left'. A text entry window with a rich text editor toolbar is provided for the response. A blue arrow points from a text box that says 'Paste your essay in this window.' to the text entry window. At the bottom, the navigation bar shows 'Previous Step', 'Next Step' (highlighted in yellow), and 'Submit Application' buttons.

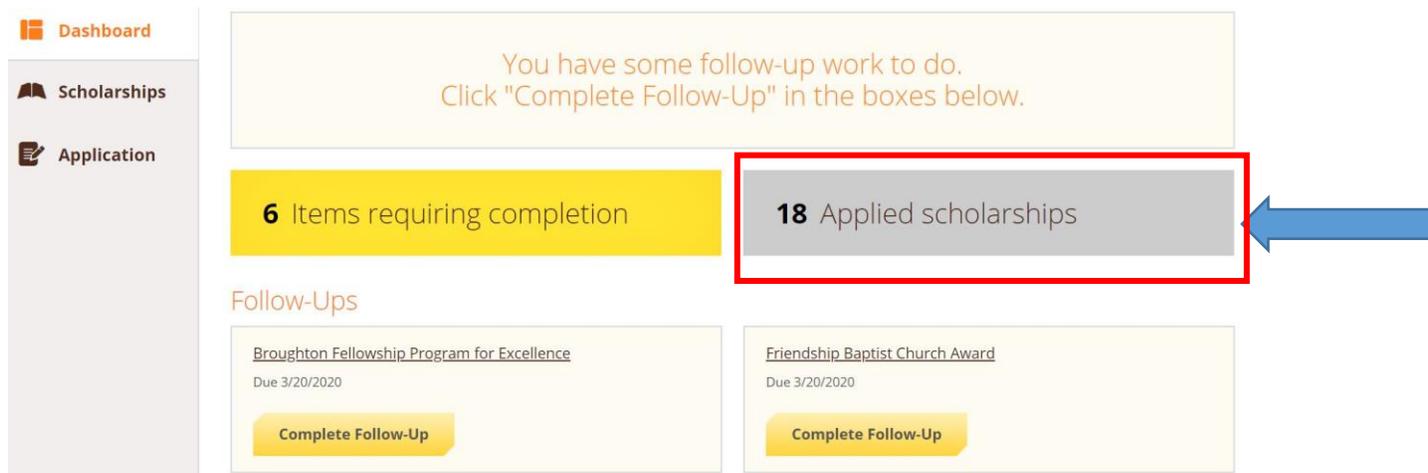
C. Submitting the Application

- Completing all items on all 5 tabs of your application will enable the *Submit Application* button in the lower right corner of the 5th page of the application.
- Click the *Submit Application* button to submit your application.



You will be directed back to your **Dashboard** where you will see the number of scholarships to which you have been automatically applied.

- Click in the gray *Applied scholarships* box to view the full list of applied scholarships.



D. Completing Follow-Up Items

- Several of the scholarships you apply for may require follow up actions on your part. If this is the case, a box will appear at the top of your Dashboard stating: **You have some follow-up work to do. Click "Complete Follow-Up" in the boxes below.**
- Click in each of the boxes under *Follow-Ups* and follow the directions for any follow up actions required for one or more of the scholarships for which you are applying. These actions may include:
 - Completing requests for letters of recommendation
 - Completing a statement about your involvement in an activity related to the scholarship

Dashboard

Scholarships

Application

You have some follow-up work to do.
Click "Complete Follow-Up" in the boxes below.

6 Items requiring completion

18 Applied scholarships

Follow-Ups

Broughton Fellowship Program for Excellence
Due 3/20/2020
Complete Follow-Up

Friendship Baptist Church Award
Due 3/20/2020
Complete Follow-Up

- Click **Dashboard** to return to your Dashboard to view additional information or take further action.

* **Note:** Once you've completed the main application, when you view the list of scholarships from the **Scholarships** tab, that list will now indicate which scholarships you've applied for. In addition to the *Follow-Ups* being listed on your **Dashboard**, the **Scholarships** page will highlight for which scholarships you have follow-up items to complete. You can click on the "Complete Follow-Up" tabs on this page and follow the directions to complete those items.

Rotary Club of Schenectady Foundation S... This scholarship was created in 1994 by Rotarian Car...	N/A	Due Mar 20, 2020	Not Qualified
SCCC Alumni Scholarship This scholarship was created during the College's fir...	N/A	Due Mar 20, 2020	Not Qualified
SCCC Student Government Association - C... This scholarship is made possible by the SUNY Sche...	N/A	Due Mar 20, 2020	Complete Follow-Up
SCCC Student Government Association - C... This scholarship is made possible by the SUNY Sche...	N/A	Due Mar 20, 2020	Complete Follow-Up
SCCC Student Government Association - P... This scholarship is made possible by the SUNY Sche...	N/A	Due Mar 20, 2020	Complete Follow-Up

IV. Notification of Application Decisions and Required Follow-Up Steps for Scholarship Recipients

A. Notification of Selection for Scholarships

If you are selected for a scholarship(s), you will be required to provide additional information via the AwardSpring platform in order to receive the scholarship(s).

- Students selected for scholarships will be notified by mail to sign into their AwardSpring account to complete the required follow-up steps to receive their scholarships. Students will receive an additional notification **via their SUNY Schenectady email**.
- Once you have signed into your AwardSpring account, the Dashboard will prompt you to provide the required follow-up information.
- Click the *Complete Follow-Up* button to provide the required responses and/or documentation.
- You will be taken to a page with *Additional Requirements: After Awarding* that includes the following:
 - *Have you read and do you accept the Scholarship Acceptance Terms?*
 - *Upload a picture of your class schedule for Fall 2020 in order to accept your scholarship money.*
 - *Please type your thank you letter here.*
- You will also be provided with a template for writing your thank you letter to you scholarship donor(s). It is recommended that you type and save this letter as a Word document, then copy and paste it into the window provided.
- You will receive a separate invitation to attend the Foundation Scholarships ceremony. Please RSVP to this invitation by the deadline provided.

NOTE: Students must complete these follow up steps to receive their Foundation scholarships.

B. Notification of Students who do not receive scholarships

- Students not selected for scholarships will be notified by email **via their SUNY email accounts**.