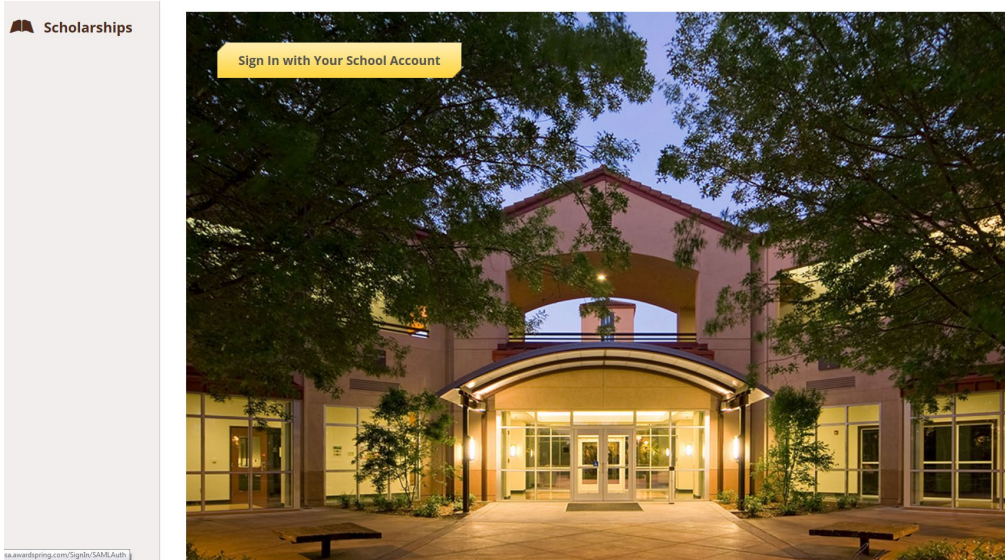# Navigating AwardSpring:
A Guide for Applicants

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

Start by navigating to Santa Rosa Junior College's AwardSpring site: https://santarosa.awardspring.com

You will land at the login page. SRJC uses "single sign-on," which means you will use the same login credentials you use for SRJC Student Portal.

But first, in the left menu bar, the Scholarships icon is a clickable button.

Scholarships will show you a list of all scholarships that are currently being offered by Santa Rosa Junior College along with their respective award amounts (if known) and deadlines.

Click into a scholarship to see additional information.

Once you are logged in using your SRJC Student credentials, you will be directed to your Dashboard. Important information about your application status and additional instructions will be displayed for you here.

Click the **Start Application** button to begin filling out your application.

There are several tabs that make up the entire application. Complete all of them in order to submit your application.

You may see an embedded External Request form that requests information from a third party (ie a letter of recommendation from an instructor). This tool allows you to send a request for a letter of recommendation via email. The application may contain more than one External Request form.

Complete the required information and click the **Send Request** button. The third party will receive an email request and provide the requested information directly in AwardSpring.

The request will sit in a pending state until it is completed by the recommender.

Completing all tabs of your application will enable the **Submit Application** button in the lower right corner. Click it to submit your application.

<div style="border:1px solid black;">

<mark>IMPORTANT</mark>:

<mark>ALL questions MUST be answered in order to submit the application</mark>.

If even a single question is not answered, your application will be considered incomplete and you will not be able to hit the submit button.

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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.

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

You may be eligible for additional scholarships that require additional information. The Dashboard will prompt you to provide this. In this example, the applicant qualifies for the Pioneers scholarship but additional follow-up information is required to apply for them. The applicant needs to click the Complete Follow-Up button to provide the required responses and/or documentation.

In this example, the applicant needs to respond to an essay question and upload a current transcript to apply for the scholarship.

After completing all follow-up items for the scholarship, click the **Resubmit Application** button to submit your application. Proceed through all Follow-Up items for all scholarships listed until you see "0 Items requiring completion" on your Dashboard.

You are all set!

The Santa Rosa Junior College Scholarship Office will provide you further direction if it is needed.

Notification of Awards: Please note that once an application closes, the review and selection process can take up to 3 months to complete. For instance, students submitting applications with a due date of October 1, can expect notification around the early part of January. Students submitting applications with a due date of March 2, can expect notification around the early part of June.