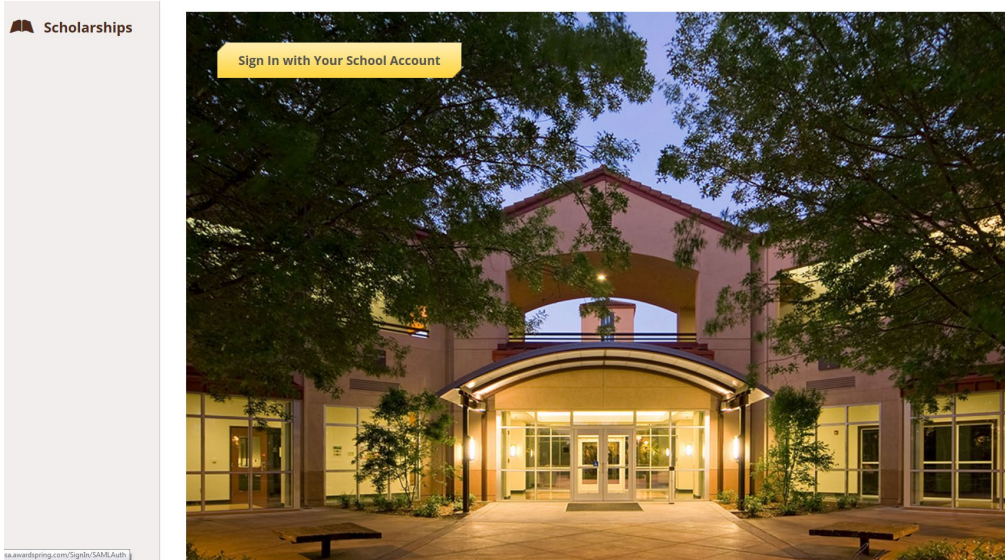


Navigating AwardSpring: A Guide for Applicants

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.



Scholarship Name	Award	Deadline
Jim Mathiesen Memorial SRJC Police Academy Scholar... Jim Mathiesen Memorial SRJC Police Academy Scholarship...	\$500.00	Due November 01, 2019
Jimmy MacDonald Peace Officers Scholarship Jimmy MacDonald Peace Officers Scholarship	\$1,475.00	Due November 01, 2019
The Leona Dixon Lisignoli and Reno Lisignoli Police Off... The Leona Dixon Lisignoli and Reno Lisignoli Police Officer...	\$2,000.00	Due November 01, 2019

Click into a scholarship to see additional information.



Scholarships | Jim Mathiesen Memorial SRJC Police Academy Scholarship Fund

Overview
Jim Mathiesen Memorial SRJC Police Academy Scholarship Fund

Quick Facts
Apply by Nov 01, 2019
\$500.00

Qualifications

- ✓ Applicant must have a 3.5 or higher GPA.
- ✓ Applicant must have financial need.
- ✓ Applicant must be enrolled full-time.
- ✓ Applicant must be enrolled in the police academy.
- ✓ Applicant must be a reentry student (returning to school after a significant lapse, approx. 4+ years).

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.

Dashboard | Application

Scholarships
Donors
Application

0% COMPLETE

Start Application

1 Item requiring completion

Scholarships closing in 0 days

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

The screenshot shows the 'Application' page. On the left is a sidebar with navigation tabs: Dashboard, Scholarships, Donors, and Application (highlighted in orange). The main content area is titled 'Application' and contains a vertical list of tabs: General Information (highlighted with a red box and labeled 'In Progress'), Academic Information, Financial Information, and Qualification Questions. To the right of these tabs is a form with the following fields: Phone Number (5558675309), Date of Birth (12/29/2008 with a calendar icon), Address 1 (123 Electric Ave.), Address 2 (Optional), and City (Funkytown).

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.

The screenshot shows the 'External Request' form. On the left is a sidebar with navigation tabs: Financial Information (Completed) and Qualification Questions (In Progress). The main content area is titled 'Please use the form below to request a letter of recommendation from an instructor.' and contains the following fields: Recipient First Name (Jean-Luc), Recipient Last Name (Picard), Recipient Email (trichards@awardspring.com), and Message to Recipient. The message field contains the text: 'I am applying for scholarships. This award requires a letter of recommendation which will help the award committee review and score my application. Thank you in advance for your assistance.' A 'Send Request' button is highlighted with a red box at the bottom of the 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.

Application

General Information <i>Completed</i>	Are you working for a 501(c)(4) or 501(c)(6) organization? <input checked="" type="radio"/> Yes <input type="radio"/> No
Academic Information <i>Completed</i>	
Financial Information <i>Completed</i>	
Qualification Questions <i>Completed</i>	

Please use the form below to request a letter of recommendation from an instructor.

Requested on May 16, 2019
Jean-Luc Picard
trichards@awardspring.com
Status: Pending

Application

General Information <i>Completed</i>	Are you working for a 501(c)(4) or 501(c)(6) organization? <input checked="" type="radio"/> Yes <input type="radio"/> No
Academic Information <i>Completed</i>	
Financial Information <i>Completed</i>	
Qualification Questions <i>Completed</i>	

Please use the form below to request a letter of recommendation from an instructor.

Requested on May 16, 2019
Jean-Luc Picard
trichards@awardspring.com
Status: **Completed** *Submitted on: May 16, 2019*

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

IMPORTANT:

ALL questions MUST be answered in order to submit the application.

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.

Application

General Information *Completed*

Academic Information *Completed*

Financial Information *Completed*

Qualification Questions *Completed*

Are you working for a 501(c)(4) or 501(c)(6) organization?

Yes

No

Please use the form below to request a letter of recommendation from an instructor.

Requested on May 16, 2019
Jean-Luc Picard
 trichards@awardspring.com
 Status: **Completed** Submitted on: May 16, 2019

Previous Step Next Step **Submit 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.

Dashboard

Scholarships

Donors

Application

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

1 Item requiring completion **2 Applied scholarships**

Follow-Ups

Pioneers Scholarship
Due 5/16/2019

Complete Follow-Up

Scholarships

Filter

Scholarship Name	Award	Deadline	Status
Arts Scholarship For students pursuing careers in the arts.	N/A	Due May 16, 2019	Applied
The FC Barcelona Football Scholarship This scholarship is intended for a skilled footballer who wishes to j...	N/A	Due May 16, 2019	Applied

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

The screenshot shows a dashboard with a sidebar on the left containing navigation links: Dashboard (highlighted with a red box), Scholarships, Donors, and Application. The main content area is titled "Scholarships" and includes a "Filter" dropdown. Below this is a table with the following data:

Scholarship Name	Award	Deadline	Status
Arts Scholarship For students pursuing careers in the arts.	N/A	Due May 16, 2019	Applied
The FC Barcelona Football Scholarship This scholarship is intended for a skilled footballer who wishes to j...	N/A	Due May 16, 2019	Applied

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.

The screenshot shows a notification box with the text: "You have some follow-up work to do. Click 'Complete Follow-Up' in the boxes below." Below the notification are two summary boxes: "1 Item requiring completion" (highlighted with a red box) and "2 Applied scholarships". Underneath is a section titled "Follow-Ups" containing a card for "Pioneers Scholarship" with a due date of "Due 5/16/2019" and a "Complete Follow-Up" button (highlighted with a red box).

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

Resubmit Application

Please answer additional required questions to reapply for this scholarship.

Overview

Students may qualify for a scholarship if: they are academically talented and have leadership potential; they are a South African Citizen or permanent resident; their family or household total income before deductions is less than R10 000 per month; they are currently in Grade 7.

Quick Facts

Apply by May 16, 2019
\$25,000.00

Donors

Oprah Winfrey

Apply for this Scholarship

Please explain why you are the best candidate for this scholarship.

250 word(s) left

Rich text editor toolbar with icons for Bold, Italic, Underline, Bulleted List, Numbered List, Indent, Outdent, Link, and Unlink.

Please upload a current transcript.

Upload File

Please answer additional required questions to reapply for this scholarship.

Resubmit Application

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.

The dashboard features a sidebar with 'Dashboard', 'Scholarships', and 'Application' options. The main content area displays a large yellow box with the message 'You did it! Nothing left to complete. Way to go!' and two summary boxes: a yellow box showing '0 Items requiring completion' and a grey box showing '0 Applied scholarships'.

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.