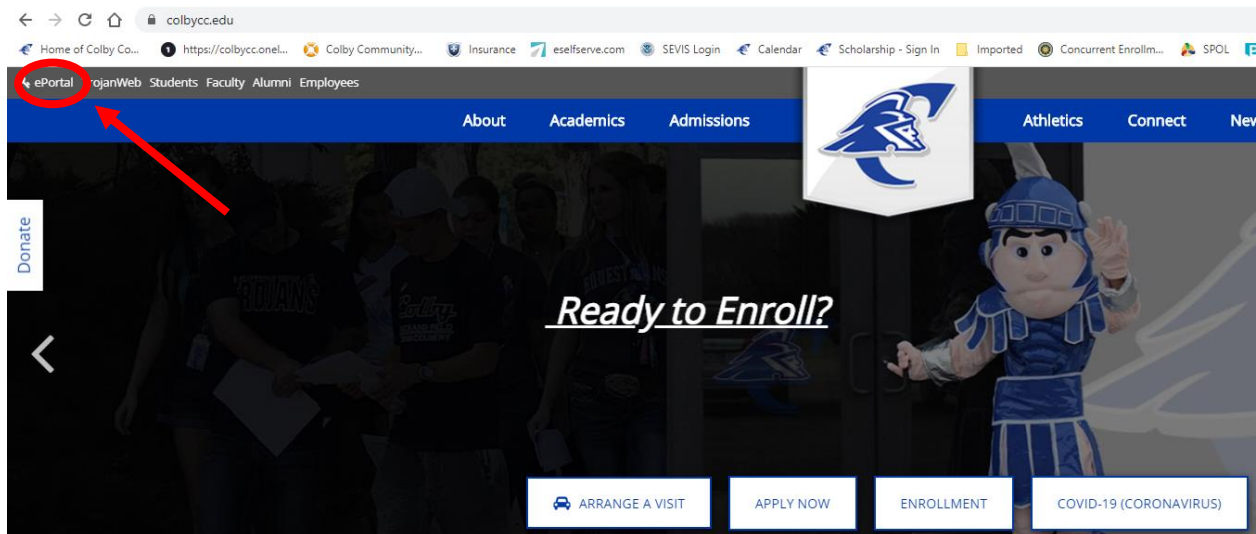


## Applying for Scholarships: AwardSpring

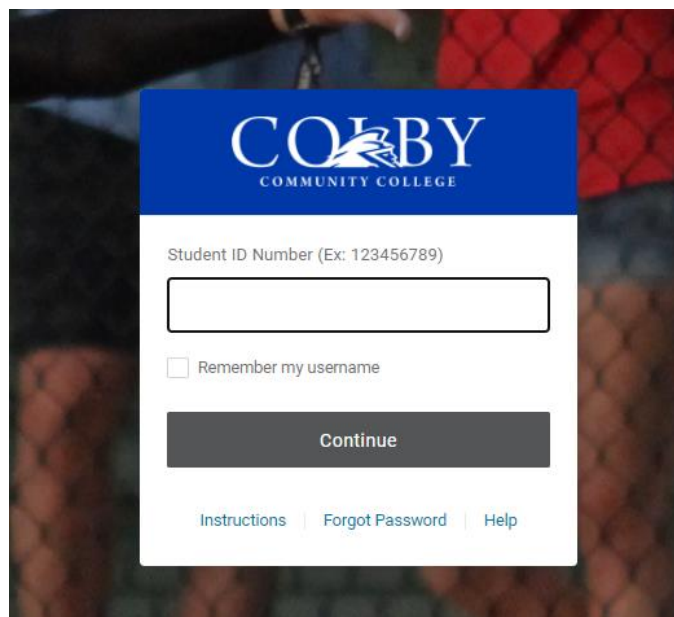
The purpose of this guide is to walk you through the process of applying for CCC scholarships using the AwardSpring platform.

### 1. Access and log into your ePortal student account

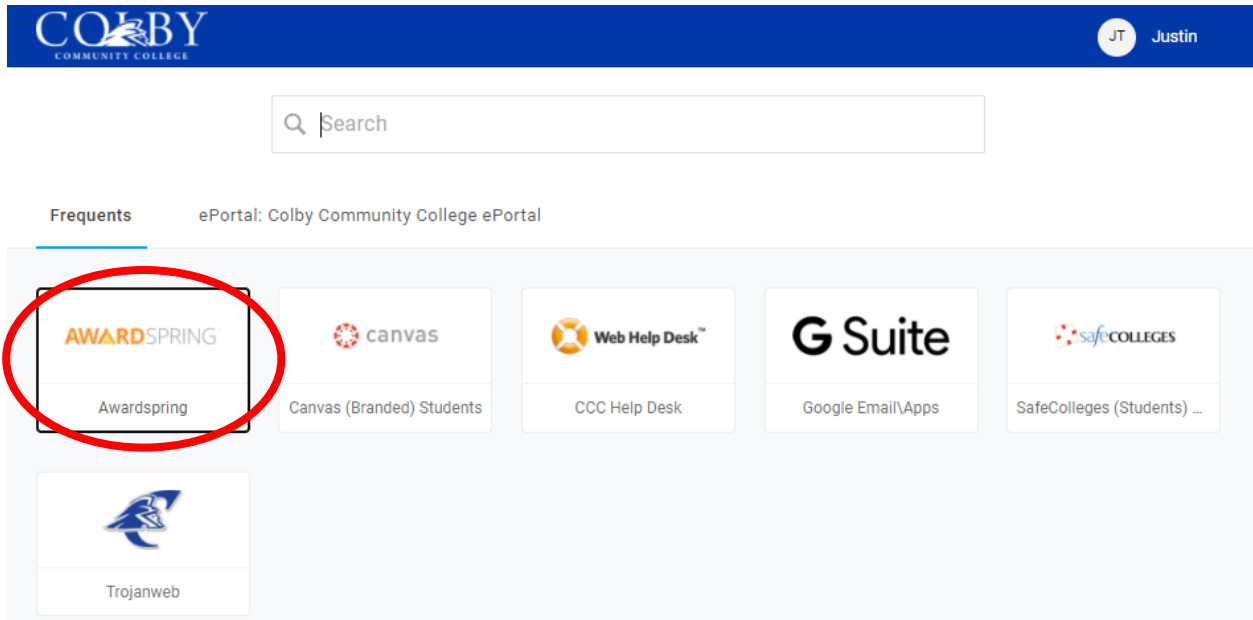


**Log into your Trojans account**  
**Using the information sent in**  
**your welcome email.**

**i.e., Mary Smith**  
**Username: 000123456**  
**Password: ms2020**

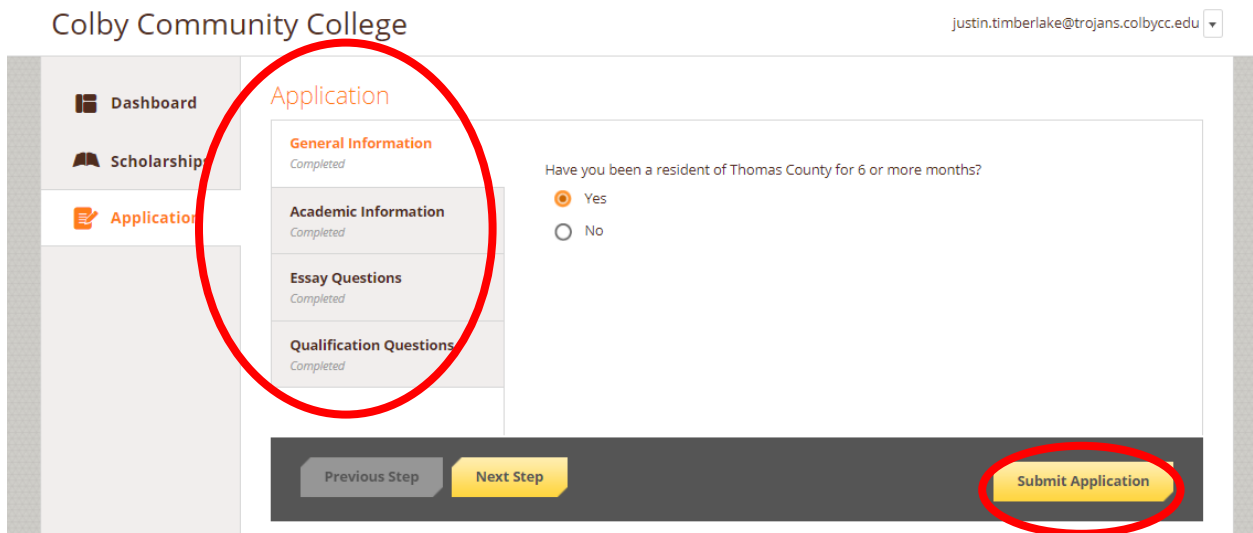
A screenshot of the Colby Community College login form. The form is titled 'COLBY COMMUNITY COLLEGE' and contains a text input field for 'Student ID Number (Ex: 123456789)'. Below the input field is a checkbox labeled 'Remember my username'. A 'Continue' button is located below the checkbox. At the bottom of the form are links for 'Instructions', 'Forgot Password', and 'Help'.

## 2. Select the AwardSpring Icon from your ePortal Dashboard



The screenshot shows the ePortal dashboard with a search bar at the top. Below the search bar, there are several application tiles. The 'AWARDSRING' tile is circled in red. Other tiles include 'canvas', 'Web Help Desk™', 'G Suite', 'safeCOLLEGES', and 'Trojanweb'.

## 3. Complete All steps of the General Application and Submit Application



The screenshot shows the 'Application' page in the Colby Community College ePortal. The 'Application' menu item in the left sidebar is circled in red. The main content area shows a progress bar with 'General Information', 'Academic Information', 'Essay Questions', and 'Qualification Questions' all marked as 'Completed'. A question asks 'Have you been a resident of Thomas County for 6 or more months?' with 'Yes' selected. At the bottom, the 'Submit Application' button is circled in red.

- 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.

SpringSquad University studentexample@awardspring.com

- 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

Pioneers Scholarship  
Due 5/16/2019

Complete Follow-Up

## Scholarships

Filter

Scholarship Name	Award	Deadline	Status
<b>Arts Scholarship</b> For students pursuing careers in the arts.	N/A	Due May 16, 2019	Applied
<b>The FC Barcelona Football Scholarship</b> 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.

SpringSquad University studentexample@awardspring.com

- Dashboard
- Scholarships
- Donors
- Application

### Scholarships

Filter

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

**6. Complete any requirements for scholarships needing additional information.**

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.

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**

**7. That's it! You are all set!**

SpringSquad University

studentexample@awardspring.com

-  **Dashboard**
-  Scholarships
-  Donors
-  Application

You did it!  
Nothing left to complete. Way to go!

**0** Items requiring completion

**3** Applied scholarships

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