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 Atlantic Cape's <u>AwardSpring</u> site. You will land at the login page.

Scholarships		New York Control of State
Sign In	We are now accepting applications for current Atlantic Cape students for the Fall 2021 semester.	SEE WHERE ATLANTIC CAPE CAN TAKE YOU.
	Sign In Email	
	Password	
	Forgot password	
	Set Your Password	

Scholarships will show you a list of all scholarships that are being offered by Atlantic Cape Community College's Foundation. You do not have to log in to view this information.

	COMMUNITY	COLLEGE		
Scholarships	Scholarships			
Sign In	219 Scholarships		Search Scholarships	
	Scholarship Name, +,+	Award + +	Deadline	
	Albert Jones Award To be awarded to a returning student aspiring towards a career goal i		Due March 01, 2021	
	Albert Rangione Scholarship To be awarded to a returing Academy of Culinary Arts student who is		Due March 01, 2021	
	Alumni Scholarship Awarded to a returning Atlantic Cape student.		🛗 Due March 01, 2021	
	Anonymous Scholarship Student must have a GPA 2.5 or better and demonstrate financial nee	\$1,250.00	🛗 Due March 01, 2021	
	Anthony A. Ercolani Scholarship To be given to a culinary arts student entering his/her second year in	\$1,000.00	🛗 Due March 01, 2021	
	Anthony A. Previti Family Charitable Fund Inc. Scholars To be awarded to one male and one female returning student majorin		🛗 Due March 01, 2021	
	Anthony Rey Scholarship To be awarded to a returning Culinary Arts student with a GPA of 3.0 o		📋 Due March 01, 2021	
	Arax Mardirosian Memorial Scholarship Awarded to an Education major from Adantic or Cape May County. Ma	\$440.00	📋 Due March 01, 2021	
	ARC Reprographics Online Auction Scholarship	\$500.00	Due March 01 2021	

Click into a scholarship to see additional information.



TO LOG IN:

Sign In: If you already have your account credentials. Enter your Buccaneer email address and password and click the yellow Sign In button.

First Time Here: If you do not know account credentials. You will be directed to a password reset page. Enter your Buccaneer email, click Send Email and a link to create your password will be sent to your Buccaneer email address.

		ANTICCAPE MUNITY COLLEGE	
A Scholarships	THE REAL PROPERTY		N
6 Sign In	Applications will open Dece 2020 for the 20/21 Academ	mber 20, ic Year.	SEE WHERE ATLANTIC CAPE CAN TAKE YOU.
	Sign In Email		
	Password Forgot password Sign In	ard	
	First time here?		
	Ale and	Powered by t	he Powell Family Foundation
		ANTICCAPE	
	Set Password	<u>Back to Sign In</u>	
	Enter your email address be will be sent to you. Email	low and a link to set your password	
	Send Email		
© 2020 AwardSpring th All Rights Res	reved		Privacy Policy Terms of Use



After login/registration, 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.

	PE GE	
Dasnboard	Application	
Application	0% COMPLETE Start Application	1 Item requiring completion

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

Dashboard	Application	_
A Scholarships	Applicant Data In Progress	Welcome to the Atlantic Cape Community College Student Scholarship
P Application	Applicant Information	Application. We are currently accepting applications for current Atlantic Cape students returning for the Fall 2021 semester and graduating students transferring to pursure their bachelor degree at a accedited
	Academic Qualification Questions	instituion for the Fall 2021 semester. Please note that the scholarship awards are subject to change.
	Financial Information	Gender O Female
	Essay Submission	O Male O Other
	Recommendation Submission	O Prefer Not to Identify
	Certification & Release	Do you identify as any of the following ethnicities: Select an answer
		Are you a resident of Atlantic City? O Yes O No
		Are you or an immediate family member a member of NJEA?

You will see an embedded Recommendation Submission form that requests information from a third party (i.e. a letter of recommendation from an instructor). This tool allows you to send a request for a letter of recommendation via email. The application requires that you receive two letters of recommendation. You are required to request permission (either phone, email or in person) from your instructor **prior** to submitting your request. *Please do not request a recommendation from yourself or an immediate family member; they will not be considered.*

Financial Information Completed	Please use the form below to request a letter of recommendation from an instructor.
In Progress	Recipient First Name
	Jean-Luc
	Recipient Last Name
	Picard
	Recipient Email
	Message to Recipient
	I am applying for scholarships through SpringSquad University. 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.
	Send Request

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.

General Information Completed	Are you working for a 501(c)(4) or 501(c)(6) organization?
Academic Information	Yes No
Financial Information	Please use the form below to request a letter of recommendation from an
Qualification Questions Completed	instructor. Requested on May 16, 2019
	Jean-Luc Picard trichards@awardspring.com Status: Pending Resend Request Send New Request

General Information	Are you working for a 501(c)(4) or 501(c)(6) organization?
Academic Information	Yes No
Financial Information	Please use the form below to request a letter of recommendation from an
Qualification Questions Completed	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 to the **Submit Application** button in the lower right corner. Click it to submit your application.

SpringSquad L	Jniversity	studentexample@awardspring.com 💌
 Dashboard Scholarships Donors 	Application General Information Completed Academic Information Completed	Are you working for a 501(c)(4) or 501(c)(6) organization? Yes No
Application	Financial Information Completed Qualification Questions Completed	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 Nex	st Step

Your dashboard will now indicate that your application has been completed!

Dashboard	0	
Scholarships	You did it! Nothing left to complete. Way to go!	0 Items requiring completion
P Application		

You may be eligible for 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 foll Click "Complete Follow-	low-up work to do. Up" in the boxes below.
1 Item requiring completion	2 Applied scholarships
Follow-Ups Pioneers Scholarship Due 5/16/2019 Complete Follow-Up	

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

Quick Facts
 Apply by May 16, 2019 \$25,000.00
Donors
<u>Oprah Winfrey</u> 📮 🖪 🍠 in
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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.

All applicants will receive a confirmation email that we have received your completed scholarship applications. Scholarhsip award and denial emails will be sent during the month of April.