Navigating AwardSpring:  
*A Guide for Grayson College Foundation Scholarship Applicants*

The purpose of this guide is to walk you through the process of applying for Grayson College Foundation scholarships using the AwardSpring platform. Some of the examples are generic for informational purposes and will not display the Grayson College Foundation brand.

**Tip:** The AwardSpring Scholarship system can be accessed using Google Chrome, Mozilla Firefox, Internet Explorer and Safari; it is accessible on both desktop and mobile devices.

**NOTE:** In order to access the AwardSpring system and apply for GC Foundation Scholarships, you will need to have applied to Grayson College. *The scholarship application can only be accessed using your Viking email.*

**For Current GC Students:** Go to grayson.edu/scholarships and select Apply for GC Scholarships then click the yellow “**Sign In with Your School Account**” button.

The next prompt will ask you to sign-in using the same login credentials you use for MyViking. Enter your Viking username and password.
**Students Who Have Not Applied to GC:** Future students must first complete the GC Admission process by going to grayson.edu/apply and selecting the Easy Grayson College Application. After submitting the application, a welcome and acceptance email will be sent to the address you provided.

An email containing your Student ID and instructions for accessing MyViking will be sent about 24-48 hours after you submit the Easy Grayson College Application.

Your GC issued email address can be found in MyViking. **Click the Gmail icon and hover over the account icon in the upper right side of the page to see your Viking email address.**

If you misplace the email with login instructions, you can locate your Viking email by going to grayson.edu and clicking MyViking. First time users must “Claim My Account” before logging in. After you claim your account, login or select “Forgot Password” or “Forgot Username” and follow the steps provided. For additional assistance with MyViking information, contact the HelpDesk at help.grayson.edu.

**Available Scholarships**

Once you have accessed the AwardSpring Scholarship system, click the **Scholarships** tab to view a listing of all scholarships offered by the Grayson College Foundation and the corresponding application deadlines.

Click a scholarship title to view additional information.
Submitting a Scholarship Application

After logging into the AwardSpring system, you will be directed to your Dashboard where important information about your application status and additional instructions will be displayed.

Click Start Application to begin completing your application.

There are several tabs that make up the entire application. All tabs must be completed prior to submitting your application.

Tip: Use a word processing software like Google Docs, Word or Pages to type your essay questions. It can be difficult to write an effective answer to an essay question if you cannot see all of your typed content. Be sure to proof read and spellcheck. When you are satisfied with your essay, copy and paste into the appropriate essay question box in your scholarship application.
Letter of Recommendation

You will see an External Request form that requests information from a third party (a letter of recommendation). This tool allows you to request a letter of recommendation via email. Only one letter of recommendation is required. **You will not have the option to upload a letter of recommendation.**

Complete the form and click **Send Request**. The third party will receive your request via email and will be able to provide the requested information directly in AwardSpring. As a courtesy, ask the requestor if he or she is willing to write a letter of recommendation prior to sending the request. The request will sit in a pending state until it is completed by the recommender.

**TIP:** A good reference is a professor, employer, mentor, etc. Recommendations from family members are not appropriate and could make your application ineligible.

*Letter of Recommendation – example of a pending request*
Letter of Recommendation – example of a completed request

Important Tip: Check the status of your recommendation letter on a regular basis. Even though an applicant can submit his or her application prior to the letter of recommendation being uploaded, the scholarship application may not be reviewed if the recommendation letter process is not complete. It is the responsibility of the student to ensure the letter of recommendation is provided by the priority deadline (or final application deadline).

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

You will be directed back to your Dashboard where you will see the number of scholarships that you have applied to automatically based on your eligibility. Click Applied scholarships to view the full list of scholarships for which you are being considered.
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

<table>
<thead>
<tr>
<th>Scholarship Name</th>
<th>Award</th>
<th>Deadline</th>
<th>Status</th>
</tr>
</thead>
<tbody>
<tr>
<td>Arts Scholarship</td>
<td>N/A</td>
<td>Due May 16, 2019</td>
<td>Applied</td>
</tr>
<tr>
<td>The FC Barcelona Football Scholarship</td>
<td>N/A</td>
<td>Due May 16, 2019</td>
<td>Applied</td>
</tr>
</tbody>
</table>

Click Dashboard to view additional information or take further action.

You may be eligible for additional scholarships which require more information. The Dashboard will prompt you for this information. In the example below, the student qualifies for the Pioneers scholarship but additional information is required. The student needs to click Complete Follow-Up and provide the required responses and/or documentation.
In this example, the student 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 **Resubmit Application**. Proceed through all Follow-Up items for all scholarships listed until you see “0 Items requiring completion” on your Dashboard.
You’re all set! We’re excited to see how we can help you complete your goals!