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. And 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 MyViking single sign-on and password.

The single sign-on is the first part of your GC email.

For Current Grayson College 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 Grayson College single sign on page. Enter your Grayson College single sign on and password.
**Students Who Have Not Applied to Grayson College:** Future students must first complete the GC Admission Application 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 GC 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 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, you can click on the **Scholarships** tab and all scholarships offered by the Grayson College Foundation.

<table>
<thead>
<tr>
<th>Scholarship Name</th>
<th>Award</th>
<th>Deadline</th>
</tr>
</thead>
<tbody>
<tr>
<td>Obama Foundation Scholarship</td>
<td>$25,000</td>
<td>Due May 16, 2019</td>
</tr>
<tr>
<td>The PC Barcelona Football Scholarship</td>
<td>$30,000</td>
<td>Due May 16, 2019</td>
</tr>
<tr>
<td>Pioneers Scholarship</td>
<td>$25,000</td>
<td>Due May 16, 2019</td>
</tr>
<tr>
<td>Arts Scholarship</td>
<td>$1,000</td>
<td>Due May 16, 2019</td>
</tr>
</tbody>
</table>
Click into a scholarship to see additional information.

Submitting a Scholarship Application

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

Click Start Application to begin your application.

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

An embedded External Request form is used to collect letters of recommendation. Only one letter of recommendation is required.
An email is sent to the individual with directions on how to upload the letter of recommendation.

**As a courtesy, you should always 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 teacher, professor, employer, etc. Recommendations from family members are not appropriate and could render 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.
Completing all tabs of your application will enable the **Submit Application** button in the lower right corner. Click it to submit your application.

**Scholarships**

You will be directed back to your Dashboard where you will see the completion status of your application. Click on the “Scholarships” tab to view which scholarships you qualified for based on the answers provided in the AwardSpring scholarship application.
Additional Information Required

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!