

Navigating AwardSpring: A Guide for Grayson College Foundation Scholarship Applicants

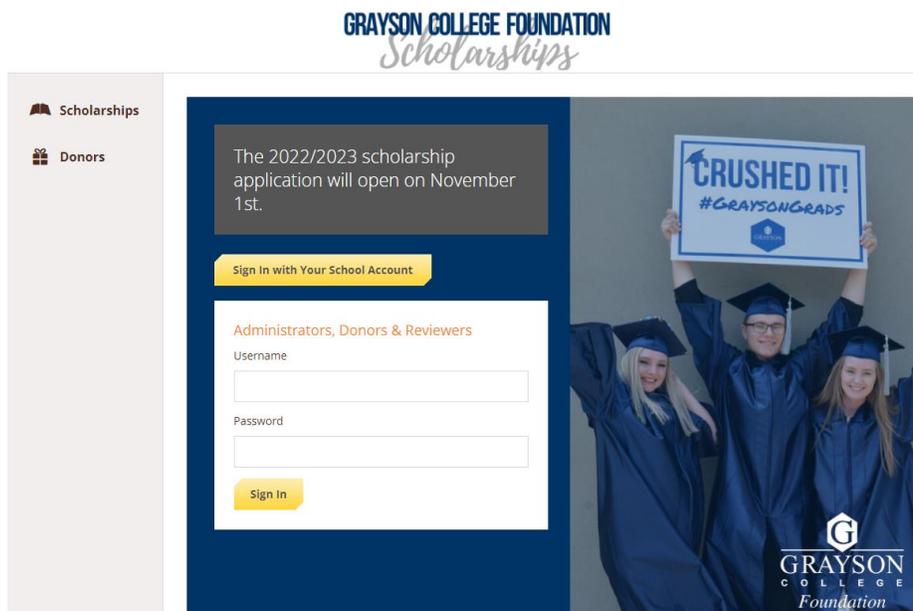
The purpose of this guide is to walk you through the process of applying for Grayson College Foundation scholarships using the AwardSpring platform. Some of the examples are generic for informational purposes and will not display the Grayson College Foundation brand.

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.

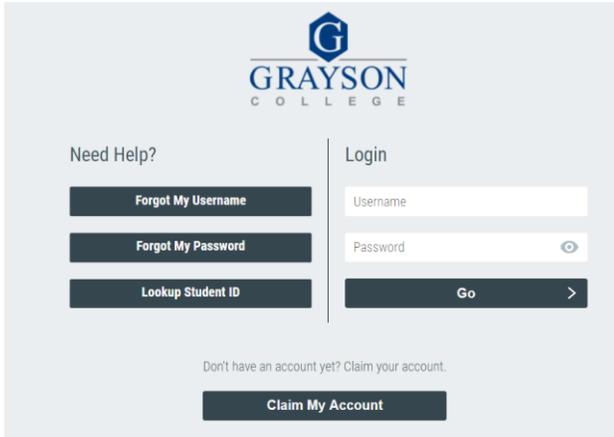
NOTE: In order to access the AwardSpring system and apply for GC Foundation Scholarships, you will need to have applied to Grayson College. **The scholarship application can only be accessed using your MyViking single sign-on and password.**

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](mailto: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.

SpringSquad University

Scholarship Name	Award	Deadline
Obama Foundation Scholarship The Obama Foundation Scholars Program will give rising you...	\$25,000.00	Due May 16, 2019
The FC Barcelona Football Scholarship This scholarship is intended for a skilled footballer who wishe...	\$30,000.00	Due May 16, 2019
Pioneers Scholarship Students may qualify for a scholarship if: they are academicall...	\$25,000.00	Due May 16, 2019
Arts Scholarship For students pursuing careers in the arts.	\$1,000.00	Due May 16, 2019

Click into a scholarship to see additional information.

Scholarships ▾ The FC Barcelona Football Scholarship

Overview

This scholarship is intended for a skilled footballer who wishes to join the professional Spanish leagues.

Quick Facts

 Apply by May 16, 2019

 \$30,000.00

Donors

[Lionel Messi](#)  

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.

SpringSquad University studentexample@awardspring.com ▾

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. *All tabs must be completed prior to submitting your application.*

Application

General Information
In Progress

Academic Information

Financial Information

Qualification Questions

Phone Number
5558675309

Date of Birth
12/29/2008

Address 1
123 Electric Ave.

Address 2 (Optional)

City
Funkytown

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

Letter of Recommendation

An embedded External Request form is used to collect letters of recommendation. Only one letter of recommendation is required.

Financial Information
Completed

Qualification Questions
In Progress

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

Recipient First Name
Jean-Luc

Recipient Last Name
Picard

Recipient Email
trichards@awardspring.com

Message to Recipient

B I U [List icons]

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

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.

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

Letter of Recommendation – example of a completed request.

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

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.

SpringSquad University studentexample@awardspring.com

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](#)

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.

SpringSquad University studentexample@awardspring.com

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

Additional Information Required

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

Follow-Ups

[Pioneers Scholarship](#)
Due 5/16/2019

[Complete Follow-Up](#)

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.

Scholarships - Pioneers 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

B *I* U

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.

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

You are all set!