MOTLOW STATE COMMUNITY COLLEGE

Navigating AwardSpring: A Guide for Scholarship Applicants

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

For New or Prospective Students: You will need to apply to Motlow first before you can apply for Motlow College Foundation Scholarships. Please allow 5-7 business days for your application to be processed. Once your application has been processed, an acceptance email will be sent to the address listed on your application. This email will contain your Motlow Student ID and your MyMotlow email address. Here's how to get started:
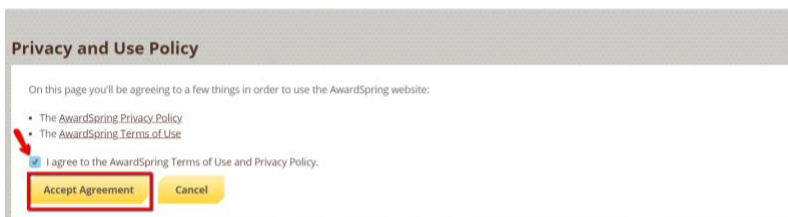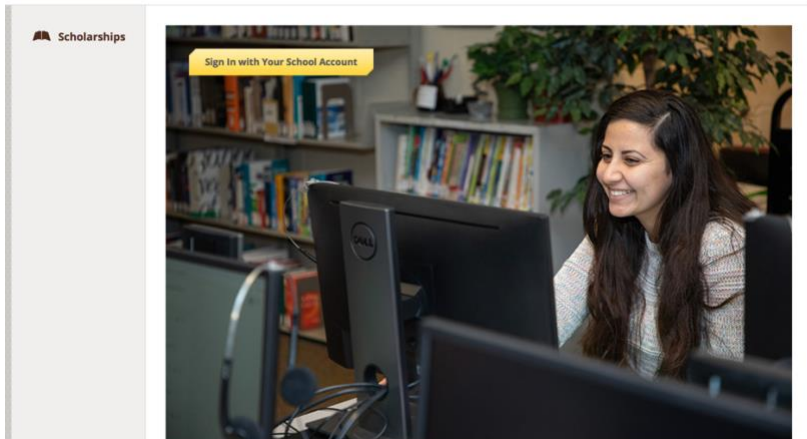
1. Go to www.mscc.edu/apply and click the large green APPLY ONLINE.
2. Follow the steps required to apply.
3. Once you have been issued your mscc.edu email and password, follow the steps below for Current Motlow Students.

For Current Motlow Students:

1. Go to https://mscc.awardspring.com.
2. Select **Sign In with Your School Account**. This process uses your single sign-on (SSO) credentials for your Motlow accounts.
3. Upon your initial login, you will be prompted to agree to the AwardSpring Terms of Use and Policy by clicking the checkbox.
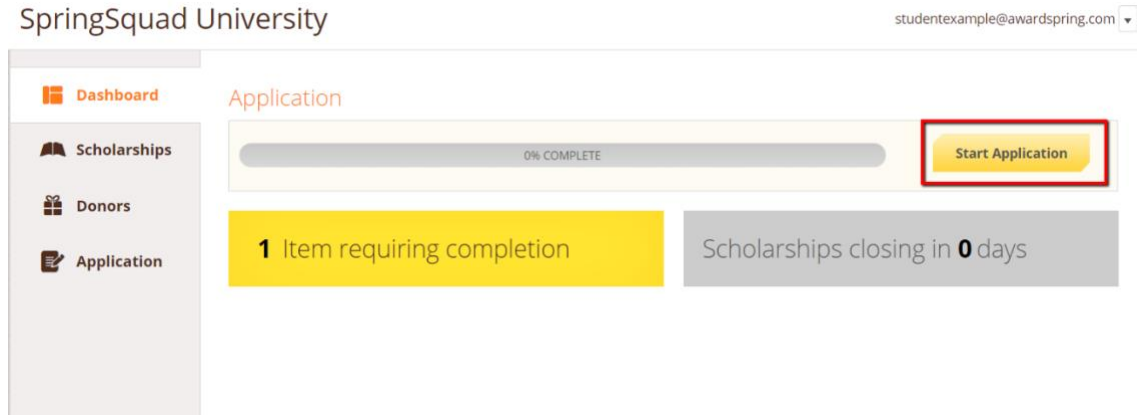
Dashboard

After login, you will be directed to your Dashboard. Important information about your application status and additional instructions will be displayed for you here.
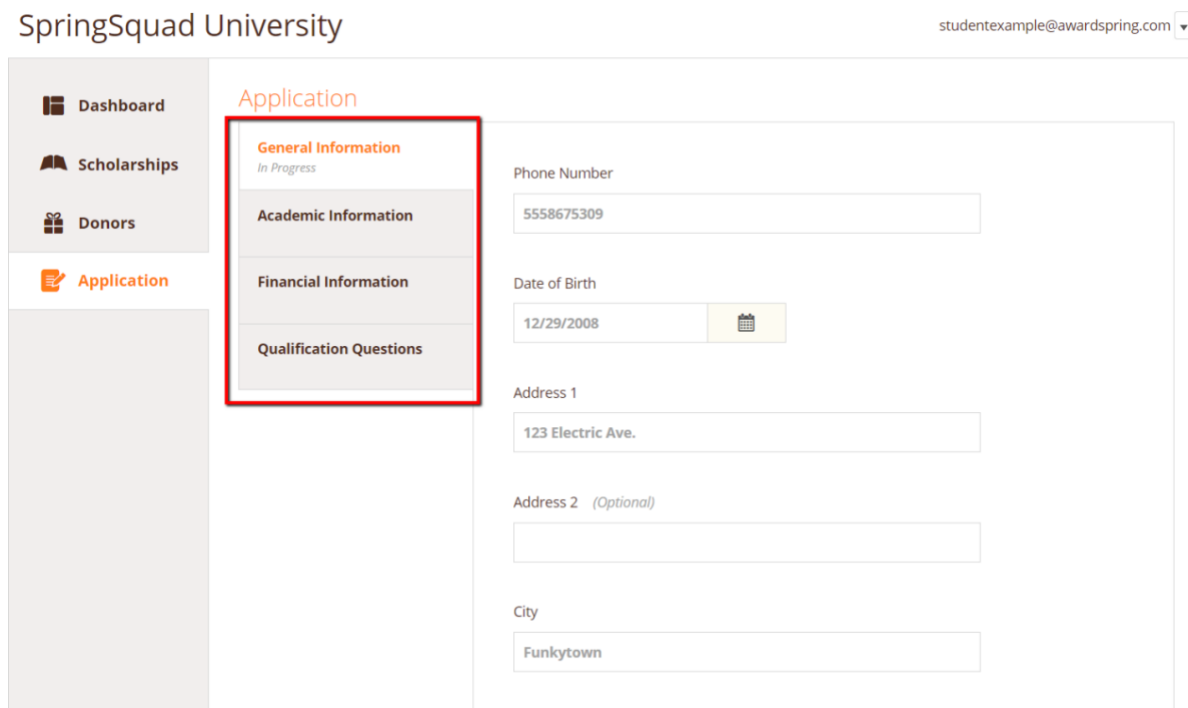
Click the **Start Application** button to begin filling out your application.

Application

Complete all the tabs in order to submit your application. Each tab will read "In Progress" or "Completed". If it reads "In Progress" go back to that tab and look for questions shaded in orange. These are questions or actions that must be completed.

External Letter of Recommendation

You may see an embedded External Request 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 may contain more than one External Request form.

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.

Submit Application

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

Applied Scholarships

You will be directed back to your Dashboard where you will see the number of scholarships to which you have been automatically applied. You do not need to apply for scholarships individually. AwardSpring will automatically match you to scholarships for which you qualify.

Click in the gray **Applied scholarships** box to view the full list of applied scholarships.

Click **Dashboard** to return to your Dashboard to view additional information or take further action.

Follow-Up Items

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.

Resubmit

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! Your organization's administrator will provide you further direction if it is needed.

Scholarships and Donors

In the left menu bar, both Scholarships and Donors are clickable buttons. (**The Donors tab may not be accessible at this time.)

Scholarships will show you a list of all scholarships that are being offered by your organization along with their respective award amounts (if known) and deadlines.

Click into a scholarship to see additional information.