



## 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:

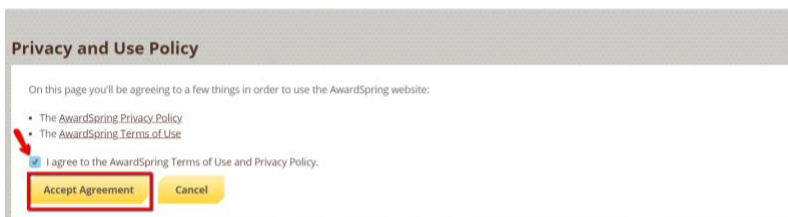
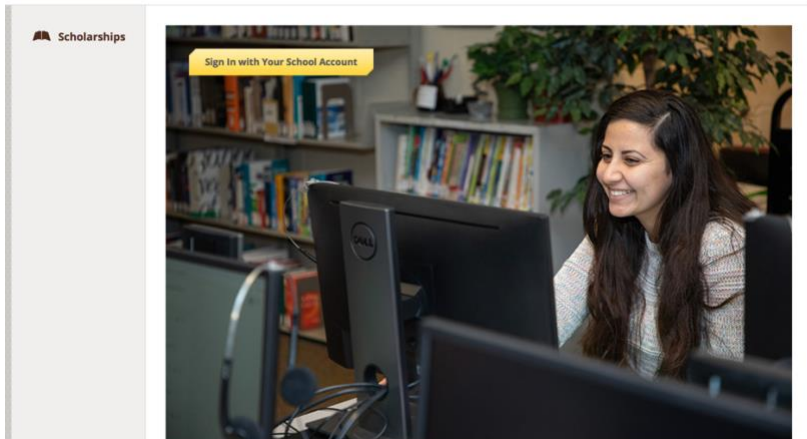
1. Go to [www.msc.edu/apply](http://www.msc.edu/apply) and click the large green APPLY ONLINE.
2. Follow the steps required to apply.
3. Once you have been issued your msc.edu email and password, follow the steps below for Current Motlow Students.

### 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.

---

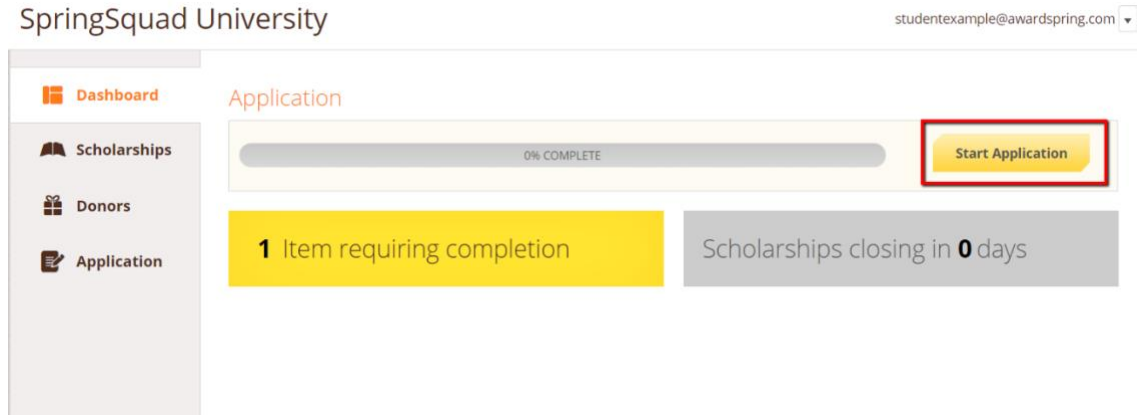
### Motlow State Community College



## 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.

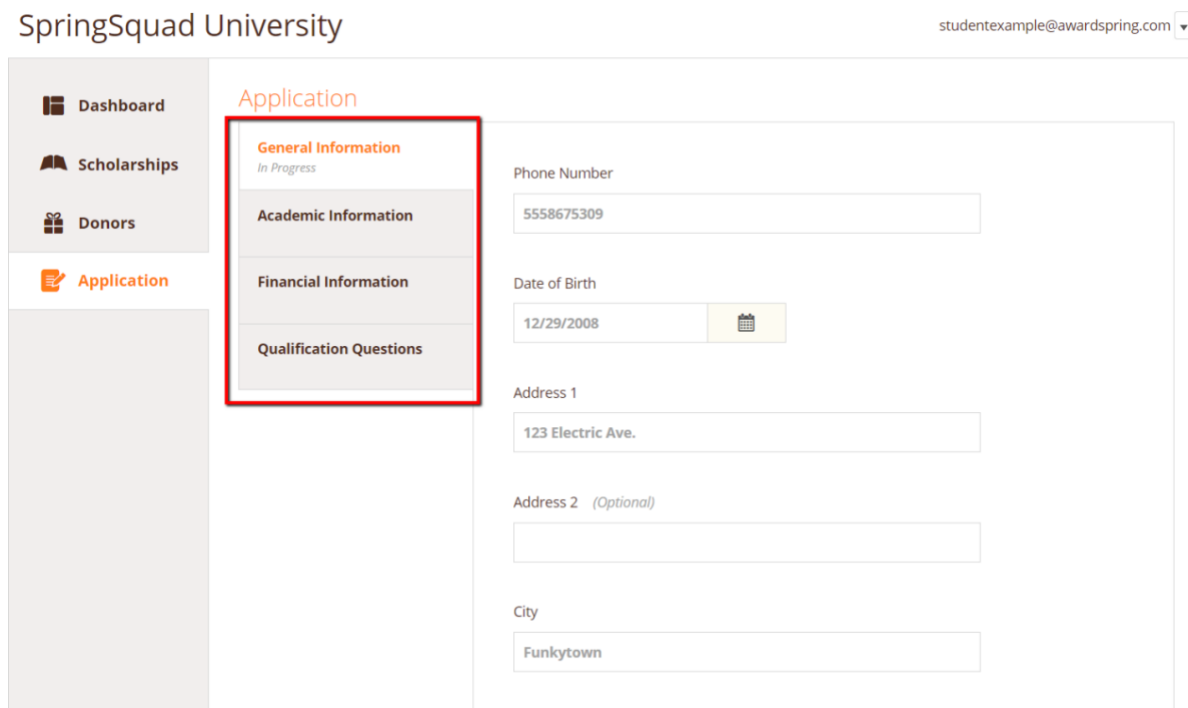
Click the **Start Application** button to begin filling out your application.



The screenshot shows the SpringSquad University dashboard. At the top left is the logo "SpringSquad University" and at the top right is the email "studentexample@awardspring.com". A sidebar on the left contains navigation links: Dashboard, Scholarships, Donors, and Application. The main content area is titled "Application" and features a progress bar at 0% COMPLETE. A yellow "Start Application" button is highlighted with a red box. Below the progress bar, there are two cards: a yellow one stating "1 Item requiring completion" and a grey one stating "Scholarships closing in 0 days".

## 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.



The screenshot shows the SpringSquad University application form. At the top left is the logo "SpringSquad University" and at the top right is the email "studentexample@awardspring.com". A sidebar on the left contains navigation links: Dashboard, Scholarships, Donors, and Application. The main content area is titled "Application" and features a list of tabs: General Information (In Progress), Academic Information, Financial Information, and Qualification Questions. The "General Information" tab is highlighted with a red box. The form fields are: Phone Number (5558675309), Date of Birth (12/29/2008), Address 1 (123 Electric Ave.), Address 2 (Optional), and City (Funkytown).

## 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.

The screenshot shows a sidebar on the left with two sections: "Financial Information" (Completed) and "Qualification Questions" (In Progress). The main content area contains a form with the following fields:

- Recipient First Name: Jean-Luc
- Recipient Last Name: Picard
- Recipient Email: trichards@awardspring.com
- Message to Recipient: A rich text editor containing the text: "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."
- A "Send Request" button at the bottom, which is highlighted with a red box.

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.

### Application

The screenshot shows the "Application" page with a sidebar on the left where all sections are marked as "Completed": "General Information", "Academic Information", "Financial Information", and "Qualification Questions". The main content area contains:

- A question: "Are you working for a 501(c)(4) or 501(c)(6) organization?" with "Yes" selected.
- A red-bordered box containing:
  - Text: "Please use the form below to request a letter of recommendation from an instructor."
  - Text: "Requested on May 16, 2019"
  - Name: "Jean-Luc Picard"
  - Email: "trichards@awardspring.com"
  - Status: "Status: Pending"
  - Buttons: "Resend Request" and "Send New Request"

The screenshot shows the "Application" page with the same sidebar as above. The main content area contains:

- A question: "Are you working for a 501(c)(4) or 501(c)(6) organization?" with "Yes" selected.
- A red-bordered box containing:
  - Text: "Please use the form below to request a letter of recommendation from an instructor."
  - Text: "Requested on May 16, 2019"
  - Name: "Jean-Luc Picard"
  - Email: "trichards@awardspring.com"
  - Status: "Status: Completed"
  - Text: "Submitted on: May 16, 2019"

## 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.

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](#)

## 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.

SpringSquad University studentexample@awardspring.com

**Dashboard**

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

Filter 

Scholarship Name 	Award 	Deadline 	Status
<b>Arts Scholarship</b> For students pursuing careers in the arts.	N/A	 Due May 16, 2019	Applied
<b>The FC Barcelona Football Scholarship</b> This scholarship is intended for a skilled footballer who wishes to j...	N/A	 Due May 16, 2019	Applied

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


SpringSquad University studentexample@awardspring.com 






**Dashboard**

Scholarships

Donors

Application

Filter 

Scholarship Name 	Award 	Deadline 	Status
<b>Arts Scholarship</b> For students pursuing careers in the arts.	N/A	 Due May 16, 2019	Applied
<b>The FC Barcelona Football Scholarship</b> This scholarship is intended for a skilled footballer who wishes to j...	N/A	 Due May 16, 2019	Applied

## 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.

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**

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.

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

Please upload a current transcript.

Upload File

Please answer additional required questions to reapply for this scholarship.

Resubmit Application

## 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.

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! 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.






# Motlow State Community College

 **Scholarships**

## Scholarships

32 Scholarships

Search Scholarships 

Scholarship Name <small>▲▼</small>	Award <small>▲▼</small>	Deadline <small>▲▼</small>
<b>Presidential Scholarship</b> <small>Must be entering freshmen. Have a 3.25 grade point average or higher ...</small>	\$2,000.00	 Due March 15, 2021
<b>Sam Ingram Scholarship</b> <small>Awarded to an outstanding full-time incoming freshman intending to gr...</small>	\$1,500.00	 Due March 15, 2021
<b>G. Nelson Forrester Scholarship</b> <small>Awarded to an outstanding full-time incoming freshman intending to gr...</small>	\$1,500.00	 Due March 15, 2021
<b>A. Frank Glass Scholarship</b> <small>Awarded to an outstanding full-time incoming freshman intending to gr...</small>	\$1,500.00	 Due March 15, 2021
<b>Academic Service Scholarship</b> <small>Applicants must be enrolling as Motlow students in the fall term immed...</small>		 Due March 15, 2021


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](#) 