

- When you select the “LOGIN NOW” button to launch AwardSpring, you will be taken to the login menu. It is here you can read a brief overview of the online scholarships available at N.C.C.C., and you may enter your N.C.C.C. email address and password to login. If you are an incoming student, you can select “REGISTER”, where it will prompt you to create an account.

The image shows a screenshot of the AwardSpring login menu. On the left, there is a vertical menu with three options: "Scholarships" (with a book icon), "Sign In" (with a lock icon), and "Register" (with a checkmark icon). Three red arrows point from the left towards these options. The top arrow points to "Scholarships" and contains the text "Click here to view the Scholarship list". The middle arrow points to "Sign In" and contains the text "Returning Students: sign in here with your email and password". The bottom arrow points to "Register" and contains the text "Incoming Students ONLY: create an account here". To the right of the menu is a blurred preview of the login page. This page has a header "Sign In" and two input fields for "Email" and "Password". Below the password field is a link for "Forgot password". At the bottom of the preview, there is a "Sign In" button and a section titled "Don't have an account?" with a "Register" button.

NOTE: if you are an incoming student and you create an account, you can sign in using that account from that point forward. Make sure to write down your login email and password for future use.

- Once you have an account, the next step is to begin your scholarship application. To do this click on “START APPLICATION”

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Dashboard

Scholarships

Application

Application

0% COMPLETE Start Application

1 Item requiring completion

Scholarships closing in **63** days

- From here, begin to enter the required information for your application. Once completed with the general information page, move on to the next step of the application by selecting “NEXT STEP” at the bottom of the page.

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Dashboard

Scholarships

Application

Application

General Information
Completed

Academic Information

Upload Transcripts or GED

Qualification Questions

Upload Scholarship Essay

Phone Number
5551234567

Select your date of birth using the date picker
01/01/1955

Address 1
123

Address 2 (Optional)

City
Main St.

Country
United States

State
New York

Zip Code
12345

Gender
 Female
 Male
 Other
 Prefer Not to Identify

Previous Step **Next Step** Submit Application

Completed

- Enter the required academic information including major (or intended major), your current grade point average on a 4.0 scale, what type of degree you are pursuing, and your student status (incoming freshman, freshman, sophomore). When completed, select “NEXT STEP” at the bottom of the page.

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Dashboard

Scholarships

Application

Application

General Information
Completed

Academic Information
Completed

Upload Transcripts or GED

Qualification Questions

Upload Scholarship Essay

Major

Please enter your GPA (For Incoming Freshmen, use this scale to convert your high school average to a numeric GPA: 98-100 = 4.0; 90-97 = 3.5; 83-89 = 3.0; 77-82 = 2.5; 74-76 = 2.0; Less than 74 = 1.0)

Degree Pursuing
 Certificate
 Associate

Grade Status
 Incoming Freshman
 Freshman
 Sophomore

NOTE: You may also edit previous information by selecting “PREVIOUS STEP” or clicking on “GENERAL INFORMATION”. AwardSpring saves your progress as you enter it.

- Next, you need to upload an unofficial copy of your academic transcript or GED documents. Please make sure that your high school average, GPA, or GED score is reflected. This is necessary to be eligible for any N.C.C.C scholarships. To upload a document, select “UPLOAD FILE” in the center of the page. The transcript must be uploaded as a word (.doc, .docx) or .pdf file.

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Dashboard

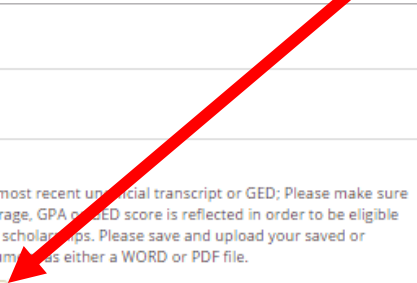
Scholarships

Application

Application

General Information <i>Completed</i>	<p>Upload your most recent unofficial transcript or GED; Please make sure that your average, GPA or GED score is reflected in order to be eligible for any NCCC scholarships. Please save and upload your saved or scanned document as either a WORD or PDF file.</p> <p>Upload File</p>
Academic Information <i>Completed</i>	
Upload Transcripts or GED	
Qualification Questions	
Upload Scholarship Essay	

Previous Step **Next Step** **Submit Application**



NOTE: If you do not have this information, you may skip this step by selecting “NEXT STEP”, but you must come back to this page and upload a transcript before you are eligible for any scholarship.

- A document is successfully uploaded when the file can be seen above the “UPLOAD FILE” option on the page. Once completed, select “NEXT STEP” at the bottom of the page.

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Application

General Information
Completed

Academic Information
Completed

Upload Transcripts or GED
Completed

Upload your most recent unofficial transcript or GED; Please make sure that your average, GPA or GED score is reflected in order to be eligible for any NCCC scholarships. Please save and upload your saved or scanned document as either a WORD or PDF file.

attached: TestTranscript.docx

Upload New File

Qualification Questions

Upload Scholarship Essay

Previous Step Next Step Submit Application

- Answer all of the qualification questions on the page. Notice that you will not have the option to submit your application until all answers are completed. Note that you may revise your answers at a later time. Once you have completed all answers, hit “NEXT STEP” at the bottom of the page.

Are you a member of the Alliance Niagara Federal Credit Union on campus?

Yes

No

Do you have a love for music?

Yes

No

Will you be an incoming student registered full time?

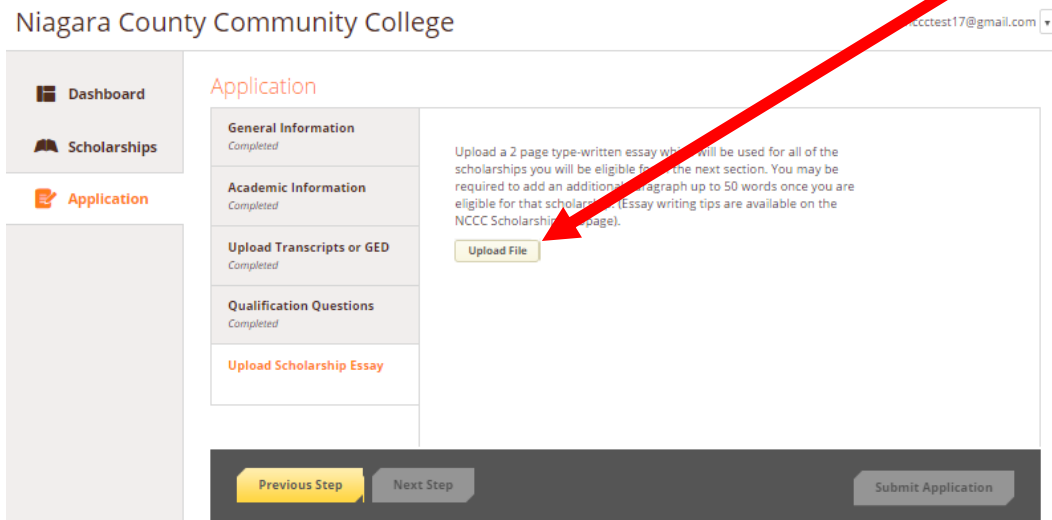
yes

no

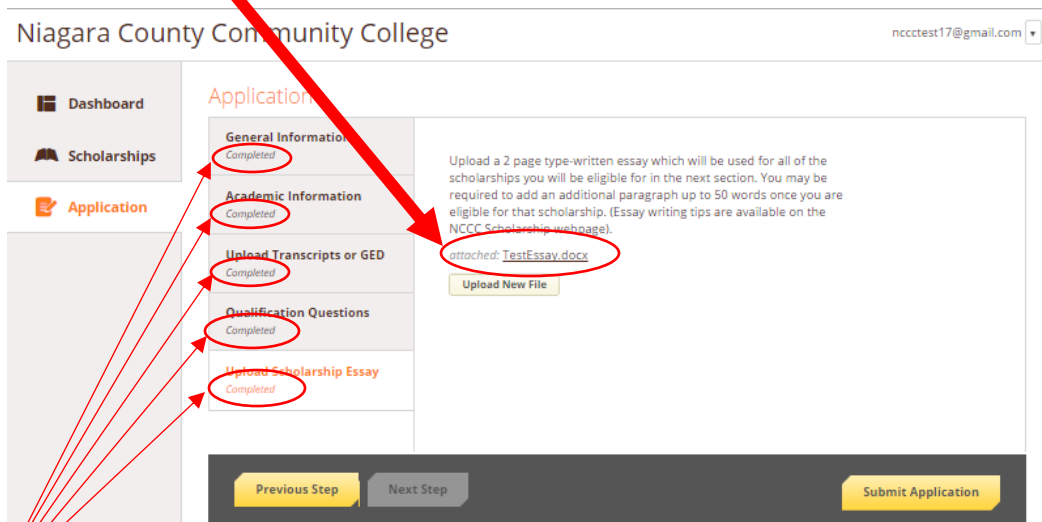
Previous Step Next Step Submit Application

NOTE: Be sure not to enter conflicting information in the academic information page and the qualifying questions page and among the qualifying questions. Doing so will trigger a “no” response and thus will negatively affect the calculated number of scholarships you will become eligible for.

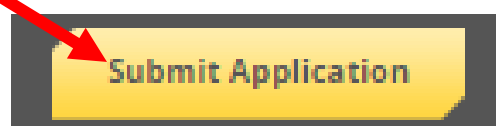
- Upload a 2 page type-written essay which will be used for all of the scholarships you will be eligible for in the next section. You may be required to add an additional short essay once you are eligible for that scholarship. (Essay writing tips are available on the NCCC Scholarship webpage). To upload an essay, select “UPLOAD FILE” in the center of the page.



- A document is successfully uploaded when the file can be seen above the “UPLOAD FILE” option on the page.



- When all of the sections are completed, the “SUBMIT APPLICATION” button in the lower right of the page will become highlighted. When you are satisfied with you application, click on this button to proceed.



- This will bring you to a screen that looks like the following:

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Dashboard

Scholarships

Application

You have some follow-up work to do.
Click "Complete Follow-Up" in the boxes below.

8 Items requiring completion

6 Applied scholarships

Follow-Ups

<u>Empire State Diversity Honor Scholarship</u> Due 4/14/2017 Complete Follow-Up	<u>Marie F. Abbondanza Memorial Scholarship</u> Due 4/14/2017 Complete Follow-Up
<u>Niagara County Bicentennial Scholarship</u> Due 4/14/2017 Complete Follow-Up	<u>Niagara Educational Foundation Volunteer Services Scholarship</u> Due 4/14/2017 Complete Follow-Up
<u>NYS Federation of Home Bureau Scholarship - Elma Pangburn</u> Due 4/14/2017 Complete Follow-Up	<u>NYS Federation of Home Bureau Scholarship - Niagara County</u> Due 4/14/2017 Complete Follow-Up
<u>NYS Federation of Home Bureau Scholarship in Memory of Ag...</u> Due 4/14/2017 Complete Follow-Up	<u>Robert Michael Sdao Memorial Scholarship</u> Due 4/14/2017 Complete Follow-Up

- In the example above, this student automatically applied for six (6) scholarships and is indicated in gray near the top of the screen.

- To view the scholarships that you automatically applied for, select “SCHOLARSHIPS” on the left of the page

Scholarship Name	Award	Deadline	Status
Alliance Niagara Federal Credit Union Awa... Alliance Niagara Federal Credit Union is a non-profit ...	N/A	Due Apr 14, 2017	Not Qualified
Anne E. Edwards Memorial Scholarship Anne began her college education at age 41 and grad...	N/A	Due Apr 14, 2017	Not Qualified
Anthony S. Gullo Faculty Association Schol... This scholarship was established by the NCCC Faculty...	N/A	Due Apr 14, 2017	Not Qualified
Barbara Burns-Higgins Memorial Scholars... This scholarship was established in 1997 in memory ...	N/A	Due Apr 14, 2017	Not Qualified
Barbara Ennis Memorial Volunteer Schola... This scholarship was created in memory of Barbara E...	N/A	Due Apr 14, 2017	Applied

- Notice that this student automatically applied for the Barbara Ennis Memorial Volunteer Scholarship.
- If you click on an individual scholarship, you can see what the qualifications are for each. This student qualified for the Barbara Ennis Volunteer Scholarship because they met the minimum GPA, was a Lockport High School Senior, and had volunteering experience.

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Scholarships - Barbara Ennis Memorial Volunteer Scholarship

✓ You applied for this scholarship on 2/10/2017

Overview

This scholarship was created in memory of Barbara Ennis (NCCC class of '69'). This scholarship is presented to Lockport Senior High School seniors, to reward them for community service and volunteerism.

Qualifications

- ✓ Applicant must have 2.5 GPA or higher.
- ✓ Applicant must be a Lockport Senior High School senior

Quick Facts

- Apply by Apr 14, 2017
- \$250.00

- This student was also eligible for an additional eight (8) scholarships that require further application materials. This is indicated in yellow at the top of the screen and these scholarships are listed under “FOLLOW-UPS”.

Follow-Ups

<u>Empire State Diversity Honor Scholarship</u> Due 4/14/2017 Complete Follow-Up	<u>Marie F. Abbondanza Memorial Scholarship</u> Due 4/14/2017 Complete Follow-Up
<u>Niagara County Bicentennial Scholarship</u> Due 4/14/2017 Complete Follow-Up	<u>Niagara Educational Foundation Volunteer Services Scholarship</u> Due 4/14/2017 Complete Follow-Up
<u>NYS Federation of Home Bureau Scholarship - Eima Paneburn</u> Due 4/14/2017 Complete Follow-Up	<u>NYS Federation of Home Bureau Scholarship - Niagara County</u> Due 4/14/2017 Complete Follow-Up
<u>NYS Federation of Home Bureau Scholarship in Memory of Ag...</u> Due 4/14/2017 Complete Follow-Up	<u>Robert Michael Sdao Memorial Scholarship</u> Due 4/14/2017 Complete Follow-Up

- Click on “COMPLETE FOLLOW-UP” to see what each scholarship requires of you to complete your application. These scholarships require either an additional essay, or letter(s) of recommendation.

- This student was eligible for the Niagara County Bicentennial Scholarship. When they selected “COMPLETE FOLLOW-UP”, they were shown the following screen that indicated that they need to type a short essay to the provided question in the text box, and to upload a letter of recommendation.
- To upload a letter of recommendation, select “UPLOAD FILE” at the bottom of the page. Letters of recommendation should be in a scanned, .pdf format.

Overview

Niagara County celebrated its bicentennial in 2008, recognizing the rich history and culture that contribute to the uniqueness of each city, town and village. Celebrations took place at NCCC and in other key locations to reminisce about the people, past and present, who have worked to enrich Niagara County. This scholarship is created to continue Niagara's legacy by recognizing a history scholar.

Quick Facts

Apply by Apr 14, 2017
\$375.00

Qualification

- ✓ Applicant must have 3.0 GPA or higher.
- ✓ Applicant must be a resident of Niagara County

Apply for this Scholarship

Discuss how you are involved with the history of Niagara County either through employment or volunteering. Volunteerism should be focused on the history of Niagara County. Include information on your career goals as well as your involvement in the history of Niagara County.

10 word(s) left

B I U [Text formatting icons]

Write paragraph in box indicated

Upload 1 letter of recommendation from a current teacher, employer, civic or spiritual leader highlighting your qualities of family values, integrity and involvement with the history of Niagara County.

Upload File

Submit Application

NOTE: If a scholarship requires more than one letter of recommendation, you must submit them as one document. AwardSpring will not allow more than one document submission with each scholarship.

- Once you have completed your follow-up materials, you will see a screen like the following example:

Apply for this Scholarship

Discuss how you are involved with the history of Niagara County either through employment or volunteering. Volunteerism should be focused on the history of Niagara County. Include information on your career goals as well as your involvement in the history of Niagara County.

7 word(s) left

Test test test

Upload 1 letter of recommendation from a current teacher, employer, civic or spiritual leader highlighting your qualities of family values, integrity and involvement with the history of Niagara County.

attached: [letterofrecommedation.pdf](#)

Upload New File

✓ Great! You have answered all required questions. Now click the Submit Application button.

Submit Application

- Click on “SUBMIT APLICATION” to complete the application.
- By completing the Niagara County Bicentennial scholarship application, their application dashboard changes to seven completed applications and seven remaining items requiring completion.

Niagara County Community College

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Dashboard

Scholarships

Application

You have some follow-up work to do.
Click "Complete Follow-Up" in the boxes below.

7 Items requiring completion

7 Applied scholarships