

STUDENT APPLICATION GUIDE

TO LOG IN:

Sign In: If you already have an account. Enter your email address and password and click the yellow Sign In button.

Register: If you do not have an account. You will be directed to a registration page. Enter all of the required information, click the agreement box, and click the **Create Account** button.

Sidebar navigation:

- Scholarships
- Donors
- Sign In**
- Register**

Sign In form:

Email:

Password:

[Forgot password](#)

Sign In

Don't have an account?

Register

Daniel's Scholarship Emporium logo

Register [Already have an account? Sign in](#)

Email:

First Name:

Last Name:

Password:

Confirm Password:

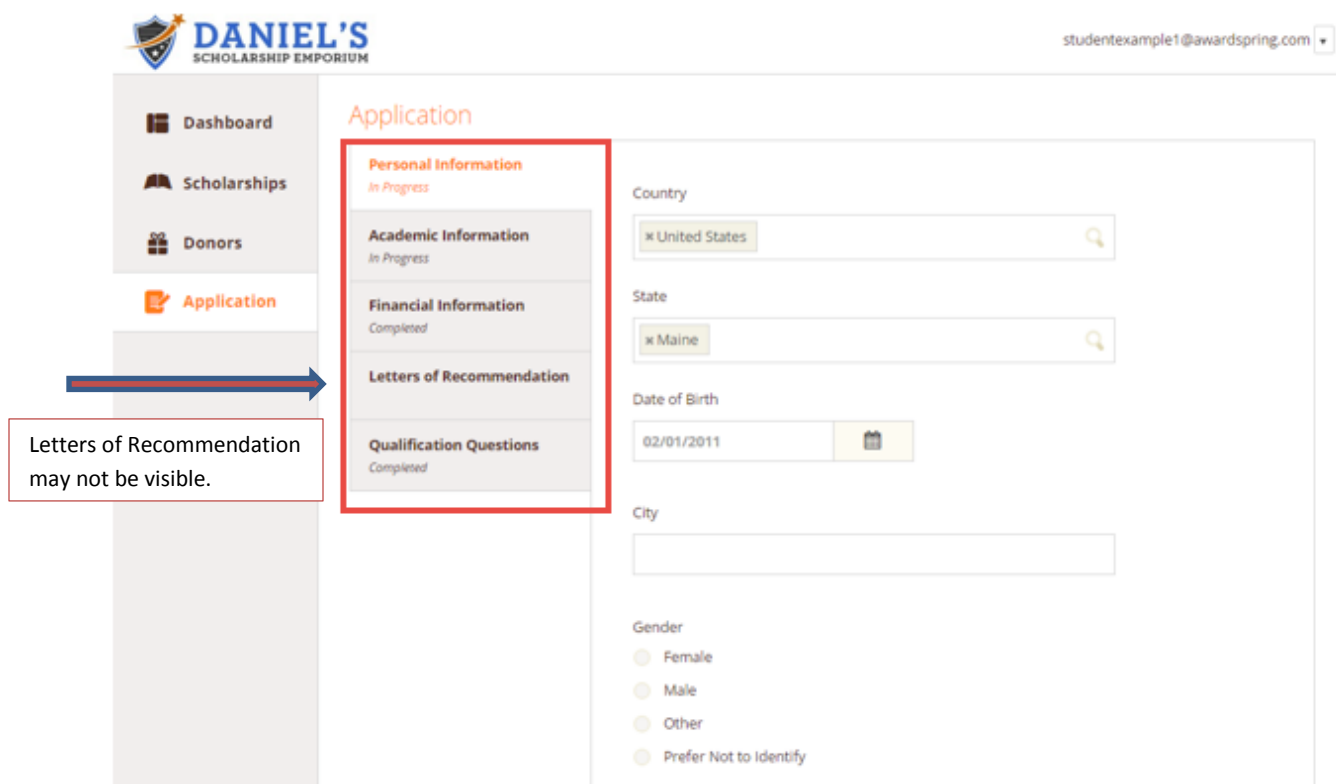
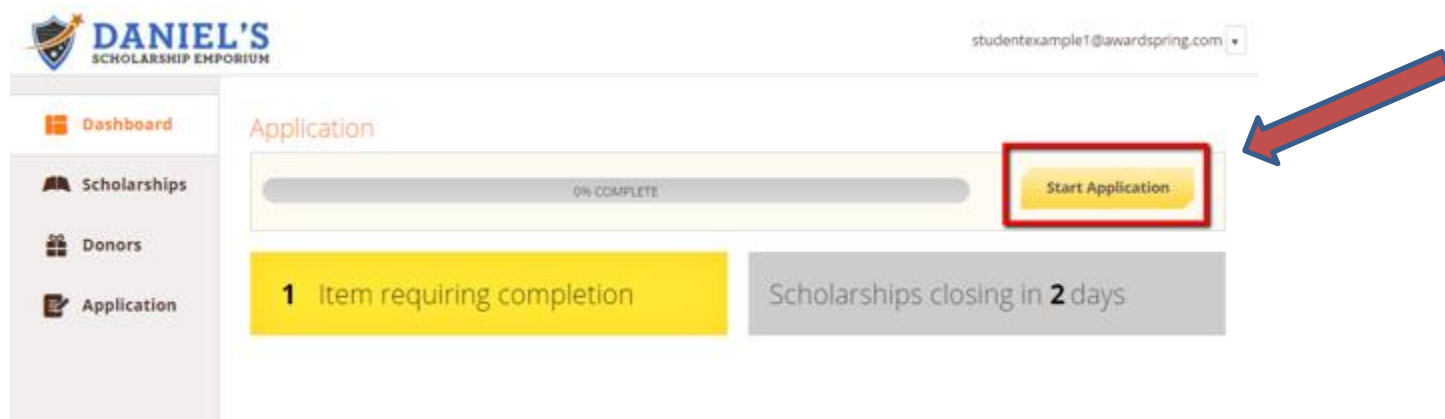
I agree to the Terms of Use and Privacy Policy at the bottom of this page.

Create Account

By selecting "Create Account", you are agreeing to our [Terms of Use](#)

After login/registration, you will be directed to your Dashboard. Important information about your application status and additional instructions will be displayed for you here.

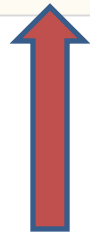
Click the **Start Application** button to begin filling out your application.



Because not all applications require you to submit a **Letter of Recommendation**, ***you may not see/will not have to complete*** the “**Letters of Recommendation**” tab. All **Letters of Recommendation** will be included in the individual Scholarship Application under the “Complete Follow Up” tab where necessary. Directions for completing follow-up information are provided during additional steps.

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

The screenshot displays the 'Application' page on the Daniel's Scholarship Emporium website. The top left features the logo and the text 'DANIEL'S SCHOLARSHIP EMPORIUM'. The top right shows the email address 'studentexample1@awardspring.com'. A left sidebar contains navigation links for 'Dashboard', 'Scholarships', 'Donors', and 'Application' (which is highlighted). The main content area is titled 'Application' and includes a sidebar with five tabs: 'Personal Information' (Completed), 'Academic Information' (Completed), 'Financial Information' (Completed), 'Letters of Recommendation' (Completed), and 'Qualification Questions' (Completed). The 'Letters of Recommendation' tab is highlighted with a red box. The main content area is divided into two sections: 'Recommendations' and 'Completed'. The 'Recommendations' section contains instructions and a form with fields for 'Recommender First Name', 'Recommender Last Name', 'Email', and a 'Relationship' dropdown menu. Below these fields is a 'Request Message' text area and a 'Send Request' button. The 'Completed' section shows a card for 'Jean-Luc Picard' with the email 'ahoffman@awardspring.com' and the text 'Mentor Submitted on 12/28/2015'. At the bottom of the page, there is a dark grey bar with three buttons: 'Previous Step', 'Next Step', and 'Submit Application'. The 'Submit Application' button is highlighted with a red box, and a large red arrow points to it from below.



You will be directed back to your Dashboard where you will see the number of scholarships to which you have been automatically applied. Click in the gray **Applied scholarships** box to view the full list of applied scholarships.

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

2 Items requiring completion

2 Applied scholarships

Follow-Ups

[Art Portfolio Scholarship](#)

Due 12/30/2015

Complete Follow-Up

[Community Service Scholarship](#)

Due 12/30/2015

Complete Follow-Up

Scholarships

Filter

Scholarship Name	Award	Deadline	Status
Financial Need Scholarship For applicants demonstrating financial need.	N/A	Due Dec 30, 2015	Applied
Merit Scholarship For students with excellent academic performance.	N/A	Due Dec 30, 2015	Applied

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

Scholarships

Filter

Scholarship Name	Award	Deadline	Status
Financial Need Scholarship For applicants demonstrating financial need.	N/A	Due Dec 30, 2015	Applied
Merit Scholarship For students with excellent academic performance.	N/A	Due Dec 30, 2015	Applied

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 Art Portfolio and Community Service scholarships, 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.

2 Items requiring completion

2 Applied scholarships

Follow-Ups

Art Portfolio Scholarship
Due 12/30/2015

Complete Follow-Up

Community Service Scholarship
Due 12/30/2015

Complete Follow-Up

In this example, the applicant needs to respond to essay questions and upload a community service document in order to be able to apply for the Community Service Scholarship.

Scholarships - Community Service Scholarship

The screenshot shows the 'Resubmit Application' button highlighted with a red box and an arrow. The page includes a 'Resubmit Application' button at the top left, a status bar indicating 'You applied for this scholarship on 12/28/2015', and sections for 'Overview' (For students who help their community.), 'Quick Facts' (Apply by Dec 30, 2015), and 'Qualifications' (Must have at least 100 hours of community service.). The main content area is titled 'Apply for this Scholarship' and contains a text editor with 490 words left, a file upload section with an attached file 'matrix response 1.xlsx', and a 'Resubmit Application' button at the bottom left.

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 “o Items requiring completion” on your Dashboard.

The screenshot shows the Daniel's Scholarship Emporium dashboard. The header includes the logo for Daniel's Scholarship Emporium and the user email 'studentexample1@wardspring.com'. The dashboard features a navigation menu with 'Dashboard', 'Scholarships', 'Donors', and 'Application'. A central message box says 'You did it! Nothing left to complete. Way to go!'. Below this, a yellow box displays '0 Items requiring completion' and a grey box displays '4 Applied scholarships'.

You are all set! Your organization’s administrator will provide you further direction if it is needed.

The ASU administrator is: Andrew Floyd – 229-317-6725; email: Andrew.floyd@asurams.edu