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.
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.
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.

### Follow-Ups

<table>
<thead>
<tr>
<th>Art Portfolio Scholarship</th>
<th>Community Service Scholarship</th>
</tr>
</thead>
<tbody>
<tr>
<td>Due 12/30/2015</td>
<td>Due 12/30/2015</td>
</tr>
</tbody>
</table>

### Scholarships

<table>
<thead>
<tr>
<th>Scholarship Name</th>
<th>Award</th>
<th>Deadline</th>
<th>Status</th>
</tr>
</thead>
<tbody>
<tr>
<td>Financial Need Scholarship</td>
<td>N/A</td>
<td>Due Dec 30, 2015</td>
<td>Applied</td>
</tr>
<tr>
<td>Merit Scholarship</td>
<td>N/A</td>
<td>Due Dec 30, 2015</td>
<td>Applied</td>
</tr>
</tbody>
</table>
Click **Dashboard** to return to your Dashboard to view additional information or take further action.

![Dashboard](image)

**Scholarships**

- **Financial Need Scholarship**
  - Award: N/A
  - Deadline: Due Dec 30, 2015
  - Status: Applied

- **Merit Scholarship**
  - Award: N/A
  - Deadline: Due Dec 30, 2015
  - Status: 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.

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**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](image)

- **Community Service Scholarship**
  - Due: 12/30/2015
  - [Complete Follow-Up](image)
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.

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.

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